

# BEAVER FALLS HIGH SCHOOL

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Welcome to Beaver Falls High School. I hope your experiences here will be both educational and enjoyable. This Student Handbook is provided to acquaint you with our school policies and regulations. In addition, the answers to many questions you and your parents may have about the school can be found in this book. As the Principal of Beaver Falls High School, I want every student to know that at all times; we will try to treat each student in an appropriate manner and with the respect due to any person. In addition, I will always encourage you **“to make good choices.”**

I welcome you as a member of our school community. As a citizen of this school, you are expected to follow the rules that are established for the welfare of the entire student body. Following the rules will help all students become better school citizens and make Beaver Falls High School a great school to attend.



We are proud of our school and its rich traditions and we hope that your attendance here makes our school a great place to get an education. Be proud of your school, take good care of it, and feel free to make suggestions for improving it. You are expected to act like high school students and conduct yourselves accordingly. Here you will learn necessary and useful skills that will enable you to be successful in your future.

Again, our school community welcomes you and I hope you will always be conscious of its traditions and requirements. This school will be what the students and staff makes it. May we always strive to do the right thing and do it to the best of our ability. This will be a help to you and all those around you.

Sincerely,

*Mrs. Leeman*

# Emergency Operation Plan

The Big Beaver Falls Area School District administration has developed an Emergency Operation Plan in partnership with community emergency responders which engage in emergency preparedness. Although it is impossible to anticipate every type of crisis that may occur, the district has developed many detailed procedures for use by employees in response to critical incidents. Planning includes:

- Procedures and equipment for emergency internal and external communications;
- Directions for the specific roles and responsibilities of all employees during a crisis;
- Procedures for delayed dismissal, in place and internal lock downs;
- Procedures for partial and total building evacuations, including the arrangement of alternate sites to shelter students until the end of the school day.

All necessary procedures are detailed in the *Big Beaver Falls School District Emergency Operation Plan* for use by administrators and the crisis response teams. In addition, every employee has a summary of emergency procedures in the *Emergency/Crisis Handbook* that is kept at his/her work station.

## **Parents are asked to do the following:**

- Access the district website at [www.tigerweb.org](http://www.tigerweb.org) for accurate information about the situation. Do not rely on word-of-mouth or radio and TV news reports which may be inaccurate. The district will communicate with parents through the website and the automated phone system.
- Remember typically, that students will NOT be dismissed from school before the end of the school day. However, for special situations that will prohibit regular classes for the remainder of the school day, the school will require parent permission to release students. School personnel and community emergency correspondents will protect the students in the school setting or safely transfer them to a pre-arranged site until the end of the school day.
- Refrain from coming to school to get your child unless directed to do so by the district on the website or automated phone system. Do not call the school for information. These actions interfere with the district's ability to address and manage the situation. It will also disrupt our ability to communicate with the necessary emergency response teams that are addressing the crisis.
- Refrain from calling your child's cell phone. The use of cell phones can seriously limit communication with emergency personnel and threatens the school's efforts to maintain the calm environment that is needed for student safety during a crisis.



**For the safety of all students and staff, all students and visitors will be required to pass through a metal detector upon entering the building.**



### **ACADEMIC EXCELLENCE LEAGUE**

Every year at the end of the third grading period, students who have attained a 3.6 or higher quality point average over the years they have attended the high school are inducted into the Academic Excellence League. This is a great honor since it is determined solely on the academic achievement of the student. The program in which students are inducted is held in the LGI and all parents of inductees are invited to the program.

### **ACCEPTABLE USE POLICY**

No student may use the School District computers to access the Internet unless an Acceptable Use Policy has been read and signed by the student and his/her parent/guardian. An abbreviated version of the Acceptable Use Policy is in the back of this handbook. Students are not permitted to connect to the district's Local or Wide Area Network, including wireless, using any personal, non-district owned, technology equipment. If a student is in violation of the Acceptable Use Policy, that student may not use school or personal technology equipment in or on school property.

### **ANNOUNCEMENTS**

All notices of club meetings, athletic and social events, general information for the day, and specific instructions are announced over the school public address system each morning during the morning announcements. All announcements must be typed and left in the announcement box located on the counter of the main office before 7:25 a.m. each day. Students responsible for these announcements must have the form signed by the advisor of the activity. Announcements must be kept to a minimum and be of concern to a large number of the students or faculty. Announcements will not be made which could be handled individually in a more efficient manner.

### **ASSEMBLIES**

Assemblies are provided by the Student Council, Administration, and School Departments. Student attendance is required at all assemblies and pep meetings. Remember that the people who are performing for the student body must be treated in the same respectful and courteous manner that has always been the tradition of our school. Students who do not act in a respectful, appropriate manner at assemblies will be dealt with accordingly.

### **ATHLETIC INSURANCE**

All students who participate in athletics must have parental consent. They must also have parental consent to use the parent's health care insurance or they must purchase school insurance. The Big Beaver Falls School District carries catastrophic insurance that takes over when family insurance policies are exhausted.

### **ATTENDANCE**

A good attendance record is important to all students. The military and employers carefully evaluate this record. Also, punctuality and being ready to learn are essential virtues. All students should strive to "Be Present, Be On Time, and Be Ready To Learn."

The guidelines for attendance at Beaver Falls High School are elicited in School District Policy and are as follows:

A student who is absent from a semester class for 15 days may lose credit for that class.

A student who is absent from a yearlong class for 30 days may lose credit for that class.

### **\*\*\*IMPORTANT NOTE\*\*\***

**Students and parents must understand that all absences (excused and unexcused), even those for which a parent writes an excuse, are counted in the 30/15-day rule. The only absences that do not count towards those totals are days missed due to "extenuating circumstances" such as the following:**

- 1. Days missed due to out-of-school suspension.**
- 2. Days missed while on field trips or school initiated activities.**
- 3. Days missed when school bus transportation is unavailable.**
- 4. Days on homebound instruction or institutionalization.**

All other procedures in the Attendance Policy 204 as passed by the School Board during the 2007-2008 school year are still in effect.

In addition:

- I. Regular attendance is required of the student and will be considered part of the student's performance when determining grades. Work missed because of excused absences must be made up within the number of days that he/she was absent. The student is to initiate the process by making a request upon his/her return to school. Work that is not completed satisfactorily could result in an "N" for the grading period. If this work is not completed by the end of the course, it could result in an "I" (Incomplete) and lost credit for the course.
- II. Any absence from school for which a student does not present to his/her report room teacher a written bona-fide excuse, will be considered an unexcused absence. Students have three school days to bring in a written excuse for the absence. If a written excuse is not presented within the three-day period, it will be considered an unexcused absence.
  1. **5 days of absences**-letter to parents/guardians. Follow up phone call may be made to discuss the attendance problem.
  2. **10 days of absences**- letter to parents/guardians outlining possible referral to the District Magistrate and CYS TIPS program.
  3. **20 days of absences**- letter to parents/guardians outlining possible referral to the District Magistrate and CYS TIPS program. Once a student has been absent from school for 20 days in one school year, the only excuse that will be accepted for subsequent absences will be a doctor's excuse. Therefore, any absence after the 20<sup>th</sup> day of absence for which a student does not produce a doctor's excuse will be deemed an "unexcused/illegal" absence.
  4. **30 days of absences**- letter to parents/guardians outlining possible referral to the District Magistrate and CYS TIPS program. Written notification of possible Incomplete due to attendance and the student could possibly lose credit for their courses.

