

BELLEFONTE AREA HIGH SCHOOL

***Inspiring and Preparing Today's Learners to Embrace
Tomorrow's Challenges***

STUDENT - PARENT HANDBOOK



2016 - 2017

Revised 6/2016

www.basd.net



Dear Students and Parents/Guardians:

Welcome to the 2016-2017 school year at Bellefonte Area High School. You are beginning an amazing time in your lives where you, as students, will have many opportunities before you and you, as parents/guardians, will have many times where you can be proud and watch your child grow into an amazing young adult. We, the administration, faculty and staff of BAHS are so excited to go on this journey with you.

The Student-Parent Handbook is a formal document developed to assist you as you progress through high school. It contains all of the policies and guidelines adhered to at Bellefonte Area High School. Parents/Guardians and students, please make sure you read through each area of the handbook and get to know them very well as you will be responsible to uphold them.

We encourage you to push yourself and try new and different areas of study. Embrace our many extra-curricular offerings, be it athletic or academic, or even interest based.

If you have any questions, please do not hesitate to contact an administrator, teacher, or staff member at the high school. Here's to an amazing school year!

Kindest Regards,

Mrs. Jennifer Brown, Principal
Mr. Michael Fedisson, Vice-Principal , 11/12
Mr. Daniel Park, Vice-Principal, 9/10

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Bellefonte Area High School

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Inspiring and Preparing Today's Learners to Embrace Tomorrow's Challenges

PART I ~ OUR SCHOOL

Inspiring and Preparing Today's Learners to Embrace Tomorrow's Challenges

Our Mission

It is the mission of the Bellefonte Area School District to inspire and prepare today's learners to embrace tomorrow's challenges.

In a situation where provisions of the student handbook contradict school board policy, the board policy shall prevail.

Bellefonte Area High School's Symbolic Crest



The school crest was designed in the late 1960's. The Balfour Company and Mr. Hugh Manchester, a local historian, were commissioned to design the crest. The symbols were determined by a school-wide and community-based contest.

Beginning at the top of the crest, you find columns that depict the former Bellefonte Academy, a very prestigious prep school. During the 1930's Bellefonte High School was destroyed by fire, yet it continued to operate by holding classes at the Bellefonte Academy. The original high school facade also featured the stately column.

Continuing clockwise on the crest, you will find an open book symbolizing knowledge and learning. In the lower right hand corner of the crest is a replication of a statue of Governor Andrew Greg Curtin, which stands on the diamond in Bellefonte. Governor Curtin was born in Bellefonte and was a very important politician during the Civil War. His interest in local education led him to be one of the original members of the Bellefonte Area School Board. He also played a prominent role in founding Penn State University.

An iron furnace is depicted in the lower left hand corner. The entire economy of this area was, at one time, based on the iron industry. Its inclusion is, therefore, a tribute to the workers of the area. The upper left-hand corner of the crest houses the Pennsylvania Keystone State Symbol. Surrounding the Keystone Symbol are five stars. Each star represents a Pennsylvania Governor who either was born in or lived in Bellefonte. These Governors were Curtin, Beaver, Hastings, Packer and Bilger. The star in the middle symbolizes Polaris, the North Star in the constellation Ursa Minor. This star supposedly represents direction and aim in one's education.

The crest is currently visible on the official high school class rings, district stationery, graduation announcements, and written programs for end-of-the-year activities. The Crest is also displayed proudly in the library and in the high school theatre.

Important Phone Numbers

BAHS Main Office		814-355-4833
Main Office Fax		814-353-5320
Principal	Mrs. Jennifer Brown	814-355-4833 x 8505
Vice-Principal	Mr. Michael Fedisson	814-355-4833 x 8506
Vice-Principal	Mr. Daniel Park	814-355-4833 x 8507
Attendance Office	Ms. Diane Roan	814-355-4833 x 8503 or 814-353-5325
Guidance Office	Mrs. Jody Winkelman	814-355-4833 x 8520
Nurse's Office	Karen Truesdale	814-355-4833 x 8550
Student Office	Mrs. Vicky Confer	814-355-4833 x 8504
Co-Athletic Director	Ms. Deb Moore	814-355-4833 x 8164
Co-Athletic Director	Mr. Jon Clark	814-355-4833 x 8160
Coordinator of Transportation	transportation@basd.net	814-355-4814

Bellefonte Area High School Discipline Philosophy

Bellefonte Area High School is committed to every student's right to an education. Each student has the right to learn, to be secure and to be safe. High school students are expected to be mature, responsible young adults, to act with courtesy and common decency in and out of school, and to dress in a manner that allows them to concentrate fully on educational opportunities provided by the school. Students must respect themselves, respect others and respect their school. It is the student's responsibility to behave appropriately, and the school community's responsibility to provide guidance and hold students accountable for their actions.

It is the responsibility of the high school administration to set high standards and expectations for behavior, to monitor student behavior and to intervene in situations that detract from a positive learning environment. The discipline Code of Conduct supports positive behavior and provides for prevention and correction of misbehavior. The intent of this code is to help guide students so they are prepared to make meaningful and positive contributions to their school, community, and society, both during and after their high school experience.

Our Daily Class Schedule

Bellefonte Area High School is on a six-day rotating schedule. For the 2016-2017 school year, we will be utilizing the modified block schedule. Cycle days 1-4 will utilize 45 minute class periods. On days 5 and 6, students will meet with half of their classes each day for approximately a double period of each class.

The schedule on Days 1-4 allows for a full eight-period schedule for students and one full, 30 minute lunch period. The lunch periods are during periods four, six, and eight. There are four minutes between classes with a one minute warning bell. The CPI schedule will be split between morning and afternoon sessions. The morning CPI students will leave at 8:09 a.m. and return at 11:25 a.m. The afternoon CPI students will leave at 11:59 a.m. and return at 3:15 p.m.

Time Schedule

<u>Period</u>	<u>Start</u>	<u>End</u>
HR	8:01	8:09
1	8:13	8:58
2	9:02	9:47
3	9:51	10:36
4 (LUNCH)	10:40	11:10
5/6	11:14	11:59
7/8	12:03	12:48
4/5	10:40	11:25
6 (LUNCH)	11:29	11:59
7/8	12:03	12:48
4/5	10:40	11:25
6/7	11:29	12:14
8 (LUNCH)	12:18	12:48
9	12:52	1:37
10	1:41	2:26
11	2:30	3:15

On Days 5 and 6, classes are approximately a double period in length. Half of a student's classes will meet on Day 5; the other half of his/her classes will meet on Day 6. Lunches will take place for 30 minutes during an assigned class (Pds. 6/7/8 on Day 5 and during Pd. 10 on Day 6). AM CPI will still leave at 8:09 A.M. on Days 5 and 6 and return at 11:01 A.M. AM CPI students will report to the cafeteria from 8:01 – 8:09 A.M. for attendance on Days 5 and 6. PM CPI will leave at 11:35 A.M. and return at 3:15 P.M. A Raider Period has been added at the end of Days 5 and 6 for various school events and activities.

Time Schedule

Day 5	Time	Day 6
1	8:01 -9:31	3
2	9:35 – 11:01	4/5/6
6/7/8 (Lunch)	11:05 – 1:02	10 (Lunch)
Lunch A	11:05 – 11:35	Lunch A
	(Class 11:39 – 1:02)	
Lunch B	11:50 – 12:20	Lunch B
	(Class 11:05 – 11:46 & 12:24 – 1:02)	
Lunch C	12:32 – 1:02	Lunch C
	(Class 11:05 -12:28)	
9	1:06 – 2:34	11
Raider	2:38 – 3:15	Raider

Lunch Mod/Class Split on Days 5 & 6:

Lunch A 11:05-11:35	Class 11:39-1:02
Lunch B 11:50-12:20	Class 11:05-11:46 & 12:24-1:02
Lunch C 12:32-1:02	Class 11:05-12:28

Cancellations

When school is cancelled, the schedule resumes with same day that was missed. Each day after that, we will continue the new sequence.

Example: If a snow day falls on DAY 1, we will run a DAY 1 schedule upon returning and DAY 2 the following day, etc.

Two Hour Delay Schedule

Days 1-4

<u>Period</u>	<u>Start</u>	<u>End</u>	
HR	10:01	10:10	AM CPI will leave @ 10:10
1	10:14	10:44	
2	10:48	11:18	
4 or 4/5	11:22	11:52	AM CPI will return at 11:52
5/6 or 6	11:56	12:26	PM CPI will leave @ 12:26
7/8 or 8	12:30	1:00	
9	1:04	1:34	
10	1:38	2:08	
3	2:12	2:42	
11	2:46	3:15	PM CPI will return @ 3:15

Day 5

<u>Period</u>	<u>Start</u>	<u>End</u>	
1	10:01	11:07	AM CPI will leave @ 10:10 AM CPI will return @ 11:07
Lunch A (6/7/8)	11:11	11:43	PM CPI will leave @ 11:43
Lunch B (6/7/8)	11:47	12:19	
Lunch C (6/7/8)	12:23	12:55	
2	12:59	2:05	
9	2:09	3:15	PM CPI will return @ 3:15

Day 6

<u>Period</u>	<u>Start</u>	<u>End</u>	
3	10:01	11:07	AM CPI will leave @ 10:10 AM CPI will return @ 11:07
Lunch A (10)	11:11	11:43	PM CPI will leave @ 11:43
Lunch B (10)	11:47	12:19	
Lunch C (10)	12:23	12:55	
4/5/6	12:59	2:05	
11	2:09	3:15	PM CPI will return @ 3:15

2016-2017 Calendar

2016

August 16, 2016	In-Service Day - All staff is required to attend
August 17, 2016	In-Service Day - Teachers required to attend
August 18, 2016	Clerical Day
August 29, 2016	First day of school for students
September 5, 2016	No school for students - Vacation Day
October 6, 2016	Day of Caring – 11th and 12th grade students will participate
October 21, 2016	No school for students – Act 80 Day
November 9, 2016	No school for students - Act 80 Day
November 23, 24, 25, and 28, 2016	No school for students – Vacation Days
December 23-31, 2016	No school for students - Vacation Days

2017

January 13, 2017	No school for students - Clerical Day
January 16, 2017	No school for students - In-Service Day
February 17, 2017	No school for students - In-Service Day
February 20, 2017	No school for students – Vacation Day
March 3, 2017	No school for students - Vacation Day/Snow Make Up Day
March 24, 2017	No school for students - In-Service Day
April 14, 2017	No school for students – Vacation Day
April 17, 2017	No school for students - Vacation Day/Snow Make Up Day
April 3-7, 2017	PSSA English/Language Arts – Grades 3-8
April 24-28, 2017	PSSA Mathematics – Grade 3-8
May 1-5, 2017	PSSA Science – Grades 4 & 8
May 15-26, 2017	Keystone Exams – Grades 9-11
May 29, 2017	No school for students - Vacation Day
June 2, 2017	Last day of school & graduation (pending snow make-up days)
June 5, 2017	In-Service Day
June 6, 2017	Clerical Day

Marking Period

October 31, 2016	End of First Grading Period
January 18, 2017	End of Second Grading Period
March 28, 2017	End of Third Grading Period
June 2, 2017	End of Fourth Grading Period

PART II ~ CURRICULUM & ACADEMIC EXPECTATIONS

Graduation Requirements and Recommendations

The Pennsylvania Department of Education requires that all students enrolled in schools within the state meet minimum standards of scholastic performance before they may be granted a high school diploma. In addition, the Bellefonte Area Board of Education has established requirements which exceed these state-mandated minimum standards. Each student enrolled at the Bellefonte Area High School must meet the standards established by the Bellefonte Area Board of Education prior to being granted a high school diploma.

GRADUATION REQUIREMENTS Class of 2017, 2018 & 2019	
SUBJECT	MINIMUM CREDIT
English	4.0 credits
Social Studies	4.0 credits*
Mathematics	4.0 credits
Science	3.0 credits
Physical Education	2.0 credits
Health	.50 credit
Driver Education	.25 credit
Personal Finance	.50 credit
Electives	6.75 credits
Graduation Project	Successful Completion
TOTAL CREDITS	25.00 Credits

Graduation Requirements for the Classes of 2017 and 2018:

- Completion of required 25 Credits (see 2017, 2018 and 2019 Graduation Credit Requirement chart above)
- Demonstration of proficiency in Algebra 1, Literature and Biology as determined by the school district
- Community Service of 30 Hours

*Note: PDE has eliminated the culminating senior research project as a graduation requirement effective the class of 2017.

Graduation requirements for the class of 2019 and beyond may be subject to change based upon the Keystone Exams and State requirements.

Beginning with the **Class of 2019**, students may have to pass a Composition Keystone Exam. Beginning with the **Class of 2020**, students may have to pass a Keystone Exam in Civics and Government.

GRADUATION REQUIREMENTS Class of 2020 and Beyond	
SUBJECT	MINIMUM CREDIT
English	4.0 credits
Social Studies	4.0 credits*
Mathematics	4.0 credits
Science	3.0 credits
Physical Education 1	.25 credit
Physical Education 2	.25 credit
Physical Education Elective	.50 credit
Health	.50 credit
Driver Education	.25 credit
Electives	8.25 credits
TOTAL CREDITS	25.00 Credits

Graduation Requirements for the Classes of 2019, 2020 and Beyond:

- Completion of required 25 Credits (see applicable Graduation Credit Requirement Chart above)
- Demonstration of proficiency in Algebra 1, Literature and Biology Keystone Exams or another state based alternative yet to be determined
- Community Service of 30 Hours
- Students can start to accumulate community service hours in the summer prior to ninth grade. Activities in which students can participate include volunteering time to help others without pay, a grade, or material rewards. Some activities would include volunteering with children as a teacher or coach, volunteering to help the elderly, serving on a community-based committee, helping a neighbor in need of special assistance, and giving blood to name a few. For each activity, students need to complete a Community Service Form and return it to the High School Guidance Department. Forms can be obtained in the guidance office and online. **All hours must be completed and verified by May 1st of the student's senior year.** Seniors that do not complete community service hours by this deadline may be ineligible from participating in graduation ceremonies and/or activities.

*Note: PDE has eliminated the culminating senior research project as a graduation requirement effective the class of 2017.

Graduation requirements for the class of 2019 and beyond may be subject to change based upon the Keystone Exams and State requirements.

Beginning with the Class of 2019, students may have to pass a Composition Keystone Exam. Beginning with the Class of 2020, students may have to pass a Keystone Exam in Civics and Government.

Graduation requirements may be subject to change based upon the Keystone Exams and State requirements.

Course Credits

The Pennsylvania Department of Education requires that all students enrolled in schools within the state meet minimum standards of scholastic performance before they may be granted a high school diploma. In addition, the Bellefonte Area Board of Education has established requirements which exceed these state-mandated minimum standards. For example, four credits of Math are required for graduation.

Graduation Honors

The Bellefonte Area High School will recognize the valedictorian and the salutatorian at commencement exercises based on class rank. Additionally, the following academic accomplishments will be honored for students who earn the following numerical percentages.

Weighted Numerical Grade:

Summa Cum Laude	97% or better
Magna Cum Laude	95% - 96.999%
Cum Laude	93% - 94.999%

State Standards/Demonstrating Proficiency

Additionally, in order to graduate from high school in the state of Pennsylvania, every student (class of 2019 and beyond) must demonstrate proficiency in Algebra I, Biology and Literature. The simplest way for students to achieve this goal is to score at the “Proficient” or “Advanced” level on the state standardized tests, otherwise known as the Keystone Exams. If proficiency or better is not demonstrated on the Keystone Exams, a number of alternatives may be available to students to meet this requirement. Counselors will work with individual students as needed to determine the most appropriate pathway for each student’s success.

**Approved proficiency options may be subject to change as updated information is released from Pennsylvania Department of Education.*

Testing Information

The testing program at the high school encompasses a variety of tests which serve several purposes. While some of these tests are mandated, others are administered as a service to students and their families. The following chart provides basic information on these tests.

GRAD E LEVEL	TEST	DEFINITION OF TEST	PURPOSE
9	Keystone Exams	Algebra 1, Literature, Biology	State Proficiency Exam
	CDT's	Classroom Diagnostic Tools	Identify areas of strength and need with standards
	PSAT	Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test	Acquaint students with SAT material
10	PSAT	Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test	Acquaint students with SAT material
	SAT Reasoning	Scholastic Aptitude Test	College admission evaluation
	ACT	American College Testing	College admission evaluation
	Keystone Exams	Algebra 1, Literature, Biology	State Proficiency Exam
	CDT's	Classroom Diagnostic Tools	Identify areas of strength and need with standards
11	ASVAB	Armed Services Vocational Aptitude Battery	Assess student aptitude
	PSAT	Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test	Acquaint students with SAT material
	SAT Reasoning	Scholastic Aptitude Test	College admission evaluation
	ACT	American College Testing	College admission evaluation
	Keystone Exams	Algebra 1, Literature, Biology	State Proficiency Exam
	CDT's	Classroom Diagnostic Tools	Identify areas of strength and need with standards
	AP Testing	Advanced Placement Testing	College placement evaluation
12	SAT Reasoning	Scholastic Aptitude Test	College admission evaluation
	Keystone Exams	Algebra 1, Literature, Biology	State Proficiency Exam
	AP Testing	Advanced Placement Testing	College placement evaluation
	HSTW/NAEP Achievement Test	High Schools That Work NAEP Achievement Test	Assess student aptitude
	ASVAB	Armed Services Vocational Aptitude Battery	Assess student aptitude
	ACT	American College Testing	College admission evaluation
	CDT's	Classroom Diagnostic Tools	Identify areas of strength and need with standards

Keystone Exams

All students are required to take the Keystone Exams in the disciplines of Algebra, Biology and Literature. Class of 2019 students must demonstrate proficiency to meet graduation requirements as defined by the Commonwealth. These tests serve as a measure of achievement and apply to state regulations for our School Performance Profile (SPP). Students who do not score proficient or advanced on the tests will have opportunities to retest after remediation.

Promotion Standards

On the path to a diploma, there are grade level benchmarks or expectations for each year of high school. Students must earn a minimum grade of “60%” in a course in order to receive credit. It is recommended students earn a minimum of six and one half (6.5) credits per year in order to graduate on time.

The following standards apply to all students:

- A student must earn a minimum of 5 credits during grade 9 (**including at least 3 major subject credits***) to enjoy 10th grade standing.
- A student must earn a minimum of 11 credits during grades 9 and 10 to enjoy 11th grade standing. (**including at least 6 major subject credits***)
- A student must earn a minimum of 17 credits during grades 9, 10, and 11 to enjoy 12th grade standing. (**including at least 10 major subject credits***)

*Note: major subject credits include English, Math, Social Studies and Science courses

This impacts homeroom standing assignment as well. Students who have not met the standards for promotion will be in a homeroom matching their official grade level.

Students who fail a required course during their freshman, sophomore, or junior years must successfully make up the course prior to graduation. This can be accomplished at the student’s expense either by completing the course in one of the following ways:

- In an approved summer school program
- Through individualized/independent tutoring from a certified teacher approved by the High School Principal
- Through an approved on-line course
- **Be advised, not all courses are available in summer school or online. Students should check with their counselor for course availability**
- As a last resort, students may also reschedule the class the following year.

Scheduling Procedures

The Bellefonte Area School District highly recommends and encourages all students to take a wide range of courses and carry a credit load each year that exceeds the minimum standards of scholastic performance. Students should schedule a minimum of 7.0 credit hours per year. Please be advised that study hall enrollment numbers will be capped, and students are encouraged to take additional courses.

Counselors will meet with students during the second semester and have them complete their scheduling requests for the following year. Completed student schedules will be mailed home in the summer. Students will then be allowed to request schedule changes. Please note all schedule requests should be based on the underlying course. These change requests must be made before the beginning of the school year.

Teacher-specific requests will not be granted.

Course Recommendations

Students should consult the course descriptions to be certain they are eligible for enrollment in the course before registering. Many courses have recommendations and are available only to students who fulfill such recommendations.

Course Withdrawal

Dropping a course is a serious step that can affect a student's permanent record and may jeopardize satisfactory academic progress and athletic eligibility.

Students may drop courses without penalty through the first 20 days of the marking period for yearlong courses, the first 10 days of a semester course, or during the first week of the quarter for quarter courses. After that drop period ends, students will have the opportunity to petition for a late drop by completing a success plan with the course instructor. **Any student who wishes to late drop a course must first complete a success plan with the teacher.** Late drops can only be initiated until the halfway point of the course. If this plan is followed **with fidelity** and success is still not met the student shall be able to drop the course. Success is defined as producing passing work (60% or higher) from the implementation of the success plan on.

Furthermore, a full year course that is dropped after the first semester will appear with a failing grade on the student's transcript. Likewise, any semester course that is dropped after the first nine weeks of the course will appear with a failing grade.

Auditing

In very special cases with advance permission of a student's parent(s)/guardian(s), course instructor, school counselor, and the Principal, a student may audit a class. When a course is audited, the symbols AU will appear on the report card and transcript. In no case will the student receive credit for auditing.

Incomplete Grades

Students will receive an Incomplete "I" grade on the report card if they have outstanding work that is still eligible for completion (as defined by the student handbook). **All incomplete work must be turned in to the instructor within the first 5 days of the new quarter.**

Honor Roll Criteria

Students will be recognized at the end of each nine weeks grading period for outstanding work based on weighted grades. The following criteria will be used to determine these honors:

Distinguished Honors:

Grade Point Average of 95% - 100%
No failing grades
No incomplete quarterly grades

High Honors:

Grade Point Average of 91% - 94%
No failing grades
No incomplete quarterly grades

Honors:

Grade Point Average of 85% - 90
No failing grades
No incomplete quarterly grades

In order to be eligible for Honor Roll consideration, incomplete grades must be made-up within five days after report cards have been distributed. A student with an incomplete grade after the five days will be ineligible for Honor Roll consideration. All incomplete grades must be made up within 10 days after report cards have been distributed.

Class Rank

Class rank is computer generated, utilizing the student's cumulative weighted grade point average in grades nine through twelve. Grades for courses are calculated as follows:

Grading Scale

<u>Percentage Grade</u>	<u>Letter Grade Equivalent</u>	<u>Weighted Percentage Grade</u>
90% - 100%	A	94% - 107%
80% - 89%	B	83% - 98%
70% - 79%	C	73% - 88%
60% - 69%	D	
Below 60%	F	

- Grades are determined and recorded as percentages.
- For purposes of comparison, letter grade equivalents are listed above.
- In addition, the weighted percentage grade is also shown.

Weighted Grades

Only courses labeled as "Accelerated," "Honors" or "Advanced Placement" are weighted, with only final grades receiving a weight factor. A weighting factor of 1.04 is applied to "Accelerated" and "Honors" courses and a weighting factor of 1.07 is applied to "Advanced Placement" courses.

Progress Reports

Student progress can be tracked in real time through the use of Parent Portal on the Power School software. Parents and students are encouraged to continually check student grades. Be advised, teachers must be given a reasonable amount of time to enter/update student grades upon completion of projects or tests.

