

**BELLE VERNON  
AREA HIGH SCHOOL**



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**STUDENT HANDBOOK  
2009-2010**

# **STUDENT HANDBOOK**

**BELLE VERNON AREA HIGH SCHOOL**

**425 Crest Avenue**

**Belle Vernon, Pennsylvania 15012**

**(724) 929-9800**

**Fax: (724) 930-7909**

## **ADMINISTRATION:**

**Superintendent of Schools**

**Stephen V. Russell**

**High School Principal**

**Gregory J. Zborovancik**

**Assistant Principal**

**Maria C. Weightman**

**SCHOOL CODE**

**390230**

**STUDENT NAME** \_\_\_\_\_

**Compiled and Edited by  
THE F.A.S.T. COUNCIL**

**THE BELLE VERNON AREA HIGH SCHOOL  
IS MONITORED BY CLOSED CIRCUIT SURVEILLIANCE CAMERAS**

# **BELLE VERNON AREA HIGH SCHOOL PRINCIPAL'S MESSAGE**

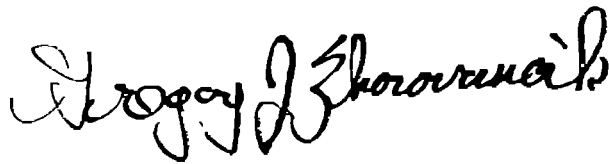
I would like to extend a warm welcome to everyone. I hope your summer was a relaxing and enjoyable time for you and your family.

My wish is to see that everyone has a very successful school year. This can only happen if we all work together.

This Student Handbook is a very important manual for you and your parents/guardians. Please read it in its entirety and become familiar with its contents. There is information contained in this handbook that will help you understand school policies, procedures and extracurricular programs.

The Administration, faculty and staff are always willing to assist you with any concern or issue. If you have questions, please do not hesitate to seek assistance.

Remember that our goal at B.V.A. is that "No Child Is Left Behind."

A handwritten signature in black ink that reads "Gregory J. Zborovancik". The signature is written in a cursive, flowing style.

Gregory J. Zborovancik,  
Principal

## COMPLIANCE POLICY STATEMENT

The **BELLE VERNON AREA SCHOOL DISTRICT** offers vocational programs in Family and Consumer Science and Business Education. Admission to these programs is based on interest, desire, personal objectives and career goals.

It is the policy of the **BELLE VERNON AREA SCHOOL DISTRICT** not to discriminate on the basis of age, sex, handicap, race, color and/or national origin in its educational and vocational programs, activities or employment as required by *Title IX, Section 504 and Title VI*.

For information about your rights or grievance procedures, contact the *Title IX Coordinator and Section 504 Coordinator*, Gregory J. Zborovancik at the **BELLE VERNON AREA HIGH SCHOOL**, Telephone (724) 929-9800.



## **STUDENT HANDBOOK**

At the beginning of the school year, each student will receive a Student Handbook. The Handbook will have all necessary information needed for a successful year. **The Student Handbook will also be used as a hall pass.** Teachers will put the time, destination and initial the calendar area of the Student Handbook. Teachers will also add the time of return. Students will not be given hall passes unless they have their OWN Handbook signed by a faculty member. If the Handbook is lost, a new one can be purchased in the High School Office at a cost of **\$5.00**. **STUDENTS MUST HAVE THEIR OWN HANDBOOK IN THEIR POSSESSION AT ALL TIMES.**

### **I. ATTENDANCE AND ABSENCES**

#### **ARRIVAL AT SCHOOL:**

If you arrive at school before the first bell in the morning (7:25 a.m.) you must enter the building and go directly to the cafeteria area. Unless you have special permission, you should never go to any other part of the building before the first admission bell. At the 7:25 a.m. bell, students will report to their lockers and be in first period by 7:40 a.m. Students arriving to school or to first period after 7:40 a.m. will be considered tardy.

#### **LATE ADMITTANCE:**

Students arriving to school after 7:40 a.m. must sign in and go through the metal detectors. **A Belle Vernon Area High School Absence Verification Form must be presented when a student arrives to school tardy in order to excuse their tardiness. Parental handwritten notes and absence reports turned in the next day will not be accepted.**

**NOTE:** **No student will be admitted to school after 11:30 a.m. unless a doctor's appointment verification is presented.**

**The student's attendance record will be marked as follows:**

Students excused prior to:	10:15 a.m.	Full Day Absence
Students excused between:	10:45 a.m. & 12:45 p.m.	½ Day Absence
Students reporting to school:	7:41 a.m. – 10:15 a.m.	Tardy
Students reporting to school after:	10:15 a.m.	½ Day Absence
Students reporting to school after:	12:45 p.m.	Full Day Absence

**Parents/Guardians and students are reminded that if a student is tardy, comes in ½ day, leaves early or is absent you MUST ALWAYS cover these absences with a Absence Verification Form.**

#### **EARLY DISMISSALS:**

Parents requesting an early dismissal for their son/daughter must send a note stating the reason for the early dismissal. **There will be NO early dismissals accepted from parents/guardians by phone, except for medical/illness (as approved by the School Nurse) or for extreme family emergencies.** The early dismissal request must be presented to the High School Office for approval upon arrival to school. These early dismissals should be ONLY for legitimate medical appointments. **There will be NO dismissals for "personal" reasons.**

Early dismissal requests will be randomly confirmed by calling the home phone to obtain verification of the dismissal and the name of the person who will assume responsibility for the student. Early dismissal students will be listed on the bulletin noting the time of dismissal.

**Any student being dismissed early as a driver or by a parent/guardian should complete a Belle Vernon Area Student Absence Verification Form and return to your first period teacher within three days.**

**ABSENCE FROM SCHOOL:**

**A Belle Vernon Area Student Absence Verification Form must be completed by a parent/ guardian and presented to the High School Office. FAILURE TO PRESENT AN EXCUSE BY THE THIRD DAY WILL RESULT IN AN UNEXCUSED/UNLAWFUL ABSENCE (Please review the following student compulsory attendance policy regarding maximum number of days permissible).** Excused absences are for reasons of personal illness, death in the family and doctor or dental appointments. The excuse must show the dates of absence, the reason for absence and the parent signature.

**NOTE:** If a student has consulted with a doctor for an illness, the student should request a written statement from the doctor. Students who are eighteen (18) years of age or older and are not residing with a parent/guardian are considered independent to sign their own excuses.

In addition to obtaining Absence Verification Forms from the first period teacher or the High School Office, this form can be downloaded from the Belle Vernon Area High School website @ [www.belleversonarea.net](http://www.belleversonarea.net) / Select High School / Enter / Education Information/School Policies/Attendance Policy.

**STUDENT COMPULSORY ATTENDANCE AND TRUANCY ELIMINATION PLAN**

The Belle Vernon Area School District enforces the Student Compulsory Attendance and Truancy Elimination Plan that was passed by the Commonwealth of Pennsylvania on August 8, 2006. It is essential that every parent/guardian or person in parental relation, having control or charge of any child or children of compulsory school age, is familiar with this regulation as well as the penalties for violation of attendance requirements.

Compulsory school age refers to the period of a child's life from the time they enter school as a beginner until the age of seventeen (17) or upon their graduation from high school.

The Department of Education and all school districts in the Commonwealth of Pennsylvania are obligated to comply with State and Federal requirements (No Child Left Behind Act) for student attendance and truancy. Each school district within the Commonwealth of Pennsylvania is responsible for monitoring and maintaining attendance records of all students.

In accordance with the Student Compulsory Attendance and Truancy Elimination Plan, all absences will be treated as unlawful until the school district receives and accepts a written excuse from a parent/guardian explaining the reason for a child's absence. The written excuse must be submitted with three calendar days of the student's absence. Failure to do so will result in the absence being permanently recorded as unlawful.

**Students who miss ten (10) consecutive school days will be dropped from the active membership unless the school is provided with evidence that the absence is legal.**

**A maximum of ten (10) days of lawful absences, verified by parental notification, may be permitted during a school year. Each absence beyond a total of ten (10) days during a school year will require a written doctor's excuse.**

The following action will be taken to notify Parent/Guardians of their child's unlawful absences:

1. First Unlawful Absence:  
A notice of unlawful absence will be sent to the child's parent/guardian.
2. Second Unlawful Absence:  
A second notice of unlawful absence will be sent to the child's parent/guardian.
3. Third Unlawful Absence:  
A third notice of unlawful absence will be served to the parent/guardian at their resident by the District's Truant Officer. A school/family conference will be held to discuss the truancy and a Truancy Elimination Plan will be entered into.
4. **If the child is unlawfully again at any point within the school year, an official notice of unlawful absence will be sent to the parent/guardian and a citation will immediately be sent to the Magisterial District Judge.**

After this step, the District IS NOT obligated to inform parents/guardians in writing of their child's absences.

**NOTE: Any child who has not attained the age of thirteen (13) who fails to comply with the Compulsory Attendance Requirements and is habitually truant, will be referred by the School District to the local County Children and Youth Agency for services.**

If any child, of any age, continues to be truant after the above action has been taken, the following can occur:

**Possible sentences for parents/guardians found to be in violation of the Compulsory Attendance Law:**

1. Paying fines of up to \$300.00 for each offense, plus court costs.
2. Completing a Parenting Education Program.
3. In cases where the party convicted fails to pay the fine or complete the Parenting Education Program, a subsequent sentencing to the county jail for no more than five (5) days will occur.
4. In lieu of or in addition to any other sentence imposed, the parent/guardian may be required to perform community service in the School District for a period not to exceed six (6) months.

For children convicted of violation of compulsory attendance requirements by the Magisterial District Judge or Court, including a court not of record, a certified record of the conviction or other disposition must be sent to the Department of Transportation.

1. Upon first conviction:  
The child's privilege for operating an automobile will be suspended for ninety (90) days.
2. Upon the second or subsequent conviction:
  - a. The child's operating privileges will be suspended for six (6) months.
  - b. Children who do not yet have a driver's license will be ineligible to apply for a license for the time period of ninety (90) days for the first conviction and six (6) months for the second and any subsequent conviction.

## **SECONDARY ATTENDANCE POLICY PHILOSOPHY**

Recognizing the strong relationship between regular class attendance and learning, and supported by the Pennsylvania Public School Code, the BELLE VERNON AREA SCHOOL DISTRICT requires minimum attendance as well as satisfactory performance to earn course credit.

Regular class attendance is considered to be an integral part of the student's program of studies.

### **Minimum Attendance Requirements for Credit**

Minimum attendance requirements shall mean the presence in a class for at least 90% of each semester. **All students must be in class for at least twenty one (21) minutes to receive credit for that class.** In order to receive credit for a completed course for graduation from BELLE VERNON AREA HIGH SCHOOL, a student must be in attendance a minimum of eighty (80) days each semester and one hundred sixty (160) days each school year. Credit recognition and failure are not synonymous. A student may fulfill the performance part of a course with a satisfactory letter grade, however, both the attendance criteria and the performance criteria must be met before a student will be given credit recognition. If the attendance requirements are not satisfied, the student's earned grade will appear on the report card and transcript, but with no credit.

### **Determination of Credit for Courses**

Each teacher will keep a record of the student's classroom attendance. Said attendance record shall be submitted by each teacher at the end of each nine-week period to the office of the Principal. Students who do not meet the minimal attendance days shall not receive credit.