III. Procedures for:

**A. Absences**

1. After an absence, a student must present to his/her report room teacher, within three school days, an excuse signed by a parent/guardian. Failure to present a bona-fide excuse will result in an unexcused absence.
2. A bona-fide excuse is defined as inclement weather, sickness, or death in the family.
3. A class absence will be counted anytime a student is not in class.
4. Students who plan to be excused for school activities must obtain prior approval from all subject teachers. Students will not be released from any class without prior approval from the Principal or Assistant Principal.
5. Suspended students must request assignments from the teachers upon notice of the suspension. Completed work must be presented to the teachers within the number of days equal to the number of days suspended.

**B. Tardiness**

All students must be inside their report rooms and in their seats before the late tone sounds at 7:45a.m. A tardy will be assessed to a student if he/she comes into school between 7:45 a.m. and 11:00 a.m. Each tardy will be marked on the attendance card and will be posted daily on the absentee list.

All tardies will be identified as unexcused unless a valid excuse is submitted to the attendance office. A valid excuse for tardiness is illness or inclement weather. The excuse must be in writing and must come from the student's parent/guardian or it will be considered unexcused and work cannot be made up. Excused and unexcused tardies will count toward the following procedure: A student who is tardy to school after the late bell must report directly to the attendance office where a tardy slip will be issued to be given to the student's teacher for admittance to class.

A student will be granted three tardies per semester. Such tardies will be at the discretion of a school administrator. After the fourth tardy, per semester, an administrative detention will be assigned for all tardies after the fourth tardy.

Tardy minutes to school accumulate. There are 300 minutes in a school day, not counting lunch and class exchange time. When a student accumulates 300 minutes tardy to school, it will count as one (1) unexcused absence.

Notification letters will be sent home when the student has accumulated a total of:

5 days absent = Letter

10 days absent = Letter

10+ days absent= Citation at the Magistrate



No student is permitted to enter school after 11:00 am unless he/she was out on an early dismissal, is returning from a medical or court appointment, and has an officially signed admittance slip from the attendance office. Exceptions will be at an administrator's discretion.

### **C. Early Dismissal**

Early dismissal will be granted for the same reasons allowable for legal absences. Medical appointments should be scheduled other than during school hours when possible. There will be a limit of three early dismissals a semester and any beyond three must have administrative approval or it will be deemed unexcused.

#### **EARLY DISMISSAL PROCEDURE**

1. To obtain an early dismissal, a student must bring, before the tardy bell, a written note, signed by his/her parent/guardian to the attendance office. Sometime prior to the dismissal, it must be verified with a phone call by the parent/guardian or, the student will not be released. When the student requests the early dismissal, he/she will be issued a green slip in the attendance office. This slip must be presented to the teacher of the class that he/she is leaving at the time of the dismissal. The slip must be returned to the attendance office and the student must sign out before leaving the building.
2. If the student returns the same day, he/she must sign back in, pick up the green slip and use it as an admission slip to return to class.

### **D. Special Dismissals**

1. The principal or assistant principal authorizes a special dismissal from school. It is used for those activities that are directly sponsored by the school. The student is marked present for school, but is absent from class. Excused absences of this type do not count against a student's "total days of absence" for loss of credit for the class.
2. The Guidance department will authorize college and Vocational school visits. Student requests must be made 24 hours in advance, and are limited to three visits per school year, and are for 12<sup>th</sup> grade students only.
3. Excused absences for "special dismissals" are permissible only if the student is within his/her 30-day limit.

### **E. Funerals**

If a student attends a funeral, a written excuse from the student's parent/guardian is required for the absence to be deemed "excused." Three days of excused absence will be allowed for the death of a family member, unless an administrator grants additional days of absence due to travel or other extenuating circumstances. One day of excused absence will be allowed for the death of a friend.

## **AUTOMOBILES (STUDENT)**

When driving on campus, speeding will not be tolerated. The 15-MPH speed limit must be observed on school grounds, including Tiger Alley. Violators will have their campus driving privileges temporarily suspended or permanently removed, based on the discretion of the administration. For the safety of everyone, please observe the 15-MPH speed limit designated in front of the school and obey the crossing guards when present. Students will see the Principal or Assistant Principal for additional student parking.

## **BEAVER COUNTY CAREER & TECHNOLOGY CENTER**

The program at the Beaver County Career & Technology Center is an elective one. It is two (2) years in length covering the 11<sup>th</sup> and 12<sup>th</sup> grade years. In the spring of the sophomore year, the student can apply for admission to the program. Criteria used to determine who will be admitted are as follows:

1. Differential Aptitude Test scores
2. Academic record
3. Attendance record
4. Experience in the field of interest

Upon passing the course, the student is awarded three credits toward graduation each year they attend. Students are assigned to the morning session.

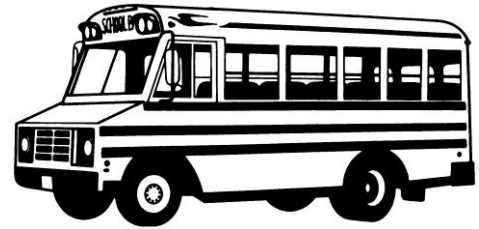
## **BULLYING/CYBERBULLYING**

See board policy 249 on “Bullying/Cyber bullying” in the back of this handbook.

## **BUS REGULATIONS**

The Big Beaver Falls Board of Education has adopted the following policy:  
In the interest of a safe, orderly and pleasant ride on the school bus, students are expected to maintain self-control, be courteous and cooperative.

**McCarter Transit, our busing contractor, uses video and audio recordings for the safety of our students.**



The following regulations must be upheld:

1. Ride only the bus to which you have been assigned.
2. Enter and leave the bus in an orderly manner.
3. Stay in your seat when the bus is in motion.
4. No swearing, no smoking and no fighting.
5. Loud and boisterous talk is forbidden.
6. Throwing of any objects is forbidden.
7. Do nothing that will distract the driver.
8. Defacing or damaging bus property is forbidden. (Financial responsibility for any damage done to the bus rests with the student.)
9. The bus driver is in full charge of the bus. Any situation that needs attention on the bus should be reported to the driver at once. He/she will bring the infraction to the attention of the assistant principal as soon as reasonably possible.
10. Failure to abide by the foregoing rules and regulations may result in loss of bus privileges for various periods of time, as determined by an administrator.
11. Bus evacuation drills are held as mandated by state laws.

## **CAFETERIA**

To encourage good nutrition, a well balanced breakfast and lunch is offered in the school cafeteria. All students are expected to exhibit good manners and consideration in the cafeteria. Each student is assigned a lunch period. There are two lines with a variety of choices for student meals. During the first week of school, students are to select the table and seat they want to use for the entire semester. Changing seats is discouraged. Lunch assignments will change after each semester. The cafeteria now runs under a computer-based system, therefore tickets are no longer used. When the student has finished his/her lunch, he/she is to take his/her own tray, silverware, and dishes to the dish-room. All garbage is to be deposited in the proper receptacles. No eating or drinking is permitted outside the cafeteria. **Under no circumstances are there any charging to a student's account at any time. This includes ala cart and extra items.**

## **CELL PHONES**

When entering the building each day, all students must turn their cell phones off and put them away, out of sight. Any student who has a cell phone out and visible will be asked put the cell phone away. If the student refuses to comply building administration will be contacted and possible discipline action will be taken.

Any cell phone that rings, buzzes due to a call, makes a low battery sound, receives a text message, or is being used to make a call, take a picture, text a message, listen to music, watch a “show”, etc., will give cause for a one day suspension from school for the first offense and a three day suspension from school for all subsequent offenses.

## **CHANGE OF ADDRESS**

Students are required to inform a secretary in the office of any change of address or telephone number. Students must provide proof of residency.