At the midpoint of a nine week period, if a student's grade is below a C, the teacher will contact the parent via email or mail.

Throughout the school year, if student grades fall below a C, the teacher will notify the student of the grade and then contact the parents via email or mail.

The parent(s)/guardian(s) of seniors will be informed at the end of each marking period of failing or incomplete grades in any subject that is required for graduation.

Report Cards

Report cards are a measure of student progress throughout the school year. They are issued four times per year at the end of each nine-week marking period. If questions arise concerning grades, contact either the teachers or the appropriate guidance counselor. Absentee or duplicate report cards may be obtained in the Guidance Office.

Post-Secondary Preparation

Students who plan to continue their formal education following graduation from high school (i.e. attend college, technical school, nursing school, business college, etc.) should realize that entrance requirements vary from institution to institution. Early selection of colleges will be advantageous so that high school courses may be selected to meet entrance requirements. In addition to selection of the subjects required by the different colleges, high scholastic achievement is essential for entrance to college. The student's class rank at the end of the junior year will be included on college applications.

Some general remarks on entrance requirements follows: Completion of two years of a laboratory science satisfies most admission requirements for college. Likewise, two years of a foreign language is usually sufficient, although more is preferred (check with each individual institution to be sure about their specific requirements). Students preparing for a college program related to science and mathematics should elect additional courses in science and mathematics, and those planning to major in other areas should consider taking the full sequence of a foreign language. Also, chemistry is generally listed as a basic requirement for entrance into a nursing curriculum. Business administration and engineering programs similarly require strong preparation in mathematics through trigonometry.

ADMISSION CRITERIA FOR POST SECONDARY EDUCATION MAY INCLUDE:

- Courses Taken/GPA
- SAT Reasoning Scores (possibly SAT-Subject)
- Rank in Class
- Counselor/Teacher Recommendations
- Application Questions and Essays
- Personal Interview (if available)
- Activities outside the classroom
- Special Talents, Skills, and Interests

Mid-Term and Final Examinations

Midterm and final exams are integral parts of a course of study. The following regulations will govern final exams:

- The final grade is the result of the cumulative average of a student's four quarter grades and his/her performance on both the midterm and final examinations. An exam is given at the midpoint and at the completion of every course, both semester and year-long.
- The midterm exam and the final exam each stand alone with the midterm exam counting for 10% of the final grade and the final exam counting for another 10% of the final grade. The actual grade for the midterm exam is printed on the report card.
- The nature of the final exam may vary. Various means of assessment, where appropriate, are strongly encouraged, but in all cases, the midterm and final exams must evaluate mastery of the minimum competencies expected upon completion of the course, as well as mastery of PA academic standards/assessment anchors. All midterm and final exams must be submitted to the principal for review and approval within at least two weeks of the intended date of administration.
- All students in AP courses are expected to take the national AP exam in the respective subject areas. Those students, who choose to take the national AP exam, may be exempted from the local final examination, with their final grade for the course being the average of their percentages for each of the four marking periods and their midterm grade. AP students who take the national AP exam may also choose to take the local final examination with the option of including it as 10% of their final grade, or exempting it, with their final grade for the course being the average of their percentages for each of the marking periods and the midterm, whichever is higher. Students who do not take the national AP exam are required to take the local final examination which will account for 10% of the final.
- Students who are unable to take a Mid-Term or Final Examination due to a previously school approved absence must complete a reschedule form and have it approved by administration and the teacher prior to the test date.

Homework

Homework is defined as any work planned or approved by the teacher to be completed by the student outside of the regular classroom without the immediate and direct supervision of the teacher. The teachers in the Bellefonte Area School District are primarily responsible for assigning, monitoring, and evaluating the students' homework.

The Bellefonte Area School District advocates the concept of homework to provide an additional positive learning opportunity that enhances home/school communication. Homework is a function that supports learning and should not be assigned as busy work or as punishment. Furthermore, homework assignments are to address the individual academic and career goals of all students. More specifically, homework (1) Provides an extension of classroom learning. (2) Reinforces skills in subject areas. (3) Prepares students for subsequent classroom instruction. (4) Develops individual initiative, self-discipline, and responsibility. (5) Develops good study habits and study skills.

In determining homework assignments, keep in mind the following:

All teachers will examine the use of homework.

Homework needs to be done. It is not optional.

Homework should be reasonable in length (1 ½ to 2 hours depending on grade level per night total from all teachers for high school students).

Homework in honors and advanced placement classes will require more study and work time.

Homework should be given in small increments and should not be overwhelming for students.

Homework should be practice of information already taught or an extension of learning into independent areas.

Homework must be used (and not just collected) in class and teachers should review homework the next day.

Homework needs to count with either a percentage of the overall grade, or using a value-added approach.

Homework should not simply be incomplete class assignments.

Homework must be started in class with the parts that are to be completed in class clearly specified.

1. Students should:

- (a) Be aware of the homework policy and guidelines of the Bellefonte Area School District.
- (b) Assume responsibility to produce original work.
- (c) Complete all assignments in the allotted time frame.
- (d) Arrange to make up missed assignments as required by the teacher(s).
- (e) Ask for further explanation if original directions are not completely understood.
- (f) Assume responsibility for remembering and/or recording assignments.
- (g) Initiate the request for help when needed.
- (h) Know the completion date and the specific format required by the teacher for completing the assignment.

- (i) Complete assignments neatly and legibly.
 - (j) Maintain good study habits.
 - (k) Budget time for short-term, as well as, long-term assignments.
 - (l) Communicate with parents and teachers concerning problems with assignments.
2. Parents should:
- (a) Become familiar with the homework policy and guidelines of the Bellefonte Area School District.
 - (b) Provide an area that is conducive to learning.
 - (c) Help motivate and/or assist the student to fulfill homework responsibilities without doing it for him/her.
 - (d) Establish regular study time.
 - (e) Develop a suitable study schedule.
 - (f) Communicate with teachers concerning problems with or questions about homework.
 - (g) Cooperate with the teacher in reinforcing the value of homework.
 - (h) Help your child set a limit to extracurricular activities when the activities interfere with homework and study time.

Make-Up Work Guidelines

If a teacher suspects that a student is being deliberately absent on test days, he/she will report the situation to guidance so that a conference can be held with the student and parent/guardian. If absences continue, guidance will report the problem to administration.

The following guidelines should be used for make-up work:

- It is the responsibility of the student, upon returning to school, to contact the teacher for make-up work and to complete that work.
- If the absence is previously scheduled, it is the student's responsibility to make arrangements for missed assignments prior to the absence.
- It is the responsibility of each teacher to provide make-up work and all pertinent materials for excused absences.
- Teachers may use their discretion to further extend the amount of time for make-up work
- If a student fails to complete a test/assignment that has been rescheduled by a teacher due to an absence, the grade automatically becomes a zero.
- If a student arrives late to school, he or she is responsible for contacting the teacher that day to take any test scheduled or submit work due that day.
- Students may make up all work missed during a suspension from school within the allotted time established above.
- Grades of students will not be lowered for disciplinary reasons. A "class participation" grade may be lowered if the students' lack of attendance prevents him/her from making a meaningful contribution to class. Both student and parent should be informed of this circumstance, as well as the appropriate building administrator.

A teacher may use professional judgment in granting exceptions to these rules.

It is our goal to move all students towards successful completion of assignments and assessments.

Some students may need additional teacher assistance in reaching this goal.

Participation Grade

Students are to fully participate in all classroom activities. This participation may count for up to twenty-five percent of the student's grade. Consistent attendance is essential for full participation.

National Honor Society

To be considered for the National Honor Society (NHS) a student must meet and maintain high academic standards. Students

must also be strong in the areas of character, leadership, and service. To this end, the following process for selection is followed:

- The student must be a junior or senior.
- The student must maintain a cumulative 3.67 GPA on a 4.0 scale, or a 93.0000% on a 100% scale at the end of their sophomore or junior year.
- The student must complete an application detailing his/her accomplishments in the areas of academics, character, leadership and service.
- The student must complete an essay that relates to leadership and serving others.
- The faculty will be asked to rate each student that they know in the areas of character, leadership and service on a five-point scale.

To reach induction, the student must:

- Satisfactorily complete the application.
- Satisfactorily complete the essay.
- Satisfactorily meet recommendations of faculty.
- Attend the induction ceremony.

After induction:

- Following induction into the Bellefonte Area High School Scientiam Requi Chapter of the National Honor Society, students must continue to demonstrate academic excellence and traits of character, leadership, and service.
- Members/students are required to perform a minimum of two NHS service-oriented projects, both for their community and their fellow students, and record this on their NHS record form.
- Members must also attend a minimum of six meetings per year (usually the first Friday of every month at 7:30 am). These are essential parts of maintaining membership.
- It is our hope that members of National Honor Society will be examples for the rest of our school to look up to and follow.
- Failure to maintain a 3.67 or 93.0000% cumulative, weighted GPA or to demonstrate the high standards of character, leadership and service by attending six NHS meetings and completing and recording two NHS community service activities each year will result in removal from National Honor Society. Once a student is dismissed from National Honor Society, he/she will not be reinstated.

PART III ~ SERVICES

School Counseling Services

The Guidance Department provides counseling services. An open-door policy is maintained so pupils can obtain help with their academic, vocational, and personal problems. Counselors are very much interested in helping students with their concerns or problems. A student may see a counselor before or after school or during one of the student's study periods. If a student desires an appointment, the student can contact the Guidance Department.

- Parents are encouraged to call the Guidance Office if parents feel they need a report on their child's progress or to make an appointment with any of their child's teachers. Calls should be made between 8:00 am and 3:15 pm, Monday through Friday.
- For additional information regarding guidance (counseling or courses), refer to the Bellefonte Area High School Course Description Guide.

The Guidance Department's plan for guidance activities includes the following services, which are designed to establish an environment that is conducive to learning and to social and emotional development:

- Registration and orientation of new pupils.
- Assistance to both pupils and parents in the pupils' selection of curriculum and subjects.
- Administration and interpretation of standardized tests to all students.
- Individual and group guidance practices to help pupils develop self-understanding and make realistic plans.
- Placement to help pupils carry out their educational and vocational plans.
- Assistance with applications for post high school training in college, schools of nursing, technical schools, business schools, College Board Examinations and scholarships.
- Completion of transcripts and letters of recommendations.
- Assistance in the maintenance and completion of permanent records for all students.

Other Counseling Services

The Guidance Department offers the following additional services:

- addressing student issues (social, emotional and behavioral concerns)
- mediating peer to peer, student to teacher and student to parent
- making referrals to appropriate agencies to support students
- making recommendations for dealing with anger, depression, substance abuse, etc.
- providing resources within the school to meet students' needs
- designing and implementing groups which address identified student concerns
- identifying learning needs and providing the appropriate adaptations
- providing counseling services for AEP students

Homebound Instruction

Homebound instruction is provided for students who are absent from school for an extended period of time because of a serious illness or operation. This service cannot be provided, however, until the school receives a letter from the respective student's physician. The physician's excuse is subject to review quarterly.

- The physician's letter must include a recommendation for homebound instruction as well as the diagnosis, prognosis, and estimated length of time that the student must remain at home. Contact the school nurse for more information.
- Students on homebound instruction are not permitted to participate in extracurricular activities, field trips, sports, sporting events, dances, or proms.
- Students on homebound instruction are not permitted to attend CPI.

Students with Special Needs

The **Special Education** Program is designed for students who possess unique instructional needs defined according to complex criteria established by the Pennsylvania Department of Education and State/Federal statutes. An "Individually Prescribed Educational Plan" is developed by parents and teachers to determine each student's course(s) of study. The combination of regular education and special education courses must meet the general requirements and credits for graduation. A variety of school-to-work opportunities are explored for students as students demonstrate the abilities to be successful in such an environment.

Chapter 15 / Section 504 Plans

In **Chapter 15/Section 504**, students' needs are addressed in service agreements developed by their parents, doctors and appropriate school administrators. These plans/agreements are created to support the student so the student can reach high levels of academic success. The plans are individualized depending upon the individual student's needs. Students and/or parents/guardians requesting Chapter 15/Section 504 Plans must demonstrate a need which impacts students' educational progress.

Gifted Education

The **Gifted** Program is designed for students who possess exceptional academic talent(s) defined according to complex criteria established by the Pennsylvania Department of Education and State/Federal statutes. Students in this program, under the direction of their parents and teachers, develop "Individually Prescribed Educational Plans" which determine their course(s) of study. The Gifted Program is an enrichment program.

Academic Decathlon

The Bellefonte Area High School offers a club to all students in grades 9 through 12 that prepares them to take part in the Academic Decathlon competitions. Students participating in these events compete for a variety of awards and scholarships. Academic eligibility must be maintained to participate in competitive events. This club may involve fundraising.

Senior Institute

Senior Institute looks at the ways in which art inspires literature, literature inspires art, and charity inspires them both. Both an English class and an art class, this course considers the connections between beauty, truth and goodness. As an English class, the course covers core content, including grammar, vocabulary, writing and literature, with a focus on literature inspired by art and the canon of British literature, from Spencer to Shakespeare to Joyce. On the art side, the course tackles painting and pottery, as well as other crafts relevant to the readings. As for charity, the course contains a community problem solving component, in which students choose and design a philanthropy to benefit the people of Bellefonte.

Acceptance into the Senior Institute is based upon overall school performance as a junior and is contingent upon meeting standards established in the areas of academics, attendance, and discipline. The standards are as follows:

- 1) Academics: Acquisition of 18 credits and minimum of a "B" in 11th grade English
- 2) Attendance: Classification as a "non -risk" student relative to attendance/tardiness guidelines (no more than 20 total absences)
- 3) Discipline: Eligibility for participation on school-sponsored trips (no two occurrences of being suspended from school)

This course may involve fundraising.

EXTRA CURRICULAR OPPORTUNITIES

The following is a list of activities that will allow students to become more involved in their school community.

ACADEMIC

Academic Decathlon
Ananda
Art Club
Drama Club
French N.H.S.
Future Business Leaders of America
The National FFA Organization
Mock Trial Team
Model United Nations
National Honor Society
Spanish Honor Society
Technology Student Association (TSA)

SERVICE/SOCIAL

Athletic Trainers
Chess Club
Class Cabinet
Community Service Club
Gay-Straight Alliance (GSA)
International Club
Key Club
SWPBS
Student Council
Student Newspaper (Red and White)
Yearbook – LaBelle
Sign Language Club
Ski Club

MUSIC

Concert Band
Marching Band
Jazz Band
Instrumental Ensembles
Indoor Colorguard
Indoor Majorettes
Indoor Percussion
Choir
Women's Chorale
Select Choir
Orchestra

ATHLETICS

Baseball
Boys' Basketball
Girls' Basketball
Bowling
Cheerleading
Cross Country
Football
Boys' Golf
Girls' Golf
Gymnastics
Boys' LaCrosse
Girls' LaCrosse
Boys' Soccer
Girls' Soccer
Softball
Swimming
Track and Field
Wrestling
Volleyball

Any extra-curricular activity may involve fundraising.

Advanced Placement Courses

Advanced Placement (AP) courses are offered in many of our departments. **Students wanting to take an AP course must complete an application and meet eligibility requirements. Applications are available in Guidance.**

Students who take Advanced Placement courses are expected to take the appropriate AP examination. When you take the AP examination, you can compare your ability with students across the country. A good AP score also reflects well on your academic abilities when colleges consider your transcript. If you score high enough on the AP exam (qualifying scores vary among colleges), some colleges allow you to receive college credit and skip the beginning level of a course. This can save you both money and time. Students sometimes hesitate to take the AP exam because they intend to take the beginning course in college, no matter how well they may score on the exam—especially when the college course is in the area of their intended major. But even if you achieve a high AP score, you can still take the courses you want in college. No college requires that you skip a course.

Post-Secondary Studies

A qualified senior who wishes to extend his/her high school program may spend up to half of the scheduled school day at the Pennsylvania State University, Lock Haven University, or South Hills School of Business and Technology taking courses for college credit at their own expense. After University registration is complete, high school counselors will arrange the student's high school schedule.

A copy of the completed registration form from the post-secondary school must be given to the counselor in order to schedule these opportunities. Interested students should initiate the application process through their high school guidance counselor in the spring of their junior year.

Dual Enrollment/College in the High School

This program allows the Bellefonte Area High School to partner with community colleges and four-year colleges and universities to offer high school seniors the opportunity to earn college credit while completing their high school requirements. We currently have agreements with Penn State University, Lock Haven University, University of Pittsburgh (College in the High School) and Harrisburg Area Community College (online). Interested students should see their counselor for eligibility/application information. Online dual-enrollment opportunities may be available as well.

Independent Study

Independent study courses may be available for certain elective courses under special circumstances. Independent study courses within the high school must be conducted under the supervision of a staff member with prior approval from the course teacher, a counselor, and the Principal. Requests for independent study must be initiated by the student. Credit is awarded upon satisfactory completion of the student/teacher contract. Independent study grades are added to the student's permanent record at the end of each school year. Availability of independent study courses is not guaranteed.

School to Work

School-To-Work options at Bellefonte Area High School center around Career Exploration and a Work Experience Program. To assist students as they focus on their future career goals, opportunities are also available for internships and the junior year mentor luncheon. Supervised work experiences are also available to seniors through the Miscellaneous Workplace Experience course listed in the *Career Education* section of the Course Description Guide. Students must meet minimum semester hourly work requirements to remain eligible in the program. Students must accumulate at least 250 hours per semester to receive a passing grade. If a student fails to meet their 250 required work hours during the first semester, the student will be removed from the course and be given courses to complete a full day schedule at the high school for the second semester.

After School Tutorial

Tutoring is available to all students in need of extra help. For more information, contact the guidance office or a school administrator. Content-specific teachers are available Monday through Thursday with each day having a specific content teacher available. Students may stay for help any day tutorial is offered.

ELL Program

The English Language Learner Program (ELL) at Bellefonte Area High School is designed to meet the needs of students who come from linguistically and culturally diverse backgrounds. Each student is offered support in the following ways: annual language proficiency testing (Bilingual Verbal Ability Test), one-on-one or small group instruction in English, modified tests and study materials, study skills tutoring, homework help, and cultural support.

Each individual student may take advantage of ELL support as needed and as teachers determine necessary. Classroom teachers who instruct English Language Learners also have the opportunity to collaborate with the ELL teacher on matters of modified instruction.

Cyber Education Opportunities

Bellefonte Area High School offers online courses via the Bellefonte e-Learning Academy (BeLA). The Bellefonte eLearning Academy (BeLA) provides a form of free public education that students attend from home or from another location outside a traditional classroom. It is a unique program that combines a strong parent involvement component with a flexible learning environment. Students who are enrolled in the Bellefonte eLearning Academy are considered to be students of the Bellefonte Area School District and are entitled to all opportunities that enrollment in the district has to offer.

We offer a variety of courses in this format, but interested students are required to meet with a guidance counselor and an administrator to determine eligibility. In addition, BeLA courses can be used for remediation or acceleration, although there is a charge for this service.

Summer School

A student who has failed a certain course or courses can remediate the course or courses during summer school at Bellefonte Area High School. It is the parent's' and student's responsibility to complete the necessary paperwork to register for summer school.

Grades for courses remediated during summer school will be placed on the student's high school transcript.

The grade received in the summer school course will determine whether or not the student has passed the course or has the necessary recommendation to continue in the subject area.

Student Assistance Program

The Bellefonte Area School District provides a Student Assistance Program to identify students having difficulty in school because of problems related to substance abuse and/or mental health issues. Students identified as being "at-risk" will be assessed and, when necessary, referred for professional help.

SAP is...

- an identification program
- an intervention program
- a referral program

SAP is not....

- a counseling program
- a treatment program
- a disciplinary consequence

The Student Assistance Program was designed to connect students experiencing substance abuse problems, suicide issues, or other mental health concerns with appropriate information and counseling services. The task of the Student Assistance Team is to monitor students experiencing difficulty in school. The team gathers data for the assessment of students' needs for help and counseling.

Referrals to the Student Assistance Team may be made by school personnel, parents, and/or students. Students who violate the District's Drug and Alcohol Policy will automatically be referred to the Student Assistance Team. Recommendations from the Student Assistance Team regarding drug and alcohol violations are binding.

Students referred to the program may receive professional counseling at appropriate drug and alcohol and/or mental health agencies that serve the Bellefonte Area School District. All information concerning students who are referred to the program remains confidential.

When to Make a Referral...

It may be time to refer yourself or a friend if you notice the following signals:

- Drop in grades, cutting school, change in personal appearance, erratic behavior, family problems, visible signs or talk of harm to oneself
- Physical symptoms – runny nose, watery eyes, frequent illness, listlessness
- Illegal activities – theft, selling/buying drugs, extorting money, etc.

How to Make a Referral...

- Talk to a guidance counselor
- Talk to a Vice-Principal or Principal
- Complete a referral form available in the Guidance Office
- Complete an online referral form available at www.basd.net/SAP

Frequently Asked Questions

Who finds out?

Only a small group of specially trained and concerned teachers, counselors and administrators who keep it confidential.

How do I find out if my friend gets help?

You won't unless he/she tells you because it's confidential.

Do their parents find out?

Usually, but not always, it depends on the situation.

Will my friend know who referred him or her?

No, it is anonymous.

Will my friend get into trouble or get consequences from school?

No, SAP is here to help

Substance Abuse/Use Questionnaire

This form is intended as a tool for students to evaluate concerns that they may have about themselves or a friend with regards to substance abuse. We encourage our students to fill out this form and then talk to their guidance counselor, a teacher, or one of the building principals.

HOW CAN I TELL IF MY FRIEND OR I HAVE A SUBSTANCE ABUSE PROBLEM?

- 1) Do you or your friend ever lose time from school due to drinking alcohol or using drugs? Y or N
- 2) Do you or your friend use drugs to feel more comfortable, forget about worries or studies, or to build self-confidence? Y or N
- 3) Do you or your friend use a substance alone? Y or N
- 4) Do you or your friend ever feel guilty because of substance use? Y or N
- 5) Have you or your friend ever gotten in trouble at home or school for substance use? Y or N
- 6) Do you or your friend do without other things or borrow money in order to get the substance? Y or N
- 7) Do you or your friend feel a sense of power when using substances? Y or N
- 8) Have you or your friend lost friends since beginning to use the substance? Y or N
- 9) Have you or your friend started hanging out with a heavy substance abusing crowd? Y or N
- 10) Do you or your friend use the substance until it is all gone? Y or N
- 11) Do you or your friend tune out during studies or lectures about substance use? Y or N

School Health Services

Emergency Care for Illnesses

If a student is not feeling well, he/she should go directly to the nurse's office. Students should not call home prior to seeing the nurse. To see the school nurse, students should report to the health office with a pass from his/her teacher. Only students with an emergency will be admitted without a pass. The school nurse must contact parents/guardians before the student can be released from school because of illness. If the school nurse or nurse's aide is unavailable, students should report to the clerk in the Student Office. **Students should not remain in a restroom if they are feeling ill because it could be considered a class cut.**

Students under the care of a physician and taking prescribed medication must arrange, with the nurse or principal, to take the medication in the nurse's office. There have been recent changes in the law, stating that ALL MEDICATIONS given during the school day will now require a physician/dentist order. This includes all over-the-counter medications. The nurse will not dispense aspirin or Tylenol, cold medications, antihistamines or any other non-prescription medication. ALL medications brought to school must include the name of the student, the name of the medication, the dosage to be given, the times to be given and a signed order from the physician/dentist and must be brought by parent/guardian.