If credit is denied, the student has a right to appeal the decision. Appeals will be heard by a building level Board of Appeals which will consist of an administrator, a counselor, and three teachers. A majority vote will be required for decisions of the Board of Appeals. Final appeals will be heard by the Board of Education, if requested.

### **Procedure for Appeals**

Students and/or parents/guardians who wish to appeal the denial of academic credit may do so by:

1. The student shall initiate the appeal process by submitting a written statement to the building Principal within three (3) days of being notified of credit denial by the Principal.
2. The building Principal will then set a date for convening the Board of Appeals. This meeting shall be scheduled within five (5) days of receipt of the appeal form and the meeting shall take place within ten (10) days of receipt of the appeal.

The Board of Appeals shall consider, but not be limited to, the following information:

1. Current year attendance pattern.
2. Prior year attendance pattern.
3. Reasons for current year absences and validation of same.
4. Evaluation of academic performance and make-up work.
5. All pertinent records - i.e., school health records, physician and/or hospital records (to be provided by the student/parents/guardian), teacher records, etc.

Attendance at the Appeals Hearing should include Board of Appeals members, the student, the teacher (if a single class is involved), parent/guardian (optional), the building Principal and/or the Assistant Principal. The student and/or parent/guardian may choose to personally either attend the appeal hearing with their verifying documentation or submit such documentation prior to the hearing.

The student/parent/guardian will be notified in writing of the decision of the Board of Appeals within seventy-two (72) hours of making its decision.

Meetings of the Board of Appeals will generally take place the last week of each semester or by the second week of the semester.

Students and/or parents/guardians who wish a final appeal may petition the Board of Education to hear their case by completing an appeal form, available in the building office, and submitting that form to the DISTRICT OFFICE within seven (7) days of the decision of the Board of Appeals. A Board of Education hearing on the appeal will take place in a timely fashion, and will be a closed session unless otherwise requested by the appellant.

**NOTE:** The student forfeits the right to receive academic credit if:

1. A failing grade is received.
2. Procedures for appeal are not followed.

New students who enter during the school year will follow the same guidelines with allowable limits according to the date of entry.

### **DEFINED TERMS**

#### **Religious Holiday**

Upon written request of parents/guardians a pupil may be excused from attending school for observance of valid religious holidays in accordance with the District policies. A pupil's absence from school will be recorded as an excused absence. Students are responsible for making up all instructional assignments missed during the period of absence.

#### **Student Vacation**

The District does not encourage the taking of vacation during the school year. However, in the event that no other time for vacation is possible, the following policy will be in effect:

1. The parent must inform the Principal or Assistant Principal, in writing, of their child's intended absence before the student leaves for vacation. Approval by Administration will exempt the student from Compulsory Attendance rules.
2. All school work missed during the vacation time shall be made up on the initiative of the student and at the reasonable convenience of the teacher.
3. Please consider your child's current attendance totals before vacationing, so that you avoid the possibility of denial of academic credit.

#### **College/Technical School Visitations**

Those students who choose to continue their formal education beyond high school are encouraged to do so. Visitations to potential schools are permitted according to established guidelines.

Visits should be cleared at least one day prior to the trip by submitting a written permission slip from a parent/guardian to the High School Office. Following the visit, a verifying note from the school visited should be returned to the office as the excuse for the absence.

These visitations are serious matters and should be used for the proper purpose and not abused.

Students are reminded that absences for this purpose are included in the total allowable excused absences for the school year.

### **Skip Day**

It is contrary to the basic philosophy of the District to condone skip days of any kind. Therefore, any students taking part in activities of this type shall be assigned an unexcused absence and lose credit for all work done on that day as per established guidelines. Other disciplinary actions may be taken in accordance with the District Discipline Policy.

The District requests the assistance of the parents/guardians in preventing participation in organized skip days.

### **Suspensions**

Students serving out of school suspensions are considered legally absent. Students may make up all work missed upon return to school in accordance with established guidelines for make up work.

### **Class Cuts**

Regular attendance to classes is most important. Because of this belief, the student's unauthorized absence from classes is considered an unexcused absence. Any student with an unauthorized absence from class will be subject to disciplinary action.

An unauthorized class absence shall be designated a class cut. Students shall not be permitted to make up any work missed during a class cut. A failing grade will be recorded for examinations missed or graded class work due on the day of the class cut.

Chronic class cuts by any student may require that a parental conference be scheduled to resolve the problem.

Disciplinary action for class cuts, including study halls, are defined in the student handbook.

### **Field Trips**

Field trips, as permitted by School Policy, can be a very beneficial part of a student's educational experience. School sponsored field trips will be noted for attendance purposes, but will not be counted as an absence towards denial of credit. Field trips are a privilege; therefore the following guidelines are set forth:

1. Students on the denial of privileges list (**OMIT --**, or who have an outstanding obligation) are not permitted to go on field trips until detentions and obligations are made up.
2. Students must have parental permission forms filled out in order to be eligible to go on a field trip. These forms will be distributed by the teacher or sponsor responsible for the trip.
3. Students absent from any classes in excess of ten times per semester, regardless of reason, will be excluded from field trip participation. Likewise, students academically failing ANY class will not be permitted to attend any field trip during the time the grade remains failing.
4. **No student will be allowed to attend more than two field trips per month.** The Principal may make exceptions on a case by case basis.

5. Students must obtain a Field Trip Approval from Subject Teacher Form from the teacher/sponsor or office. All classroom teachers' signatures approving the student going on a field trip must be completed. Classroom teachers have the right to deny a student the privilege of going on a field trip only if that student has excessive absences, has taken an excessive number of field trips, or if the academic performance of the student is not satisfactory at the time of the field trip. If a student is not eligible for a field trip for any of the above reasons, then the student may not attend that event.
6. A student going on a field trip must submit both the "Parental Permission" and "Field Trip Approval from Subject Teacher Form" to the teacher or sponsor responsible for the field trip at least **four days prior to the field trip**.
7. The teacher or sponsor responsible for a field trip will submit to the office for the daily bulletin a list of students eligible for the field trip two days prior to the trip.
8. Upon returning from a field trip, the teacher or sponsor must submit a Post Field Trip Form. This is to verify all students did participate or to list those who did not.
9. Any student who goes on a field trip is responsible for getting the work AHEAD OF TIME for classes he or she will miss. The student is responsible for turning in all work on the same day as those who were in the class on the day of the field trip. Also, any homework assigned for the day following the field trip should be prepared by the student and ready to hand in upon returning to class. **It is the student's responsibility (not the teacher's) to make sure that all work is completed.**
10. Student competitions are not considered as a general field trip, and are not subject to the rules outlined above. However, students will still be required to complete a Competition Approval from Subject Teacher Form and return to their teacher/sponsor four days prior to the competition.

### **Student Out of State Travel Policy**

No contests for students shall be permitted to take place in any school or to use the name of any school without the approval of the Principal and/or the Superintendent.

Participation in interstate or regional tournaments, festivals, exhibitions or other types of multiple school competitions or individual student competition representing the School District may be approved by the Superintendent only if the event appears on the approved list of the National Association of Secondary School Principals or the National Elementary Principals Association.

The loss of class time for preparation and for competition shall be kept to a minimum.  
**Out of state trips will not be funded by the District.**

### **Participation in Extra-Curricular Activities**

Participation in extracurricular activities requires attendance at school the day of the practice or event. Students who are excused early from school to participate in athletic events, when the event necessitates early dismissal by the school, are not considered as absent from school.

## **Senior Day**

If a senior day activity is planned, no student will be permitted to be dismissed after the conclusion of the program unless they have a verified doctor's appointment. Any student that violates this rule will be subject to disciplinary action.

## **Commencement**

Commencement is a commemoration of achievement. It should be regarded as a formal ceremony. No student is permitted to possess any items such as silly string, beach balls, confetti/party poppers, smoke bombs, balloons or any other item that may pose a safety hazard or cause disruption at commencement exercises.

## **II. ACADEMICS**

### **ACADEMIC REQUIREMENTS 2009-2010**

#### **GRADES 9-12:**

**26 Credits**

4 Units of English

One unit of English is required in each Grades 9, 10, 11 and 12

4 Units of Math

4 Units of Social Studies

4 Units of Science

Introduction to Biology (421) is required of all sophomores

2 Units of Arts/Humanities

2 Units of Computer Technology

(Beginning with the Class of 2011)

2 Units of Health/Physical Education

4 Units of Electives

#### **NOTE:**

All students enrolled in the vocational program at Central Westmoreland Career & Technology Center will be required to successfully complete a specific program along with 25 credits with one less credit required in Health/Physical Education.

**Only students who have earned the above criteria of credit and graduation requirements and have met all course, financial and disciplinary obligations may participate in graduation ceremonies.**

**BELLE VERNON AREA HIGH SCHOOL  
GRADUATION REQUIREMENTS  
2009-2010**

Beginning with the Belle Vernon Area High School Class of 2010, students will be required to meet the following graduation requirements:

1. Successfully complete 26 credits in the High School (25 for Career & Technology students).
2. Successfully complete the requirements for the High School Project.
2. Score at the "proficient level or higher" on the Pennsylvania System of School Assessment tests in reading, writing and mathematics OR fulfill the requirements below that are considered equivalent to performance on the PSSA:
  - a. Pass the "retake" PSSA test (math, reading and writing) at the "proficient level or higher."
  - b. Successfully complete the requirements for graduation as described in the Individualized Education Plan (IEP).
  - c. If a student did not meet the "proficient level or higher" in mathematics, they must complete the PSSA Enhancement Math Class (Course #339) with a grade of 75% or higher each of the four nine weeks. Students that are problematic will be given one opportunity to return to the class after a parent meeting and contract is signed by the teacher, student, parent and administrator. **Students that fail to follow the signed contract will be removed from the class permanently and will not graduate.**
  - d. If a student did not meet the "proficient level or higher" in reading or writing must score at the "proficient level or higher" on the Belle Vernon Area School District Proficiency Exam in reading or writing. The exam will be based on the Belle Vernon Area School District curriculum and will include a focus on selected academic standards. A passing score of 75% or higher will be required. The score will reflect the school district's expectations for proficiency in reading and writing.
  - e. If a student fails to meet the "proficient level or higher" in reading, mathematics or writing they can request a hearing before the Appeals Committee in order for them to graduate.

**(OMIT -- Beginning with the 2006-2007 school term) Students that scored "Basic" or "Below Basic" on their 8<sup>th</sup> grade PSSA test will be required to take a PSSA Enhancement class in their junior year.**

**GRADING**

**NINE WEEKS GRADES:**

At the close of each nine weeks, each subject teacher will submit grades for each student.

## **GRADES AND REPORT CARDS:**

Report cards are issued four (4) times a year. Grades are given in percentage. A student must make an average of 63% or better to receive credit.

1. "I" is used to designate incomplete work. It may be removed by completing the required work or special assignments within fifteen (15) days after the end of the nine weeks
2. "WC" is used to designate withheld credit due to attendance.

**SENIORS:**            **If a senior has an incomplete on their last instructional day they WILL NOT BE PERMITTED TO GRADUATE.**

## **INCOMPLETE GRADES:**

1. Any incomplete received for a nine-week grading period must be made up within fifteen (15) school days after the end of the nine-week period. SENIORS MUST HAVE ALL "I'S" MADE UP IN ORDER TO GRADUATE.