## **CLASS EXCUSE**

Every teacher is in charge of his/her class and makes the decision about excusing a student from class. No one is authorized to excuse a student from another teacher’s class without permission of an administrator. Teachers should refuse to permit students to leave class unless the student has written permission of an administrator.

## **CLUBS**

Our school has an active club program that we hope will meet the interests of all the students. Registration for clubs is in early September, and announcements concerning sign-ups are made over the public address system. If students request additional clubs or activities, every effort will be made to add them to the program. The following clubs are presently active in school: Student Voice, SADD, Youth Ambassadors, Art, Bible, Broadcasting, Ski Club, Environmental, Future Business Leaders of America, Spanish, Health Careers, Key, National Honor Society, Teen Leadership, Tiger Productions, Ushers, and Varsity.

## **COMPLIANCE STATEMENT – TITLE IX**

It is the policy of the Big Beaver Falls Area School District not to discriminate on the basis of gender in the educational programs or activities, which operate as required by Title IX of the 1972 Educational Amendments. This policy extends to employment in, and admission to, such programs and activities.

## **DISASTER PLAN BIG BEAVER FALLS AREA SCHOOL DISTRICT HIGH SCHOOL**

In the event of a district wide disaster, such as a tornado, chemical spill etc. the Superintendent shall decide which disaster plan will be implemented.

### **Evacuation Plan with Ample Warning:**

1. Determine when buses will arrive.
2. Notify parents through radio and cable television that students will be dismissed from school. Give approximate time of dismissal in this announcement.
3. Use school intercommunication to inform students of dismissal plans.
4. Activate the following dismissal plan:
  - a. Walkers dismissed immediately.
  - b. Bus students dismissed as buses arrive.
5. Make provisions for handicapped students.



**Non-evacuation Plan:** used when there is minimal warning or it is in the best interest of the students to remain in the school.

1. Notify the parents by radio and cable television that children will remain in school until further notice. Subsequent announcements will be broadcast over radio and cable television. Include in announcement that parents should not come to school to pick up children. No incoming calls from parents will be accepted in order to keep phone lines open for emergency calls.
2. Announce on P.A. System that students should report to gym with their classroom teachers. Rooms 300 to 376 will report first, Rooms 217 to 273 will be next, and first floor rooms will report last. In case of power



failure, student messengers will be used. Teachers should take role and account for all students upon arrival to the gym.

All teachers and other faculty who do not have regular classes at the time of the emergency will report to the principal. The nurse will report to the gym area with first-aid supplies. The L.G.I will be utilized as a first-aid station if necessary.

In addition, all teachers should do the following:

1. Make provisions for transportation of handicapped students in case of elevator failure.
2. Initiate evacuation plans when information is received from proper authority to send students home.
3. If information is received to evacuate to an area other than pupils' homes, initiate evacuation plan to designated area.
4. Teach students to use crouch position (on floor on hands and knees with hands and arms over head) if the emergency warrants it.

## **DISCIPLINE**

### **POSITIVE BEHAVIOR SUPPORT PROGRAM**

The Big Beaver Falls Area School District has implemented a Positive Behavior Support program district wide. It is a team-based framework for creating and sustaining safe and effective schools. A set of TIGER TOOLS for behavior are established for all students K-12 in all locations of the schools. Every student must...



**BE RESPONSIBLE**

**BE RESPECTFUL**

**BE SAFE**



Periodic rewards may be given to students who demonstrate positive behavior.

### **POLICIES AND GUIDELINES**

Source of authority; Sec. 6, 510, 511, 777, 1317, 1318, 1338, of the School Code, Student Rights and Responsibilities as adopted by the Pennsylvania Department of Education. **Authority of teachers over pupils:** "Every teacher in the public school shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them." (Section 1317 School Law of Pennsylvania, Bulletin 2, 1953).

When violations occur, building administrators have the right to refer the student offender to the Board of Education for a hearing and subsequent action. The Board has the right to exclude the student for a period exceeding ten school days and may vote to permanently expel the student offender.

School administrators also have the right to refer the offense to the appropriate civil authorities if the offense constitutes a violation of the laws of the Commonwealth of Pennsylvania. And it shall be understood that offenses resulting in personal injury and property damage shall result in the student and the parents being held responsible for all damages to the extent provided by the laws of the Commonwealth of Pennsylvania.

### **HIGH SCHOOL DISCIPLINE POLICY**

Referral of the student(s) to the office for discipline should be used as a last resort, except in cases of serious violations, after teachers have exhausted all other appropriate preventive and corrective measures. The problem will be dealt with as rapidly, firmly, and fairly as possible. Referrals will be handled in the following manner:

## CLASS DISCIPLINARY PROBLEM:

1. Teachers will notify the office of the behavior incident.
2. Phone call or contact with the parents/guardians must be made by the teacher.
3. The first offense, depending on the nature, will normally result in a warning and pending action if the behavior continues.
4. The second offense, depending on the nature, will result in teacher detention.
5. The third and subsequent offenses, depending on the nature, will result in Administrative Detention
6. After Teacher Detentions and Administrative Detentions have been given and the behavior continues, In School Suspension will be given.
7. After all measures have been taken to correct the behavior of the student, he/she will be issued an out of school suspension. The parents, guardians or persons responsible for the child must arrange for a conference in order to have the student readmitted, unless some other arrangement has been made with the administration. If problems persist, after having been suspended, action may be taken with the Board of Education to have the student expelled from school.

## DETENTION:

1. **Teacher Detention:** The teacher may detain a student for disciplinary reasons. Twenty-four hour notice is given so the student can make any necessary arrangements and notify his/her parents or guardians. Other disciplinary measures may be taken, in lieu of detention, as deemed appropriate. Length of time of the detention is at the teacher's discretion. Conduct warranting detention includes but is not limited to the following:
  - a. Tardiness in arriving to class. The student must be in his/her seat when the late tone sounds.
  - b. Lack of preparation for class (teacher discretion).
  - c. Infractions of teacher and classroom rules.
2. **Administrative Detention:**
  - a. Assigned only by the administration and for repeated classroom disruptions and more serious problems extending beyond the classroom.
  - b. The detention will be for one half-hour after the normal school day.
  - c. Any student reporting late to detention will not be admitted and will receive an In School Suspension.
  - d. Any disciplinary problems in detention will result in an In School Suspension.
  - e. Failure to report for detention will result in an In School Suspension.



## IN SCHOOL SUSPENSIONS (ISS):

In School Suspension was created to increase the effectiveness of disciplinary action, while maintaining a more wholesome learning situation for everyone.

In School Suspension will be assigned at the discretion of the administration for, but not limited to, the following offenses:

1. Chronic absenteeism, truancy or tardiness.
2. Illegal absences from classes or school.
3. Failure to serve assigned detentions.
4. Class disruptions (after measures have been taken to correct the problem).
5. Failure to follow school policy.
6. Disorderly conduct.



### Rules for In School Suspension (ISS):

1. The student will be given notice prior to the ISS.
2. The student is to report to Seminar Room and then directly to the High School Room 226.
3. Report time is 7:45 a.m. and dismissal is at 2:35 p.m. The student must be on time or he/she may not be admitted and disciplinary action will be taken by the administration.
4. The teachers will be given notice to gather assignments and get them to the assigned area
5. Students are under the supervision of the teacher in charge. Any infraction of the rules will result in suspension from school.
6. Sleeping is not permitted. Students will be asked to leave and will incur a suspension from school.
7. It is the responsibility of the student to complete the assigned work and turn it in to their teachers.