Emergency Cards

The school requires that each student must have an emergency card on file in the school he/she attends. It is very important that the schools have information readily available in the event that a student should become ill or have an accident. Please see that this emergency card is filled out and returned promptly. It is equally important for parents/guardians to notify the school if their child has any physical defects or problems which may require special attention such as epilepsy, heart problems, diabetes, orthopedic problems, etc. Students can face exclusion from school or school activities if they do not turn in an emergency medical card. Be sure to read and sign the back of the emergency care card. If the certified school nurse, or health room aid feels it is in the best interest of the student to be transported to the emergency room, 911 will be called to transport your child to Mount Nittany Emergency room.

Accidents

When a student is involved in an accident, he/she should report to the teacher in charge immediately so that an accident report may be prepared and filed in the health office. ***If the nurse is not available***, the student should report to the Student Office where the clerk will provide initial assistance, call a nurse, and/or contact parents/guardians. ***No student is permitted to lie down in the health room when the nurse is not there.***

When students are sick or involved in an accident, the Student Office clerk or the nurse will call parents/guardians. It is against school policy for students to transport other students, or to allow students who are ill or injured to go home to an empty house without knowledge and permission of parents/guardians.

THE SCHOOL IS NOT RESPONSIBLE FOR TREATMENT OF ACCIDENTS OR INJURIES THAT OCCUR OUTSIDE OF SCHOOL.

Insurance

All participants in interscholastic athletics must show they have some form of medical coverage in order to participate in interscholastic activities. Students may be covered by their parents' insurance policy and should check for coverage.

In the event that a student is not covered by medical insurance, a comprehensive pupil accident insurance program, approved by the Bellefonte Area Board of Education, is available to the students. Insurance forms are available at the beginning of each school year. Students and their parents/guardians are encouraged to review this program as to its relevance to their family. This insurance covers the school instructional program, all school activities, and school-sponsored social and athletic events as a participant. The school does not carry insurance for personal student injuries. This is the responsibility of the parents.

Medical Exams

As required by law, all students in Grade 11 must receive a medical exam. For the student's convenience, this examination is done by a school physician or, if preferred, students may have their own physician complete the exam. Forms for a private physician's report are available through the school nurse's office.

Vision Screening

Each year, the school nurse will perform a vision test. A letter will be sent home to the parents of all students who have passed the vision examination. If your child had failed the vision screening, a referral form will be mailed home. Please follow up with an eye care specialist for a professional exam, and return the completed form to the school nurse.

Hearing Screening

All students in Grade 11 and all Learning Support students will be tested for hearing problems. If such a problem exists, the school nurse will notify the student's parents/guardians and make a referral at their request.

Height and Weight Screening

Every year height and weight screenings are performed on all students. A letter will be mailed home stating your child's BMI percentile. Please follow up with your family doctor/pediatrician as necessary.

Students and Media

Periodically, we have television stations and newspaper reporters who come to our schools for different events. They almost always ask to take photographs of our students, and sometimes they also want to interview students. That means that when we're doing something truly exciting, we want to have our students interviewed and photographed. We also like to include student pictures on the district website (www.basd.net). There are many exciting activities and events that we're proud to share with the community using the Internet. We would like the opportunity to include more students in those exciting news stories on the district website. This allows us to promote the great and exciting happenings in our school.

Parents/Guardians who object to having photos or names of their child(ren) published to a website or any other form of media must notify their student's building administrator in writing via letter and/or email.

Library Media Center

The Library-Media Center is a learning center, which provides a wide range of books, magazines, electronic resources, audio-visual materials, professional services, and facilities to complement the instructional program of the high school. Students may use the Library Media Center for:

- ◆ Reference or research work (assigned or independent).
- ◆ Checking-out or returning materials.
- ◆ Individualized instruction assignments.
- ◆ Leisure reading of books, magazines, etc. (unless the center is over crowded).

Students interested in going to the library during their school day will need to acquire a pass to go the library during the morning between 7:45 a.m. and 8:00 a.m. of the day they are planning to work in the library.

Students may come to the Library-Media Center during any regularly scheduled study hall period, provided they have this pass.

Circulation of library Materials

Books are loaned for a two-week period, whereas magazines, pamphlets, kits, records, newspapers, etc., circulate for one week. Students with overdue books are charged fines. The library will be open Monday through Friday from 7:30 am until 3:45 pm.

Library Expectations

When visiting our library, students are expected to conduct themselves in an appropriate and respectful manner or they will be asked to leave and be subject to disciplinary consequences. Students should be respectful of others in the library, and as such, their behavior and volume should not disrupt those around them. Food and drinks are not permitted by the computers.

PART IV ~ ATTENDANCE POLICY

Attendance

Experience and research provide evidence that regular school attendance and sound academic achievement are related. The importance of time on task in reaching the district's educational goals can hardly be overestimated. Student attendance and tardy patterns are very important indicators of potential student success. Students who fail to attend class usually are unable to perform satisfactorily in their classes and are unable to benefit from class interactions and activities. Potential employers carefully review high school records, and students with records of excessive absence and tardiness are usually considered undependable and poor prospects for employment.

Bellefonte Area High School requires that all students enrolled in the district schools attend school regularly in accordance with the laws of the state. The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. The regular contact of students with one another in the classroom and participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

The attendance of students involved in extra-curricular activities is mandatory. If a student is tardy beyond homeroom he/she will not be permitted to participate in the competition, practice, or activity that day. Students are expected to be present ALL DAY in order to be eligible to participate in an event or practice on any given day. An exception will be made if the student has an approved educational, medical, or legal appointment in which case the students must present documentation such as a dated receipt, appointment card, return to school form or fax indicating the date and time from the place of the appointment. A parental note is NOT acceptable.

Attendance at CPI is a vital component to ensuring a student's success at CPI. If a student who attends CPI accumulates 10 days of absences, CPI will initiate a parent conference and Bellefonte High School will be notified. A determination whether the student should continue at CPI will be made in conjunction with the CPI administration, the Bellefonte High School administration, the parent, and the student. If the student is to continue at CPI, clear expectations will be established about absences and the number of competencies that need to be completed. If the student does not comply with the established expectations the student will be removed from CPI.

Free Education and Attendance

All persons residing in this Commonwealth between the ages of six and 21 years are entitled to a free and full education in the Commonwealth's public schools. Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students.

A student *may not* be excluded from the public schools or from extracurricular activities because:

The student is married.

The student is pregnant.

The student has a disability as identified by Chapter 15 (relating to protected handicapped students).

The student is an eligible student identified under Chapter 14 (relating to special education services and programs.)

Daily Attendance Record

Attendance at Bellefonte Area High School is taken on a period by period basis. The student day is divided into eight sections which is equal to eight periods. A full day's absence is recorded after a student misses eight total periods. On Days 5 and 6, each double period class counts as two periods of attendance. The periods are cumulative and do not have to occur on the same school day.

Students are to report to HOMEROOM or Period 1 on Day 5 or Period 3 on Day 6 by 8:01 am. Students who arrive late must sign in at the Attendance Office and a tardy to school will be recorded on the student's permanent record. A student who misses more than 10 minutes of a period is considered absent for that period.

Cumulative Lawful Absence

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. Any student who accumulates ten (10) days of absence (excused and unexcused) in a school year shall be required to furnish verification of illness from a Commonwealth licensed practitioner for subsequent days of absence. Failure to provide such verification will result in the absences being deemed unlawful and may be referred to Children Social Services and/or the District Justice.

Properly documented verification of illness from a Commonwealth licensed practitioner may not be counted toward the (10) day requirement.

Attendance need not always be within the school facilities. A student is considered to be in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction or health care; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction.

It shall be the policy of the Board to consider the effectiveness and appropriateness of the educational program that is offered each student who habitually and repeatedly absents him/herself from such programs. If sincere efforts by the staff and parents cannot rectify the pattern of absence, the Superintendent has the authority to suspend a student from a particular class or from a school into an alternative program in accordance with Board policies.

Tardiness to School

It is the responsibility of each student to be on time for school every day. Students must sign in at the Attendance Office when arriving late to school. Any student who is late to homeroom or Period 1 on Day 5 or Period 3 on Day 6 or arrives to school at any time throughout the remainder of the school day is considered tardy. Tardies are tracked by classroom teachers and the high school attendance clerk.

Students are assigned discipline at the school-level for accumulating tardies. When a student accumulates 15 tardies, the tardies are filed with the District Magistrate.

- After five tardies accumulate, one detention is assigned and the parents/guardians are notified by mail
- After 10 tardies accumulate, two detentions are assigned and the parents/guardians are notified by phone and mail.
- After 15 tardies accumulate, a student is assigned one Saturday detention and the tardies are filed with the District Magistrate.
- After 20 tardies accumulate, a student is assigned one day of ISS and the tardies are filed with the District Magistrate.
- After 25 tardies accumulate, a student is assigned two days of ISS and the tardies are filed with the District Magistrate.
- After 30 tardies accumulate, a student is assigned three days of ISS, a possible placement in an Alternative Education Program and the tardies are filed with the District Magistrate.
- If tardies reach 35 or beyond, out-of-school suspensions, change of educational placement, and/or other consequences are determined at the discretion of administrative staff.

Early Dismissal Requests

No student is allowed to leave school early except at his/her parent/guardian request. Either a request must be received from the parent in writing, or the parent must appear at the school office requesting that the child be dismissed in his/her care. Requests by telephone must be verified by the Attendance Office. All requests for early dismissal must be for proper and legitimate reasons. A student must have a written doctor/medical excuse prior to participation in any extra-curricular activities.

Early dismissal request forms are provided by the school. The request form (or a note), stating the reason for the early dismissal, must be brought to the Attendance Office by the student before homeroom in the morning. Students receiving permission for early dismissal must have the teacher whose classes they attend last sign the early dismissal slip.

Parents who make arrangements for a medical appointment for their child during the school day may have their child excused by first calling the Attendance Office 355-4833 x8503 and then faxing an excuse to the Attendance Office at 814-353-2412 or by email at droan@basd.net or by having their child return with a note from the doctor's office.

Students, who leave school without a valid early dismissal slip, will be considered unlawfully absent and disciplinary action will follow. **EXCUSES WILL NOT BE ACCEPTED AT A LATER TIME AFTER THE STUDENT HAS ALREADY LEFT**

WITHOUT PRIOR APPROVAL. STUDENTS WILL BE SUBJECT TO DISCIPLINARY CONSEQUENCES IN THIS SITUATION. Early dismissal is a privilege and not a right. Please note that "personal" or "needed at home" are not valid reasons for early dismissals. If misused, early dismissals will not be granted to individual students in the future.

Written Excuse for an Absence

Requirements for a Written Parental Explanation for a Student's Legal Absence:

1. Parents are required to submit a written explanation for the legal absence of their child within three (3) days from the date of the child's return to school. Failure to provide such written explanation or failure of the child to present the excuse to the principal and/or designee will result in the absence being declared unexcused and/or unlawful, as provided in law. In such cases where a written excuse is not provided, disciplinary consequence will occur, including a day of in-school suspension for each half or full day of unexcused and/or unlawful absence. A referral to the District Magistrate may also occur if applicable.
2. The excuse maybe in any of the following forms: note, email, or fax. Please send emails to droan@basd.net. Faxes can be sent to 814-353-2412.
3. The mere fact that a parent provides a written explanation does not qualify the absence as excused. The absence must be for a legal reason as determined by law.
4. Students who are absent from class as a result of unexcused tardiness, class-cutting or truancy shall forfeit their make-up privileges and receive a zero for any work due or conducted or any evaluative measures administered during those class periods for which the student was not in attendance.
5. When it is known that a parent(s) cannot read or write the building principal or teacher may accept a verbal excuse. However, the verbal excuse shall be documented in writing as to the date of the absence, the reason, and the name of the parent contacted. This documented note is to be signed by the person from the school who had contacted the parent.
6. In those cases where a child has an excessive number of absences verified only by a verbal communication, a home visit shall be made by the attendance officer and/or the home-school visitor to secure the "mark" of the parent on a written excuse provided by the school.
7. If the dominant language in a student's home is not English and the parent(s) are able to read and write in another language, they shall be required to submit a written explanation in that language.
8. Excuses from parents/guardians will not be accepted once the student has already left school property without permission.
9. Attendance codes for the high school include: EXC = excused absence, ILL=Illegal - unexcused under 17, UNX = unexcused over 17, UNV = Unverified, AEP = Alternative Education Placement, ISS = In School Suspension, OSS = Out of School Suspension, OBP = Out of Building Placement, EDT = Educational Trip, FDT = Field Trip, CLT = College Trip, COU = Court, UTD = Tardy to class, PHO = Phone in Unverified, MED = Medical, REL = Religious, BRV = Bereavement, WEA = Weather, ELA = English Language Acquisition

Excused Absences

Students are only legally excused from school for the reasons listed in the table below. This includes early dismissals.

Excused Absences:

Illness of the student, Quarantine, Recovery from an accident, Death in the immediate family, Impassable roads and/or natural disasters, Family Emergency (explanation required), Other reasonable causes as permitted by Board Policy

Upon returning to school following an absence, students must report to the Attendance Office to obtain a class admittance pass and must provide the attendance office clerk with a written excuse. The excuse must be signed by a parent/guardian and brought to the Attendance Office *before* going to class. A specific reason must be given for the absence.

PERSONAL IS NOT AN ACCEPTABLE EXCUSE FOR ABSENCE.

IF A REGULAR EXCUSE IS NOT RETURNED WITHIN THREE DAYS, THE ABSENCE IS CONSIDERED ILLEGAL/UNEXCUSED. DISCIPLINARY CONSEQUENCES WILL FOLLOW FOR FAILURE TO SUBMIT AN EXCUSE WITHIN THREE DAYS OF THE ABSENCE. CONSEQUENCES CAN INCLUDE A DAY OF IN-SCHOOL SUSPENSION FOR EACH HALF OR FULL DAY OF ILLEGAL/UNEXCUSED ABSENCE ON THE FIRST AND ANY SUBSEQUENT OCCURRENCE. A REFERRAL TO THE DISTRICT MAGISTRATE MAY ALSO OCCUR IF APPLICABLE.

The attendance of students involved in extra-curricular activities is mandatory. Students must be present at the time roll is taken in order to be permitted to participate in any extra-curricular activity. Students are expected to be present *all day* in order to be

eligible to participate in an event or practice on any given day. An exception will be made if the student has an approved educational, medical or legal appointment in which case the student must present documentation indicating the date and time from the place of appointment.

For students with twenty (20) or more days of absence from the previous year excluding long term illness, accidents, etc.:

1. Before the school year begins a letter will be sent to the parent by the building principal.
2. For every absence, the parent will be contacted at home or work by the Attendance Officer via School Messenger.
3. After three (3) accumulated days in any quarter:
 - a. Contact by school nurse.
 - b. Letter by principal: Future referral
4. After the 4th accumulated day or on the 3rd consecutive day, there will be a home visit by the Attendance Officer and possibly by the school nurse.
5. After ten (10) accumulated days:
6. Letter to parent. Doctor's excuse for future absences may be required.
 - a. Referral to CST/IST/SAT.
 - b. Parent conference.

Procedures for Absences

For every absence, the parents will be contacted at home or work by the Attendance Officer.

1. After seven (7) total days absence (dependent on nature of absence), a letter will be sent to the home.
2. After seven (7) total days or three (3) consecutive days and no parental contact, a home visit will be made by the Attendance Officer and possibly by the school nurse.
3. After ten (10) total days:
 - a. Letter to parent. Doctor's excuse for future absences may be required.
 - b. Referral to CST/IST/SAT, parental contact.

A student may be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.

The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments that cannot be scheduled outside the school day, court appearances, family emergencies, and other urgent reasons

Unlawful Absences

Examples of unlawful absences are listed in the table below. This list is not all-inclusive and does not preclude the classification of other absences as illegal or unexcused.

Unexcused/Illegal Absences:

Attendance at non-sponsored sporting events, Absence for PERSONAL reasons needed at home, Babysitting, Overslept, Car would not start, Gainful employment, Hunting and Fishing, Missing the school bus or personal transportation, Shopping, Trips not approved in advance (example: going out of town)

After each of the three (3) unexcused days:

- Contact by Attendance Officer
- First, Second and Third offense letter sent. Upon the third unlawful absence, a Truancy Elimination Plan will be developed cooperatively with all involved stakeholders through a school family conference.
- School consequences assigned including a day of in-school suspension for the first offense of a half or full day of unlawful absence. School consequences can increase with subsequent occurrences of unlawful absence.

On the 4th Illegal day:

- Contact by Attendance Officer
- First arrest notice sent by certified mail
- Notify District Magistrate, if letter is not "picked up"
- School consequence assigned.

On the 5th Illegal day:

- Contact by Attendance Officer
- Second arrest notice sent by certified mail
- School consequence assigned.

On the 6th Illegal day:

- Contact by Attendance Officer
- Third arrest notice sent by certified mail
- School consequence assigned.

* Illegal absences are given to students who are truant or who fail to present an excuse from their parents or guardians within the three-day period following an absence. Individual periods will also accumulate in the absence total. Illegal absence is termed unlawful if a student is less than seventeen (17) years of age. Following three days of such absence, a first warning notice is sent to parents/guardians. A second notice, followed by arrest, is required for any absence beyond the first offense warning. This state regulation does not imply that students are permitted three days of illegal absence, for even a half-day of such absence is a violation of the law. A tardy to school is also considered a violation. It is construed to mean that only after three days of such absence will legal action be taken against parents/guardians.

* Pennsylvania Legislation, Act 29, allows for a \$300 fine for truancy placed on parents and requires them to pay court costs or be sentenced to complete a parenting education program. Both the truant child and parents must appear at a hearing by the District Magistrate. If the parents show that they took reasonable steps to ensure the attendance of the child, they will not be convicted of a summary offense. If the parents are not convicted and the child continues to be truant, the child can be fined up to \$300 or be assigned to an adjudication alternative program. The law also grants school attendance officers and home and school visitors arrest powers.

Act 29 also removes from truant juveniles their driving privileges for 90 days for a first offense and six months for a second, while juveniles who are unlicensed are prohibited from applying for a learner's permit for 90 days (first offense) or six months (second offense) after their 16th birthday.

Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program.

Appeal Process

Students who have exceeded the maximum absences and believe that there are special circumstances surrounding the absences can appeal to the Attendance Committee. Appeal forms are available in the main office and the guidance office of each building.

Non-Cumulative Excuses

Any parent/guardian of a student who fails to comply with compulsory attendance requirements shall be reported to the District Magistrate and fines could be imposed.

Absences due to the following four (4) conditions shall be considered non-cumulative:

1. Death in the immediate family.
2. Subpoenaed court appearance.
3. Verified acute or chronic medical condition as documented by the parent/ guardian and physician, and medical or dental appointments that cannot be scheduled at a time other than during school hours. A physician's note related to a chronic condition must state that the severity of the condition will prohibit the student from attending school as specified by the physician.
4. Pre-approved absences from school such as excused educational tours and trips, approved college visitation day, and excused religious observance or instruction.

When a student accumulates five (5) days of absence not attributable to the aforementioned conditions or is absent for five (5) consecutive days, a referral to the attendance officer shall be made. Irregular attendance may also be referred to the District Magistrate in the case of a student who is under seventeen (17). When a student accumulates five (5) absences not attributable to the aforementioned conditions, the principal or designee shall hold a conference with the student/ parent/guardian with input from the guidance counselor, home and school visitor and the student's teacher(s). The purpose of the meeting shall be to review the student's absences and to state clearly to the student and parent/guardian the consequences of seven (7) absences. Minutes of the meeting shall be maintained. The burden of attendance verification shall be on the parent/guardian.

Absences of five (5) or more consecutive days require a doctor's note or a medical excuse upon return.

Assignments for Absentee Students

Upon the reasonable, timely request of parents/guardians, every attempt will be made to contact the subject teachers to obtain assignments for multiple day absences. The assignments will be collected so that they may be picked up in the Student Office. Contact the Attendance Office at 814-355-4833 X8503 for more information. Please also utilize the Parent Portal and/or contact the student's teachers directly.

Signing Out Procedures

WHEN LEAVING SCHOOL FOR ANY REASON, STUDENTS ARE REQUIRED TO SIGN OUT/IN THE ATTENDANCE OFFICE. This procedure helps to account for students in case of an emergency. The "Sign Out Booklet" is located on a table in the Attendance Office; the clerk will assist students if necessary.

Students who leave the building without proper authorization will be subject to disciplinary action. Students who are ill must have the school nurse's permission to go home. The student does not have the right to go home without proper permission because of illness. The nurse or clerk in the Student Office must notify parents/guardians. Students must sign out in the Attendance Office when leaving.

Returning To School after an Appointment

Upon returning to school following an appointment or other reasons, students must "sign-in" in the Attendance Office. Students are expected to return to school after an appointment within a reasonable amount of time, sign in, or disciplinary action may be warranted.

Religious Excusal

All absences occasioned by the observance of religious holidays, as designated by the Department of Education, of the student's religion shall be excused. No student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Bellefonte Area High School shall, upon written request of the parents or guardians, release from attendance a student participating in a religious instructional program. Such instruction shall not require the child's absence from school for more than a total of thirty-six (36) hours per school year, and its organizers must inform the school of the child's attendance record. The school shall not provide transportation to religious instruction.

Educational Trips / Vacation Tours

In accordance with basic Board policy it is necessary that family trips for educational purposes be considered within the context of school purpose and the law.

Upon receipt of a written request from the parents/guardians of the students involved, students may be excused from school attendance to participate in an educational tour or trip in accordance with state regulations. Such travel shall be at the expense of the parent/guardian and shall be subject to direction and supervision by a parent, grandparent, or legal guardian.

Approval of these trips shall be requested, in writing, on forms provided by the district. Requests must be submitted two (2) weeks before the date of departure and should be completed in detail. Forms shall not be accepted after the trip.