### **MAKEUP DEADLINE FOR INCOMPLETE GRADES**

First Nine Week	60 <sup>th</sup>	School Day
Second Nine Weeks	105 <sup>th</sup>	School Day
Third Nine Weeks	150 <sup>th</sup>	School Day
Fourth Nine Weeks	5 <sup>th</sup>	School Day of the following year

2. All incomplete grades must be made up to receive course credit. Failure to complete a major course requirement will result in the student not receiving credit for the subject. If an incomplete is not erased, the final grade will be "0."

Example:    C    C    I    C    =    0

An incomplete grade received in any of the first three grading periods and not erased by the 180<sup>th</sup> day results in a **Final Average of "0."**

If an incomplete grade is received in the final nine weeks period, the student will be permitted the first fifteen days of the next school year to erase the incomplete, provided the first three grading periods show no incomplete's.

**NOTE:**            Tests should be considered a major course requirement. Tests that are not made up within two weeks will be recorded as "0." Extensions may be granted for test make up depending upon the length of the absence.

3. Incompletes that are made up after the fifteenth day will be recorded as "0." The purpose of make-up after the fifteenth day is to erase the "I" for possible course credit.
4. For semester courses, the deadlines for make-up of incompletes are as follows:  
FIRST SEMESTER            105<sup>th</sup> Day of School  
SECOND SEMESTER        15<sup>th</sup> Day of the Following Year

Course work not completed by these dates will result in a **Final Average of "0."**

**NEW GRADING SCALE**

Beginning with the 2007-2008 school term a new grading scale is being phased in for the Belle Vernon Area School District. Beginning this year, all students in Grades 1 through 10 will follow a grading scale that does not have pluses or minuses. This scale will be:

<b>GRADE</b>	<b>PERCENTAGE</b>
A	93 – 100
B	85 - 92
C	73 - 84
D	63 - 72
F	62 - Below

Students currently in the classes of 2009, 2010 will follow the grading scale below:

<b>DISTRICT PERCENTAGE GRADING SCALE AND QUALITY POINTS FOR UPPERCLASSMEN</b>			
<b><u>GRADE</u></b>	<b><u>PERCENTAGE</u></b>	<b><u>QUALITY POINTS</u></b>	<b><u>AP HONORS QUALITY POINTS</u></b>
A+	100 - 99	4.25	5.25
A	98 – 97 – 96 – 95	4.00	5.00
A-	94 - 93	3.75	4.75
B+	92 - 91	3.25	4.25
B	90 – 89 – 88 – 87	3.00	4.00
B-	86 - 85	2.75	3.75
C+	84 – 83 – 82 – 81	2.25	3.25
C	80 - 79 - 78 - 77 - 76 - 75 - 74	2.00	3.00
C-	73 - 72 - 71 - 70	1.75	2.75
D+	69 - 68 - 67	1.25	1.25
D	66 - 65 - 64 - 63	1.00	1.00
D-	62 - 61 - 60	.75	.75
F	59 and Below	0.00	0.00

**CLASS RANK FOR THE CLASS OF 2011**

- Beginning with the Class of 2011, class ranking will be a weighted grading system based on a student’s Total Quality Points instead of the present Quality Point Average. QPA will still be used to determine the honor roll, and will be one of the components for admission into the National Honor Society.

Example: Under the new system, 2 honors classes + 4 non-weighted classes with all A’s gives a person 26 total quality points. Under the previous system, this would have been divided by 6 for a QPA of 4.33.

- Beginning with the Class of 2011, Honors weighting for classes that have honors weighting will be the following:

A	=	1 Extra Quality Points
B	=	.5 Extra Quality Points
C	=	.25 Extra Quality Points

3. Beginning with the Class of 2011, Health class will be calculated into the student's QPA and Total Quality Points.
4. Beginning with the Class of 2011, 9<sup>th</sup> and 10<sup>th</sup> graders will need to take accelerated classes in order to transition to Honors and AP classes in their junior or senior year. Extra weighting will not be given to accelerated courses, only honors courses which are taken later. A student may move up into an accelerated course their sophomore year if their freshman year teacher recommends that placement. However, a student may not drop out of an accelerated course and then re-enter into the honors track. A student must be in the accelerated track their Sophomore year in order to take honors courses their Junior and Senior year.

### **CLASS RANK:**

Post secondary schools of education use a student's high school class ranking as one criterion for assessing the student's ability to succeed. At the BELLE VERNON AREA SCHOOL DISTRICT, class rank is based on ALL grades received during the ninth, tenth, eleventh and twelfth grades for those courses that meet five (5) days a week (excluding physical education). Effective with the 2007-2008 school year, **all** students will need to carry a minimum of 7 credits per year to be considered for class rank (Students carrying classes with two or more lab days will need a minimum of 6.8 credits). In the case of a tie for Valedictorian or Salutatorian, the student with the most number of graded classes will be awarded the higher ranking

Using numerical values from the District Percentage Grading Scale and Quality Points for Each Grade Table on Page 14, quality point average is obtained by totaling all numerical values of grades earned and dividing this total by the total number of grades received. (PLEASE NOTE: The total number of grades received includes only nine week grades). Semester or yearly average grades are not included. Certain courses allow the student extra quality points because of the demands the subject content places upon the student electing to take them.

### **UNSATISFACTORY PROGRESS REPORTS:**

For those students receiving a failing grade for the first five weeks of each grading period--the subject teacher issuing the grade must complete an "Unsatisfactory Progress Report Form" no later than the final day of that period. This form will be sent home to the parent/guardian.

### **STANDARDS FOR PROMOTION:**

- Promotion at the high school level is based on the number of units or credits earned:
1. Assignment to grade 10 will depend upon the satisfactory completion of 6 credits.
  2. Assignment to grade 11 will depend upon the satisfactory completion of 12 credits.
  3. Assignment to grade 12 will depend upon the satisfactory completion of 18 credits.

### **AVERAGING NINE WEEKS GRADES:**

The semester grade average will be the average of the two nine-week percentages converted to a letter grade according to the District Percentage Grading Scale.

A full year course grade average will be the average of the four nine-week percentages according to the District Percentage Grading Scale and Quality Points for each grade (See Page 14).

### **ISSUING AND RETURNING REPORT CARDS:**

The first period teacher will be responsible for the distribution of report cards. Three copies of the student's report card will be printed. A copy for the parent and one each for the Counselor and Principal. The report cards do not require a parent/guardian signature and need not be returned.

### **TABULATING HONOR ROLL:**

The administration office will prepare an honor roll at the close of each report period. Each classroom should have the honor roll list posted on the bulletin board. The honor roll will consist of three levels, Honor, High Honor and Highest Honor. In order for a student to qualify, the following requirements must be met:

1. The student must be carrying a minimum load of five (5) solid subjects.
2. If a student had an "Incomplete" when his/her teacher turned in grades to Administration they WILL NOT be eligible for the honor roll.
3. A student must attain a 3.0 or better quality point average (using numerical values which are outlined in the District Percentage Grading Scale and Quality Points for Each Grade on Page 7) to qualify for the honor roll.

A quality point average is obtained by totaling all numerical values of grades earned and dividing this total by the total number of grades received. High Honors range from 3.51 to 3.99, Highest Honors are 4.0 and above. Honors courses, because of the demands their subject content places upon the student electing to take them, are awarded extra quality points (please refer to the District Percentage Grading Scale and Quality Points for Each Grade on Page 14).

4. A "D" automatically will drop anyone for the honor roll including Honors Courses.
5. In ungraded courses, an unsatisfactory (U) or non-passing grade (0) will automatically drop anyone from honor roll status.

### **DUAL ENROLLMENT PROGRAM:**

Belle Vernon Area High School participates in the Dual Enrollment Program as authorized by the Pennsylvania Department of Education. Interested, qualified junior and senior students can enroll in post secondary courses and/or Belle Vernon Area High School courses that provide post secondary credit through the following schools: Westmoreland County Community College, University of Pittsburgh, Penn State University and California University of PA. Information regarding the details of these opportunities can be obtained from the High School Guidance Office or Office of the Assistant Principal.

### **ATHLETIC/ACTIVITY ELIGIBILITY:**

The Belle Vernon Area School District considers it imperative that student's who devote significant time to high school athletics and/or activities must be able to satisfy the graduation requirements as set forth in the District's Strategic Plan. This policy applies to students in grades 9-12 who participate in district sponsored athletic programs and/or marching band (which includes majorettes and drill team members), musicals or plays.

A student is eligible to participate if he/she meets the following requirements:

1. Successfully earns 6.5 credits per year, with one credit in English, Math, Social Studies and Science.
2. Achieves a passing grade in each subject during the time of participation. Failure to earn a passing grade in each subject will result in the student being deemed ineligible for participation. Grades are reviewed on a weekly basis. Students will remain ineligible until a passing grade is achieved in each subject and duly noted on the weekly grade report.
3. Earns, as referenced in the Strategic Plan, a QPA of 1.5 or higher in the preceding semester. For students entering ninth grade, the QPA requirement is waived for the first semester of ninth grade only.

4. Is not considered to have excessive absences as defined by the district and outlined in the Student Handbook. Athletes must also be in compliance with P.I.A.A. and W.P.I.A.L. attendance regulations.

Students being deemed ineligible will be afforded tutoring opportunities.

Requests for temporary exceptions to this policy will be reviewed and evaluated by High School Administration.

**ACADEMIC ELIGIBILITY**  
**COLLEGE BOUND STUDENT ATHLETES**  
**DIVISION I & DIVISION II ACADEMIC ELIGIBILITY STANDARDS**

If you plan to enroll in any Division I or Division II college or university in fall, 2009 or after, please read this information carefully.

**Core Courses**

- \* Starting August 1, 2008, 16 core courses will be required for NCAA Division I only. This rule applies to any student first entering any Division I college or university on or after August 1, 2008. See the chart below for the breakdown of this 16 core-course requirement.
- \* 14 Core Courses are required in NCAA Division II. See the breakdown of core-course requirements below.

**Test Scores**

- \* Division I has a sliding scale for test score and grade point average. The sliding scale for those requirements are on the following page.
- \* Division II has a minimum SAT score requirement of 820 or an ACT sum score of 68.
- \* The SAT score used for NCAA purposes includes only the critical reading and math sections. The writing section of the SAT is not used.
- \* The ACT score used for NCAA purposes is a sum of the four sections on the ACT: English, Math, Reading and Science.
- \* All SAT and ACT scores must be reported directly to the NCAA Initial Eligibility Clearinghouse by the testing agency. Test scores that appear on transcripts will no longer be used. When registering for the SAT or ACT, use the clearinghouse code of 9999 to make sure the score is reported to the clearinghouse.

**Grade Point Average**

- \* Only core courses are used in the calculation of the grade point average.
- \* Be sure to look at your high school's list of NCAA approved core courses on the Clearinghouse web site ([www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)) to make certain that the courses being taken have been approved as core courses.
- \* Division I grade point average requirements are listed on the following page.
- \* Division II grade point average requirement is a minimum 2.000.