## **SUSPENSION:**

Discipline violations such as, but not limited to, repeated minor infractions, insubordination, defiance, theft, vandalism, the use of vulgar and/or abusive or obscene language or actions, fighting, disorderly conduct, intimidation, extortion, harassment, chronic absenteeism (including tardies and/or class cuts), possession of weapons and dangerous objects, making terroristic threats against individuals or school property, forgery, other such disruptions of the educational process, or any action deemed to be a violation of the laws of the Commonwealth of Pennsylvania, will be dealt with on an individual basis, and will normally result in an In School Suspension and/or out of school suspension.

Depending on the nature and severity of the offense, students may also be referred to the Board of Education for expulsion. If the student is suspended out of school, the parents, guardians, or persons responsible for the student must arrange for a conference with the administration before the student can be readmitted to school, unless some other arrangement has been made with the administration. In addition, students must be aware that they may be recommended to the Board of Education for appropriate action, including expulsion, for serious infractions or repeated minor infractions.

In all suspension cases, the student has the responsibility to make up work missed and must be permitted the right to complete the assignments under the guidelines set by the School District. Completed work must be presented to the teachers within the number of days equal to the number of days suspended.

Students caught smoking, using or being in possession of tobacco products to include E-Cig vapors and vapor cigarettes, on school grounds/property, will be suspended from school for three days and have charges pressed against them at the District Magistrate's office. The sidewalk in front of the school along 8<sup>th</sup> Avenue is considered to be school property.

Students caught using or being in possession of drugs or alcohol, or found to be in violation of the Weapons Policy will be disciplined according to the appropriate policy as adopted by the Board of Education.

Students engaged in a fight will be suspended from school and may have disorderly conduct charges pressed against them at the District Magistrate's office.

Students on suspension may not participate or attend activities during or after school hours on the day of the suspension. This includes games and practices for athletics. Students are also **NOT PERMITTED ON SCHOOL GROUNDS** on the days they are suspended. If the suspension extends to school days over a weekend, the student is not permitted on school grounds on the weekend.

Students may also face suspension for speaking or communicating in a manner that does, or is likely to, substantially disrupt or interfere with the orderly function of the school or the rights of other students.

Students may also face suspension and/or expulsion from school for communications on the Internet, even if such communications arise from a home-based computer. Off-campus activities on the Internet may be the subject of discipline if the communications have the potential to create a serious threat of harm or serve to create a material and substantial disruption to the school program.

Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens serious harm to the school or school community, encourages unlawful activity or interferes with another's individual rights. This includes verbal or written expression, including messages on student apparel.

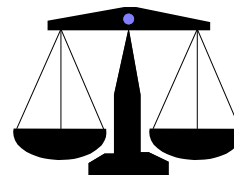
**Repeated Discipline Referrals: In an attempt to encourage all students to act appropriately in school, any student receiving repeated discipline referrals may warrant a formal expulsion hearing before the board of education and/or an alternative educational placement.**

## Suspension and Commencement

Students who are suspended from school for a length of time that includes the day on which Commencement is held may not be permitted to attend or participate in Commencement exercises. This is at the discretion of the High School Principal.

### DUE PROCESS FOR SUSPENSIONS:

1. For out of school suspensions not exceeding 3 days:
  - a. The student is informed orally of the reason for the suspension and is given a chance to respond.
  - b. The parents/guardians and the superintendent of the school district are notified, in writing, of the suspension. Additional efforts will be made to contact the parent/guardian by phone.
2. For out of school suspensions exceeding 3 days and up to 10 days:
  - a. The student is informed orally of the reasons for the suspension and is given a chance to respond.
  - b. The parents/guardians and the superintendent of the school district are notified in writing of the suspension.
  - c. Sufficient notice will be given of the time and place of an informal meeting.
  - d. The student has a right to speak, and produce witnesses on his/her behalf.
  - e. Efforts will be made to hold the informal meeting within the first 3 days of the suspension.



### CHEATING:

Cheating (including plagiarism) is defined as knowingly misrepresenting, or assisting another student in misrepresenting, his/her actual achievement on an assignment or test. This also includes violating the District's Acceptable Use Policy (AUP), using another student's computer account, I.D., files, or password and/or cutting and pasting information from an electronic source. In circumstances in which a teacher believes that a student's behavior violates the definition above, or any clarifying statements regarding cheating made by the teacher at the beginning of the course, the following procedure should be followed:

1. The teacher will share his/her observation with the student.
2. The teacher will make a referral to the assistant principal, including all pertinent information.
3. The teacher and assistant principal will review the data and make a decision based on that information. Actions may include detentions, suspensions, removal from the class, and/or adjusting the student's grade.
4. If it is determined that cheating has occurred, parents will be notified.
5. The "minimum" penalty for cheating will be a loss of credit for that individual assignment or test and/or permanent loss of computer privileges.

### DISMISSAL

#### Daily

Students are dismissed at 2:35 p.m. each day and all students are to leave the building immediately after dismissal. Students are not permitted in the building after 2:40 p.m. Students involved in after-school activities must report to the activity by 2:40 p.m. The teachers or coaches involved in the activities are responsible for supervision and will inform the students as to where they must report.

### DRESS POLICY

The following policy has been devised to serve as a guide to maintain a high standard of dress for Beaver Falls High School students.

1. Any clothing worn to school should be of reasonable modesty, and good judgment should govern what a student wears to school. No clothing may be worn which would disrupt the normal educational process of the school or constitute a health or safety hazard. **The administration and the Board of Education reserve the right to determine what clothing is deemed detrimental to the educational functions of the school.**

2. Clothing determined not proper includes the following: bandanas, cut-off jeans or sweatpants, hats, sun glasses, clothing that exposes bare midriffs, spaghetti strap tops or dresses, tank tops, short skirts or short shorts (no more than 6 inches above the knee), pants with holes in them at the knee or below are permitted, clothes designed to expose the body, shirts that have obscene words, pictures, or phrases on them, clothes that display advertisements for or statements about tobacco products, alcohol, drug related items, or, items deemed to be disruptive to the educational process.
3. Students are not permitted to wear their pants or shorts hanging below the waistline regardless of clothing worn beneath the pants (ex. Boxer shorts or gym shorts).
4. Students are not permitted to possess chains in school, or wear chains on their clothing. This includes, but is not limited to, chains to which keys are attached. Students are also not permitted to wear clothing or bracelets of any sort that have "spikes" attached to them or protruding from them.
5. Students are not permitted to wear jackets or coats within the building during school hours. School hours are defined as the ringing of the late bell in the morning until the ringing of the dismissal bell in the afternoon.
6. Students may be required to wear certain types of clothing, such as uniforms, while participating in school activities. Special attire, such as lab coats, may be required to insure the health or safety of the student.
7. Students have the responsibility to keep themselves, their clothes, and their hair clean. The administration reserves the right to impose limitations on student participation in the regular instructional programs when there is evidence that the lack of cleanliness constitutes a health hazard.
8. Hats, Hoods up, I Pods, MP3 players, radios, ear buds or headsets of any kind are not permitted in school. These will be confiscated and the parent/guardian must retrieve the item from the office. A second offense will result in a suspension from school and the item being returned to the student at the end of the school year.
9. Any infraction of the above policy, depending on the circumstances of the incident(s), will result in disciplinary action, including suspension.
10. Students will be asked to change their clothes to something that is school appropriate. If an Administrator is unable to contact the Parent/Guardian, clothes may be provided.

## **DRUG AWARENESS**

### **School Board Policy 227**

The following is an abridged version of Policy 227. Big Beaver Falls School District policy 227 on Drug Awareness can be viewed in its entirety in the high school library or principal's office.