Submission of the form does not constitute approval. These requests will be evaluated on the following criteria:

1. Length of trip – number of school days the student will miss.
2. Only five (5) days per year shall be considered. Trips will not be approved during the Keystone Exams based on the current year testing windows, middle school and high school mid-term exam and final exam testing windows. In extreme circumstances, the Superintendent may approve an educational trip for a period longer than five (5) days. The formal request will indicate the justification for the educational trip and an explanation as to why the trip cannot be taken during a school vacation or the summer break.
3. The number of absences accumulated prior to the scheduled trip.
4. The purpose, itinerary, and supportive educational aspects must be clearly explained for justifying such an experience beyond the classroom.
5. Approval will be contingent upon the student's academic progress, attendance record, discipline record, and on the student's responsibility for keeping up with assignments during the trip.

The building principal shall review each request for compliance with the stated conditions.

If approval is granted before the trip is taken, the student's absence will be excused. If prior approval is not received, the absence will be classified as an unlawful and/or unexcused absence. Should the student's absence extend beyond the approved time, such days will be classified as unlawful and/or unexcused. If approval is denied, the absence will be classified as an unlawful and/or unexcused absence unless a doctor's excuse is provided. Unlawful and/or unexcused absences can result in school disciplinary action. A referral to the District Magistrate may also occur if applicable.

All students are responsible for making up school work and tests missed during an approved trip. This shall be at the initiation of the student and reasonable convenience of the teacher (s). Work that is not made up shall count as a failure. All work assigned prior to the trip must be returned the first day back or this will count as a failure. If days are not approved as part of the trip and are deemed to be unlawful and/or unexcused, the student will not be permitted to make up work during the days of unlawful and/or unexcused absence.

Educational Trip forms may be obtained in the Attendance Office. The principal shall review each student's request based on the following criteria:

1. The purpose of the trip must be educational in nature.
2. The student's grades, discipline record and attendance must be satisfactory.

Unapproved trips shall be treated as unexcused absences. As such, no work missed may be made up.

Students will NOT be approved for Family Educational Trips if:

- ◆ They have missed ten or more days of school for any reason.
- ◆ They have been suspended in or out of school at any time throughout the school year.
- ◆ Grades are not satisfactory.

Keystone Exam Testing & Educational Trips:

Keystone Exam testing windows; January 9-23, 2017; and May 15-26, 2017

**NO EDUCATIONAL TRIPS FOR STUDENTS AT ANY GRADE LEVEL BEING TESTED
WILL BE APPROVED DURING THIS PERIOD OF TIME.**

Students with Children

While we understand how difficult it can be to care for a baby and find suitable daycare, students are not permitted to bring babies and toddlers to school. In an emergency, an administrator may be contacted for special permission.

Students Eighteen Years or Older

Students who are eighteen or older, who live at home and are enrolled in school remain the responsibility of their parents/guardians until graduation. All excuses, dismissals, and permission slips must be signed by their parents/guardians. Failure to comply with attendance policies will result in suspension or exclusion from school. For example, if a student misses ten or more consecutive days without a physician's excuse, or repeatedly violates the school discipline policy, that student will be removed from the district rolls.

Children of Separated/Divorced Parents

In the event that a separated/divorced parent having custody of a child desires that the child not be released in the care of the other parent, the school will comply with his/her wishes provided s/he files with the school a copy of the court order authorizing his/her custody.

Enrollment

New students enrolling at the Bellefonte Area High School must call Karen Moore, 355-4814 ext. 3033 at Central Office to make an appointment to complete enrollment forms and complete the scheduling process. If the student is not living with his/her parents, an affidavit of residency will be required. They will then be instructed to complete the scheduling process at the High

School.

Under Pennsylvania's Act 26, prior to admission to the school district, the parents, guardians, or other persons having control or charge of a student shall, upon registration for admission, provide a sworn statement or affirmation stating whether the pupil was previously suspended or expelled from any public or private school of the Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs or for the willful infliction of injury to another person or for any act of violence committed on school property. Such registration shall be maintained as part of the student's disciplinary record. Parents and guardians shall be advised that any willful false statement made under this section shall be a misdemeanor of the third degree.

When a student transfers to this school district, a certified copy of the student's disciplinary record shall be requested and obtained from the school entity from which the student is transferring. This record shall be maintained as part of the student's permanent disciplinary record and shall be available for inspection as required by law.

Change of Name, Address and Telephone Number

Please report any change of name, address, or telephone number to the clerk in the Attendance Office at 814-355-4833 x8503, as soon as possible. Emergency situations sometimes occur which necessitate parents or guardians being reached, and it is essential that pertinent information be on file.

Homeless Students

The Board recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. The Board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations. The Board may waive policies, procedures and administrative regulations that create barriers for enrollment, attendance, transportation and success in school of homeless students, based on the recommendation of the Superintendent.

Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which include the following conditions:

1. Sharing the housing of other persons due to loss of housing or economic hardship.
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.
3. Living in emergency, transitional or domestic violence shelters.
4. Abandoned in hospitals.
5. Awaiting foster care.
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
8. Living as migratory children in conditions described in previous examples.
9. Living as run-away children.
10. Abandoned or forced out of homes by parents or caretakers.
11. Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.

School of origin is defined as the school the student attended when permanently housed or the school in which the student was last enrolled.

The Board designates the Attendance officer to serve as the district's liaison for homeless students and families. The district's liaison shall provide public notice of the educational rights of homeless students in schools, family shelters, and soup kitchens. The district's liaison shall coordinate with:

1. Local service agencies that provide services to homeless children and youth and families.
2. Other school districts on issues of records transfer and transportation.
3. State and local housing agencies responsible for comprehensive housing affordability strategies.

Students shall not be discriminated against, segregated or stigmatized based on their status as homeless.

Enrollment / Placement of Homeless Student

To the extent feasible, and in accordance with the student's best interest, a homeless student shall continue to be enrolled in his/her school of origin while he/she remains homeless or until the end of the academic year in which he/she obtains permanent

housing. Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the district liaison will consider the views of the student in determining where he/she will be enrolled.

The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to district policies. However, the district may require a parent/guardian to submit contact information. The district liaison may contact the previous school for oral confirmation of immunizations, and the school shall request records from the previous district, pursuant to Board policy.

If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's placement. If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parents/guardians shall be provided with a written explanation of the district's decision, their right to appeal and the procedures to use for the appeal.

Services for Homeless Students

Homeless students shall be provided services comparable to those offered to other district students including, but not limited to, transportation services; school nutrition programs; vocational programs and technical education; preschool programs; programs for students with limited English proficiency; and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, and gifted and talented students.

Transportation for Homeless Students

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district.

If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportations.

Part-Time Employment

Students fourteen (14) to seventeen (17) years of age who are employed during vacation periods or part-time jobs during the school year must obtain an employment certificate. If the part-time employment interferes with school attendance and achievement, the certificate may be revoked.

Employment Certificates

The administration is directed to establish procedures for the proper issuance of general employment certificates and vacation employment certificates to students who are residents of the school district.

Working Papers

Students, who are under 18 years of age and desire to obtain employment, either full time or part time, must first obtain an Employment Certificate. Working papers may be obtained in the Business Office between 8:00 am. and 4:00 pm. The Business Office and other Administration Offices are located in the Bellefonte Central Office, 318 North Allegheny Street.

Applications will not be issued to students; they will only be issued to parent/guardian. The parent/guardian is required to apply for and obtain working papers.

Parent/guardian will be required to produce proof of age. Acceptable forms of proof of age:

1. birth certificate
2. baptismal certificate
3. passport

Driver's license will not be accepted for proof of age.

A new application must be obtained each time there is a change of jobs, only if under sixteen years of age.

PART V ~ STUDENT CODE OF CONDUCT

Student Responsibilities

Students share with administrators and faculty the responsibility to develop a wholesome and safe school climate that is conducive to learning and living. No student has the right to interfere with the education of his / her fellow students. It is the responsibility of each student to respect the rights of everyone involved in the educational process. The safety of the whole shall weigh heavily on the disciplinary decisions of an individual.

Students are expected to act in a polite and respectful manner at all times and to respect the individual rights of faculty, staff, other students, visitors, etc. Students are expected to keep all areas of the school clean, including the halls, classrooms, cafeteria, and lockers. Because school equipment represents a substantial investment by the community, students must treat all equipment with respect and care—including the need to follow rules as outlined by instructors.

It is the student's responsibility to:

- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
- Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- Dress and groom to meet fair standards of safety and health, and so as not to cause disruption of the educational process.
- Maintain an educational environment free from all forms of harassment.
- Respect the rights of fellow students.
- Show respect for teachers and staff.
- Assume that until a rule is waived or altered it is in full effect.
- Assist the school staff in operation of a safe school for all students enrolled therein.
- Be aware of, and comply with, state and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily, except when excused, and be on time to all classes and other school functions.
- Make all necessary arrangements for making up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.

SpARK(Spectacular Acts of Random Kindness) cards

In an effort to recognize our student's outstanding efforts in their school community, students will be rewarded with SpARK cards. These rewards are then turned in for weekly, monthly, and yearly drawings for student prizes/privileges.

School Wide Positive Behavior Support (SWPBS)

In conjunction with the SpARK program, this effort is designed to encourage and support student behavior which will result in a safe environment that promotes student learning. By targeting instructional design and delivery, classroom and entire school arrangement, and classroom and entire school rules and procedures, a significant number of school-wide behavioral problems can be precluded leaving staff with fewer individual student behavior problems to manage and increased instructional time.

School-wide Rules

**Respect
All
Individuals
Demonstrate
Excellence,
Responsibility, and
Safety**

Defacing School Property

Defacing, destruction, or damaging of school property will result in suspension, restitution, possible change of educational placement and referral to legal authorities.

Electronic Devices/BYOD

Students whose jobs require emergency notification are to leave their names in the office. Emergency calls are to be made to the Student Office; someone from the Student Office will notify the student.

Personal electronic devices, including cell phones, shall NOT be used to take pictures, video or sound clips in the building without prior approval from a teacher or administrator. Even in the hallways between classes, ringtones must be turned off. For failing to turn their cell phone's ringtones off, students may lose their cell phone privileges. For using them in prohibited situations, students may lose their privileges and face other disciplinary consequences.

The school fully supports a bring your own device (BYOD) atmosphere. Students are expected to follow all rules set forth by the BASD Acceptable Use Policy and Internet Guidelines mentioned in this handbook and also any policies set forth by the classroom teacher in which the device is being used. Students who violate those guidelines are subject to disciplinary action and loss of privilege to bring personal electronic devices to school.

The following consequences will be applied for violations involving portable electronic devices:

The First Violation of the policy will result in confiscation of the device, which will be held in the student office and returned to the student at the end of the day. The student will also lose electronic device privileges for a month.

The Second Violation of the policy will result in confiscation of the device, which will be held in the student office and returned only to a parent or guardian. The student will lose electronic device privileges for nine weeks, and the student will also be assigned a Saturday Detention.

Subsequent Violations will result in confiscation of the device, which will be held in the student office and returned only to a parent or guardian. The student will also lose for the remainder of the year. Parents will be required to meet with an administrator. Other consequences will be determined by an administrator, and may amount to up to ten days in OSS and/or placement in AEP.

In addition to these consequences, failure to comply with teacher requests will also result in a disciplinary referral for inappropriate behavior and/or insubordination.

At times, there may be an educationally valid reason for using an electronic device in the classroom. If so, the respective classroom teacher may explicitly assign students to do so. Most importantly, students must be assigned by the teacher to use an electronic device during scheduled class time as a part of the school BYOD (Bring Your Own Device) program. If a student is not assigned to use the device and chooses to use it anyway, the student is in violation of Bellefonte Area High School's electronic devices policy.

Any use of electronic devices for harassment/bullying purposes will result in suspension, referral to the School Resource Officer, and an administrative hearing.

The administrative staff at BAHS has the right to search a student's electronic device if reasonable suspicion is established. Reasonable suspicion is established in light of school, district, state, or federal policies and/or laws.

Students and parents should be advised that, as per the BYOD policy while in possession of their own device or while on school property, the Bellefonte Area School District is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair incurred during the school day or at home as a result of participation in this program, and further understand that Bellefonte Area School District Staff will be unable to store, support or troubleshoot student owned devices. The student will take full responsibility for the device and will appropriately secure all devices when not in use.

Student Email Use

Students will be provided email addresses for school use only. The use of this email accessed both on campus and off must be for academic use only and must abide by all pertaining school rules. All emails will be recorded and students will be expected to follow proper school behavior in using this service.

Students are not to use email to threaten, harass, bully, intimidate, or cause alarm to others. Failure to use school email appropriately will result in the suspension of the service and/or further disciplinary consequences as applicable.

Tardiness to Class

It is the responsibility of each student to be on time for all classes, tutorials, scheduled lunch periods, and generally anything assigned by a teacher, administrator, or other professional staff member at the high school. Any student who arrives late and without a pass is considered tardy. Teachers will document and enter tardies in Power School, and the Student Office clerk will track tardies as well, after teachers enter attendance in Power School.

Consequences for tardiness to class are as follows:

- After five tardies accumulate, one detention is assigned and the parents/guardians are notified by mail
- After 10 tardies accumulate, two detentions are assigned and the parents/guardians are notified by phone and mail.
- After 15 tardies accumulate, a student is assigned one Saturday detention
- After 20 tardies accumulate, a student is assigned one day of ISS
- After 25 tardies accumulate, a student is assigned two days of ISS
- After 30 tardies accumulate, a student is assigned three days of ISS and a possible placement in an alternative education program.
- If tardies reach 35 and beyond, out-of-school suspensions, change of educational placement, and/or other consequences will be determined at the discretion of administrative staff.
- Any student who is tardy or otherwise not present in a class for 10 minutes or more is considered a class cut

Class Cuts

Students must be present in each of their assigned classes throughout the school day. The following rules apply to class cuts:

- Any student who is not present in class, on district transportation, or another assigned area at the time attendance is taken will be marked as Unverified.
- If a student is in the hallway and does not have a pass appropriately signed by a teacher, administrator, or other professional staff member, that student is considered Unverified.
- If a student is deemed missing from a class for 10 or more minutes, he or she is considered Unverified.
- If possible, students marked as Unverified are responsible for verifying their class cuts.
- Consequences for class cuts include:
 - One detention is assigned for the first the first class cut; zero grade earned for any work due or assigned.
 - Two detentions are assigned for the second class cut; zero grade earned for any work due or assigned.
 - Detentions are doubled for each additional class cut; zero grade(s) earned. for any work due or assigned. Additional disciplinary consequences may include Saturday detentions, in-school suspensions, and placement in the Alternative Education Program.

Leaving School Property without Permission

Once students are on school grounds, they may not leave school property without permission. This would include before, during, and after school if they plan to return to ride a bus or be picked up by parents.

Any student that drives to school may not leave school property unless they are scheduled for work release or an early dismissal. If the student chooses to leave the school property, they are subject to loss of parking permit for the remainder of the school year. This includes going off of school property for any reason.

Students will be subject to a search when they leave school property without permission including those going to the parking lot without permission.

Appropriate Dress Expectations

Students may not wear clothing that can disrupt the educational process. The following are guidelines for school dress:

- Please remember to remove all headwear, including hats, bandanas, hoodies, du-rags, sunglasses upon entering the building. (Bandana-like material may be utilized as a headband but the width of the headband should not exceed two inches. The headband must be worn in the hair as a traditional headband and not on other parts of the body.) The wearing of hoods and hats within the building is unacceptable as it poses a safety concern for identification purposes.
- Tank top straps must be at least three inches wide.
- Students may not wear revealing or suggestive (distracting or disruptive) clothing to school. This includes, but is not limited to, the following: tank tops with exceedingly open underarms, halter tops, fish-net shirts, muscle-shirts, bare midriffs or backs, and trousers not appropriately worn around the waist.
- No undergarments or cleavage may be exposed.
- When standing with arms down, a student's upper garment should meet the lower garment.
- Shorts and skirts must be at least mid-thigh in length.
- Clothing which promotes, encourages or depicts any form of drugs (including alcohol) or tobacco, obscene, suggestive or vulgar language or actions, gang activities, violent acts, or such things as cults or satanic activity may not be worn in school. This includes the words bar, lounge and/or tavern.
- Articles that could cause harm to another or damage to property may not be worn in school. Examples of such articles include: chains, items with metal spikes, and safety pins. These items could be construed as weapons.
- Students must wear footwear in school.
- Students' clothes shall be clean and neat at all times. Students with unclean clothes constitute a health hazard and will be required to correct the situation immediately.
- Students whose unusual hair styles, make-up or other adornments result in the distraction of other pupils, disrupt, unsettle, or impede the normal conditions of the school/classroom, or which would cause a safety or health hazard, will be required to correct the situation immediately.

Physical Education Expectations for Appropriate Dress

For safe participation in Physical Education a complete change into movement clothes is required. Movement clothes acceptable for PE includes sweatpants, sweatshirts, t-shirts, activity shorts, socks and sneakers. All school dress codes apply for PE.

No jewelry is allowed except earrings close to the ears (i.e. small posts.) To comply with the rule, a plastic or rubber spacer may be used for all other visible body piercings. Students will be held accountable for this policy as failure to comply may result in injury to self and others, limited choices of activity, and/or with half credit for the class period.

Athletic Expectations

Students participate in organized sports for a variety of reasons, not solely for the entertainment of the fans. We expect all fans, students and adults, to be on their best behaviors. All school rules and policies are in effect for all students at all athletic events.

- Do not use inappropriate and profane language or harass players, coaches, or officials.
- Applaud good plays by individuals on your own team and the visiting team.
- Show respect for your team's opponents.
- Never ridicule or scold a student for making a mistake during a competition. Remember, the participants are young adults, not professional athletes.
- Condemn the use of violence in all forms.
- Show concern for injured participants.
- Respect the officials' decisions.
- Encourage players to always play according to the rules.

Student ID Badges

Student identification badges will be provided to all students in the high school. Students are strongly encouraged to visibly display them. Student badges will be used for activities including but not limited to library book check out, attendance, etc. Students that fail to use badges for required purposes may be subject to disciplinary consequences.

A student must keep his/her own badge and not share or trade it with other students. Students may not deface their ID. If defaced or not worn by the rightful owner, possible disciplinary consequences may occur and/or a replacement cost may be charged if applicable. Students may inquire about replacement ID badges in the Student Office.

If a student chooses to wear his/her provided ID badge, he/she must adhere to the following procedure:

- If worn around the neck, a break-away lanyard must be used.
- Where deemed unsafe, the badge/lanyard must be removed. Examples include shop class, physical education, or any other potential situation in which student safety may be compromised by the wearing of an ID/lanyard.

Bus Transportation

Safety requires enforcement of rules for school bus conduct. Students and their parents/guardians should become familiar with the obligations and courtesies of public transportation. Students who cannot maintain self-discipline may forfeit their privileges of school transportation. If this happens, they will have to rely on other transportation. According to the Pennsylvania Public School Code, the bus driver has the same authority as the teacher has in the classroom.

When students ride school district transportation, they are expected to:

- ◆ Be polite and courteous to all
- ◆ Stay seated at all times while bus is in motion
- ◆ Be respectful of others' property
- ◆ Use appropriate language at all times
- ◆ Help keep every bus trip safe
- ◆ Follow school policies, procedures and rules

The school bus driver is authorized to enforce safety and social standards on his/her bus. He/she determines the degree of talking and activity permissible, conforming with policies set by the bus contractor and the Bellefonte Area School District. The driver will explain the rules at the beginning of the school year or when the assignment of a driver of a pupil is changed. The driver, the bus contractor, and the Supervisor of Transportation Services keep a list of pupils assigned to the bus.

Students will not be permitted to get on or off at any stop other than his/her own established stop or ride any bus other than their own, with exceptions granted only upon written request of a parent/guardian and confirmed by a school administrator. The same policy applies to students in transit from the vocational school as well as all extra-curricular events.

Due to overcrowding on school buses, it has been our district's policy that students be permitted to ride other buses in case of emergencies only, and availability of seats allows for this accommodation. A written consent from a parent/guardian must be presented to the attendance clerk.

Smoking/Tobacco Policy

Tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the school. Smoking, chewing, and the possession of tobacco and/or paraphernalia – including lighters – are prohibited in school buildings, school buses or on school property owned by, leased by, or under the control of the school district. If a student's name is reported to the office for suspicion of a tobacco product (usage or possession), the student is subject to:

- Student search, Parental notification, Disciplinary action (if a tobacco product is found)
 - **Use of tobacco is also prohibited in cars parked on school property and on walks surrounding the school. This also applies to students on school-sponsored activities that are held off school property.*
 - Act 145 of 1996 (Tobacco Prohibition):
- Prohibits the use of all tobacco products in schools, including school restrooms.
- Pupils who possess or use tobacco in school, on a school bus or on school property commit a summary offense and will be referred to the District Justice in addition to school consequences.
- School districts must initiate prosecution.
- Upon conviction of the offense, the student is an undisclosed amount for the benefit of the school district and assessed court costs.
- Tobacco is defined as a lighted or unlighted cigarette, cigar, pipe or other smoking product/device and smokeless tobacco in any form or any tobacco innovation.

First time offenses will result in disciplinary consequences and an option to attend a smoking cessation program of the students choosing at the student's and/or parent's/guardian's expense. The student and parent/guardian are responsible to provide documentation of completion of a cessation program, in the form of an official letter from the provider, within four (4) weeks of the violation date to the administration of Bellefonte Area High School. If such documentation is not received within this time frame, the student will be referred to the District Magistrate/Justice.

The Bellefonte Area High School reserves the right to treat items such as electronic cigarettes (e-cigarette), vaporizers, nicotine patches, nicotine gum, nicotine oil or any other nicotine-delivering substances, chemicals or devices that produce the same flavor or physical effect of nicotine substances, and any other "tobacco innovation" as a violation of the school's tobacco policy and/or a violation of the school's drug and alcohol policy based on individual circumstances.

Cheating/Plagiarism

It is unacceptable for students to receive credit for work that is not their own. Plagiarism occurs in a variety of ways. Students will be presented with information from their teachers to help them avoid plagiarizing work. Consequences will be assigned to any student or students who deliberately cheat or cause others to cheat. The consequences will include, but are not limited to, a zero being given for the assignment (test, quiz, project, midterm, final, homework, etc.) where the cheating occurred as well as three full days of ISS for the first occurrence. Depending on the weight of the assignment where the cheating occurred, the student may fail the marking period or even the entire course. The teacher and/or an administrator will notify parents and the appropriate guidance counselor as to what occurred. A student will be expected to redo the assignment (for NO credit) or take an alternate examination and turn it into the teacher for evaluation.

Students having questions about the use of appropriate documentation for their work should speak with their teacher or the librarian. The MLA Stylebook is available for checkout from the library.

Inappropriate Language/Inappropriate Language Towards Staff

Swearing, foul or abusive words, or inappropriate gestures will not be tolerated on this campus, in the hallways or classrooms. Inappropriate language, including harassment (verbal, written, etc.) towards the staff will not be tolerated. Swearing, use of foul or abusive words and/or gestures will result in out-of-school suspension, possible change of educational placement and referral to legal authorities.