**DIVISION I**  
**16 Core-Course Rule**

16 Core Courses:

4 Years of English  
3 Years of Mathematics  
(Algebra I or higher)  
2 Years of Natural/Physical Science  
(1 Year of Lab if offered by HS)  
1 Year of additional English,  
Mathematics or Natural/Physical  
Science  
2 Years of Social Science  
4 Years of additional courses  
(from any area above, Foreign  
Language or Nondoctrinal  
Religion/Philosophy)

**DIVISION II**  
**14 Core Course Rule**

14 Core Courses:

3 Years of English  
2 Years of Mathematics  
(Algebra I or higher)  
2 Years of Natural/Physical Science  
(1 Year of Lab if offered by HS)  
2 Years of additional English,  
Mathematics or Natural/Physical  
Science  
2 Years of Social Science  
3 Years of additional courses  
(from any area above, Foreign  
Language or Nondoctrinal  
Religion/Philosophy)

**NOTE:** For students first entering any NCAA college or university on or after August 1, 2005, computer science courses may only be used for initial eligibility purposes if the course receives graduation credit in mathematics or natural/physical science and is listed as such on the high school list of NCAA approved core courses

**DIVISION I CORE GRADE-POINT AVERAGE/TEXT-SCORE SLIDING SCALE**

<u>Core GPA</u>	<u>SAT</u>	<u>ACT</u>
3.550 & Above	400	37
3.525	410	38
3.500	420	39
3.475	430	40
3.450	440	41
3.425	450	41
3.400	460	42
3.375	470	42
3.350	480	43
3.325	490	44
3.300	500	44
3.275	510	45
3.250	520	46
3.225	530	46
3.200	540	47
3.175	550	47
3.150	560	48
3.125	570	49
3.100	580	49
3.075	590	50
3.050	600	50
3.025	610	51
3.000	620	52
2.975	630	52
2.950	640	53
2.925	650	53
2.900	660	54
2.875	670	55
2.850	680	56
2.825	690	56
2.800	700	57
2.775	710	58
2.750	720	59
2.725	730	59
2.700	730	60
2.675	740-750	61
2.650	760	62
2.625	770	63
2.600	780	64
2.575	790	65
2.550	800	66
2.525	810	67
2.500	820	68
2.475	830	69
2.450	840-850	70
2.425	860	70
2.400	860	71
2.375	870	72
2.350	880	73
2.325	890	74
2.300	900	75
2.275	910	76
2.250	920	77
2.225	930	78
2.200	940	79
2.175	950	80
2.150	960	80
2.125	960	81
2.100	970	82
2.075	980	83
2.050	990	84
2.025	1,000	85
2.000	1,010	86

### **III. ACADEMIC AWARDS/SCHOLARSHIPS**

#### **ACADEMIC AWARDS**

The Faculty and Administration of the BELLE VERNON AREA HIGH SCHOOL have determined that a program of awards should be instituted to encourage and recognize academic excellence.

Nine separate disciplines have been indicated as areas of concentration, namely:

Sciences:	World Languages:
Biology, Physics, Chemistry	Spanish, French
Mathematics	Business Education
Media/Communications	Physical Education
Practical Arts:	Language Arts
Music, Technology Education	
Fine Arts, Family & Consumer Sciences	

It is the purpose of the Faculty and Administration to properly implement academic excellence and to stimulate student interest in a broad spectrum by this action.

#### **CRITERIA FOR BUSINESS TECHNOLOGY ACADEMIC AWARD:**

1. Each business class taken will be assigned quality points based upon:

A	2 Points
B	1 Point
C	0 Points
D	-1 Point
F	-2 Points

(Extra quality points will be assigned to business honors class)

One Point	For Each Year of Membership in the FBLA Club
One Point	For Each Year as an Officer in the FBLA Club
One Point	For Each Business Teacher Recommendation

The student with the highest number of points will receive the Business Technology Award. Any student who wants considered for the award should submit their name to the Department Chairperson before March 31.

#### **CRITERIA FOR THE ENGLISH AWARD:**

##### **Criteria:**

The English Award recipient must have the **highest percentage average of required English classes** in grades nine through twelve. . To be nominated, a recipient must have taken these Belle Vernon Area High School courses: Accelerated English 9, Accelerated English 10, AP English 11 and AP English 12.

##### **Eligible Candidates:**

English teachers will submit names of students who have shown outstanding work in their English classes to the language arts department head. The percentage average of these students will be calculated to determine the English award recipient.

##### **Tie Breaking Procedures:**

In the event of a tie because several students have the same percentage average, the following system of priorities will be used to break the tie.

-Priority One:

The student with the **highest number of graded English class elective credits** in which a student has attained or is attaining at least 4.0 quality point average at the time the English award is determined will receive the English award.

-Priority Two:

The student with the **highest number of Honors English course electives** will receive the English Award.

**NOTE:** If a tie still exists after Priority Two, the Language Arts Faculty will meet to determine the award recipient. Also, if unexpected circumstances occur, the Language Arts faculty will meet to determine the award recipient.

**Rachel Carson Book Award**

The Rachel Carson Book Award is given by alumnae of Chatham College to junior women in high school who have exhibited outstanding achievement in the study of Science or English. At *BELLE VERNON AREA HIGH SCHOOL* it has been determined that the award be given to an outstanding junior woman who has demonstrated outstanding work in English.

**Criteria:**

The Rachel Carson Book Award recipient must have the **highest percentage average of required English classes** in grades nine through eleven. To be nominated, a recipient must have taken Honors English 9, Honors English 10 and AP English 11.

**Eligible Candidates:**

English teachers will submit names of students who have shown outstanding work in their English classes to the language arts department head. The percentage average of these students will be calculated to determine the Rachel Carson Award recipient.

**Tie Breaking Procedures:**

In the event of a tie because several students have the same percentage average, the following system of priorities will be used to break a tie:

-Priority One:

The student with the **highest number of graded English class elective credits** in which a student has attained or is attaining at least a 4.0 quality point average at the time the Rachel Carson Award is determined will receive the award.

-Priority Two:

The student with the **highest number of Honors English course electives** will receive the Rachel Carson Award.

**NOTE:** If a tie still exists after Priority Two, the Language Arts faculty will meet to determine the award recipient. Also, if unexpected circumstances occur, the Language Arts faculty will meet to determine the award recipient.

### **CRITERIA FOR THE FAMILY AND CONSUMER SCIENCE AWARD:**

This student must have taken several Home Economics classes under more than one Instructor in the Family and Consumer Science Department. He/she must have the highest grade point average of the students being considered. He/she must have had a cooperative and contributory attitude toward the activities and projects sponsored by the Family and Consumer Science Department.

### **CRITERIA FOR FINE ARTS AWARD:**

Qualifications:

1. Must be a senior with a minimum of two (2) full credits of fine arts.
2. Must demonstrate highest qualities of effort, originality, creativity and craftsmanship.
3. Must display leadership skills with art projects (responsibility, initiative and follow through).
4. Must have over a 3.5 average in all art classes combined.

### **CRITERIA FOR THE FRENCH AWARD:**

1. The recipient must be presently enrolled in French.
2. The award will be presented to the senior who has attained the highest accumulative grade point average (%) from French I through Honors French IV.
3. Teacher recommendation will be implemented for evaluation of overall class performance and speaking skills.
4. In the event of a tie, the students will be administered a comprehensive exam to determine the winner.

### **CRITERIA FOR MATHEMATICS DEPARTMENT AWARD:**

1. The student must be in the honors track and/or have taken AP Calculus.
2. The award will be presented to the senior who has attained the highest percentage average in honors classes taken in grades 9-12.
3. In case of a tie, all math classes will be used to calculate the percentage average. If a tie still exists, the student with the most nominations will be the recipient.

### **CRITERIA FOR THE MEDIA/COMMUNICATIONS DEPARTMENT AWARD:**

The Media/Telecommunications Department Award will be given to the senior student who has taken the most classes in the department with the highest possible grade point average in departmental classes. Additionally, extracurricular participation in the Audio Visual Light Crew, in school production work (morning announcements/Sportscenter/or any future programs), and out of school production work (for other schools/community organizations/or other entities that enlist our help) will also be factored into the decision. This decision will be rendered by the faculty members of the department based upon the criteria listed above.

### **CRITERIA FOR THE MUSIC AWARD:**

The student selected for this award should:

1. Be a senior.
2. Demonstrate exceptional artistic skill.
3. Display exemplary commitment to the school music program through outstanding service and leadership.
4. Demonstrate initiative and willingness to participate in additional study and work in music.
5. Be a responsible and reliable student.
6. Accept and grow through instruction and critique.
7. Work well with others.
8. Support and contribute to community arts program.

### **CRITERIA FOR THE PHYSICAL EDUCATION AWARDS:**

1. Each physical education teacher may nominate an outstanding 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade student.
2. The award winners will be selected from the following criteria:
  - a. Physical Education class attendance
  - b. Participation
  - c. Attitude
  - d. Enthusiasm
  - e. Sportsmanship
  - f. Leadership
  - g. Achievement

### **CRITERIA FOR SCIENCE DEPARTMENT AWARDS**

1. For consideration for the Science Department Award, a student must have completed any two of the following courses at Belle Vernon Area High School: AP Biology, AP Chemistry, Physics II
2. For each contender, beginning with Grade 9, all Science course quarter grades will be averaged to produce an overall average. To that overall average will be added, for each course taken by a contender, the individual course's percent average multiplied by 1.50 for advanced placement courses, 1.00 for honors courses and accelerated courses, or 0.50 for all other Science courses.
3. The highest score identifies the awardee.
4. First tie breaker will be the student having taken the most Belle Vernon Area High School Science course offerings. In the case a tie would still exist, the Science Department will convene to resolve the tie.

### **CRITERIA FOR SOCIAL STUDIES DEPARTMENT ACADEMIC AWARD:**

1. The recipient must be nominated by a Social Studies Department Member.
2. The recipient must have taken social studies courses above the state requirements.
3. The recipient will be the nominated student with the highest grade point average in social studies classes.
4. In case of a tie, the nominated student taking the most social studies courses will be the award recipient.
5. If a tie still exists, the student receiving the most nominations will be the recipient.

### **CRITERIA FOR THE OUTSTANDING SPANISH AWARD:**

1. The recipient must be nominated by a Spanish teacher.
2. The recipient will be the nominated senior student with the highest grade point average in all levels of Spanish.
3. Teacher recommendation will be implemented for evaluation of overall class performance and speaking skills.
4. The senior quality point average will include all Spanish grades and scholarly efforts made prior to the senior scholastic banquet.

## **CRITERIA FOR THE TECHNOLOGY EDUCATION DEPARTMENTAL AWARD:**

The following criteria will be followed to determine the recipient of the industrial technology departmental award, candidates for this award must meet the following requirements:

1. Must be a senior student.
2. Must have taken a minimum of five (5) courses from the industrial technology curriculum. Those courses can be taken in grades 9 through 12.
3. Must have a minimum overall grade point average of 90% in all courses taken.
4. Of those students who become eligible in any given school year, the student taking the most courses while achieving the highest overall grade point average in those courses will be declared the recipient of the award.
5. In the even of a tie, co-recipients will be named.

## **AWARDS/ SCHOLARSHIPS:**

Awards that come from the Guidance Department include scholarships, leadership awards, subject awards and contests. The following are some of these awards as well as what is involved with the selection:

### **Armed Services Awards:**

#### **Army Reserve Scholar Athlete:**

Given to a senior student(s) who has participated in athletics and has at least an “A” average. Consideration is given to student(s) who have not won other athletic awards throughout the school year.