#### **Purpose:**

The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. For purposes of this policy, drugs shall mean all controlled substances prohibited by law; all "look-alike" drugs; all alcoholic beverages; any drug paraphernalia; and any prescription or patent drug; and anabolic steroids, except those for which permission to use in school has been granted pursuant to Board policy. The Board prohibits the use, possession, being under the influence or distribution of any drug during school hours, on school property, on school transportation and at any school-sponsored event.

#### **Guidelines:**

##### Procedures Following the Use/Possession of Any Drugs

1. The building principal shall confiscate any evidence.
2. The building principal shall immediately issue a temporary suspension to the student.
3. The building principal shall promptly notify the Superintendent of the suspension.
4. Law enforcement authorities may be notified of the violation, and appropriate officials will be notified by the administration. In that event, all information and evidence pertaining to the violation will be turned over to appropriate authorities with whom the school personnel shall cooperate.
5. The parents/guardians of the student shall be notified of the violation(s) and suspension.
6. The parents/guardians will be required to meet with the building principal.
7. The student shall then be suspended for ten (10) days unless s/he is willing to participate in a drug and alcohol assessment at a licensed drug and alcohol agency or by a licensed therapist. The suspension, at the discretion of the administration, may be in or out-of-school.
8. The student will be placed on a six (6) week probationary period. During this time:



- a. The student will meet with the Student Assistance Program Team or principal's designee at least weekly.
  - b. Parents/Guardians must meet with the Student Assistance Program Team or principal's designee at least once.
  - c. Based on the cooperative nature of the student, at the discretion of the administration, the student may be excluded from extracurricular activities for a period not to exceed six (6) weeks (thirty (30) school days).
9. School officials, on a need-to-know basis, will be notified of the suspension and probationary period.
  10. If the student is uncooperative the Board may, after a proper hearing, expel the student for this violation.

#### Procedures Following Any Subsequent Use/Possession Violation

1. The building principal shall confiscate any evidence.
2. The building principal shall immediately suspend the student for three (3) days, notify student/parents/guardians, and provide a due process hearing followed by a possible additional seven (7) days suspension.
3. The building principal shall promptly notify the Superintendent of the suspension.
4. Law enforcement authorities may be notified of the violation and appropriate officials will be notified by the administration. In that event, all information and evidence pertaining to the violation will be turned over to appropriate authorities with whom the school personnel shall cooperate.
5. The Board may, after a proper hearing, expel the student for this violation.

#### Procedures Following the Act of Furnishing Drugs to Others

1. The building principal shall confiscate any evidence.
2. The building principal shall immediately suspend the student for three (3) days, notify student/parents/guardians and provide a due process hearing/rights followed by a possible additional seven (7) days suspension.
3. The building principal shall promptly notify the Superintendent of the suspension.
4. Law enforcement authorities may be notified of the violation and appropriate officials will be notified by the administration. In that event, all information and evidence pertaining to the violation will be turned over to appropriate authorities with whom the school personnel shall cooperate.
5. The Board may, after a proper hearing, expel the student for this violation.

#### Prohibition of Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school-sponsored athletics, except for a valid medical purpose. Bodybuilding and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

The following minimum penalties are prescribed for any student found in violation of the prohibited use of anabolic steroids:

1. For a **first** violation, suspension from school athletics for the remainder of the season.
2. For a **second** violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a **third** violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

### **ELECTRONIC DEVICES**

Pennsylvania State Law, Act 103, prohibits possession of cell phones, Smart devices, Tablets, E-readers or any device that has the ability to access the internet within school grounds, at school sponsored activities, and on buses or on other vehicles provided by the school district. As a first offense, any student possessing these electronic devices or items that may be disruptive to the educational process such as laser pointers, etc., unless receiving prior approval from the building administrator as permitted within the guidelines of Act 103, will be immediately suspended for 1 day. A 3-day suspension will be issued for a second offense and all subsequent offenses. Parents/guardians will be notified of the suspension. The superintendent will be notified for any follow up action.

Cell phones are permitted, but must remain turned off from the time that the student enters the school building, until the dismissal bell at 2:35 (Refer to page 5). For a first offense, electronic devices such as listed above will be confiscated and may be held in the principal's office until the parent/guardian picks them up. For subsequent offences, the item may be sent to the superintendent's office.

**\*\*\* Recording in any manner, including but not limited to video recording, photographing and audio recording is strictly prohibited. Wiretapping is any interception of telephone or electronic transmitting to monitor conversations without the consent of the parties. Please refer to School Board Policy #907\*\*\***

## **EXTRA-CURRICULAR ACTIVITIES**

The school board, WPIAL and PIAA regulations determine eligibility for extracurricular activities and athletics. A pupil shall be eligible for practice or participation only when there is a certificate of consent, signed by a parent/guardian, on file.

### **STANDARDS FOR PARTICIPATION**



#### Philosophy

In establishing a policy for participation of students in extra-curricular activities, the Big Beaver Falls Area School District sets, as its primary objective, the raising and maintaining of reasonable standards for the student body and the school district as a whole. Students should recognize that participation in an extra-curricular activity is a privilege that place certain responsibilities on the student participant.

#### Definition of Extra-Curricular Activities

For the purposes of this policy, an extra-curricular activity shall be defined as any and all organizations and activities that meet during after-school hours in the name of the Big Beaver Falls Area School District. This policy shall include, but not be limited, to the following: Athletic teams, Cheerleaders, Drama Organizations, Clubs, etc.



#### Standards to be Included

In the interest of student development, the following components will be included in the standards for extra-curricular participation: Academic, Discipline, Attendance, and Appearance

#### Attendance Standards

1. Students who are absent from school without administrative authorization will not participate in a practice, contest, or performance on the day of the absence.
2. Early dismissal according to Senior High School policies will apply.
3. Coaches and sponsors of activities are responsible for monitoring attendance problems.
4. Any student who is absent from school during a semester for 20 or more school days is ineligible to participate in interscholastic athletics the following semester. That student will again be eligible only after he/she has been in attendance at school 45 school days from the last day of absence in the semester in which he/she was absent for the initial 20 days. All absences, including out-of-school suspensions, are counted toward the 20-day total.



#### Discipline Standards

If a student is serving an out-of-school suspension, he/she will not participate in a practice or contest for the days of suspension.

#### Appearance Standards

The school district expects that all students, who participate in extra-curricular activities in the name of the Beaver Falls Area School District, will maintain appearance standards when representing the school district at specific functions. It will be the responsibility of the coach or sponsor to set and monitor specific guidelines on appearance.

#### Academic Standards

Athletic eligibility is computed on a weekly basis and a grading period basis. To be eligible to participate in interscholastic athletics at Beaver Falls High School, the following guidelines must be met by the student athlete:

1. Weekly – Any student athlete failing any 2 or more classes during 2 consecutive weeks is ineligible for participation in contests the succeeding week. During a period of ineligibility, the student athlete is permitted to practice.
2. Grading Period – The student athlete must attain a minimum of 11 quality points in a grading period if enrolled in 8 classes; 10 quality points if enrolled in 7 classes. However, 2 failing grades in one grading period will render the student athlete ineligible.

### Ineligible Student Athletes

- A student athlete ineligible because of insufficient quality points or 2 Fs during the grading period is ineligible for the first **15** school days during the **next** grading period.
- Students will not be granted the opportunity to reverse ineligibility by completing make-up work in courses failed.
- **Exceptions for make-up work may be granted by a building administrator, only in the event of extenuating circumstances.**
- Credits earned in summer school will be acknowledged and will apply to the preceding grading period.