Fighting/Physical Confrontation

Fighting is forbidden at the Bellefonte Area High School. If one student punches, hits, slaps, kicks, pushes, bites, or chokes a second student, the second student is to move away and tell a teacher, counselor, nurse, or administrator. While students may take actions to protect themselves, under no conditions is retaliation (fighting back) permitted. Local law enforcement agencies will be contacted when fighting occurs.

Student Dance / Prom / Formal Policy and Expectations

Students are expected to be present all day in order to be eligible to participate in an event or practice on any given day. An exception will be made if the student has an approved educational, medical or legal appointment in which case the student must present documentation indicating the date and time from the place of appointment.

- If a student is tardy beyond homeroom or absent from school, he/she will not be permitted to attend a dance on that day or if the student is absent on a Friday he/she will not be permitted to attend any school function to be held before the following Monday. The only exception is a written doctor/medical excuse which must be produced prior to the dance.
- To ensure the safety of all students and guests, the doors will be locked 30 minutes after the dance begins and will remain locked for the entire dance.
- All functions will end no later than 11 pm., including end of the year class formals. However, most dances will end by 10:30 pm. to comply with Pennsylvania driving regulations.
- Inappropriate student or guest behavior will not be tolerated. Violators will be instructed to leave, and may be banned from future dances. Disciplinary consequences may result or legal authorities may be called.
- No re-admission once a student or guest leaves the dance. Students and guests may not remain on campus or the dance site without being in the designated dance area.
- All guests (Non-Bellefonte Area High School Students) must pre-register in the Student Office prior to the function. No guests will be signed-in the night of the function. Guests must present Photo ID at pre-registration and when entering the dance.

- All district students who are not otherwise excluded by District Policy, Board or Administrative Action, or other statute, rule, regulation, guideline, or decision, may attend dances and other extracurricular activities suitable for their grade. Such students may bring guests provided the guests are a current high school student (grades 9-12) or if graduated from high school, under the age of 21 on the date of the dance or other extracurricular function. The district reserves the right to exclude students and/or their guests if the presence of the student and/or the guest, in the opinion of Administrative Staff, would constitute a material disruption to the function or a threat to the health, safety, and welfare of others.
- Students who are in ISS, OSS or Saturday Detention the day of a dance or the Friday before a Saturday dance will not be permitted to attend.
- All regular school rules and regulations apply to dances and proms, even when they are held off campus. There is NO smoking permitted.
- Students suspected of consuming alcohol or other controlled substances will be denied entry to the dance and will be referred to the legal authorities.
- Large jackets, purses, and backpacks may be inspected by the faculty chaperones before or during the function and may be asked to be left at the check in table.
- All school rules are in effect for our students and their guests.

Harassment/Unlawful Harassment

In order to provide a safe, positive learning atmosphere for students, harassment in any form will not be tolerated whether it be student to student and/or student to adult. The term harassment includes, but is not limited to repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, gender, sexual orientation, national origin, age or handicap/disability that create an intimidating, hostile or offensive educational environment.

* Ethnic harassment includes the repeated, unwelcome and offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational environment.

* Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

- ◆ Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
- ◆ Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
- ◆ Such conduct deprives a student of educational aid, benefits, services or treatment.
- ◆ Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive education environment.

Students may not make statements that verbally intimidate, are hurtful, threaten, lead to feelings of discomfort, or are racist or sexist in nature. If one student verbally intimidates or harasses a second, the second student is to tell a teacher, counselor, nurse, or administrator. *Under no conditions is retaliation permitted.*

Complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment.

Students may choose to report harassment complaints orally or in writing to: building principals, teachers, counselors, nurses, etc.

Bullying

The Bellefonte Area School District strives to provide a safe, positive learning climate for students and recognizes that bullying of students has a negative effect on the educational environment of its schools. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Every student has the right to an education and to be safe in and around the school and at school activities. Therefore, the Bellefonte Area High School strives to offer all students an educational environment free from bullying.

- *Bullying* shall be defined as when a student is exposed, repeatedly and overtime, to negative actions on the part of one or more other students. This could include unwelcome verbal, written, electronic, or physical conduct directed at a student by another student or students, or by an adult.

Negative actions are defined as actions that are sufficiently severe or pervasive to create an intimidating, hostile or abusive environment that substantially interferes with a student's educational opportunities such as:

- Physical intimidation or assault
- Oral or written threats
- Teasing, putdowns, or name calling
- Threatening looks, actions or gestures
- Spreading false rumors or shunning the individual

- *Cyber-bullying* includes, but is not limited to, the following misuses of technology *during the school day*: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings. All forms of cyber bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the school, offenders shall be subject to appropriate discipline.

The school district will not tolerate known acts of bullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds or during the time students necessarily spend traveling to and from school or school-sponsored activities.

Complaints of bullying or cyber-bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

To help eliminate bullying:

- ◆ When you see or hear a person being bullied let the bully know that his/her behavior is not appropriate.
- ◆ Fill out an Incident Report form. These are located in the Student Office. Incident Reporting forms are also available online and in this handbook.
- ◆ Report bullying behavior that you see or hear to a teacher, guidance counselor, or vice principal

Depending upon the severity of a particular situation, the building principal may also take appropriate steps to ensure student safety. Such steps may include the implementation of a safety plan; separating and supervising students involved; providing employee support for students as needed; reporting incidents to law enforcements, if appropriate; and developing a supervision plan with parents.

Students are encouraged to fill out an incident report form, as well as a *Bullying/Harassment Reporting Form* located in the back of this handbook. This may be turned in to the student office, guidance, a teacher, through our online forms located on our website or via email. If harassment or bullying occurs outside of the school, we encourage parents to contact local authorities.

Students are encouraged to fill out an incident report form, as well as a Bullying/Harassment Reporting Form located in the back of this handbook. This may be turned in to the student office, guidance, a teacher, through our online forms located on our website or via email.

How to Report Bullying

Bullying is an unacceptable practice in the Bellefonte Area High School. Bullying will not be tolerated and students who are bullied can and should report it through the following steps:

- Tell a teacher or other staff member of BAHS
- Tell your parents/guardians
- Fill out an confidential incident report either online, at school or at home (hand into main office or guidance office).
- Tell your Guidance Counselor
- Tell your Principal or Vice Principal
- Use the provided form in this handbook

Bullying/Cyber-Bullying Guide for Parents

Tips for Parents/Guardians: What to Do If Your Child Is Being Bullied

If your child is being bullied at school, this can be a very painful experience for your child and your family. Here are some things you can do to support your child if s/he is being bullied:

1. Never tell your child to ignore the bullying.
2. Don't blame your child for the bullying. Don't assume your child did something to provoke the bullying.
3. Allow your child to talk about his/her bullying experiences. Write down what is shared.
4. Empathize with your child. Tell him/her that bullying is wrong; that it is not his/her fault; and that you are glad s/he had the courage to tell you about it.
5. If you disagree with how your child handled the bullying situation, don't criticize him/her. It is often very difficult for children to know how best to respond.
6. Do not encourage physical retaliation.
7. Check your emotions. A parent's/guardian's protective instincts stir strong emotions. Although it is difficult, step back and consider the next steps carefully.
8. Contact a teacher, school counselor, or principal at your school immediately and share your concerns about the bullying that your child has experienced.
9. Work closely with school personnel to help solve the problem.
10. Encourage your child to develop interests and hobbies that will help build resiliency in difficult situations like bullying.
11. Encourage your child to make contact with friendly students in his/her class, or help your child meet new friends outside of school.
12. Teach your child safety strategies, such as how to seek help from an adult.
13. Make sure your child has a safe and loving home environment.
14. If you or your child needs additional help, seek help from a school counselor and/or mental health professional.

Tips for Parents/Guardians: What to Do If Your Child Bullies Others

If your child bullies other children at school, it will need to be stopped. Here are some things you can do at home to address the issue with your child:

1. Make it clear to your child that you take bullying seriously and that it is not okay.
2. Make rules within your family for your child's behavior. Praise your child for following the rules and use nonphysical and logical consequences when rules are broken. A logical consequence for bullying could be losing rights to use the phone to call friends, using e-mail to talk with friends, or other activities your child enjoys.
3. Spend lots of time with your child and keep close track of his/her activities. Find out who your child's friends are and how and where they spend their free time.
4. Build on your child's talents by encouraging him/her to get involved in positive activities, such as clubs, music lessons, or nonviolent sports.
5. Share your concerns with your child's teacher, counselor, and/or principal. Work together to send a clear message to your child that his/her bullying must stop.
6. If you and your child need more help, talk with a school counselor and/or mental health professional.

Tips for Parents/Guardians: What to Do If Your Child Witnesses Bullying

Many children are observers or bystanders in cases of bullying at school. It is important that even students who are bystanders in a bullying situation take action to get help so the bullying stops. If your child talks to you about the bullying that s/he witnesses at school, you are encouraged to do the following:

1. Teach your child how to get help without getting hurt.
2. Encourage your child to verbally intervene, if it is safe to do so, by saying such things as: "Cool it! This isn't going to solve anything."
3. Tell your child not to cheer on or even quietly watch bullying. This only encourages a child who bullies, who wants to be the center of attention.
4. Encourage your child to tell a trusted adult about the bullying. Talking to an adult is not tattling; it is an act of courage and safety. Suggest going to an adult with a friend if that will make it easier.
5. Help your child support others who tend to be bullied.
6. Teach your child to include these children in activities.
7. Praise and reward quiet acts of courage where your child tried to do the right thing to stop bullying, even if s/he was not successful.
8. Work with your child to practice specific ways s/he can help stop bullying. For example, role-play with him/her what s/he could say or do to help someone who is being bullied.

What Can Parents/Guardians Do To Prevent And Address Cyber-Bullying?

Adults seldom are present in the online environments frequented by children and youth. Therefore, it is extremely important that adults pay close attention to cyber-bullying and the activities of children and youth when using these new technologies. Cyber-bullying occurs when children and youth use cyber technologies, such as text messaging, internet sites, and cell phones, to bully others. Indirect forms of bullying like this can include spreading of false rumors, gossip, and verbal taunts or attacks. Like bullying that happens in person, cyber-bullying can have serious, and sometimes legal, consequences for the ones doing the bullying. Here are some ideas of ways to protect your child from cyber-bullying or address the issue if you find your child is cyber-bullying others.

Suggestions for Parents/Guardians: Tips to Help Prevent Cyber-Bullying

1. Keep your home computer(s) in easily viewable places, such as a family room or kitchen.
2. Talk regularly with your child about online activities s/he is involved in.
3. Talk specifically about cyber-bullying and encourage your child to tell you immediately if s/he is the victim of cyber-bullying, cyber-stalking or other illegal or troublesome online behaviors.
4. Encourage your child to tell you if s/he is aware of others who may be the victims of such behavior.
5. Explain that cyber-bullying is harmful and unacceptable behavior. Outline your expectations for responsible online behavior and make it clear that there will be consequences for inappropriate behavior.

Although adults must respect the privacy of children and youth, concerns for your child's safety may sometimes override these privacy concerns. Tell your child that you may review his/her online communications if you think there is reason for concern. Consider installing parental control filtering software and/or tracking programs, but don't rely solely on these tools.

Tips For Dealing With Cyber-Bullying That Your Child Has Experienced

Because cyber-bullying can range from rude comments to lies, impersonations and threats, your responses may depend on the nature and severity of the cyber-bullying. Here are some actions that you may want to take after the fact:

1. Strongly encourage your child not to respond to the cyber-bullying.
2. Do not erase the messages or pictures; save these as evidence.
3. Try to identify the individual doing the cyber-bullying. Even if the cyber-bully is anonymous (for example, is using a fake name or someone else's identity), there may be a way to track him/her through your Internet service provider. If the cyber-bullying is criminal or if you suspect that it may be, contact the police and ask them to do the tracking. Sending inappropriate language may violate the terms and conditions of e-mail services, internet service providers, Web sites, and cell phone companies. Consider contacting these providers and filing a complaint. If the cyber-bullying is coming through e-mail or a cell phone, it may be possible to block future contact from the individual who cyber-bullied. Of course, s/he may assume a different identity and continue the bullying.
4. Contact your school if the cyber-bullying is occurring through your school district's Internet system or during the school day. Even if the cyber-bullying is occurring off campus, make your school administrators aware of the problem. They may be able to help you by being watchful for face-to-face bullying occurring in school.
5. Consider contacting the cyberbully's parents/guardians. These parents/guardians may be very concerned to learn that their

child has been cyber-bullying others, and they may effectively put a stop to the bullying. On the other hand, these parents/guardians may react very badly to your contacting them, so, proceed cautiously. If you decide to contact a cyber-bully's parents/guardians, communicate with them in writing, not face-to-face. Present proof of the cyber-bullying (for example, copies of an e-mail message) and ask them to make sure the cyber-bullying stops.

6. Contact the police if cyber-bullying involves acts such as threats of violence; extortion; obscene or harassing phone calls or text messages; harassment; stalking; or hate crimes; or child pornography. If you are uncertain if cyber-bullying violates criminal laws, contact your local police who will advise you.

http://www.violencepreventionworks.org/public/bullying_tips_for_parents.page (6/2015)

This list has been adapted from a publication originally created for "Take a Stand. Lend a Hand. Stop Bullying Now!", a campaign of the Health Resources and Services Administration, U.S. Department of Health and Human Services.

www.StopBullyingNow.hrsa.gov. Used with permission. The names "Olweus" and "Olweus Bullying Prevention Program" are protected as trademarks, and may not be used in any way that involves self-promotion or the sale of products without the written permission of Hazelden as the publisher. All rights reserved. Duplicating this material for personal or group use is permissible.

Weapons

Legislation in Pennsylvania (Act 26 of 1995) makes it mandatory to expel any student who brings any kind of a weapon to school for a period of not less than one year. This applies to any school function or property, including transportation. Under this law, a weapon is broadly defined as a device, instrument, material or substance, animate or inanimate, that is used for or is readily capable of, causing death or serious bodily injury. This includes firearms of any kind (operable or inoperable, loaded or unloaded) and ammunition.

Act 30 requires the court, through the juvenile probation department, to provide to school principals information concerning the adjudication of an enrolled child. Such reports include a description of delinquent acts committed by the child, disposition of the case, probation or treatment reports, prior delinquent history, the supervision plan and any other information deemed necessary.

The building principal is required to share the information with the child's teacher or the principal of another school to which the child may transfer.

Terroristic Threats / Acts

Terroristic threats and terroristic acts by students are a detriment to the safety and well-being of students and staff. The term terroristic threat includes any threat to commit violence communicated with intent to terrorize another; to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. The term terroristic act includes any offense against school property or involving danger to another person.

It is the responsibility of students to report any information or knowledge relevant to a possible or actual terroristic threat or act to school authorities. Students may choose to report such knowledge orally or in writing to: building principals, teachers, or counselors.

Students found responsible for any terroristic threats/acts will be immediately suspended and the case reported to the Superintendent. The Superintendent may recommend expulsion of the student to the school board. The threat may also be referred to law enforcement agencies.

Skateboarding, Roller Blades, etc.

Students shall not rollerblade, roller-skate, or skateboard on school grounds at any time, whether during or after school hours. For purposes of this ban, school grounds shall include all school buildings, parking lots, paths, playing fields or adjacent school owned property. Students shall dismount from roller-skates, roller blades or skateboards before entering school grounds. Students choosing to carry roller blades, roller-skates or skateboards onto school property shall promptly store such equipment in lockers or other such storage areas. Students not abiding by these guidelines will have items confiscated and will face disciplinary action for inappropriate behavior.

Hallway and Lobby Area Expectations

Students are not to partake in any sporting activity in the hallways, including but not limited to basketball, baseball, golf balls, Frisbee, or hacky sack. These items will be confiscated and may not be returned. Consequences may apply.

Parking Permits

The following material is required for senior students who desire to park on school property. BE SURE to have all information ready and present when you apply for your permit in the Student Office. If the student does not have all information present, they will **NOT** be issued a permit and will be subject to availability when re-applying:

- Copy of Valid Driver's License
- Copy of Current Car Registration
- Copy of Current Car Insurance Card
- Signed Parent Request Form (Needs to be completed by ALL driving seniors and/or juniors)
- Signed Parent Release Form (Needs to be completed by ALL driving seniors and/or juniors)
- Signed CPI Form (For Seniors in the CPI Capstone work placements, or for senior CPI students who have jobs starting immediately at the conclusion of the school day)
- Signed Co-op Work Form (For Seniors in Diversified Occupations Co-op placements or internships)

- Copy of PSU Student Registration (For Seniors who are enrolled at PSU for classes)
- Fee of \$5.00 (to cover permit cost)

****Seniors will be given preference when assigning available parking spaces****

Parking/Driving Procedures, Rules and Expectations

Driving to school is a privilege and responsibility to be taken seriously. Student drivers are expected to observe the rules of the Bellefonte Area School District for driving and parking on school property.

Rules / Expectations:

1. Parking at BAHS will be a privilege awarded to students with Senior and Junior status.
2. Seniors will be provided with the first opportunity to apply for a parking permit.
3. Juniors will be provided with an opportunity to apply for a parking permit for the remainder of the parking spaces.
4. All Pennsylvania traffic code and laws apply on school property.
5. All vehicles parked on school property are subject to search.
6. Any vehicle driven to school must be registered at the Student Office. Information about your car such as make, model, color, year, and license plate number will be required.
7. A valid parking permit must be clearly displayed on the rear view mirror without the number being obstructed.
8. Parking permits are not transferable to other students.
9. Parking will be permitted in only your numbered space of the designated area.
10. Parking is not permitted in areas designated as “No Parking” areas. “No Parking” areas are designated with yellow lines or yellow curbs and/or “No Parking” signage.
11. Students are NOT permitted to go to your vehicle during the school day unless:
 - a. You are leaving for an officially approved early dismissal.
 - b. You have been granted permission from an administrator (Principal or Vice Principal).
12. Students are NOT to have any passengers in their vehicles. Any sibling who needs transportation must have a parental note and administrative approval.
13. Students may NOT park in areas labeled as “visitor” parking.
14. No weapons (knives, guns, ammunition, etc.) are to be in the vehicle when it is parked on school property
15. There is a \$5.00 fee for parking privileges per year (to cover permit cost).
16. Students with outstanding financial obligations shall not be eligible for a permit.

****ONLY PARK IN YOUR ASSIGNED SPACE****

****ALL CARS ARE SUBJECT TO BEING TOWED WITHOUT WARNING OR TICKETED. DRIVERS CAN BE FINED AND/OR LOSE DRIVING/PARKING PRIVILEGES FOR NOT FOLLOWING THE ABOVE RULES****

Students who drive to school are not permitted to take other students in their vehicles for reasons such as CPI, work release, internships, early dismissals, etc. Students not complying with this rule will lose all driving and parking privileges at the High School.

Students who attend CPI (Central Pennsylvania Institute of Science and Technology) are not permitted to drive or ride with another student to CPI and must take bus transportation provided by the school district (unless permission has been obtained from both the home school Administrator and CPI Administrator). Failure to comply with this policy may result in disciplinary consequences and possible removal from CPI.

By parking on school property, students agree to relinquish their expectation of privacy when it comes to their vehicle. If the administration feels it has a reasonable cause to believe that the vehicle has a prohibited item inside, the administration may search the vehicle or have cause for it to be searched. Students who refuse to have their vehicle searched give up their privileges to park on school property.

****NEITHER BELLEFONTE AREA SCHOOL DISTRICT NOR BELLEFONTE AREA HIGH SCHOOL IS RESPONSIBLE FOR LOST AND/OR STOLEN ITEMS FROM VEHICLES.**

Moving Violations

The following is a list of Moving Violations that lead to tickets, fines, loss of parking privileges and/or referral to Bellefonte Area Police:

- Driving too fast for conditions – speeding
- Reckless driving, including, but not limited to: performing burnouts, spinning tires, loss of control of vehicle, backing out of a parking space without looking, failure to yield right of way, allowing people to hang out of or from your vehicle, allowing people to ride in the back of a pick-up truck, failure to stop at stop sign, entering area marked “Do Not Enter”

Parking/Driving Offenses

The following is a list of common parking offenses that can lead to a ticket or more severe consequences including *loss of parking permit from 5 days to the remainder of school year or even towing at owner’s expense*:

- Parking in a “No Parking” area, in an area not designated for student parking, or on a curb, lawn or driver’s education spot.
- ___ Parking in a designated student area without proper vehicle registration.
- ___ Parking in a HANDICAPPED space without proper identification.
- ___ Double Parking – parking someone in.
- ___ Sloppy parking - outside the lines or taking up two spaces.
- ___ Parking in a designated parking area without displaying your assigned Parking Permit.
- ___ Obscuring the Parking Permit.
- ___ Parking an unregistered vehicle in a designated area with a valid permit.
- ___ Using another person’s Parking Permit.
- ___ Using vehicle to leave school during school hours without official permission.
- ___ Visiting parking area and /or vehicle during school hours without official permission.

The Bellefonte Area School District reserves the right to apply any of the below consequences at any time, including removal of the privilege of parking and driving on school property.

First Offense	\$5.00 ticket and/or loss of parking privileges for 5 days
Second Offense	\$10.00 ticket and/or loss of parking privileges for 10 days
Third Offense	\$20.00 ticket and/or loss of parking privileges for 30 days
Fourth Offense	\$20.00 ticket and/or loss of parking privileges for remainder of year

Parking on school property after losing parking/driving privileges will result in towing at owner’s expense.

All motor vehicles parked on school property can be searched without warning when the school has reasonable suspicion that vehicles contain materials posing threat to health, welfare or safety of students, staff or visitors.

Tickets are to be paid within 5 school days in order to keep driving privileges – delinquent fines automatically revoke driving privileges until fine is paid. Tickets are also subject to disciplinary action if warranted. Students who have parking privileges suspended or revoked will not be eligible for any reimbursement of the permit fee.

Public parking is available starting with the 700 block of East Bishop Street. No permit required. This is public parking and Bellefonte Borough parking laws must be obeyed.

The Bellefonte Area High School does not give permission for you to park across street at Rite Aid, the former Weis Market, Burger King, or the Faith Church during the school day. If you choose to park there you are subject to being towed.