### **The Marines recognize:**

1. **Scholastic Excellence:**  
Given to the student(s) who is the highest ranked student(s) In their class through the first three nine weeks of the senior year.
2. **Distinguished Athlete:**  
Given the student(s) who are considered most athletic in the senior class. Consideration is given to the number of sports participated in as well as ability. Rank not involved.

### **Marine Band Scholar:**

Senior student(s) chosen by the Band Director who exemplifies all around band membership.

### **The Navy recognizes:**

1. Scholastic Leadership
2. Athletic Achievement Award
3. Science Achievement Award
4. Music Achievement Award

### **Bausch and Lomb Award:**

Science Award given to the junior student who has the highest GPA in science courses through the first semester of the junior year.

### **Daughters of the American Revolution or the DAR Award:**

Teachers nominate a group of students from the senior class who are then voted on by the senior students. The student chosen then takes a test to continue with state competition.

### **The Hugh O'Brien Youth Leadership Award:**

A sophomore award: involves participation in a leadership seminar in the spring for a student chosen from answering a questionnaire concerning activities; then a group of teachers rates the responses and the student with the greatest amount of points is the school representative.

Winners of Scholarships that are distributed from the Guidance Office are chosen generally by the organization that is sponsoring it. Applications are available for these scholarships throughout the school year. Scholarships like these include:

Fayette City/Washington Township Lions Club Scholarship  
Senator Allen Kukovich Scholarship  
Tracy Gauden Scholarship  
Imagine American Scholarship  
April Kutska Memorial Scholarship  
Fayette City American Legion  
Interact Scholarship  
Martinelli Eye Association Scholarship  
Dr. Eugene O'Leary Scholarship  
Rostraver Business Association  
Rotary Scholarships  
Burger King Scholarship

The recipients of the Emil Bernowski and the Pittsburgh Foundation Fox Education Scholarships are chosen by a committee of faculty as well as the guidance counselor.

Also recognized in the senior year are three male athletes who are the highest academically ranked students on their respective sports team: The Richard O. Dolfi Award is given to the highest ranked senior football player who has played a minimum of two years; the Delance Stanley Scholarship and recognition given to the highest ranked basketball player; the John Granish Award is given to the highest ranked soccer player.

## **IV. DISCIPLINE**

### **DISCIPLINE POLICY For The BELLE VERNON AREA SCHOOL DISTRICT**

The following discipline guidelines represent the input of the Department of Education, the BELLE VERNON AREA SCHOOL DISTRICT BOARD OF EDUCATION, the citizens, the Administration, the Faculty and the students of the BELLE VERNON AREA SCHOOL DISTRICT. The guidelines are an attempt to provide a step by step approach to the very important and complex issue of student conduct, while also giving clear direction to school personnel for day to day discipline problems.

The discipline policy presents four levels of misconduct, provides examples of misbehavior in each level, presents general procedures to be followed by school personnel and lists various discipline options. It is important to note that student conduct, teacher response and Administrative response and action **MUST BE DOCUMENTED** at each level. The policy also applies to student actions at school activities after the regular school day.

## DEFINITION OF TERMS

1. **DETENTION**

Students assigned detention will serve their detention before school from 6:30 a.m. – 7:30 a.m. or after school from 2:30 p.m – 3:30 p.m. Detention will be a period of directed study. Students assigned detention will be expected to provide their own transportation. Failure to report to an assigned detention will result in the student being on the Denial of Privilege List until all detentions have been served. Students on the Denial of Privilege List will not be permitted to participate in any extracurricular activity. Additionally, all detentions must be served in order for senior students to participate in commencement exercises.

2. **TEMPORARY SUSPENSION**

The student will not report to school for a period of one to three days.

3. **FULL SUSPENSION**

The student will not report to school for a period of one to ten days.

Students under suspension will not be permitted to attend school functions, participate in school activities or loiter on school property during the period of suspension.

Suspended students will be required to complete all class assignments for days suspended within two weeks following the period of suspension.

4. **EXPULSION:**

The student will be permanently removed from school for a designated period of time beyond ten days.

**NOTE:** The penalty of expulsion may be imposed only by the Board of Education after a formal hearing. The procedure for a formal hearing will be as follows:

**FORMAL HEARING PROCEDURES:**

A formal hearing may be held before the Board of Education or a duly authorized committee of the Board, preferably composed of no less than three members of the Board of Education. The hearing committee's decision is advisory in cases of expulsion. A majority vote of the entire Board of Education is required to expel a student.

At this formal hearing, the following due process requirements are to be observed.

- a. Notification of the charges in writing.
- b. Sufficient notice of the time and place of the hearing.
- c. The right to an impartial tribunal.
- d. The right to be represented by counsel.
- e. The right to be presented with the names of witnesses against the student, and copies and the statements and affidavit of those witnesses.
- f. The right to demand that any such witnesses appear in person and answer questions or be cross-examined.
- g. The student's right to testify and produce witnesses on his own behalf.
- h. A record must be kept of the hearing. The student is entitled, at the student's expense, to a copy of the transcript.
- i. The proceeding must be held with all reasonable speed.

Where the student is dissatisfied with the results of the hearing, recourse can be had through the appropriate state court. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate federal district court.

5. **BEHAVIORAL CONTRACT:**

A written agreement acceptable to both Teacher/Principal and pupil which states that the pupil will follow a certain course of action. Violation of the agreement or “breaking the contract” will result in an automatic referral to the next level of misconduct.

6. **SCHOOL TARDINESS:**

Students are expected to report to school on time. For each time of unexcused tardiness in excess of three times in a given nine week period, the student shall be assigned to detention. Continued tardiness will result in additional detentions or further disciplinary action. Failure to serve assigned detentions will result on being placed on the Denial of Privilege List. Denial of privilege is defined as: **The loss of privilege to attend or participate in any school activity and may only be given a pass to use the restroom or visit the School Nurse.**

7. **TOBACCO PRODUCTS:**

Smoking or use of smokeless tobacco by students on school property, including school buses IS PROHIBITED. Any violation of this policy shall subject the student to discipline under the District Discipline Code adopted February, 1989. In addition, and in compliance with statutes of the Commonwealth of Pennsylvania (P.N. 2492), all violations of this policy shall be referred to the District Magistrate for prosecution and shall be punishable by the civil fine of not more than fifty dollars (\$50.00).

8. **DRUGS, CONTROLLED SUBSTANCES AND ALCOHOLIC BEVERAGES:**

This policy will apply to drugs and controlled substances as defined by the Laws of the Commonwealth of Pennsylvania including, but not limited to, drugs or controlled substances as defined by “The Controlled Substances, Drug, Device and Cosmetic Act of April 14, 1972” (hereinafter referred to in this policy as “The Act”) or amendments to such Act (See Level IV Misconduct). The policy also applies to lookalike substances.

a. **Controlled Substances:**

A drug, substance or immediate precursor included in Schedule I through V of the Act. Examples of such controlled substances are marijuana, opiates and other narcotics.

b. **Drugs:**

As defined in the Act and including substances intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease in man or other animal.

c. **Prescription Drugs:**

Those drugs pursuant to federal law may be dispensed only upon prescription from a physician.

d. **Alcoholic Beverages:**

A liquid for consumption with a percentage alcoholic content including, but not limited to, liquor, beer and wine.

This policy is in compliance with the Drug and Alcohol Policy adopted by the BELLE VERNON AREA SCHOOL DISTRICT BOARD OF EDUCATION and will apply to the use, possession, consumption, distribution or sale of alcoholic beverages, as well as being under the influence of drugs and/or alcoholic beverages.

9. **DISCIPLINE REFERRAL FORM:**  
Form to be completed by the Teacher when referring a student discipline problem from Level I to Level IV.

10. **ZERO TOLERANCE:**  
In order to maintain a positive student interaction at BELLE VERNON AREA HIGH SCHOOL, and ensure the safety of all students at our school. Any student who is involved in a physical fight, regardless of who “started” the fight, will be suspended “Out of School” for three (3) days. After an informal hearing is held, an additional, seven (7) Days O.S.S. will then be administered. The pupils involved in the fight must attend an informal hearing with parent/guardian on the fourth day with the Principal.

## **LEVELS OF MISCONDUCT**

### **LEVEL I**

Minor misbehavior which impedes orderly classroom procedures and is usually handled by the Teacher. The Teacher should document a student’s behavior, both positive and negative, as part of the student’s daily record.

1. **EXAMPLES OF LEVEL I MISCONDUCT:**
- a. General classroom disturbances
  - b. Disrespect
  - c. Cheating
  - d. Failure to complete assignments
  - e. Failure to follow directions
  - f. Running, boisterous or general hallway misconduct
  - g. Classroom tardiness
  - h. Public display of affections
2. **LEVEL I PROCEDURES:**  
Immediate intervention by the Teacher. A record should be kept of the incident. The record should include date, description, action, etc.
3. **LEVEL I OPTIONS:**
- a. Withdrawal of privileges
  - b. Teacher and/or Counselor/student conference
  - c. Parental contract
  - d. Parental conference
  - e. Detention

### **LEVEL II:**

Misbehavior the frequency or seriousness of which requires Administrative intervention. The Discipline Referral Form is used to refer continuing Level I misconduct to the building Administrator.

1. **EXAMPLES OF LEVEL II MISCONDUCT:**
- a. Continuation of unmodified Level I misbehavior
  - b. Forged passes and/or excuses
  - c. Excessive school tardiness
  - d. Class cutting
  - e. Chronic irregular absences
  - f. Smoking or use of tobacco products
  - g. Bus misconduct
  - h. Motor vehicle violations

- i. Gambling
- j. Possession of a pager, cellular phone, radio or tape player
- k. Insubordination
- l. Leaving the classroom without permission.

2. **LEVEL II PROCEDURES:**

The discipline case is referred to the building Principal. A Discipline Referral Form must accompany all cases referred. The Referral Form should be submitted as soon as possible after the incident.

3. **LEVEL II OPTIONS:**

- a. Principal student behavioral contract
- b. Parent conference
- c. Referral to proper evaluation agencies
- d. Detention
- e. Temporary Out of School Suspension

**LEVEL III:**

Acts against persons or property which may endanger the health or safety of others.

1. **EXAMPLES OF LEVEL III MISCONDUCT:**

- a. Continuation of unmodified Level II misconduct
- b. Fighting
- c. Vandalism
- d. Stealing
- e. Threats to others/verbal or sexual harassment, coercion and communication
- f. Possession and/or use of fireworks, smoke bombs or other such devices.
- g. Student demonstration, boycotts or walkouts
- h. Ethnic intimidation
- i. Profane language
- j. Truancy
- k. Possession and/or distribution of pornographic material

2. **LEVEL III PROCEDURES:**

Building Administrator initiates the disciplinary action. A parental conference will be required in all cases.

3. **LEVEL III OPTIONS:**

- a. Temporary Out of School Suspension
- b. Full Suspension
- c. Disciplinary probation
- d. Full restitution of property and damages (mandatory)
- e. Notification of law enforcement agencies, if necessary

**LEVEL IV:**

Acts which pose a direct threat or danger to the health and safety of others.