A student who wishes to appeal any sanction can use an “Appeal of Grade” process, defined in the Senior High School policy.

In addition to the policy of the Big Beaver Falls Area School District for Extra-Curricular Activities, student athletes must meet all other requirements of the PIAA/WPIAL for participation in interscholastic sports.

A student who begins one sport and then quits during the season, will not be permitted to transfer to another sport. The only exception will be if the coach of the sport he/she has quit gives a written release for the student to participate in another sport, and WPIAL/PIAA regulations are not violated.

### **FINAL AND MID-TERM EXAMS**

Final exams are mandatory and will be issued in all classes. They will count as 20% of a student’s final grade for a class. Mid-term exams are not mandatory. Teachers may issue mid-term exams; however, they will not be shown on the report card as a separate grade.

**Students who are absent from school on the days that final exams are issued may receive an “F” for the final unless a medical excuse is provided for the absence.**

### **FINES**

All fines will accumulate through the elementary, middle and high school years and will be attached to the permanent record card each year. At the end of the school year, students will receive, with the mailing of report cards, a statement of all money owed for books, library fines, home economics, industrial arts, sales, etc. It is the responsibility of the student to make sure that this money is paid. If not paid, the student will not have completed graduation requirements, and will not be permitted to participate in Commencement exercises.



### **FIRE DRILLS**

Fire drills are required by law and are an important safety precaution. When the first signal is given, everyone must obey the orders promptly and clear the building by the prescribed route given by the teachers. **REMEMBER THAT ALL FIRE DRILLS ARE TO BE TAKEN SERIOUSLY.**

### **GRADE REPORTING**

Grading periods will be 9 weeks in length. Thus, report cards will be issued on a 9-week basis. Mid-point progress reports will be sent home approximately 4½ weeks before the end of a grading period.

A student’s final grade for a course will be determined as follows:



Semester Courses: Each of the two 9-week grades during the semester will be weighted at 40% of the student’s final grade. The Final Exam will be weighted 20%.

Year Long Courses: Each of the four 9-week grades during the year will be weighted 20%. The Final Exam will be weighted 20%.

### GRADING

A four-point scale is used in grading and grades are given in numbers:

- 4 – Exemplary “A”
- 3 – Commendable “B”
- 2 – Satisfactory “C”
- 1 – Basic “D”
- 0 – Failure “F”
- I - Incomplete (**Automatic Failure**)
- W – Withdrawal



Students withdrawing from a course later than the tenth day of the start of the course (5<sup>th</sup> day for semester courses) will receive a withdraw/failure (**WF**) for the entire course. The “WF” is equivalent to a failing grade and will be counted in a student’s Quality Point Average and Cumulative Point Average.

### GRADUATION REQUIREMENTS



To graduate from Beaver Falls High School, all dues and fines owed must be paid in full by each student.

No student will graduate, nor will they be permitted to participate in Commencement, if he/she has not cleared all debts owed the school. No student may participate in Commencement unless all graduation requirements have been met. To graduate from Beaver Falls High School, a student must meet all requirements for graduation with respect to completing all coursework, a Graduation Project and demonstrating an acceptable level of proficiency with respect to the Pennsylvania Academic Standards for Mathematics and Reading, Writing, Speaking and Listening.

To graduate from Beaver Falls High School, a student must earn credits as stated below:

Courses	Credits	Courses	Credits	Courses	Credits
English	4	Social Studies	4	Math	4
Science	3	Computer	1	Phys. Ed.	2
Creative Arts	1	Communications	.5	Health	.5
Electives	6				

**Beginning with the class of 2017 all students will be required to score advanced or proficient on the Algebra, Literature and Biology Keystone Exams or must show successful completion of a project based assessment.**

**Total Academic Credits:** 26 Credits

**Graduate with Honors:** Student must earn six credits in courses designated as “Honors Courses” and must complete an Honors Interview

**For record keeping purposes related to state assessments, a 10<sup>th</sup> grade student must have earned 10 credits prior to the start of the school year in order to be promoted to an 11<sup>th</sup> grade report room. An Eleventh grade student will be promoted to a 12<sup>th</sup> grade report room only if he/she has accumulated 18 credits prior to the start of the school year.**

Promotions will be made at the discretion of the Building Administration.

All students are required to take 8 credits per year unless approved by the Principal.

## GRADUATION FROM A JUNIOR REPORT ROOM

A student in a junior report room can graduate if he/she is in the fourth year (or more) of high school, provided he/she has enough credits and has passed all the necessary required courses.

## GUIDANCE

Guidance services are available for every student in the school. These services include: assistance with educational planning, interpretation of test scores, occupational information, study help, home, school, and/or social concerns, scheduling, or any other question a student may have.

A student wishing to visit a counselor should contact the guidance secretary to arrange to see his/her counselor. A pass will be given to the student so he/she can be excused to talk with a counselor.

## HALL PASSES

Students who are out of a class must have a teacher-issued hall pass in his/her possession. Students are not permitted on any floor other than the floor for which the hall pass is intended. Hall Pass usage is at the discretion of the teacher.

## HARASSMENT

See Board Policy 248 on "Harassment" in the back of this handbook.



## HEALTH SERVICES

A student who is ill in school should report to the nurse with a clinic pass signed by the classroom teacher. The nurse will decide what should be done. Ill students are not permitted to leave the building unless a parent or other authorized guardian can be reached for permission. If the nurse is not in, the students are to report to the office. Students not ill enough to be sent home will be sent back to class. Students who do not follow these procedures will be disciplined accordingly.

All students **MUST** have a physical on record in the nurse's office by the end of their **JUNIOR YEAR**. The physical may be submitted anytime during the student's sophomore or junior year and may include physicals conducted by a private physician or conducted in school as a requirement for participation in athletics.

See Board Policy 209 on "Health Examinations/Screenings" in the back of this handbook.

## HONOR ROLL

The high school honor roll is computed at the end of every grading period. All grades are averaged together and the quality point average computed. A student with a Q.P.A. of 3.6 or better will have high honors status. A student with a Q.P.A. of 3.0 – 3.59 will have honors status. For honors status, all grades in all classes must be a "C" or better.

## LIBRARY

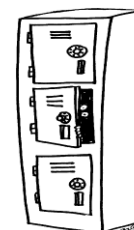
The library or learning resource center is accessible to all students to support their informational needs giving them access to books, periodicals, newspapers, and online resources. There are many subject oriented computer databases available and the librarian is also available to assist individuals or classes. A pass is needed to enter the library, except with a class. Minimal fines are charged for overdue material.

Our library is part of statewide ACCESS PA and Power Library databases which provide valuable online resources. ACCESS PA and Power Library are also available from your home with a valid Beaver County Library card ([www.co.beaver.pa.us/library/main.html](http://www.co.beaver.pa.us/library/main.html)).

The library permits access to databases and Internet resources, provided an Acceptable Use Policy (AUP) has been read and signed by the student and his/her parent or guardian. The AUP describes the student's responsibilities for using educational databases on the network, including the Internet. All students must return the AUP agreement page, specifying either parental permission or denial of Internet use.

## LOCKERS

See Board Policy 226 on "Searches" in the back of this handbook.



## NETWORK STORAGE SPACE

The district provides each student with a digital storage space on our networked servers and local computers. Any files stored on the district servers or workstations are not the property of the individual student. They are the property of the Beaver Falls School District. These files are not private. Staff members will have the ability to access any student file.

Storage space and student files will be randomly scanned for inappropriate material and files that violate the school's AUP. Any student who is found to be in violation of the law, School District Policy, or school procedures will be subject to disciplinary action under school policy.