Chart of Disciplinary Guidelines/Procedures

Disciplinary Infraction	DEFINITION	FIRST OCCURRENCE	SECOND OCCURRENCE	SUBSEQUENT OCCURRENCES
"CUTS," LEAVING SCHOOL WITHOUT PERMISSION, NOT ON CPI BUS	Failure to report to school, class, homeroom or a specifically assigned area; not on district provided transportation; leaving school without permission; late to class by 10 minutes or more	Detention(s) assigned one per period cut (double period counts as two cut periods); zero grade earned; parents notified by mail. No work may be assigned or turned in for credit for each class.	Detentions will be doubled for each class cut; zero grade(s) earned. No work may be assigned or turned in for credit for each class.	Administrator Review: Suspension up to ten days, and/or Saturday Detention; and/or placement in any AEP option; informal hearing for 3 or more days OSS; possible referral to Truancy Officer and/or District Magistrate. No work may be assigned or turned in for credit for each class.
TRUANCY AND OTHER ILLEGAL ABSENCES	Failure to attend school (0.5 day equals 1.0 day of truancy); attending an educational trip that was not approved; accumulation of cuts of eights periods or more (4 double periods are equal to 8 regular periods or one school day); failure to submit an excuse within three (3) days of return from absence	One ISS per day truant; zero grade(s) earned; parents/guardians contacted; possible referral to Truancy Officer; possible referral to District Magistrate. No work may be assigned or turned in for credit for each class	Two ISS per day truant; zero grade(s) earned; parent/guardian contacted; possible referral to Truancy Officer; possible referral to District Magistrate. No work may be assigned or turned in for credit for each class.	Administrator Review: Suspension/up to ten days/Saturday Detention; or placement in any AEP option; informal hearing for 3 or more days OSS; referral to Truancy Officer; referral to District Magistrate. No work may be assigned or turned in for credit for each class.
INAPPROPRIATE LANGUAGE TOWARD STAFF / TEACHER AND STAFF DISRESPECT	Swearing; use of foul or abusive words or gestures toward or about any school-district employed personnel	Out of School Suspension of one to three days; parent conference scheduled; possible referral to School Resource Officer (SRO); informal hearing for 3 or more days OSS	Out of School Suspension up to ten days; conference scheduled with Administrator; informal hearing for 3 or more days OSS; possible referral to School Resource Officer (SRO)	OSS up to ten days and/or placement in any AEP option; informal hearing for 3 or more days OSS; possible referral to School Resource Officer (SRO)
INSUBORDINATION / TEACHER AND STAFF DISRESPECT	Refusal to follow a directive; possession of lighter / electronic devices; not using school ID for required processes	One detention; parents notified by mail	Two detentions; parents contacted	Administrator Review: Suspension up to ten days and/or Saturday Detention and/or placement in any AEP option; informal hearing for 3 or more days OSS; possible referral to School Resource Officer (SRO)

TARDINESS TO SCHOOL/CLASS	Being late (up to 10 minutes) to school/class (Note: Tardies in excess of ten minutes will be considered a cut - see above)	Accumulation of 5 tardies to school/class; one detention; parents are notified by mail; loss of Driving Privileges for 2 weeks	Accumulation of 10 tardies to school/class; two detentions; parents contacted by phone and mail; loss of Driving Privileges for 1 month	Accumulation of 15 tardies to school /class; one Saturday detention; parents notified by mail and phone; **Accumulation of 15 tardies to school; referral to district magistrate; possible fines or other consequences as determined by magistrate; students will be re-filed each additional 5 tardies to school. ***For every 5 tardies to school/class beyond 15, suspension days will be assigned (20 tardies = 1 ISS; 25 tardies = 2 ISS; 30 tardies= 3 ISS; etc.) If tardies reach 35 and beyond, out-of-school suspensions, change of educational placement and/or other consequences will be determined at discretion of principal; informal hearing for 3 or more days OSS; loss of Driving Privileges for remainder of school year.
CUTTING OF DETENTION	Failure to report to the designated after school detention	One Saturday Detention; parents notified by mail; ineligible from all extra-curricular activities until detention(s) have been completed	Three ISS assigned, parents contacted; informal hearing for 3 or more days OSS; ineligible from all extra-curricular activities until suspension(s) have been completed	Administrator Review: Suspension/up to ten days/Saturday Detention; or placement in any AEP option; informal hearing for 3 or more days OSS; ineligible from all extra-curricular activities until suspension(s) have been completed
CUTTING OF TEACHER DETENTION	Failure to report to the designated teacher detention	Disciplinary referral; one after school detention assigned	Disciplinary referral; Two after school detentions assigned; contact parent/guardian	Disciplinary referral; one day of ISS assigned; contact parent/guardian
CUTTING OF SATURDAY DETENTION	Failure to report to the designated Saturday detention	Up to two OSS; parents contacted	Up to three OSS; parents contacted; informal hearing for 3 or more days OSS	Administrator Review: Suspension up to ten days; and/or placement in any AEP option; informal hearing for 3 or more days OSS

CUTTING OF IN-SCHOOL SUSPENSION (ISS)	Failure to report to ISS after homeroom on assigned day; student reports to CPI or regular classes instead of ISS	Up to two OSS; parents contacted; student ineligible from all extra-curricular activities until suspension has been completed	Up to three OSS; parents contacted; informal hearing for 3 or more days OSS	Administrator Review: Suspension/up to ten days/; or placement in any AEP option; informal hearing for 3 or more days OSS
INAPPROPRIATE BEHAVIOR	Any form of disruptive or inappropriate behavior resulting in a referral to the office (includes over display of affection, skateboards, etc.)	One detention; parents notified by mail	Two detentions; parents contacted	Administrator Review: Suspension up to ten days and/or Saturday Detention; and/or placement in any AEP option; informal hearing for 3 or more days OSS; possible referral to School Resource Officer (SRO)
INAPPROPRIATE LANGUAGE / GESTURES/ACTS	Swearing; use of foul or abusive language (verbal, written, or electronic) or inappropriate gestures and/or acts in or around the school	Up to Three days ISS; parents notified; possible referral to School Resource Officer (SRO)	Up to five days OSS; parents contacted; possible referral to School Resource Officer (SRO)	Administrator Review: Suspension up to ten days and/or Saturday Detention and/or placement in any AEP option; informal hearing for 3 or more days OSS; possible referral to School Resource Officer (SRO)
INAPPROPRIATE/ DISRUPTIVE BEHAVIOR IN ISS INCLUDING ELECTRONIC DEVICES	Any behavior that is not within parameters of ISS guidelines including but not limited to talking, misuse of computers and use of personal electronic devices	OSS for the remainder of the ISS consequence plus one additional day. Parental notification and possible referral to the School Resource Officer (SRO) informal hearing for 3 or more days OSS	OSS for the remainder of the ISS consequence plus two additional days. Parental notification and possible referral to the School Resource Officer (SRO) informal hearing for 3 or more days OSS	Administrator Review: Suspension up to ten days and/or placement in any AEP option; informal hearing for 3 or more days OSS; possible referral to School Resource Officer (SRO)
INAPPROPRIATE/ DISRUPTIVE BEHAVIOR DURING SATURDAY DETENTION	Any behavior that is disruptive or inappropriate and not within the parameters of the Saturday Detention guidelines.	Student will be removed from the room, parents immediately notified and up to three days of OSS will be assigned.	Student will be removed from the room, parents immediately notified and up to three days of OSS will be assigned.	Administrator Review: Suspension up to ten days and/or placement in any AEP option; informal hearing for 3 or more days OSS; possible referral to School Resource Officer (SRO)

THREATS TOWARDS TEACHER/STAFF	Acts that are a detriment to the safety and well-being of teachers/staff that cause alarm and unrest; could be physical, verbal or written; intimidation; threats containing words like: killing, shooting, murder, wanting to beat up, punch etc.;	Immediately suspended up to 10 days and/or placement in any AEP option; case reported to Superintendent who may recommend expulsion; possible referral to School Resource Officer (SRO); informal hearing for 3 or more days OSS; parental notification & conference scheduled, SAP referral	Immediately suspended up to 10 days and/or placement in any AEP option; case reported to Superintendent who may recommend expulsion; possible referral to School Resource Officer (SRO); informal hearing for 3 or more days OSS; parental notification & conference scheduled, SAP referral	Immediately suspended up to 10 days and/or placement in any AEP option; case reported to Superintendent who may recommend expulsion; possible referral to School Resource Officer (SRO); informal hearing for 3 or more days OSS; parental notification & conference scheduled, SAP referral
HARASSMENT/ BULLYING	Any unwelcome verbal, written, electronic, or physical conduct directed at a student or staff member by another student or students; taunting of others	Suspension up to five days; parent conference scheduled; possible referral to School Resource Officer (SRO); informal hearing for 3 or more days OSS	Suspension up to ten days; conference scheduled with Administrator ; possible referral to School Resource Officer (SRO); informal hearing for 3 or more days OSS	OSS up to ten days and/or placement in any AEP option; possible referral to School Resource Officer (SRO); informal hearing for 3 or more days OSS
ETHNIC or SEXUAL HARASSMENT	Any form of harassment against another's culture, heritage, or other characteristics or based on gender; may include remarks that use culture, heritage, or other characteristics or based on gender for a negative outcome	Suspension up to ten days; conference scheduled with the principal; possible referral to School Resource Officer (SRO); informal hearing for 3 or more days OSS	Suspension up to ten days and/or placement in any AEP option; conference scheduled with the principal; possible referral to School Resource Officer (SRO); informal hearing for 3 or more days OSS	OSS up to ten days and/or placement in any AEP option; case reported to Superintendent who may recommend expulsion; possible referral to School Resource Officer (SRO); informal hearing for 3 or more days OSS
FIGHTING	Any physical confrontation in or around school property, at a school function or on the bus, that is not deemed self-defense	Suspended up to 10 days; parental notification & conference scheduled; referral to School Resource Officer (SRO); SAP referral; informal hearing for 3 or more days OSS	Suspended up to 10 days and/or placement in any AEP option; parental notification & conference scheduled; referral to School Resource Officer (SRO); SAP referral; informal hearing for 3 or more days OSS	OSS of ten days and/or placement in any AEP option and/or recommendation for expulsion; parent notified and conference scheduled, referral to School Resource Officer (SRO); conference scheduled; informal hearing for 3 or more days OSS

ASSAULT RESULTING IN SERIOUS INJURY	An intentional physical attack causing the victim obvious severe or aggravated bodily injury	Suspension up to ten days and/or placement in any AEP option and/or expulsion; parental notification & conference scheduled, referral to School Resource Officer (SRO); SAP referral; informal hearing for 3 or more days OSS	Minimum suspension of five days and/or placement in any AEP option and/or expulsion; parental notification & conference scheduled; referral to School Resource Officer (SRO); SAP referral; informal hearing for 3 or more days OSS	OSS of ten days and/or placement in any AEP option and/or expulsion; parental notification & conference scheduled; referral to School Resource Officer (SRO); SAP referral; informal hearing for 3 or more days OSS
ASSAULT INVOLVING USE OF A WEAPON	An intentional physical attack by one person against another where the attacker either uses a weapon or displays a weapon in a threatening manner.	Weapon to be confiscated parents and Superintendent contacted, SAP referral; referral to School Resource Officer (SRO); Administrator Review: Suspension up to ten days and/or placement in any AEP option and/or expulsion; informal hearing for 3 or more days OSS	Weapon to be confiscated parents and Superintendent contacted, SAP referral; referral to School Resource Officer (SRO); Administrator Review: Suspension up to ten days and/or placement in any AEP option and/or expulsion; informal hearing for 3 or more days OSS	Weapon to be confiscated parents and Superintendent contacted, SAP referral; referral to School Resource Officer (SRO); Administrator Review: Suspension up to ten days and/or placement in any AEP option and/or expulsion; informal hearing for 3 or more days OSS
WEAPONS, ATTEMPTED ARSON, OR BOMB THREATS	Carrying or harboring weapons, attempting to set a fire, issuing of a bomb threat, or possessing or setting off devices which could be disruptive (Weapons include, but are not limited to knives, clubs and anything that could be used to inflict physical damage)	Weapon to be confiscated; parents and Superintendent contacted; SAP referral, referral to School Resource Officer (SRO); Administrator Review: Suspension up to ten days and/or placement in any AEP option and/or expulsion; driving privileges will be suspended; informal hearing for 3 or more days OSS	Weapon to be confiscated; parents and Superintendent contacted; SAP referral, referral to School Resource Officer (SRO); Administrator Review: Suspension up to ten days and/or placement in any AEP option and/or expulsion; driving privileges will be suspended; informal hearing for 3 or more days OSS	Weapon to be confiscated; parents and Superintendent contacted; SAP referral, referral to School Resource Officer (SRO); Administrator Review: Suspension up to ten days and/or placement in any AEP option and/or expulsion; driving privileges will be suspended; informal hearing for 3 or more days OSS
USE OF WEAPONS, EXPLOSIVE DEVICES, OR ARSON	Possession and/or use of a lethal weapon, igniting a smoke bomb and/or other explosive device as listed in the Gun-Free Schools Act of 1994, starting a fire on school property	Weapon to be confiscated; parents and Superintendent contacted; SAP referral, referral to School Resource Officer (SRO); Administrator Review: Suspension up to ten days and/or placement in any AEP option and/or expulsion; driving privileges will be suspended; informal hearing for 3 or more days OSS	Weapon to be confiscated; parents and Superintendent contacted; SAP referral, referral to School Resource Officer (SRO); Administrator Review: Suspension up to ten days and/or placement in any AEP option and/or expulsion; driving privileges will be suspended; informal hearing for 3 or more days OSS	Weapon to be confiscated; parents and Superintendent contacted; SAP referral, referral to School Resource Officer (SRO); Administrator Review: Suspension up to ten days and/or placement in any AEP option and/or expulsion; driving privileges will be suspended; informal hearing for 3 or more days OSS

TERRORISTIC THREATS / ACTS	Acts that are a detriment to the safety and well-being of students and staff; verbal or written threats containing words like: killing, shooting, murder etc.	Immediately suspended up to 10 days and/or placement in any AEP option; case reported to Superintendent who may recommend expulsion; possible referral to School Resource Officer (SRO); informal hearing for 3 or more days OSS; parental notification & conference scheduled, SAP referral	Immediately suspended up to 10 days and/or placement in any AEP option; case reported to Superintendent who may recommend expulsion; possible referral to School Resource Officer (SRO); informal hearing for 3 or more days OSS; parental notification & conference scheduled, SAP referral	Immediately suspended until placement in any AEP option is set; case reported to Superintendent who may recommend expulsion; possible referral to School Resource Officer (SRO); informal hearing for 3 or more days OSS; parental notification & conference scheduled, SAP referral
TOBACCO	Possession or use of tobacco products including, but not limited to, cigarettes and "snuff" on school property, at school functions and/or on school buses	Suspension up to two days; referral to SAP; parents notified; optional smoking cessation program or referral to District Magistrate	Suspension for up to three days; parent conference scheduled; referral to SAP; parents notified; referral to District Magistrate; informal hearing for 3 or more days OSS	Suspension up to ten days and/or placement in any AEP option; referral to the District Magistrate; informal hearing for 3 or more days OSS
DRESS CODE VIOLATION	Wearing of clothing or jewelry outlined in Dress guidelines in this handbook	Official Warning and/or detention – student asked to dress in an appropriate manner; will be expected to change clothes	Suspension of one to three days; parent conference scheduled; informal hearing for 3 or more days OSS	Administrator Review: Suspension up to ten days and/or placement in any AEP option; informal hearing for 3 or more days OSS
WEARING OF HEADWEAR DURING SCHOOL DAY	Upon entering of school, students are expected to remove their headwear (including but not limited to bandanas, hats, hoods, and du-rags) and place it in their locker for the duration of the school day	Official warning or detention; student will be asked to remove headwear and place it in their locker (if student complies, then warning, if student does not comply, then a detention will be issued)	Headwear confiscated; student may pick up at end of school day; up to two detentions	Headwear confiscated; parent may pick up at end of school day; suspension up to 3 days

CHEATING/ PLAGIARISM	Copying from another source without proper documentation or supplying answers to another student	Three ISS; zero grade earned; parents contacted by the teacher	Five ISS; zero grade earned; parents contacted	Parent conference scheduled to determine further disciplinary action
FORGERY/LYING	Illegally writing or telephoning in of passes, excuses, or early dismissals OR avoiding the truth or presenting falsehoods	Elimination of hall pass privileges for one month and/or one ISS; parents notified by phone and mail.	Two ISS; Parent conference scheduled	Administrator Review: Suspension up to ten days and/or placement in any AEP option for the remainder of the school year; informal hearing for 3 or more days OSS
CELL PHONE / ELECTRONIC DEVICES VIOLATION	Student uses cell phone/ electronic devices during class or instructional situations or in violation of teacher or administrator expectations; violation of BYOD guidelines	Confiscation of device; Student can pick up the device at the end of the day from the Student Office. Loss of privileges for one month.	Confiscation of device, which is returned only to a parent or guardian. Loss of privileges for nine weeks. Saturday Detention.	Confiscation of device, which is returned only to a parent or guardian. Permanent loss of privileges. Up to ten days of OSS and/or placement in AEP.
INAPPROPRIATE USE OF INTERNET AND/OR COMPUTER NETWORK	Refer to the acceptable use of computer network and internet access policy in this handbook; student email; violation of BYOD guidelines	One Saturday Detention; parents notified by mail; possible loss of BASD.net privileges up to one month	One to three days ISS, parents contacted; loss of BASD.net privileges of one month	Administrator Review: Suspension up to ten days and/ or placement in any AEP option; informal hearing for 3 or more days OSS; loss of BASD.net privileges for remainder of school year
DRIVING OR PARKING VIOLATION	Unsafe driving or incorrect parking on school property	Fines; possible detention(s) or suspensions from school may result as well as loss of driving/parking privileges; possible referral to School Resource Officer (SRO)	Fines; possible detention(s) or suspensions from school may result as well as loss of driving/parking privileges; possible referral to School Resource Officer (SRO)	Fines; possible detention(s) or suspensions from school may result as well as loss of driving/parking privileges; possible referral to School Resource Officer (SRO)

THROWING OF FOOD OR ANY OBJECT	Throwing of food, drink or any object in the cafeteria or any other area of the building	Suspension of up to five days; parent conference scheduled; possible referral to School Resource Officer (SRO); informal hearing for 3 or more days OSS	Suspension up to ten days and/or placement in any AEP option; possible referral to School Resource Officer (SRO); informal hearing for 3 or more days OSS	OSS up to ten days and/or placement in any AEP option ; possible referral to School Resource Officer (SRO); informal hearing for 3 or more days OSS
BURGLARY OR CRIMINAL TRESSPASSING ON SCHOOL PROPERTY	Entering school property unlawfully/without permission; being on school property when not permitted (during suspension, during alternative placement, etc.)	Immediately suspended up to 10 days and/or placement in any AEP option; restitution; case reported to Superintendent who may recommend expulsion; possible referral to School Resource Officer (SRO) and/or local police; informal hearing for 3 or more days OSS; parental notification & conference scheduled, SAP referral	Immediately suspended up to 10 days and/or placement in any AEP option; restitution; case reported to Superintendent who may recommend expulsion; possible referral to School Resource Officer (SRO) and/or local police; informal hearing for 3 or more days OSS; parental notification & conference scheduled, SAP referral	Immediately suspended until placement in any AEP option is set; restitution; case reported to Superintendent who may recommend expulsion; possible referral to School Resource Officer (SRO)and/or local police; informal hearing for 3 or more days OSS; parental notification & conference scheduled, SAP referral
THEFT OR DEFACING SCHOOL AND/OR PERSONAL PROPERTY	Removal of property belonging to the school or another person OR damage and destruction to school or personal property	Suspension of up to five days; referral to School Resource Officer (SRO); restitution; conference scheduled with the principal; informal hearing for 3 or more days OSS	Administrator Review: restitution; referral to School Resource Officer (SRO); suspension up to ten days and/or placement in any AEP option; informal hearing for 3 or more days OSS	OSS up to ten days and/or placement in any AEP option and/or expulsion, restitution; referral to School Resource Officer (SRO); informal hearing for 3 or more days OSS

Administrator Review

All violations of school and/or district policies are subject to administrator review and level of discipline is subject to administrative discretion-

*In given situations where a student has exhausted the disciplinary code, he/she may be referred to the Superintendent for expulsion.

Informal Hearing

When an out-of-school suspension is of three (3) or more school days, the student and parent/guardian will be given the opportunity to meet for (or participate in) an informal hearing with the administration. Initial notification of suspension and possible informal hearing will occur within 24 hours of discussion of such consequences with student. Informal hearings may occur over the phone at the request of a parent/guardian. An informal hearing is a conference/meeting between guardians, student, school officials and any other persons with a legitimate interest in the matter.

BELLEFONTE AREA SCHOOL DISTRICT

Drugs, Alcohol, and Associated Items

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances. The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, on school property, and at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

Definitions - For the purpose of administering this policy, the following definitions shall apply:

- 1.) **Controlled Substance** - any substance listed as illegal or controlled under current applicable Federal or State laws. The term "controlled substance" includes any substance, which is represented to be, or which is thought to be a controlled substance. This includes but is not limited to: look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants such as glue and aerosol products, substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law such as herbal incense or other products containing synthetic cannabinoids, prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.
- 2.) **Non-prescription Drugs** - substances commercially packaged and sold over-the-counter in retail stores or distributed by mail, which either contain drugs of any type or purport to produce drug-like effects. Examples can include, but are not limited to acetaminophen or ibuprofen, cough syrup, Benadryl, decongestants, mentholated eye drops/lip balms/lotions, etc.
- 3.) **Prescription Drugs** - substances obtainable only by prescription from a physician.
- 4.) **Paraphernalia** - tools or equipment (including communication devices) whose function is to aid a user in preparing for consumption, consuming or selling or distributing any type of unauthorized substance. Examples include, but are not limited to: pipes, scales, vaporizers, bowls, bongs, rolling papers, syringes, vials, zipper storage bags, roach clips, and/or modified everyday items such as pen/pencil tubes, etc.
- 5.) **Possession** - keeping or carrying in hands, pockets, wallets, purses, or anywhere about the body. Including within lockers or automobile; or in books, papers, or any other medium or container, which a student may carry or transport.
- 6.) **Distribution** - giving, selling, or passing to another person on school property, on school buses, or on the way to or from school.
- 7.) **Possession with Intent to Distribute** - possession of any quantity of unauthorized substance, which could not reasonably or safely be consumed within the school day. Example: Possession of more than four tablets of a nonprescription drug, for which the recommended dosage is "two tablets every four hours".
- 8.) **Misrepresentation** - any attempt to distribute a substance which has been inaccurately described or implied to the receiver as a controlled substance, or has been implied to have a value other than its actual value.
- 9.) **Unauthorized Substance** - this includes, but is not limited to, products containing alcohol, tobacco, anabolic steroids not to include HGH (human growth hormone), controlled substances, paraphernalia, prescription and non-prescription drugs and materials known to cause drug-like effects.
- 10.) **Use (of an unauthorized substance)** - either the actual use during school, or being under the influence during school, or being under the influence during school hours or at school-sponsored activities after school hours, or use prior to arrival at school, which evidences itself by strong odor or any unusual behavior.