1. **EXAMPLES OF LEVEL IV MISCONDUCT:**

- a. Continuation of unmodified Level III misconduct
- b. Assault/Battery
- c. Arson
- d. Bomb Threats
- e. Furnishing, selling and/or possession of drugs, lookalike drugs or alcohol
- f. False alarms and/or tampering with fire control equipment
- g. Extortion
- h. Possession and/or transfer of dangerous weapons

2. **LEVEL IV PROCEDURES:**

Administrator initiates disciplinary action. There will be involvement of parents, Administrative Staff, Board of Education and when necessary law enforcement agencies.

3. **LEVEL IV OPTIONS:**

- a. Full Suspension
- b. Expulsion
- c. Criminal prosecution

V. **BELLE VERNON AREA SCHOOL DISTRICT POLICIES, PROCEDURES AND REGULATIONS**

**BELLE VERNON AREA SCHOOL DISTRICT**  
**BULLYING POLICY**

Pursuant to the Belle Vernon Area School District Policy 218.2: The Board strives to provide a safe, positive learning climate for students in the schools; therefore, it shall be the policy of the District to maintain an educational environment in which bullying in any form is not tolerated. The District shall annually inform students, staff, parents, independent contractors and volunteers that bullying of students will not be tolerated by means of publication in the school handbook.

The term “**bullying**” can be defined as repeated and systematic harassment and attacks on others, perpetrated by individuals or groups. Bullying is deliberate, hurtful behavior, repeated over a period of time and it is difficult for those being bullied to defend themselves. Bullying involves someone mentally, physically or socially stronger taking advantage of someone with less power. Bullying takes many forms and can include many behaviors. A person can be guilty of bullying if he/she:

- 1. Systematically and chronically inflicts psychological distress on one or more students.
- 2. Has an imbalance of physical or psychological power, with the bully actually being stronger or perceived to be stronger than the victim.
- 3. Uses direct behaviors such as teasing, hitting, threatening or restraining another.
- 4. Uses indirect behaviors such as intentional exclusion from a group and starting rumors.

Each staff member shall be responsible to maintain an education environment free from all forms of bullying. Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying. Students shall be encouraged to report bullying complaints to District employees. All employees who receive a bullying complaint shall investigate to determine if bullying has occurred. If the behavior is found to meet the definition of bullying, a written documentation must be submitted to the building Principal. The Principal or his/her designee will inform parents of the bully and the one who is bullied.

A substantiated charge against a District student shall subject such student to disciplinary action, consistent with the student discipline code.

### **BUS REGULATIONS:**

Students have the responsibility to themselves and their fellow students to board the buses and be seated quickly and quietly. Any student who refuses, does not obey the bus driver, smokes on a bus, is in possession of prohibited articles, is involved in any rowdy behavior or uses rough language at a bus stop or in a school bus will have their bus privileges revoked.

The following rules are enforced at all times. Students failing to comply shall be reported to Administration for disciplinary action.

1. Ride only the bus to which they are assigned (If a student wishes to go to a friend or relative's home after school, parents must submit a written request to the Principal. The Principal may grant permission and issue a special transportation pass to the student. This procedure is only for special instances and not a routine occurrence (may not exceed three (3) times per year).
2. Students should not extend arms or head from an open window nor should they shout any inappropriate language or obscene gestures from an open window.
3. Students are not permitted to push or shove while loading or disembarking.
4. Students should not throw any objects from a bus window.
5. Students riding a school bus are under the direct supervision of the bus driver. Drivers shall have the authority to assign seats to any or all students.

### **DRESS CODE:**

According to Belle Vernon Area School Board Policy, the Board authorized the Superintendent to enforce school regulations prohibiting student dress or grooming practices which:

1. Present a hazard to the health or safety of the student, him-herself or to others in school.
2. Materially interfere with school work, create disorder, or disrupt the educational program.
3. Cause excessive wear or damage to school property.
4. Prevent the student from achieving his/her own education objectives because of blocked vision or restricted movement.

### **Relative to the previous listed policies:**

1. All head coverings must be removed upon entering the school building.
2. Mini-skirts, halter, strapless, backless tops or spaghetti straps are NOT permitted in the typical classroom situation. For occasions or ceremonial nature or events where more formal attire is required exceptions may be made. Spandex may only be worn under other garments and is not permitted for gym class.
3. Any articles of clothing, jewelry or other items with indecent, suggestive, offensive or obscene language, pictures or symbols are NOT permitted.
4. All tops must extend below the waistline.
5. Shorts should be a length that is appropriate (an appropriate length for shorts is measured by arms and hands down on your side and shorts may not be shorter than fingertip length).

6. Footwear must be worn at all times.
7. All belts, wristbands or neckbands with studs, spikes or dangerous protrusions that might endanger the well being of faculty, students or employees are not permitted.
8. T-shirts with obscene gestures or t-shirts referring to alcohol, drugs, tobacco or any other inappropriate gestures and/or statements are NOT permitted

All attire will be checked by the FIRST PERIOD TEACHER. Any offending student(s) will be sent to the High School Office. Inappropriately dressed students will be sent home or instructed to call home for a change of clothes

### **THE LIBRARY/MEDIA CENTER** **RULES, REGULATIONS AND PROCEDURES:**

The purpose of the Belle Vernon Area High School Media Center is to contribute to the achievement of the educational objectives of the Belle Vernon Area School District by widening, deepening and intensifying learning; supporting the curriculum and furthering the intellectual, social and moral development of the students. Belle Vernon Area School District endorses the Library Bill of Rights.

1. Obtaining Library Permits
  - a. Students desiring to use the Library for doing research work must secure a library permit from the subject teacher giving the assignment.
  - b. For reading current publications, students must obtain a library permit from the studyhall teacher at the beginning of each class period.
  - c. **Five (5) passes** from classroom studyhalls will be honored.
2. The procedure to be followed for reporting to the Library:
  - a. Students, having obtained and filled out a library permit, will report directly to the Library.
  - b. Upon arriving at the Library, students will present their permits to the Librarian at the checkout counter. They will remain in the Library during the entire period. At the end of the period, they will report to their next scheduled classroom.
3. Rights and Responsibilities of Users:
  - a. Users can:
    1. Examine and use interactive electronic formats.
    2. Examine a broad range of opinions, ideas and information in the educational process.
    3. Locate and use information on the Internet as provided by acceptable use policy guidelines
    4. Retain ownership of their own intellectual works as users of the Internet.
  - b. **Users cannot:**
    1. Check personal email.
    2. Use the network for commercial or for profit purposes.
    3. Participate in harassment, discriminatory remarks and other inappropriate behaviors.
    4. Use the network for any illegal activity, including violation of copyright or other contracts.
    5. Damage computers, computer systems or computer networks.
    6. Invade the privacy of network users.
    7. Gain unauthorized access to computer networks, resources or materials.
    8. Use the network to access obscene or pornographic materials.
    9. Access chat groups.

## **LOCKER ASSIGNMENTS AND REGULATIONS:**

A locker has been assigned to each student by the High School Office. Students are to occupy this assigned locker ONLY and will be held responsible for any damage or illegal items that may be associated with their locker.

**Students are responsible for purchasing a combination lock for their locker.**

If you cannot get into your locker for any reason, your lock will be cut off and you will be responsible for the purchase of a new one.

**We strongly urge** you to have a lock on your locker at all times. THE BELLE VERNON AREA HIGH SCHOOL IS NOT RESPONSIBLE FOR ANY LOSS WHICH MAY OCCUR. However, all losses, including textbooks should be reported promptly to the High School Office.

The following regulations are to be interpreted in conjunction with the BELLE VERNON AREA SCHOOL DISTRICT Locker Search Policy #226 which provides that the lockers are the property of the BELLE VERNON AREA SCHOOL DISTRICT and details a search procedure.

### **LOCKER SEARCHES:**

1. All searches will be conducted with the primary purpose and justification for any action to protect the health, safety and welfare of students, faculty, school property and the education process.
2. School lockers and desks are owned and controlled by the BELLE VERNON AREA SCHOOL DISTRICT.
3. Under provisions outlined in the BELLE VERNON AREA SCHOOL DISTRICT Locker Search Policy #226, the school Principal/Assistant Principal or authorized delegate shall have the right at any time to search lockers and desks.
4. Lockers will be searched by the Principal/Assistant Principal and witness, or authorized delegate when a student has been caught using, selling or possessing any drug or drug-like substances. This will occur during a cooperative investigation based upon the policy situations.
5. If necessary, a student's desk, automobile (if brought on district property), purse and in some cases a student's person will be subject to a search (without warrant) by the Principal or authorized delegate acting under this policy.
6. Any student who refuses to cooperate with an investigation, even after notification of parents, will make it necessary for the police to be called to conduct a search with a proper warrant.

### **LUNCHTIME REGULATIONS:**

1. Students are to remain ONLY in the cafeteria area during all lunch periods. Students wanting to socialize should sit at the tables along the railing near the gym lobby areas. No socializing is permitted in the Office Lobby area. When weather permits, students are allowed in the immediate courtyard area (NOT BEHIND THE BUILDING).
2. Students should report to their lockers before their scheduled lunch period to secure books for their remaining afternoon classes.
3. Please refer to the Signal System on Page \_\_\_\_\_ for times of Lunches A, C, E and G.
4. Those students who fail to observe proper conduct during the lunch period shall be assigned to a designated table during the lunch period. All of their activities shall be restricted to this table.

## **MATHEMATICS DEPARTMENT HOMEWORK POLICY**

The Belle Vernon Area School District believes that homework assignments are a very valuable component in the educational process. In order to learn certain skills, they need to be practiced. **Homework is a required part of the class. You will not receive points for doing the assignments.**

### **THE FOLLOWING WILL BE USED TO DETERMINE YOUR FINAL GRADE:**

1. First missed assignment – NO PENALTY
2. Second missed assignment – NO PENALTY
3. Third missed assignment – Parents will be called
4. Fourth missed assignment – Your grade will be dropped 5%
5. Each missed assignment after the 4<sup>th</sup> – Your grade will drop 1%

If you miss class for any reason you are still responsible for doing the assignments – **NO EXCEPTIONS.**

## **CALCULATOR POLICY**

The Belle Vernon Area School District believes that it is an essential skill for our students to be proficient with the use of modern technology such as graphic calculators. On the other hand, there are certain skills that need to be taught without the use of calculators to have a better understanding of the topic. Those skills can be reinforced later with the use of a calculator. Therefore, the use of calculators will be limited to certain topics determined by grade level.

## **BELLE VERNON AREA HIGH SCHOOL** **METAL DETECTOR SYSTEM** **POLICY AND PROCEDURES**

1. Students have the right to receive an education in a safe and healthy environment.
2. Students have a responsibility to submit to a search by the metal detector system in order to create a safe environment.
3. The purpose and presence of the metal detector system in the BELLE VERNON AREA HIGH SCHOOL is to discourage the presence of any illegal weapon and to provide a safe climate for all students and staff in a manner which reasonably balances limited intrusions on individual freedoms against the public interest in preserving an atmosphere conducive to education.
4. According to the Pennsylvania Crimes Code, it is a misdemeanor of the first degree to possess any weapon in a school, school program or school bus (18 Pa. C.S.A. Section 912). In addition, the School Code requires an expulsion of not less than one (1) year for any student who it is determined brought or possesses a weapon on school property, any school program or school bus.