The Big Beaver Falls Area School District will be utilizing Google Apps for Education for students, teachers, and staff starting this year. As with any educational endeavor, a strong partnership with families is essential to a successful experience. Using these tools, students collaboratively create, edit and share files as well as websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet connected device. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

Big Beaver Falls Area School District maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.

Big Beaver Falls Area School District cannot and does not guarantee the security of electronic files located on Google Systems. Although Google does have a powerful content filter in place for email, the school system cannot assure that users will not be exposed to unsolicited information. The general right of privacy will be granted to the fullest extent possible in the electronic environment. Big Beaver Falls Area School District and all electronic users should treat electronically stored information in individuals' files as confidential and private. **Users of student email are strictly prohibited from accessing files and information other than their own.** The school system reserves the right to access the student's Google Apps for Education Account including current and archival files when there is reasonable suspicion that unacceptable use has occurred.

## LOST AND FOUND

All lost or found articles are to be taken to the main office. The school is not responsible for any loss incurred by pupils. However, all losses should be reported promptly to the office; every effort will be made to find the article. To reduce the number of losses, students should always keep lockers locked and combinations confidential. Money or jewelry should not be left out in the open and large amounts of money should not be brought to school.

At the end of the year, all unclaimed goods and articles in the "lost and found" will be disposed of.

## NALOXONE/NARCAN

Naloxone, commonly known by the brand name Narcan, is a safe and effective medication that can reverse the effects of opioid overdose. It is injected, often through the nasal passages, into a person experiencing an overdose and blocks the opioid and can reverse respiratory depression that could otherwise lead to death. Symptoms of an opioid overdose may include severe physical illness, coma, mania, or hysteria. Those who believe someone is experiencing an opioid overdose, or may be presently using an opioid, should immediately report this to an administrator, nurse, or teacher.

If you believe someone is experiencing an overdose, the law provides for protection from criminal prosecution for anyone who reports a suspected overdose, uses their real name, and remains with the person who is overdosing until help has arrived. Additionally, anyone reporting an overdose and/or administering Naloxone to someone suspected of overdosing is protected from civil liability as provided by law. The District now has Naloxone stocked in the High School Nurse's Office for use in the event of an emergency. If you have any additional questions please contact the school nurse.

## NATIONAL HONOR SOCIETY

Membership in the National Honor Society is based on Scholarship, Service, Leadership, and Character. To be eligible for induction into the NHS, a candidate must be at least a sophomore. Candidates must have been enrolled at Beaver Falls High School for at least one semester.

Candidates for the National Honor Society must also have a cumulative scholastic average of at least 3.3. A list of eligible students is posted at the close of the second nine weeks grading period.

After the names are posted, a meeting with each grade level will be held with the chairperson of the National Honor Society and the administration. The students will be informed of what must be done to complete the necessary forms, plus any other information that the students need to know to apply.

## SEARCHES

See Board Policy 226 on “Searches” in the back of this handbook.



## SCHEDULE CHANGES

Schedule changes are discouraged and are limited to the following conditions:

1. Any subject failed since scheduling took place must be repeated if required for graduation.
2. A student has attended an accredited summer school and successfully passed a course that will require a change.
3. A senior is scheduling work-study programs necessitating a schedule change due to work requirements.
4. Schedule conflicts or errors made by the school or data center during the scheduling process.

Students will not be permitted to withdraw from a course at any time unless it is possible to replace it with another course. Arrangements must be made with one's counselor for all schedule changes. If a student withdraws from a class after the class has been in session for more than 10 school days, the student will receive a 'WF' (Withdrawn and Failed) grade for the class.

**A conference with the parents/guardians will occur before any student schedules are changed.**

## SCHOOL RECORDS, RELEASE OF

In order for students to have records sent to employers or post-secondary institutions, the student or his/her parent/guardian must sign an authorization form. This form is available in the guidance office or from a counselor. A nominal fee will be charged. Generally speaking, information about a student is not released orally or in writing without the consent of the student, or if the student is less than 18 years of age, without the consent of his/her parent/guardian.

## SECURITY

In recent years the issue of safety and security has become more pressing than any other issue related to schools. All parties with a vested interest in Beaver Falls High School including students, parents, staff, and community members have a responsibility and play an integral role in helping provide for a "SAFE SCHOOL". The best way to do this is to establish, in the High School, an environment and attitude of mutual respect and concern by all individuals, for all individuals in the high school. With this in mind, it is expected that all individuals will report, to a responsible adult or school administrator, any concern dealing with an issue relating to school safety. This includes, but is not limited to, reports of weapons possession, planned acts of violence, threatening statements, etc.

Additionally, mechanisms have been added to all perimeter doors that will enable the perimeter doors to be locked for the majority of a school day. Visitors to the school and students reporting to school, when doors are locked, will be able to enter the school from the south entrance only. During the times when the doors are locked, students are NOT PERMITTED to open doors for individuals trying to enter the school from a door other than the front entrance.

**For the safety of all students and staff, all students and visitors will be required to pass through a metal detector upon entering the building.**



## SMOKING AND THE USE OF TOBACCO

By State Law no student is permitted to use or possess tobacco products, including smokeless tobacco products, E-Cig Vapors and vapor cigarettes, in a school building, a school bus, or on school property including property leased by the school district. A student found guilty of breaking the smoking/tobacco policy will be suspended out of school for three days and reported to the local magistrate. The magistrate will issue a fine and the student is responsible for court costs. (Senate Bill 1315, Act 145). School property includes the sidewalk in front of the High School and Middle School, along 8<sup>th</sup> Avenue.

## STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) provides a way to identify high-risk teenagers who are having school-related problems because of alcohol or drug use, suicidal tendencies, or mental health problems. The Student Assistance Team is composed of trained personnel consisting of the SAP Coordinator, Teachers, Guidance Counselors, School Nurse, and Administrators. Any student, concerned adult outside the school community, or teacher may refer any student in Beaver

Falls High School who he/she thinks may be experiencing difficulty of some nature to a member of the SAP Team. All information is kept confidential. The intent of the SAP Team is to help when needed.

### **STUDENT RESPONSIBILITIES**

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty, a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of other students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful manner, so as not to offend or slander.
4. It is the student's responsibility to:
  - a. Be aware of all rules and regulations for student behavior and conduct.
  - b. Be willing to volunteer information on matters relating to the health, safety, and welfare of the school community and the protection of school property.
  - c. Dress and groom oneself so as to meet fair standards of safety and health, and not cause substantial disruption to the educational process.
  - d. Assume that until a rule is waived, altered, or repealed, it is in full effect.
  - e. Assist the school staff in operating a safe school for all students enrolled.
  - f. Be aware of and comply with state and local laws.
  - g. Exercise proper care when using public facilities, materials, and equipment.
  - h. Attend school daily, except when excused, and be on time for all classes and other school functions.
  - i. Make all necessary arrangements for making up work when absent from school.
  - j. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
  - k. Avoid inaccuracies and indecent or obscene language or communication in student newspapers, publications, or speech.

### **STUDENT RIGHTS**

Laws and rules are made to protect the individual and groups of individuals as they function in society. The application and enforcement of the district policies and guidelines are dependent upon the individual student's acceptance of responsibility for the well being of his/her fellow students. Therefore, each student has a right to an education to the extent that fulfills his/her responsibilities to the success of the total educational program. A successful public high school enables each student to be educated to the fullest extent possible under reasonably pleasant circumstances.

Students are directed to consult the Pennsylvania Department of Education directives on Student Rights and Responsibilities. However, when so doing, please remember that a right becomes available only when one fulfills one's responsibilities.