SUMMARIZATION OF DRUG AND ALCOHOL ADMINISTRATIVE GUIDELINES

SITUATIONAL CATEGORY	IMMEDIATE ACTION/ REFERRAL	INVESTIGATION	NOTIFICATION OF PARENT/ GUARDIAN	NOTIFICATION OF POLICE	DISPOSITION OF SUBSTANCE	DISCIPLINE/ TREATMENT
1. A student is suspected of possible drug, alcohol, or controlled substance use. There is no violation or physical evidence.	The student is informed of available help and encouraged to seek assistance. A referral is made to the Student Assistance Team (SAT).	SAT will process the student.	As determined by school-specific SAT process.	At the discretion of the principal.	Not applicable.	None. An intervention conference will be held if the SAT feels it is indicated by the data.
2. A student contacts a staff member in regard to the drug, alcohol, or controlled substance use of another student.	The student who contacts a staff member is encouraged to get the student with a problem to personally seek assistance through SAT.	Staff member refers suspected student to SAT.	Not applicable.	At the discretion of the principal.	Not applicable.	None. SAT will monitor the student.
3. A student volunteers information about personal drug, alcohol, or controlled substance use and asks for help.	The student is informed of services available and encouraged to seek assistance through SAT. Staff member refers student to SAT.	SAT will process the student.	As determined by school-specific SAT process.	At the discretion of the principal.	Not applicable.	None. SAT will monitor the student.
4. Student voluntarily confirms suspected possession or use. No substances found at school.	The student is informed of services available and encouraged to seek assistance through SAT. Staff member refers student to SAT.	SAT will process the student.	As determined by school-specific SAT process.	At the discretion of the principal.	Not applicable.	SAT will monitor the student.
5. The student has a drug, alcohol, or controlled substance related medical emergency.	The principal and nurse will be summoned immediately. Student will be transported to medical facility. Referral to SAT.	The principal will investigate the incident. The student, his/her locker and other possessions will be searched. Confiscation of any found substance. SAT will process the student.	Yes, requested to come to the school as soon as possible.	Yes.	Analysis will be made for possible use in further proceedings.	If there is evidence of further violation, see appropriate situational category.

<p>6. A student possesses, uses or is under the influence of drug, alcohol, drug-related paraphernalia, or controlled substance. First offense. Cooperative behavior.</p>	<p>Principal is summoned. Referral to SAT. Staff member writes an anecdotal report of the incident.</p>	<p>The principal will investigate the incident. The student, his/her locker, and other possessions will be searched. Confiscation of substance. SAT will process the student.</p>	<p>Yes, requested to come to the school as soon as possible.</p>	<p>Yes.</p>	<p>Analysis will be made for possible use in further proceedings.</p>	<p>Informal hearing. Up to 10 day in- or out-of- school suspension. Mandated referral for drug and alcohol assessment. Student must follow treatment recommendations. Possible Placement in Alternative instruction. Possible formal hearing for expulsion from school. A letter from the D/A provider must be provided to building administration to verify the completion or conformation of continuation of D/A sessions, prior to end of suspension. Lack of this documentation will result in an expulsion hearing if one is not already taking place.</p>
<p>7. A student possesses, uses or is under the influence of drug, alcohol, or controlled substance. First offense. Uncooperative behavior.</p>	<p>Principal is summoned. Referral to SAT. Staff member writes an anecdotal report of the incident.</p>	<p>The principal will investigate the incident. The student, his/her locker and other possessions will be searched. Confiscation of substance. SAT will process the student.</p>	<p>Yes, requested to come to the school as soon as possible.</p>	<p>Yes.</p>	<p>Analysis will be made for possible use in further proceedings.</p>	<p>Informal hearing. Up to 10-day in- or out-of-school suspension. Possible formal hearing for expulsion from school. Mandated referral for drug and alcohol assessment. Student must follow treatment recommendations. Possible placement in alternative instruction. A letter from the D/A provider must be provided to building administration to verify the completion of or confirmation of continuation of D/A sessions, prior to end of suspension. Lack of this documentation will result in an expulsion hearing if one is not already taking place.</p>

<p>8. A student possesses, uses or is under the influence of drug, alcohol, or controlled substance at a school-related or school-sponsored activity on or off school property.</p>	<p>Chaperone will contact the group advisor and principal. Referral to SAT.</p>	<p>The principal will investigate the incident. The student, his/her locker and other possessions will be searched. Confiscation of substance. SAT will process the student.</p>	<p>Yes.</p>	<p>Yes.</p>	<p>Analysis will be made for possible use in further proceedings.</p>	<p>The student will be sent home immediately at parental expense or detained until a parent can accompany the student. Further discipline as provided by the appropriate situational category will be administered following the principal's investigation. Mandated referral for drug and alcohol assessment. Student must follow treatment recommendations. Possible placement in alternative instruction. A letter from the D/A provider must be provided to building administration to verify the completion of or confirmation of continuation of D/A sessions, prior to end of suspension. Lack of this documentation will result in an expulsion hearing if one is not already taking place.</p>
<p>9. A student is caught again in possession, use or under the influence of drug, alcohol, or controlled substance.</p>	<p>Principal is summoned. Referral to SAT. Staff member writes an anecdotal report of the incident.</p>	<p>The principal will investigate the incident. The student, his/her locker, and other possessions will be searched. Confiscation of substance. SAT remains actively involved with the student.</p>	<p>Yes, requested to come to the school as soon as possible.</p>	<p>Yes.</p>	<p>Analysis will be made for possible use in further proceedings.</p>	<p>Informal hearing. Up to 10-day in- or out-of-school suspension. Formal board hearing for expulsion. Mandated referral for drug and alcohol assessment. Student must follow treatment recommendations. Possible placement in alternative instruction.</p>
<p>10. A student is distributing a drug, alcohol or controlled substance.</p>	<p>Principal is summoned. Referral to SAT. Staff member writes an anecdotal report of the incident.</p>	<p>The principal will investigate the incident. The student, his/her locker, and other possessions will be searched. Confiscation of substance. SAT remains actively involved with the student.</p>	<p>Yes, requested to come to the school as soon as possible.</p>	<p>Yes.</p>	<p>Analysis will be made for possible use in further proceedings.</p>	<p>Informal hearing. Up to 10-day in or out-of-school suspension. Possible formal board hearing for expulsion. Mandated referral for drug and alcohol assessment. Student must follow treatment recommendations. Possible placement in alternative instruction.</p>

PART VI ~ REGULATIONS, PROCEDURES & FORMS

Student Regulations and Disciplinary Procedures

In order to live and work in an orderly democratic school environment, it is necessary to establish rules and regulations which will ensure the rights and welfare of all. When these regulations are violated, the student will be subject to an appropriate form of discipline. In all cases, the administration retains the right to use its discretion in evaluating cases; however, a student's past record, attitude, and willingness to cooperate in correcting behavior problems will be considered.

It is understood that an individual's situation must be taken into consideration when circumstances warrant it. Also, when multiple incidents occur for similar infractions students may receive multiple consequences on the same step.

Detention(s)

After School Detention

Working with teachers or independently, the administration may detain students for after school detentions. After school detentions are generally held on Monday, Wednesday, Thursday afternoons and certain Saturdays. Serving detention takes precedence over any and all other activities. *Students who are involved in extracurricular activities may NOT participate in those activities when they are assigned detention. Furthermore, they may not be excused from an assigned detention to participate in extracurricular activities.* Students who work outside of school hours will be expected to make arrangements with their employers to attend detention on the day assigned, or reschedule.

*Please note that only one (1) detention may be rescheduled per semester and the student must reschedule before noon of the detention day. Extracurricular activities and work are NOT a reason to reschedule a detention.

The following are procedures for detentions:

- ◆ Detention begins at 3:25 pm. and lasts until 4:25 pm. – Check the wall outside of the Student Office for location.
- ◆ Students are to bring work to detention. Students will not be allowed to ask for work or to get work once detention has started.
- ◆ Computer use is acceptable provided the student is working on an assignment for a high school course. “Surfing the net,” “chatting,” etc. will not be permitted.
- ◆ Students are to work on school assignments while they are in detention.
- ◆ When students are released from detention, they are to leave school grounds immediately.
- ◆ Late students will not be admitted and will be assigned an additional detention.
- ◆ There will be no restroom breaks during after school detentions.
- ◆ Seats will be assigned by teacher proctoring detention to all students in attendance.
- ◆ *Students who cut a detention will not be permitted to participate in extra-curricular activities until the detention is made-up.*

Saturday Detention

Saturday Detention Policy

- ◆ Saturday Detention is held on Saturday mornings from 9 a.m. to 12 p.m. in the library or designated area.
- ◆ Parents will be notified by mail at the time Saturday Detention is assigned and by phone on the Friday prior to Saturday Detention. Parent Saturday contact information will be requested.
- ◆ Parents and students are responsible for arranging transportation to and from Saturday Detention.
- ◆ The penalty for missing/cutting Saturday Detention is up to 3 days Out Of School Suspension beginning on the Tuesday and that directly follows Saturday Detention. At the discretion of administration, the student may be required to be accompanied by a parent or guardian at the return of school from this suspension.
- ◆ Only emergency excusals will be accepted on the Monday morning that follows the missed/cut Saturday Detention.
- ◆ Saturday Detention will be assigned at the discretion of a building administrator.
- ◆ Students who are involved in extra-curricular activities may NOT participate in those activities when assigned Saturday detention.

Saturday Detention Guidelines

- ◆ Students must be present no later than 9 am. Students who arrive late will not be admitted and it will be treated as a cut Saturday Detention.
- ◆ Absolute silence will be enforced.
- ◆ Students are expected to bring appropriate materials to Saturday Detention. Students will not be permitted to go to their lockers. Students who do not bring their own study materials will be given assignments by the detention supervisor.

- ◆ Students will be expected to work the entire three hours; students will not be permitted to sleep. Any student not working or sleeping will be removed from the room, parents will be called, and the student will receive a three day Out Of School Suspension.
- ◆ Students who are uncooperative or disruptive will be removed from the room, parents will be called, and the student will receive up to a three day Out Of School Suspension.
- ◆ Students may bring water with them; students will have no access to the vending machines in the school. All other beverages and snacks are prohibited.
- ◆ Cell phones and other personal electronic devices are not permitted.
- ◆ Computer use is acceptable provided the student is working on an assignment for a high school course. “Surfing the net,” “chatting,” etc. will not be permitted.
- ◆ Restroom privileges will be at the discretion of the detention supervisor.
- ◆ All appropriate school rules and policies apply to Saturday Detention.

Teacher Detention

Detention(s) will be assigned as a consequence for violating school regulations, as well as not meeting teacher’s classroom expectations. Teachers may detain students with 24-hours’ notice for classroom misbehavior or any violation of classroom rules. These detentions are teacher detentions and are up to the discretion of the individual teacher.

If a student cuts a teacher detention, the Vice-Principal will assign an administrative detention.

- ◆ Teachers will contact the student’s parent(s) to explain the reason for the detention and identify the date the detention will be served.
- ◆ The duration of a teacher detention may last from 3:25 to 4:25 in the afternoon. Students may not arrive late to the respective teacher’s classroom. If a student arrives late, he or she may not be allowed to enter the teacher’s room or designated area to serve the detention.
- ◆ Students serving a teacher detention must abide by all rules and procedures established by the teacher.
- ◆ If the student does not serve the assigned detention, the teacher may assign a second after school detention using the same procedure, or may refer the student for further consequences.
- ◆ If a student fails to serve a re-assigned detention, the teacher will refer the student for further consequences.

In-School Suspension

When students are assigned to ISS, they are to report to the Student Office immediately following homeroom on the date they have been assigned. As a courtesy, the Student Office often sends a reminder notice to the student’s homeroom, but this is not a requirement of the Student Office staff. Students are to remain in the ISS room for the entire school day. Parents will be notified when students are assigned ISS.

It is the student’s responsibility, with or without the reminder notice, to be in the ISS room at the proper time.

Assignments will be collected for students assigned to the program. All assignments are due by the timeline indicated by the teacher sending work to student in ISS. Failure to complete work in the given time period will result in a zero for the assignment. If a student satisfactorily completes all of the assignments before the end of the day, the ISS teacher may assign students additional work. Students may also be requested to complete a learning module geared at helping students learn from their past mistakes in order to change the behavior that resulted in the In School Suspension.

ONCE STUDENTS ARE ASSIGNED AN ISS DATE, THAT DATE WILL NOT BE RESCHEDULED. IF A STUDENT IS ABSENT FROM SCHOOL ON A DAY THAT HE/SHE WAS SCHEDULED FOR ISS, STUDENT WILL GO TO THE STUDENT OFFICE TO CHECK FOR THE RESCHEDULED DATE. IT IS THE STUDENT’S RESPONSIBILITY TO CHECK FOR THE RESCHEDULED DATE.

Students assigned to the ISS placement will not be permitted to attend CPI or participate in any extra-curricular activities on that date.

If a student reports to the ISS room late or fails to report on the assigned date, the student will receive up to two days of OSS. If a student has an early dismissal on the assigned date, additional ISS time may be scheduled for the next day. Students who are subject to disciplinary ISS Placement or are absent on Friday, may not attend any school function to be held before the following Monday.

- Students will surrender all electronics including but not limited to cell phones, ipods, mp3 players, gaming systems, tablets or anything that would fit this category.

Out of School Suspension (OSS)

Students can be assigned to OSS at the discretion of administration where suspension is listed as one of the disciplinary consequences. Students may not be on school property during OSS; police will be notified and a citation for trespass will result.

Restrictions with School Suspensions and Alternative School Placements

When a student is placed in In-School Suspension, participation in extracurricular, co-curricular or field trip activities will be prohibited. Students may resume participation in extracurricular activities on the day following the completion of the placement. A coach or sponsor may set a more restrictive rule if missing practice has influenced preparation for participation.

When a student is suspended out of school, the student may not visit any school campus throughout the duration of the suspension, nor may the student participate in any extracurricular activities, including athletic practices, competitions, dances, performances, etc. Students may resume participation in extracurricular activities on the day they return to school.

Students who are suspended from CPI may not attend the high school during the period of suspension. Likewise, students suspended from the Bellefonte Area High School may not attend the vocational school during the period of suspension.

Any student who is placed in an out of building placement may not be on school property during his or her placement. Police will be notified and a citation for trespassing will result.

Alternative Education Placement Programs

The high school offers several alternative educational programs for students who meet specific requirements and/or who need a different placement for behavioral and/or academic reasons. These placements include the Alternative Education Opportunities Program, Alternative High School at Night, PA Treatment and Healing and Manito which is housed at the Central PA Institute of Science and Technology (CPI). Placement in these programs requires administrative approval.

Students who are in an out of building placement, such as PA Treatment and Healing or Manito, will be required to ride school transportation to and from their placement site. Students are not permitted to drive themselves or ride with others to and from their placement. Any student who is placed in an out of building placement may not be on school property during his or her placement. Police will be notified and a citation for trespassing will result.

School Sponsored Trips

If a student has had five or more days of in-school and/or out-of school suspension throughout the course of the school year, and/or is not performing well academically, the student **will not** be permitted to participate in *field trips or class trips*. Should a student choose to have an ISS day instead of a detention, this will count against their total for field trips.

For Example:

1. A student who had two days of ISS in January and three days of OSS in March will not be allowed to participate in any school sponsored trip.
2. A student who was suspended out five days for a fight will not be allowed to participate in any school sponsored trips.
3. A senior student who has had any combination of ISS and/or OSS during their senior year that reaches five or more days will not be allowed to go on their senior trip.

Stop All Tobacco Use at BAHS

The high school has a plan to ensure that there will be no smoking in our building. There will be a restroom sign-out sheet in every classroom. Students will sign out before departing to the restroom. Students will be required to use the restroom closest to his/her class.

If smoke is detected in a restroom, the sign-out sheets for that restroom will be collected. Students who have used the restroom around the time the smoke was discovered will be questioned and possibly searched for tobacco. The search may include the student's backpack and locker.

Any student found using the wrong restroom will be subject to disciplinary action.

Students and the Local Police Department

At times it will be necessary for school officials to call the local police. This may happen when a weapon is involved, a student has an illicit substance on his/her person, or a student is disorderly. A disorderly student is one who acts with intent to create a public inconvenience, annoyance or alarm. He may also be a student who recklessly creates a risk by engaging in a fight or a threat of violent or tumultuous behavior. Finally, he is one who makes unreasonable noise, uses obscene language, makes obscene gestures, or who creates a hazardous or physically offensive condition by any act which serves no legitimate purpose (Crimes Code of PA §5503 Disorderly Conduct).

There may be other times when the local police may be called. An example of this is when a student has been asked by the administration to search his personal belongings and the student refuses. Such a refusal is viewed as provocation to call the local policing authority. When a student is accused of committing an act that requires that they talk with the local policing authority, all attempts will be made to contact parents. Should the school be unable to contact the parent before the student talks with the local police and the school administrators deem the interview with the student an emergency situation they will, acting in loco parentis, represent the interests of the parent. The school may not contact parents if directed not to do so by the representatives of Children and Youth services of Centre County.

School Resource Officer

Bellefonte Area High School has a School Resource Officer (SRO) as a part of our educational team. A School Resource Officer is a sworn law enforcement officer, assigned to a school on a long-term basis. The SRO is specifically trained in and performs three main functions: law enforcement officer, law related counselor, and law related educator. In addition, the SRO works in collaboration with the school and the community as a resource.

Student Searches

Where administration has reasonable suspicion that a student has on his/her person or in his/her possession an item or items that are prohibited and/or illegal, an administrator will perform a search of the student and their belongings with another school employee present to serve as a witness.

This search may include, but is not limited to a search of a personal vehicle if parked on school property, a locker, a backpack/book bag/gym bag, purse, coats, electronic devices, containers, or any other object where the contents may be kept. The student will be asked to empty his/her pockets and show the linings, tops of socks and belt line. The search will be conducted in a private office with an administrator and one other adult present. Every attempt will be made to notify the parent in the event of a search. Should the student refuse to allow the search, the local police will be called. Any contraband, prohibited, unauthorized or illegal items or materials discovered can be seized and may be the subject of disciplinary action and/or referral to local authorities. Disciplinary consequences shall follow our handbook based upon all individual items.

*Students will be subject to a search when they leave school property without permission—including those going to the parking lot without permission or returning to school property to ride school transportation home.

** Any locker is subject to being opened, examined, inspected or searched at any time under proper supervision of school officials. These searches may include random, periodic or sweeping searches without regard to any individualized suspicion.

***Students who participate on school sponsored trips (field trips, athletic trips, etc.) may be subject to a search prior to leaving and anytime during the trip. This includes the participant's luggage and/or room.

The Bellefonte Area School District will take all steps to ensure a safe and drug free school for all students and staff; therefore, we reserve the right to conduct periodic searches on school property. This includes the right to use K-9 dogs.

Lockers/Locks – Just Lock It!

Students will be assigned a locker for storage space for books, coats, and other belongings. At the onset of the school year, students will be assigned a locker with a combination lock built in. Students are permitted to use their lockers between classes at any time during the day. *However, going to one's locker is not an acceptable excuse for being late to a class.*

All students are expected to treat their lockers with great care. Students who damage lockers and/or lock dials will be subject to disciplinary consequences as well as restitution. Examples of damage that a student will receive consequences for are: glue on the lock dial, pen/marker on locker, stickers/tape that are unable to be removed, dents, litter and/or garbage, as well as others. Locker clean outs will be held periodically.

Keep your locker locked. Locker doors are to be kept closed at all times. *Personal locks are not permitted on student lockers.* Such locks will be removed from the lockers without warning.

* Students who have damaged the lock dial on new lockers will be subject to a replacement fee that will be determined by the company who supplies the lockers.

All students have the opportunity to be issued a PE lock. Locks can be signed out at the beginning of each school year and must be returned at the end of the year. If the lock is not returned, a fine for a replacement will be turned into the main office. Because the locks are loaned out at no cost, only school issued locks may be used.

***Be sure to lock your lockers during gym classes or give valuables to the teacher for safekeeping.
The school cannot be responsible for articles or money stolen from lockers.***

* It is recommended that the students do not bring large sums of money or valuables to school. Since the school cannot be responsible for lost or stolen valuables, students are strongly urged to always use only their assigned lockers. Lockers should always be locked when not in use. Students should never give out their combinations.

* All school lockers are the property of Bellefonte Area High School and are under the supervision and regulation of the school at all times. Students should not consider a locker as private property. *Any locker is subject to being opened, examined, inspected or searched at any time under proper supervision of school officials. These searches may include random, periodic or sweeping searches without regard to any individualized suspicion.* When school officials deem it necessary, the student will be asked to be present when his/her locker is examined.

* Students are not permitted to share lockers or change the location of their locker, unless assigned by the Student Office.

Phone Calls/Drop-Offs

*Office personnel will make every effort to deliver student emergency messages received from parents, guardians, or employers only.

*Please check the Student Office between classes if you are expecting something to be dropped off.

Hallways and Hall Passes

Bellefonte Area High School students shall conduct themselves in a responsible, respectful manner that will reflect positively on themselves and our school. Appropriate hallway behavior includes: talking in quiet voices, using appropriate language, walking (not running), and respecting the rights of all students and staff. Public displays of affection are socially unacceptable, and are prohibited. Violations of school rules that occur in the hallways will result in disciplinary referrals.

Hall pass procedures

- A student should carry his/her pass so that faculty monitoring the hallways can see it. Information on the pass must include the student's name, destination, date, time leaving the room, and a school official's signature.
- Students should expect teachers, principals, and other school officials to ask for a hall pass at any time they are in the hallways during class time. Students without passes will be escorted to their classes or taken to the Student Office.
- Students are not permitted to leave a regularly scheduled class without a written pass from the requesting teacher and *prior* approval from the regularly scheduled teacher and/or an administrator.
- Those students who consistently violate school rules may be placed on a hall pass restriction list for an indefinite period of time.

Permanent Passes

At the beginning of each marking period, students must remain in their classes for one week before being able to utilize permanent passes.

Types of passes used at BAHS include:

- Paper passes and wooden blocks with class numbers.
- In addition, students must sign in and out of class on the appropriate sheets.

Student Complaint/Incident Report Procedures

When a student feels the need to voice concerns about issues surrounding the operation of the school, he/she may pursue the following procedural guidelines: Complete the Student Incident Form found in the Student Office.

- Make an appointment with the appropriate administrator to discuss the issues.
- The Student Incident Form is also located on the district webpage; it can be completed and submitted online.

Flag Salute and the Pledge of Allegiance

It is the responsibility of every citizen to show proper respect for his/her country and its flag. Students may decline to recite the Pledge of Allegiance and refrain from saluting the Flag on the basis of personal belief or religious convictions.

- Students who choose to refrain from such participation shall respect the rights and interest of classmates who do wish to participate.

Lost and Found

Valuable personal possessions, especially money, should not be brought to school and/or should not be kept in lockers or unattended places. If an item is lost or misplaced, the student should report to the Student Office where he/she will be directed to the lost and found area. The loss of a valuable item should be reported immediately to the office if it is not located in the lost and found. The school will attempt to help students find lost items, but the school cannot be held responsible for personal losses.

Students are to report all missing items, either personal or school property, to the office. If books are missing from student lockers during the school year, students must report this loss to the Vice Principal's office so that a record can be made.