5. The use of metal detectors, for the purpose of the search of students and visitors, will be conducted by authorized school and security personnel.
6. Metal detectors shall be used for the comprehensive and random search of students and visitors.
7. Metal detectors shall be used for the comprehensive and random searches at BELLE VERNON AREA HIGH SCHOOL programs and activities, athletic events or any other school sponsored activity.
8. All visitors entering the school building during school hours will be required to pass through the metal detector system. Anyone refusing to comply shall be denied entry to the school or school sponsored activity.
9. Any student refusing to pass through the metal detector system may be subject to search by an Administrator and/or out of school suspension for up to three (3) days. An informal hearing is required by the Principal with the student and their parent/guardian.
10. These policies and procedures are both applicable during and after school hours.

### **NOMINATING PROCEDURES FOR CLASS ELECTIONS**

Officers of the four classes at BELLE VERNON AREA HIGH SCHOOL shall be nominated in the following manner:

1. A student who wishes to nominate someone for an office must do so by:
  - a. Obtaining a nomination petition from the High School Office.
  - b. Collecting signatures from at least 35 of his/her classmates and 5 teachers.
  - c. Petitions must be returned to the High School Office on the second day after distribution.
2. The names of the potential nominees will be announced to the school over the P.A. System.
3. The validity of the petitions will be investigated by a group of two Administrators, the four class sponsors and the three class Presidents of the previous year. Others may serve with the consent of the group.
4. The acceptability of petitions and signatures.
  - a. After the second day, all those petitions containing signatures gained in a forceful or bribing manner will be disregarded.
  - b. Fictitious names will also be disregarded.
  - c. A person can run for only one office. Duplicate signatures for the same office will be disregarded.
  - d. A person can sign only one petition for each office.
5. The students having an acceptable petition will be considered nominees for that office and shall take part in the election. A minimum of three (3) candidates must be nominated.
6. Action taken if there are less than three (3) nominees:
  - a. The petition with the highest number of legitimate signatures less than required 35 shall be considered acceptable until the minimum number of nominees has been obtained.
  - b. Petitions must have at least 15 signatures to be eligible.
  - c. Tied petitions under 35 signatures will be left to the discretion of the committee.

**BELLE VERNON AREA HIGH SCHOOL  
PHYSICAL EDUCATION GRADING POLICY/PROCEDURES**

1. The Physical Education Grade (P for Passing – F for Failure – I for Incomplete) is determined by:
  - a. Uniform
  - b. Attendance
  - c. Participation
  - d. Written assignments
  
2. A student who is not properly dressed, will not participate. A student who displays improper conduct will be written up and sent to the High School Office.
  
3. A failure for the grading period will result if a student accumulates the following number of zero's during that grading period:
  - a. Two classes per week = Three Zero's
  - b. Three classes per week = Four Zero's
  - c. Four classes per week = Five Zero's
  - d. Five classes per week = Six Zero's
  
4. A failure for the grading period will result if a combination of absences plus zero's equals the following during that grading period:
  - a. Two classes per week = Seven
  - b. Three classes per week = Ten
  - c. Four classes per week = Fourteen
  - d. Five classes per week = Sixteen
  
5. Student must pass each nine week period to receive a passing grade for the year.
  
6. Physical Education is required by the Pennsylvania Department of Instruction to receive a High School Diploma. A minimum of one Physical Education Course must be passed each year.

**UNIFORM Clothing worn to school may NOT be worn while participating in gym class.**

An acceptable gym uniform consists of the following:

1. Comfortable sneakers (gym shoes) securely tied
2. Socks
3. Gym trunks, shorts must be at waist level, and undershorts should be covered at all times.
4. Warm-up uniform – pants length can not touch the floor.
5. Gym shirt with sleeves (Must be worn below the waist level covering stomach and back area).
6. Belle Vernon Area School District Dress Code will be enforced by all Physical Education Teachers. Failure to comply to Dress Code could lead to a class expulsion.

**ATTENDANCE:**

Hospitalized or homebound students will be given an opportunity to make up work at the discretion of their Instructor. Absentees are added for grades.

## **PARTICIPATION:**

Students unable to participate for an extended period of time due to medical reasons must turn in a doctor's excuse to the Instructor. The Instructor will then assign an alternative to physical education class such as written reports.

## **SECURING LOCKER ROOM VALUABLES:**

Each student is advised NOT to bring valuable such as wallets, money, watches, rings and gold chains to physical education class. **It is the responsibility of each individual to take care of their own personal valuables and to secure items in a LOCKED locker before leaving the locker room area. The Instructor is NOT responsible for these valuables.**

## **SEXUAL HARASSMENT POLICY**

### **PURPOSE:**

Under provisions outlined in the U.S. Civil Rights, Act of 1964, Title VII; Equal Employment Opportunity Commission Regulations Published at 29 CFR Section 2604, Section 1604, it is hereby noted that Sexual Harassment in the BELLE VERNON AREA SCHOOL DISTRICT is forbidden by law and by the BELLE VERNON AREA SCHOOL DISTRICT. The following policy outlines the BELLE VERNON AREA SCHOOL DISTRICT Board of Education's position regarding such on-the-job behavior. The Board of Education of the BELLE VERNON AREA SCHOOL DISTRICT recognizes its responsibility to establish and maintain an educational climate and working environment free from unsolicited and unwelcome sexual harassment and intimidation. The BELLE VERNON AREA SCHOOL DISTRICT'S Board of Education will also seek to provide a system of review should an allegation of such conduct be made.

### **AUTHORITY:**

It shall be a violation of this policy for any member of the BELLE VERNON AREA SCHOOL DISTRICT staff to harass a student through conduct or communications of a sexual nature as defined below.

It shall also be a violation of this policy for students to harass other students or staff members through conduct or communications of a sexual nature as defined below.

### **DEFINITION:**

As outlined in EEOC Guidelines on Sexual Harassment, Federal Regulation Volume 45, #219; PHRC Guidelines; PA Bulletin Volume II, #5 Policy Memo Office of Civil Rights USDE August 1981, Sexual Harassment shall consist of:

1. Unwelcomed sexual advances.
2. Requests for sexual favors and;
3. Other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to another member or when made by any student to a school staff member when:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
  - b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
  - c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment or education environment.

Sexual harassment, as defined above, may include, but is not limited to the following:

1. Verbal harassment or abuse.
2. Pressure for sexual activity.
3. Repeated remarks to a person, with sexual or demeaning implications.
4. Unwelcomed touching.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

**GUIDELINES:**

Any person who alleges sexual harassment by any staff member or student in the BELLE VERNON AREA SCHOOL DISTRICT may complain directly to the building Principal. Filing a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades or work assignments.

The right to confidentiality, both of the complainant and of the accused, will be represented consistent with the BELLE VERNON AREA SCHOOL DISTRICT'S legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated charge against a staff member in the BELLE VERNON AREA SCHOOL DISTRICT shall subject such staff member to disciplinary action, which may include discharge pursuant to the applicable provisions of the School Code and any Collective Bargaining Agreement.

A substantiated charge against a student shall subject that student to student disciplinary action including suspension or expulsion, consistent with the student discipline code.

Notice of this policy shall be circulated to all departments and incorporated into the Teacher and Student Handbooks. It shall also be distributed to all organizations in the community having cooperative agreements with the public schools.

Training sessions on this policy and the prevention of sexual harassment shall be held as necessary to promote and maintain the learning environment as free from sexual harassment.

**COMPLAINT PROCEDURE:**

The complainant should complete his/her name, current date, the time, place and date of the incident, and check his/her appropriate status, i. e. student, employee, other.

The complainant shall identify the accused and attempt to identify the status of the accused, i.e. student, employee, school director, etc.

The complainant should describe the incident in his/her own words in as much detail as possible, sign and date the report, and list all persons who may have witnessed the incident.

The original copy of the complaint should be given directly to the building Principal or if the complaint involves the building Principal directly to the Superintendent.

The word "Confidential" should appear on the front of the envelope. The complainant should keep a copy of the complaint, and a copy should be handed to the building Principal. All information relating to the complaint is to be considered confidential.

Upon receipt of the official complaint, the Principal or Superintendent shall assign an investigation team. The make up of the investigation team will vary according to the status of the complainant and the accused, as well as the severity of the accusation. The Principal or Superintendent reserves the right to expand the number of persons or the investigation team. Typical representation might include:

1. Student vs. Student — Principal and a Member of the Staff who is of the same sex as the complainant
2. Student vs. Staff — Principal or Superintendent, District Solicitor and a student or staff member who is of the same sex as the complainant

It shall be the duty of the investigation team to interview the complainant, the accused and all witnesses. Signed statements by all parties shall be obtained prior to the interview.

The investigation team shall be responsible for a concise statement of findings, avoiding subjective comments when possible. The investigation team shall make specific recommendations based on the findings. Such recommendations may suggest that a letter of reprimand be written or that further disciplinary action be taken, etc.

A final review will be conducted by the Superintendent. Final action will be stated and attached to the complaint and forwarded to the complainant and accused within ten (10) days of the conclusion of the investigation and final review.

### **BELLE VERNON AREA SCHOOL DISTRICT SMOKING POLICY**

Smoking and the use of smokeless tobacco is prohibited by pupils in ALL BELLE VERNON AREA SCHOOL DISTRICT buildings, school buses and on property owned by, leased by or under the control of the BELLE VERNON AREA SCHOOL DISTRICT.

The School District shall comply with all enforcement and penalty regulations as specified in the Act.

In addition to the stated policy, the BELLE VERNON AREA SCHOOL DISTRICT discipline code addresses tobacco use. The discipline code states:

***“Smoking or use of smokeless tobacco by student on school property, including school buses, is prohibited.”***

Violations will result in the following:

\$50.00 fine and a one day detention

1. Possession of tobacco products
2. Students using snuff or other tobacco products in the building
3. Smoking on school grounds but not in building or on a bus
4. Smoking or use of tobacco products in a school building or on a school bus

Lighters or matches will be confiscated if found at the metal detectors and will not be returned.

Any violation of the policy shall subject the student to action under the District discipline code. **In addition, all violations of the policies shall be referred to the District Magistrate for prosecution and shall be punishable by a civil fine of \$50.00.**

## SPECIAL EDUCATION AWARENESS NOTICE

The *BELLE VERNON AREA SCHOOL DISTRICT* and the Westmoreland Intermediate Unit work hand in hand to offer effective quality special education programming for the children in our district.

The Westmoreland Intermediate Unit (W.I.U.#7) encompasses an area which includes 17 school districts within Westmoreland County. The purpose of the intermediate unit is to provide special education services and technical assistance in planning, developing, implementing, supervision and administering special education programs in districts under its jurisdiction whether they are district operated or intermediate unit operated programs. If you have any specific questions regarding the services offered, you may contact the Westmoreland Intermediate Unit #7 Supervisor at 724-836-2460.