### **TELEPHONES**



The office telephone is a business phone and may be used by pupils for emergencies only. Parents should not call the school except in cases of a real emergency. Only under extreme emergencies will students be called from a class to receive information in the office from a parent/guardian. Students are not permitted to use classroom phones, nor cell phones for calls, text messaging, picture taking, etc during the school day.

Messages and deliveries from home should be left in the office, and the office staff will do its best to see that such messages are delivered.

### **VACATION ABSENTEE POLICY**

Students requesting permission to vacation during the school year with parents must complete a vacation approval form, which must explain the reason for the request and the duration of the trip. Only the principal or assistant principal may approve the request. When the teachers of the student are notified, assignments for the period of time the student will be absent will be given to the student. The student is responsible for all class work missed. Be advised that some vacation trips may not be approved. Attendance in class is of such importance that all requests will be scrutinized. If approved, the

absence(s) will be excused absences. However, the days absent will be counted towards the “15/30 day rule” of the student’s absentee record. The student will have as many days as they were absent to complete their makeup work.

## VISITORS

Parents and those interested in the school from a professional point of view may consult with the teachers, Principal, or Assistant Principal after arrangements have been made for the visit. No individuals may enter the building and walk through the school without first reporting to the office. **For the safety of all students and staff, all visitors will be required to pass through a metal detector and show proper ID upon entering the building**



**Recording in any manner, including but not limited to video recording, photographing and audio recording is strictly prohibited. Wiretapping is any interception of telephone or electronic transmitting to monitor conversations without the consent of the parties. This could be considered wiretapping which is a Felony. The Police will be contacted. Please refer to School Board Policy #907**

## WEAPONS POLICY

Students are not permitted, under any circumstances, to carry firearms/weapons on school grounds, at school sponsored activities, in their personal vehicles, or on buses or other vehicles provided by the school district.

Any student bringing firearms/weapons to school shall immediately be suspended for ten days pending a disciplinary hearing. Parents/guardians will be notified of this suspension. The weapon will be turned over to the Beaver Falls Police Department and a determination will be made regarding criminal charges. The superintendent’s office will be notified, and disciplinary hearing for expulsion shall be arranged.

Firearms/weapons shall be defined as, but not restricted to, those items identified as weapons under the Pennsylvania Criminal Code. Examples of such firearms/weapons shall include guns of any type or facsimile, knives, razors or cutting instruments, pipes, clubs, brass knuckles, chains, tazers, shockers, and any implement that may be used for the infliction of serious bodily injury and/or which serves no common, useful, or lawful purpose in school. Inappropriate use or possession of mace will also be considered under this provision. Specific citations regarding firearms/weapons can be found in the Pennsylvania Criminal Code Section 6102, Section 6106 and 908.

## WORK PERMITS

### CHILD LABOR LAW, PENNSYLVANIA

#### EMPLOYMENT CERTIFICATES

Students aged 14 to 18 years of age who wish to work must obtain an employment certificate. Certificates are issued in the main office of the High School. The student must be accompanied by a parent or guardian and have the student’s birth certificate when applying.

#### 1. Hours of Employment:

##### A. Minors 14 and 15 years old

1. During the school term: a maximum three hours on school days, eight hours on non-school days, not more than 18 hours per school week, and only at a time that does not interfere with school attendance.
2. During school vacation: a maximum of eight hours a day and 44 hours per week.
3. During the school term: no minor under the age of 16 shall be employed or permitted to work in, about or in connection with any establishment or in any occupation before 7:00 a.m. or after 7:00 p.m. A minor may work the hours of 7:00 a.m. to 10:00 p.m. during summer vacation between June and Labor Day.
4. Minors over the age of 14 may be employed for the distribution or selling of newspapers, magazines, or other publications between 6:00 a.m. and 8:00 p.m.
5. A student 14-15 years of age may not work more than 6 days per week and must have a 30-minute meal period after five hours of work.

##### B. Minors 16 and 17 years old

1. During the school term: a maximum 28 hours per school week (Monday through Friday) if enrolled in regular school day and an additional eight hours on Saturday and eight on Sunday to a maximum of 44 hours per week.
2. During school vacation, and at any time for minors with a General Employment Certificate: a maximum of eight hours per day and 44 hours per week.
3. During the school term: no minor under the age of 18 shall be employed or permitted to work in, about or in connection with, any establishment between the hours of 12:00 midnight and 6:00 a.m. if he/she is enrolled in a regular school day. Students may work the night preceding a school holiday until 1:00 a.m. the next morning. Students may work Friday night until 1:00 a.m. Saturday morning, and Saturday night until 1:00 a.m. Sunday morning.

### **WORK RELEASE**

To be eligible for work release, a student must have attained senior status and maintain a grade average of at least a “C” in all subjects. All applications for work release must be turned in to the guidance office and approved by August, so that schedule changes can be made. It may not be possible to make the necessary changes if the school year has already begun. Application forms are available in the guidance office.

SIGNATURE PAGE

Student's Name: \_\_\_\_\_ (Please print) \_\_\_\_\_ Homeroom \_\_\_\_\_

Please check ALL appropriate boxes.

TO BE COMPLETED BY THE STUDENT AND PARENT/GUARDIAN

STUDENT HANDBOOK

I acknowledge receipt of the Beaver Falls Senior School Student Handbook.

INTERNET USE AGREEMENT

I understand and will abide by the Internet Use Agreement found in the Student Handbook. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken. I also understand that this policy includes Internet correspondences from outside the Big Beaver Falls Area School District as well.

TO BE COMPLETED BY THE PARENT/GUARDIAN

INTERNET USE AGREEMENT

Check one box.

- I give permission for my child to be assigned a Big Beaver Falls Area School District Google Apps for Education account. This means my child will receive an email account and access to Google Drive, Search, Groups, Contacts, Calendar, and Sites' understand that by participating in Google Apps for Education, my child's first name, last name, and Student ID information will be collected and stored electronically in the Big Beaver Falls School District Google Apps for Education domain, tigerweb.org. As the parent or guardian of this student, I have read the Student Handbook and the Internet Use Agreement. I understand that Internet access is designed for educational purposes. I recognize it is impossible for the Big Beaver Falls Area School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I hereby give permission to issue an account for my child and certify the information contained on this form is correct. I understand that off-campus activities on the Internet may be the subject of discipline if the communications have the potential to create a serious threat of harm or serve to create a material and substantial disruption to the school program.
- I do not give permission for my son/daughter to use the Internet in the Big Beaver Falls Area School District; however, I understand that off-campus activities on the Internet may be the subject of discipline if the communications have the potential to create a serious threat of harm or serve to create a material and substantial disruption to the school program.

Naloxone/Narcan Policy

I have read the Naloxone/Narcan policy

PERMISSION TO USE STUDENT PICTURES AND RECEIVE AUTOMATED CALLS

The Big Beaver Falls Area School District will periodically use pictures and names of students in the district publications and/ or the district's web page. The Big Beaver Falls Area School District will periodically use automated calls to pass along information.

**IF YOU DO NOT WANT THE DISTRICT TO USE YOUR SON/ DAUGHTER'S PICTURE IN ANY DISTRICT PUBLICATION YOU MUST NOTIFY THE DISTRICT IN WRITING. ALSO IF YOU DO NOT WISH TO RECEIVE AUTOMATED CALLS YOU MUST NOTIFY THE DISTRICT IN WRITING.**

Parent or Guardian's Name: \_\_\_\_\_ (Please print) \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

Student's Signature (User's Signature): \_\_\_\_\_ Date: \_\_\_\_\_