However, *please understand that students will be held responsible for missing books.*

Raider Period

Raider Period takes place at the end of each Day 5 and Day 6. Raider period will be used to promote a variety of academic, social, and school community activities. Raider Period may include, but is not limited to being used as a part of School-Wide Positive Behavior Support, mentoring, career awareness exploration, class meetings, and/or tutorial.

Raider Period is counted as a period of attendance on Day 5 and Day 6. Students are expected to be in attendance for Raider Period and be active participants in the activities each day.

Study Hall Guidelines

Study halls will be conducted in a traditional manner and in accordance with the following guidelines:

1. Students should report to study hall prepared to do school work. They should bring books, pencils, paper and homework assignments.
2. Study hall time should be devoted to the completion of assigned homework.
3. Student conversations are discouraged.
4. GAMES MAY BE PLAYED, BY AN INDIVIDUAL STUDENT ALONE AND IN SILENCE, ONCE HOMEWORK IS COMPLETED WITH TEACHER PERMISSION.
5. MP3 Players, cell phones, I Pods, electronic games, and similar equipment may be used during study halls provided that it cannot be heard by others nor a violation of anyone's rights to a supportive learning environment. Teachers may exercise discretion when permitting students to use these devices in study hall.
6. No more than one student will be out of study hall area at one time, and only with a proper pass. Study hall teachers should maintain a sign out sheet with student name, destination, departure and arrival times.
7. All students will have assigned seats.

8. Feet should be kept on the floor and not on tables or chairs.
9. Permanent passes are for one marking period (quarter); they must be reissued at the end of each marking period (study hall teachers should keep a record of the location of student reassignment).
10. Students with “no pass” restrictions should not have permission to leave study hall. Privileges may have been revoked for disciplinary reasons and staff members are expected to honor such actions.
11. All trash is to be taken with the students at the end of the period and discarded in trash cans.

**Remember student’s time is limited and they need this time to finish their work.
Students not working only disrupt those who are.**

Cafeteria Procedures / Services

The Bellefonte Area High School has a computerized lunch system that allows students to deposit money into a declining balance account to be used for all purchases in the cafeteria. All deposits should be made in the cafeteria before homeroom. Checks should be made payable to “Bellefonte High School Cafeteria” and will be deposited in full to the student’s account. Students will be issued PIN(Personal Identification Numbers) for meal purchases. Meal tickets are not issued.

Note: Students are permitted to charge only two lunches to their account. Students won’t have the privilege of charging lunches one week prior to the end of the school year.

FREE/REDUCED LUNCH/BREAKFAST:

BASD offers a free/reduced lunch/breakfast program. Please contact Mrs. Laura Frye (lfrye@basd.net or 355-4833 ext. 3010) at Central Office for qualification information.

BREAKFAST PROGRAM

The High School offers a breakfast program, enabling students to purchase breakfast or a la carte items in the cafeteria beginning at 7:40 AM. Students who receive free or reduced lunch are also entitled to free or reduced breakfast.

If you choose to go to the cafeteria in the morning before 7:55 AM, the following guidelines apply:

- Once you are in the cafeteria, you must stay there. No wandering back and forth between the gym hallway and the cafeteria will be permitted.
- You must remain seated except when purchasing breakfast or emptying your tray.
- For dismissal: the teacher on duty will inspect each table for cleanliness and then dismiss students.
- Misbehavior may result in an assigned seat, morning office detention, or other disciplinary measures.

CAFETERIA

Cooperation on the part of the students allows for a smoother process in getting a large number of students through the cafeteria during each 30-minute lunch period; therefore, the following cafeteria rules have been enacted:

- The high school has a *closed* lunch period; therefore, students are not permitted to leave school during their assigned lunch period. The food court has many options available for students. The main menu option is advertised on circulated menus, while daily options such as pizza and deli sandwiches are available as well.
- Students are expected to cooperate with the cafeteria monitors who are on duty. Pushing and shoving, butting in line, loud or out of control behavior, throwing and making a mess of food, and leaving trays on tables and littering are obviously considered inappropriate behaviors.
- In an effort to provide a clean dining room for each lunch period, students are expected to assist in the cleaning up of any spills or littering for which they are responsible.
- High School students are expected to demonstrate self-control in the cafeteria setting; therefore, deliberate acts to disrupt the lunch routine, infringe on the rights of others, or engage in immature lunchroom behaviors will result in disciplinary action.
- You may not sit down, wait for the line to get shorter, and then get into the food line. Once you are seated, you should stay seated.
- Students will not be permitted to go to any other classrooms during lunch without a signed pass from the teacher. No locker passes will be given.
- Failure to comply with cafeteria regulations and to show consideration for others will result in an immediate referral and corrective action. This may include being assigned to eat in an alternate location, detention or suspension by the administration. *Mature behavior is expected and anticipated.*

Building Security

A video surveillance system is in use throughout the building, both inside and outside, to provide for the safety of students and staff. This system is intended to assist the administration and staff in observing and monitoring behavior throughout the building. Student behavior may be recorded and disciplinary action may be taken based on the behavior recorded.

* Anyone entering the building after 8:01 a.m. must enter through the entrance and proceed to the office. All students leaving the building during the day must sign out in the Student Office.

Visitors

Student visitors can cause disruption to the normal routine of the school day and are therefore discouraged. There should be an educational reason for a student to visit. Students who wish to bring visitors to school must obtain permission from a building administrator at least one day in advance of the visit. A visitor's form must be obtained from the Student Office and filled out before permission is granted. Visitors must have a valid driver's license or state issued ID card.

School Bus Surveillance

For the safety of students and to maintain proper standards of conduct, a video surveillance system is in use on district school buses. This system is intended to assist the administration, bus contractors, and drivers in observing behavior and preventing violation of bus rules and regulations. Student behavior may be recorded and disciplinary action may be taken.

Pursuant to Section 5704 (18) of Title 18 of the Pennsylvania Consolidated Statutes, The Bellefonte Area School District reserves the right to and may incorporate the use of audio recording equipment on school buses and district owned vehicles to help ensure the safety of our students. These recordings may be used to provide evidence when disciplinary actions are imposed by the district. This shall only apply when a school bus or school vehicle is used for a school related purpose.

Emergency Procedures for Students

The most important emergency procedure for students is to stay with their assigned teachers, stay quiet, and follow all directions. All students should be aware of the emergency escape routes from assigned classrooms and know where the teacher will stand outside so that, if the student is separated, he/she can rejoin the assigned class once outside.

Fire, Lock Down, Earthquake and Tornado Drills

These drills are required periodically to meet school, state and/or federal regulations or guidelines.

- Fire drills are required to be completed monthly. If, during a class, students hear the fire alarm bell, wait for the teacher's instructions regarding the fire exit door and the direction, and then proceed to the nearest exit and leave the building quickly and quietly. Fire exit signs are found above the doors or on the bulletin boards in each room. Students should remain with their class at all times. When the announcement is made, proceed back inside to class quietly and quickly. If an alarm goes off and a student is away from the teacher assigned area, exit the building by the nearest emergency exit and inform the nearest teacher/administrator of his/her location.
- Lockdown drills will be held in accordance with school and state suggested frequency. The district utilizes the ALICE model for armed intruder/active shooter training and will work to help all students feel comfortable in its use and implementation.
- Tornado and earthquake drills are held at least once per year. Specific instructions will be issued by teachers.

Collection of Financial Obligations

It is important to learn to respect property and develop feelings of pride in community institutions. The school issues books needed for particular courses of study, a locker for books, extra articles of clothing (sports), a locker for physical education attire, and locks for school lockers. It is the student's duty to take care of all of these loaned items. Any destruction, accidental or intentional, must be paid for. Students will pay for any lost or damaged items in the high school office. The secretary will give the student a receipt when payment is made. All financial obligations must be satisfied before a student may participate in graduation activities.

Textbooks in Pennsylvania public schools are purchased for use at the taxpayer's expense. Textbooks are *LOANED* to students at the beginning of the course. Teachers record student names, the book numbers and their condition. Until books are returned to teachers, students are responsible for them. At the end of the course, the numbers and condition of books are checked with the teacher's record. Books are purchased with the intention of using them for several years. If the books are lost, damaged, or unduly worn, the students must assume the cost of replacement or damages. Student report cards will be withheld until all book fines and other financial obligations are paid. Parents/guardians will be informed by the school of any obligations incurred by their students. If after written notification the obligation has not been satisfied, charges may be filed with the local District Magistrate to recover the costs. Students owing money may be barred from school activities.

Student Information Releases

Under the Family Educational Rights and Privacy Act (FERPA), schools have the right to release directory information without prior written consent unless written notification is received within thirty days from a parent or a student who has reached the age of 18. Directory information is that which would not generally be considered harmful or an invasion of privacy. These releases would typically be made to various sources of the news media to highlight the successes of our students, but may also include information to organizations supporting our school system.

Directory information may include a student's name, address, phone number, birth date, e-mail address, class schedule, height, weight, dates of attendance, honors and awards, clubs and teams to which the student belongs, major field of study, and pictures.

Any parent or student who has reached the age of 18 who would not like any part of the above directory information to be released should send this request in writing to the High School Principal listing the specific types of information that are to be withheld. Additional information about other Family Educational and Privacy Rights is available on the school's website at www.basd.net.

Assemblies and Pep Rallies

Students will be dismissed to go to assemblies and pep rallies via the public address system. At the appropriate time, students should move quickly and quietly to assigned areas in the auditorium or gym with their teacher. All students must sit in their assigned area with their teacher. Failure to comply with these requests will be treated as insubordination or a class cut. Students are expected to show respect and courtesy at all times during assemblies and pep rallies. Assemblies and pep rallies are not only entertaining, but are also an important part of the educational process of our school. For this reason, appropriate behavior is expected at all times. Appropriate behaviors include, but are not limited to:

- ◆ Demonstrating respect for the speakers or presenters.
- ◆ Listening attentively while the performers are addressing the audience.
- ◆ Sitting in an appropriate manner, keeping feet off chairs and out of the aisles.

Disruptive students will be removed by administrators or teachers and may receive further disciplinary consequences.

* Normally, CPI students will not return for assemblies and pep rallies.

PART VII ~ FORMS

Notification Letter for Parents or Guardians

The Bellefonte School District uses an Integrated Pest Management (IPM) approach for the managing insects, rodents and weeds. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office, and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to use to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pests, etc.

From time to time, it may be necessary to use the chemicals to control a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic products when possible. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Applications are always made after 4:00 p.m. weekdays and on weekends only. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school’s notification registry. If you would like to be placed on this registry, please complete the enclosed form.

If a chemical application must be made to control a pest problem, notice will be provided by telephone through School Messenger to any parent or guardian who has requested such notification. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals.

Each year the district will prepare a new notification registry.

If you have any questions, please contact Aaron Barto, IPM Coordinator.

Sincerely,

Aaron Barto

Aaron Barto

Bellefonte Area School District

Pesticide Notification Registry Form

If you want to be notified, please fill out this form and return to your child's teacher.

No response is necessary if you do not want to be notified. (Please make sure that the phone number is correct.)

Student Name _____

Parents / Guardians Name _____

*Notify me via School Messenger at telephone # () - _____

Please fill in the appropriate school(s) that your child/children attend to receive notification about a pesticide application:

_____ School

***Notifications will be sent by the School Messenger system.**

If you would like to be notified via e-mail, please e-mail a request to: abarto@basd.net In the subject line type "Pesticide Notification"

We need your name, your child's/children's name and the school(s) they attend.

BASD ACCEPTABLE USE OF NETWORK AND INTERNET ACCESS

The Bellefonte Area School District has made available to students access to the BASD network and the Internet. Individuals accessing BASD network and/or the Internet are required to read and adhere to the policies and principles of the acceptable use policy (AUP) and to understand their rights and responsibilities associated with being granted this access. Students who have access to the BASD network need to understand that this policy is in addition to all information provided in the student handbook or policies developed by building-level technology groups. Use of personal electronic devices while on BASD property or attending school events shall be subject to compliance with this policy and the Electronic Devices Policy 237.

Users can be held legally responsible for all use of and content stored or accessed on resources provided by BASD including but not limited to: Servers, Cloud storage, Computer hardware, Electronic Devices.

TERMS AND CONDITIONS FOR USE OF THE BASD NETWORK & INTERNET ACCESS

Access to the BASD network and the Internet is a privilege, not a right. All BASD students are provided with BASD network user accounts. Inappropriate use may result in a cancellation of those privileges. Each user of the BASD network is responsible for any and all activity initiated by his/her account. Users are responsible for selecting a secure password for their account and for keeping the password secret at all times. Passwords must never be given out. Authorized BASD employees have full access privileges.

The purpose of providing access to the BASD network and the Internet is to support education within the schools of the Bellefonte Area School District by providing the opportunity to develop 21st Century skills such as:

- collaboration, communication, creativity, critical thinking, research and digital citizenship.

Activities that are not considered legitimate educational applications include, but are not limited to:

- illegal activity, for-profit activities (unless school-sponsored), distribution of hate mail, discriminating remarks, cyber-bullying, possession or distribution of material in violation of copyright laws, the possession or distribution of obscene or pornographic material

The same standards of intellectual and academic honesty and plagiarism that apply to other forms of published work also apply to electronic information. Failure to properly document material that is copied and pasted from an online resource is plagiarism.

Students are not permitted to:

- Download, install, copy or use unauthorized software, hardware or copyrighted material.
- Download, copy or play games.

Teachers may permit the above activities, under their direct supervision, as long as the activities are in support of education, academic research, or district administrative operations and are consistent with this acceptable use policy.

Use of Email

Email accounts shall be provided for all BASD employees and shall be used to support education, district administrative operations and to improve communication between staff members and parents/guardians.

Electronic mail and files are not guaranteed to be private. Antivirus software will be used to reduce the spread of unwanted and/or malicious files. Each user must take steps (verify that antivirus software is installed, do not open attachments from unknown senders) to reduce the spread of viruses and malicious files throughout the BASD network.

At the discretion of the district, student email accounts will be used for educational purposes only.

Safety

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications including cyber-bullying. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.

The school district will educate all students about appropriate online behavior, including interacting with others on social networking websites and in chat rooms and cyber-bullying awareness and response.

Internet safety measures shall effectively address the following:

- Control of access to inappropriate content
- Safety and security when using electronic mail, chat rooms, or other forms of direct electronic communications
- Prevention of unauthorized online access to include hacking or other unlawful activities
- Unauthorized disclosure, use, and disseminations of personal information
- Restriction of access to harmful material

Internet Filtering Policy

In order to provide a safeguard to help prevent the accidental access of inappropriate material, and to comply with the Children's Internet Protection Act, Internet access will be filtered using filtering software. The filtering will be in place for all Internet access provided by BASD. Use of a filtering program does not remove the responsibility of network users to restrict their online activities to activities that comply with the guidelines and standards of the acceptable use policy.

System Security And Integrity

The use and operation of BASD network is subject to the following advisory:

BASD employees or the Bellefonte Area School District cannot be held liable for any loss of data arising directly or indirectly from the failure of hardware, software or from human error. It is a good practice to keep at least one backup copy of any file or document that would be missed if it were deleted.

Vandalism in an electronic form is any intent to harm or destroy data of another user or any agencies or networks that are connected to BASD network. This includes, but is not limited to, the transfer or creation of computer viruses. It must also be understood that intentionally damaging the integrity of data is in violation of this policy. Any user that can identify a security problem (or the possibility of a security problem) has the responsibility to notify a staff member immediately.

Storage Of Files

File storage is provided for individuals with BASD network user accounts. Users are encouraged to use the network drive as one method of backing up files (backups should also be made on removable storage media, if available).

As with all other areas of computer use, use of the resources provided by BASD must be in support of education and/or academic research and must be consistent with this acceptable use policy. Electronic files are not private. The network administrator may periodically conduct searches of network files in order to identify files that require large amounts of storage space or are in violation of this policy. Files that violate this acceptable use policy may be deleted without warning under the direction of the network administrator.

Account Termination

Authorized BASD employees may disable or terminate an account at any time if it is deemed necessary based on any violation of this acceptable use policy, students who have withdrawn from the district or have graduated, faculty, staff members and guests who have left the district. Authorized BASD employees will notify the user, in writing, within two (2) weeks with a reason for the rejection, suspension or termination.

Users whose accounts have been disabled or terminated have the following rights:

1. To be notified, in writing, of the reason for the disablement or termination.
2. To submit a written appeal to arrange for a meeting with authorized BASD employees. Students must have a parent/guardian present at this meeting.

BASD Policy 815 can be found on the district website under the School Board section.

Electronic Devices

The Board recognizes the importance of technology in our everyday lives. This is an educational policy to ensure that use of personal access electronic devices within our school is safe, secure, and equitable; creating richer, cost effective learning opportunities for all students. The Board adopts this policy in order to support an educational environment that promotes 21st Century Skills for district students and employees. This policy applies specifically to non-district owned equipment.

Personal access electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless connection to the internet. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

Students using a personally owned device using a wireless connection are only permitted to connect to the BASD BYOD Wi-Fi network. Use of unfiltered connections, including cellular services, is prohibited. Use of electronic devices is a privilege and must be in compliance with the Acceptable Use Of Network And Internet Access. Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device. The building administrator has the right to approve and/or limit the possession and use of electronic devices as deemed appropriate.

Electronic device searches must be justified at their inception by reasonable suspicion that policy or law has been violated, or is being violated, and that evidence of the violation will be disclosed by the search, and the search actually conducted.

School district administrators are authorized, under circumstances justifying such a search as described above, to require students or other persons under the administrator's jurisdiction to submit to a thorough search of their electronic device as defined in this policy.

Any individual/student who refuses to comply or cooperate with these expectations will result in parent/guardian and local law enforcement contact, as well as possible suspension from school and subject to other disciplinary action. If a more extensive search is required, it will be conducted by local law enforcement.

The Board recognizes that there may be situations where disciplinary actions/consequences may require administrative discretion.

Equal Opportunity

Bellefonte Area 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 as required by Title IV, Title IX, and Section 504.

For information regarding civil rights or grievance procedures, services, activities and facilities accessible to and useable by handicapped persons, contact the district's:

Title IX District Compliance Officer:

Mr. Ken Bean, Director of Fiscal Affairs

318 North Allegheny Street, Bellefonte, PA 16823-1679

(814) 355-4814

or

Civil Rights District Compliance Officer:

Mrs. Michelle Simpson, Director of Human Resources

318 North Allegheny Street, Bellefonte, PA 16823-1679

(814) 355-4814

Acceptable Use of Network and Internet Agreement

The purpose of providing access to BASD.net network and the Internet is to support education within the schools of the Bellefonte Area School District by providing access to unique, up-to-date resources and the opportunity for collaborative work. The use of a BASD account must be in support of education, academic research, or district administrative operations and must be consistent with this acceptable use policy. The Bellefonte Area School District offers but does not require training in this area.

The Bellefonte Area School District assures parents and guardians that there is technical and physical oversight in place to minimize potential risks to students. Should a student be exposed to inappropriate material, parents will be made aware as soon as possible.

Students who are identified as having violated Acceptable Use Policy 815 (2/1/05) may lose the use of district network resources for a period of time or permanently.

Students and Parent/Guardian(s) must complete Acceptable use of Network and Internet Agreement form located in this handbook.

815-G (Rev. 8/2014)

PLEASE RETURN THIS ENTIRE PAGE/FORM TO HOMEROOM TEACHERS BY 09/02/16

*****RETURN THE ENTIRE PAGE*****

Student Handbook Review and Agreement

By signing this form I indicate that I do understand the Student Handbook / Discipline Code. I agree to follow the rules contained in the handbook. I understand that if I violate these rules I will face disciplinary action.

Parent or Guardian Section

By signing this form I indicate that I understand the Student Handbook / Discipline Code in regards to my student, and I further agree that my student will abide by the regulations set forth

Acceptable Use of Network and Internet Agreement Student Review and Agreement

I have read the District's Acceptable Use of Computer Network and Internet Access, and agree to follow the rules contained in this document. I understand that if I violate this agreement that my account may be terminated and that I may be accountable to the respective building disciplinary code that is published to students.

Acceptable Use of Network and Internet Agreement Parent/Guardian Review and Agreement

As the parent or legal guardian of the student signing, I have read the BASD's Acceptable Use of Computer Network and Internet Access and grant permission for my child to access the district's network and Internet. I understand that the District's network resources are designed for educational purposes. I also understand that it is impossible for the Bellefonte Area School District to restrict access to all controversial materials and I will not hold them responsible for such materials acquired on the network. I hereby give permission for my child to be issued an account and accept the liabilities for my child for violations to this agreement.

I understand that if I agree to allow my student to use their own device that Bellefonte Area School District is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair incurred during the school day or at home as a result of participation in this program. I understand that Bellefonte Area School District Staff will be unable to store, support or troubleshoot student owned devices. The student named above will take full responsibility for the device and will appropriately secure all devices when not in use.

I understand that the purpose of allowing my student to use their own device is to participate in teacher approved activities in support of the Bellefonte Area School District curriculum. Use of these devices for unrelated activities beyond or outside the Bellefonte Area School District educational program are prohibited. I understand that the use of my student's personal device as part of the BYOD program falls under and follows all district policies of the acceptable use and internet agreement. I acknowledge that allowing my student to bring a personal device to school accepts the school policies and the same guidelines apply for a personal device as would for a district device.

Signature for Student Handbook, Acceptable Use, and Internet Agreement for 2016-2017 school year:

I have read and understand the Student-Parent Handbook, Acceptable Use and Internet Agreement for 2016-2017.

Student Name (please print) _____ Grade _____

Student Signature _____ Date _____

Parent/Guardian Name _____ Date _____

Parent/Guardian Signature _____

(Initial) _____ I request a hard copy of the Student-Parent Handbook for our use.

Dear Parents/Guardians:

Periodically, we have television stations and newspaper reporters who come to our schools for different events. They almost always ask to take photographs of our students, and sometimes they also want to interview students. That means that when we're doing something truly exciting, we want to have our students interviewed and photographed. We also like to include student pictures on the district website (www.basd.net). There are many exciting activities and events that we're proud to share with the community using the Internet. We would like the opportunity to include more students in those exciting news stories on the district website. This allows us to promote the great and exciting happenings in our school.

We also have military recruiters and institutions of higher learning request the names, addresses and contact information of high school students. The district must notify parents of their right and the right of the child to request the district not release such information without consent.

Parents/Guardians who object to having photos or names of their child(ren) published to a website or any other form of media or having names, addresses and/or contact information of their child(ren) shared with military recruiters or institutions of higher learning must notify their student's building administrator in writing via letter and/or email.

If you wish to opt your student out of any of the above mentioned, please send your letter via mail or email to Mr. Daniel Park at:

Bellefonte Area High School
Attn: Dan Park
830 E. Bishop Street
Bellefonte, PA 16823

Or:

dpark@basd.net

Please be sure to specifically state what you wish the district to omit your student from and it will be filed appropriately.

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