The following is a list of the special education services and programs provided by *BELLE VERNON AREA SCHOOL DISTRICT*:

Autism/pervasive developmental disorder  
Deaf/blindness  
Emotional disturbance  
Hearing impairment  
Mental retardation  
Multiple disabilities  
Orthopedic impairment  
Other health impairment  
Specific learning disability  
Speech or language impairment  
Vision impairment including blindness  
Mentally gifted  
Homebound instruction  
Instruction in the Home  
Detention

### REFERRAL PROCESS

Initially, if a child at the primary school level (K-2) is recognized by school personnel or parents as experiencing learning or behavioral difficulties, the Response to Intervention (RTI) convenes. Instructional modifications and adaptations are then determined and implemented in the regular education environment. If difficulties persist after intervention, the RTI then convenes and recommends a multidisciplinary evaluation to determine the need of specialized instruction. At the other grade levels, a referral is made directly to the school psychologist to begin a multidisciplinary evaluation with parent permission.

Parents can also choose to request an evaluation in writing to the school district administration. The district must then evaluate the child without cost to the parents.

The teacher may, based on classroom performance of the child and acting as a representative of the school district, request that the child be screened for possible evaluation by the district. A parent's permission to evaluate must be granted in writing before such an evaluation can take place. No evaluation of the child may take place without parental permission.

Confidentiality of the information obtained is protected as outlined in *BELLE VERNON AREA SCHOOL DISTRICT'S* Student Record Policy.

THE IDENTIFICATION, EVALUATION AND PLACEMENT  
PROCESS – THE EDUCATION OF  
EXCEPTIONAL CHILDREN

The Individuals with Disabilities Education Act (IDEA) sets forth the following minimum procedures that must be followed in the identification, evaluation and educational placement of exceptional children.

- STEP 1: A child is recognized by school personnel and/or parents as possibly being exceptional and in need of special education.
- STEP 2: At the primary level (K-2) the Response to Intervention (RTI) convenes. Instructional modifications within the regular classroom are implemented to ascertain if the problem can be corrected within the regular education environment. If it cannot, the RTI team recommends a multidisciplinary evaluation. All other levels (Grade 3-12) the referral is made to the school psychologist to begin a multidisciplinary evaluation.
- STEP 3: An evaluation to specifically determine the child's exceptionality, educational strengths, weaknesses and needs is scheduled by the school with prior knowledge and written approval by the parents. If agreement to evaluate is not achieved, either the school system or parents may initiate the procedural safeguard system. The evaluation procedures and materials must be selected and administered so as to not be racially or culturally discriminatory.
- STEP 4: A meeting with the parents, school personnel, and if appropriate the child, is scheduled to discuss the results of the Evaluation Report (ER). Signatures are required indicating agreement or disagreement with the report. Those disagreeing are encouraged to write a dissenting opinion.
- STEP 5: From this meeting or others that follow, the child's Individualized Education Program (IEP) will be developed, written and agreed to by the school, parents, and the child where appropriate. The IEP Team determines appropriate educational placement.
- STEP 6: When an IEP is agreed to by the parents and school, then the parents are issued a Notice of Recommended Educational Placement (NOREP) to sign. The education to be provided to the child will be in conformity with the IEP. If for any reason the school and parents cannot agree on the appropriateness of the IEP either may initiate the procedural safeguard system.
- STEP 7: At least annually, each child's IEP and his/her school performance in relation to it will be reviewed for the purpose of specifying the future educational program for the child.
- STEP 8: At least every three years, a multidisciplinary reevaluation is conducted to review a child's program and eligibility for special education.

## **STATE LAWS GOVERNING STUDENT EMPLOYMENT:**

1. The hours of employment during the school term for 14 and 15 year olds:
  - a. Maximum 3 hours on school days
  - b. Maximum 18 hours per week
  - c. Maximum 8 hours on non school days.
  - d. Night work - may not work after 7:00 p.m. or before 7:00 a.m.
  - e. Summer - Maximum 8 hours per day; 40 hours per week.
2. The hours of employment during the school term for 16 and 17 year olds:
  - a. Maximum 8 hours on any given day. Maximum 28 hours per week- Monday through Friday. An additional 8 hours on Saturday and Sunday is permitted for a maximum of 44 hours per week.
  - b. May not work after 12:00 midnight Sunday through Thursday or before 6:00 a.m. any day. Exception: Preceding non-school day 1:00 a.m. No limits during summer months.

Working papers may be secured in the High School Office

## **STUDENT DRIVING REGULATIONS**

Since ample buses are provided for students needs, permits on a full time or part time basis will be issued for emergency reasons or for reasons where it is impossible to ride the school bus.

### **IN ADDITION TO PROVISIONS OUTLINED IN POLICY #241 SET FORTH BY THE BOARD OF EDUCATION THE FOLLOWING REGULATIONS MUST BE OBEYED:**

1. Complete the student driver application and return it to the High School Office for approval.
2. Single occasion permits or part time permits will be considered for special reasons and are to be utilized only on designated days as approved by the Assistant Principal.
3. Motorbikes are not permitted on the school grounds and, therefore, consideration will not be given for driving privileges.
4. Cars must be parked in the designated student parking space and **UNDER NO CONDITION ARE THEY TO BE FREQUENTED DURING THE SCHOOL DAY.** Breaking of this rule will result in the immediate suspension of the driving privilege.
5. The drivers of unauthorized vehicles in the school parking lot are subject to disciplinary action which would include suspension from school and referral to the police department with charge of unlawful parking. Vehicles will be towed at the owner's expense.
6. Under no circumstances will student vehicles be permitted to leave the grounds until all buses have cleared the area.
7. Students driving authorized vehicles must park in the designated area (West-Fellsburg side parking lot) in their assigned space **ONLY** and report directly to the building upon arrival. Students are not permitted to remain in their cars.
8. Safe driving habits should be practiced at all times, considering that there are buses, automobiles and students walking on the campus. The parking pass is to be displayed on the authorized vehicle rear view mirror, in clear view, at all times.
9. Any violation of the regulations could lead to revoking of the privilege to drive to school for a period of time or permanently.
10. Students who fail to serve detentions will have their parking pass revoked.
11. Student are **NOT** to lend their parking passes to anyone without prior approval by the Assistant Principal.
12. Any disciplinary referral, including tardy to class or school will result in the following:  
1<sup>st</sup> Offense: 10 day suspension                      2<sup>nd</sup> Offense: Permanently Revoked

## **STUDENT VEHICLES:**

Under the Policy #241 of the BELLE VERNON AREA SCHOOL DISTRICT BOARD OF EDUCATION, it states:

The Belle Vernon Area School District considers student driving permits a privilege and establishes the standards by which permits are issued. The procedure for applying for a driving permit is outlined in the Student Handbook.

**Students driving to school are required to have a permit to park on school property. Parking is limited to the student parking lot at the High School. Other than those with current, numbered passes that have been approved through the office allowing for one specific space, students ARE NOT permitted to park at the Elementary School parking lot. Violators will be towed at the owner's expense. ALL VEHICLES PARKED ON SCHOOL PROPERTY ARE SUBJECT TO SEARCH.**

In order for a student to be considered for a full or part time driving permit he/she must meet the following academic requirements:

1. Earned a cumulative grade point average of 2.00 or higher in the preceding school year.
2. Earned a minimum of 6.5 credits in the preceding school year (**OMIT --** (with 1 credit each in English, Mathematics, Social Studies and Science.)
3. Maintain a grade point average of 2.00 or higher in each grading period of the current school year.
4. Student with NO prior discipline record will receive first consideration when parking passes are issued.

Failure to meet and/or maintain the above academic standards will result in the student being deemed ineligible for a driving permit.

Driving privileges will be revoked for excessive tardiness. After a student has compiled four (4) tardies in a school year, the driving permit will be revoked for a period of ten (10) school days. After a total of five (5) tardies in a school year, the permit will be revoked for the remainder of the school year.

After a permit is issued, the student will be permitted to drive one (1) other student (in addition to siblings) to school upon receipt of a written permission slip from the parent/guardian.

All other regulations, as enumerated in the Student Handbook, must also be complied with in order to receive and/or maintain a driving permit.

Requests for temporary exceptions to this policy will be reviewed and evaluated by the Assistant Principal

This policy enables the Assistant Principal to issue driving permits. Forms may be obtained in the High School Office and must be completed by the student's parents and approved by the Assistant Principal before a permit will be issued. A **\$20.00 fee** will be assessed for a parking permit.

No one is to be in or to use the car at anytime during the school day. Students are not to loiter in the parking lot before school.

**BELLE VERNON AREA SCHOOL DISTRICT**  
**USER POLICY FOR INTERNET ACCESS**

BELLE VERNON AREA SCHOOL DISTRICT has a commitment to provide technological tools for expanding educational opportunities for students, faculty and staff. The internet enables users to access various databases for educational and instructional pursuits. To insure proper and acceptable use of these resources, users must agree to adhere to common sense guidelines. In addition, this policy attempts to ensure copyright laws and protect students from accessing resources of a sensitive nature or information that may cause harm to them or others.

1. The use of the Internet is a privilege, not a right. Any inappropriate use will result in a suspension of the privilege.
2. Internet accounts are to be used only by authorized BELLE VERNON AREA SCHOOL DISTRICT users.
3. The sole use and purpose of the Internet resources must be for instructional or educational purposes.
4. The use of the Internet to reproduce copyrighted materials is prohibited.
5. To safeguard your privacy/well being, do not reveal personal information such as your name, address, phone number, social security number or account numbers to other Internet users.
6. The use of the Internet to access sensitive/pornographic material is strictly prohibited.
7. The use of threatening, obscene or harassing remarks is prohibited.
8. The use of the Internet for personal or private business is strictly prohibited.
9. The use of the Internet for product advertisement is prohibited.
10. The use of Internet for political lobbying is prohibited.
11. The use of the Internet to play games or to participate in competitions is prohibited, unless they are for supervised educational purposes.
12. All communications and information accessible via the Network should be assumed to be private property.
13. Users shall not intentionally seek information belonging to other users. This includes files or copies of files, other data and passwords.
14. Users shall not misrepresent other users on the Network.
15. The Electronic Communications Privacy Act places electronic mail in the same category as messages delivered by the U.S. Postal Service. Therefore, do not tamper, interfere or intercept another user's E-Mail.
16. Use of school technology on the Internet for fraudulent or illegal copying or communication; taking/modification of material in violation of the law is prohibited and will be referred to the appropriate authorities.
17. The Network shall not be used to disrupt the work of others; hardware or software shall not be destroyed or abused in any way.
18. The user shall be responsible for damages to equipment, systems and software resulting from deliberate or willful acts.

**VI. PROGRAMS**

**BREAKFAST/LUNCH PROGRAM:**

A breakfast program is offered. Students who wish to purchase breakfast are to go directly to the breakfast line upon arrival to school. All students are to complete breakfast and clean their tables before 7:25 a.m.

## **DRIVERS EDUCATION PROGRAM:**

This course provides thirty hours of classroom instruction to acquire the information necessary for safe driving behaviors and attitudes. Students will meet for Drivers Theory on Mondays and Tuesdays after school from 2:30 p.m. until 4:00 p.m. for ten weeks. The course is offered three times per year. Transportation home will be the student's responsibility. Behind the wheel instruction (6 hours after school) will be arranged individually with each student after they have completed Drivers Theory. An achievement certificate will be issued to each student after the completion of the course. This certificate can be used by the student to receive his/her automobile insurance discount, if applicable. Application for registration can be obtained in the High School Office or call Mr. Andrew Lesko at 724-396-2247

## **STUDENT ASSISTANCE INTERVENTION FOR BELLE VERNON AREA SCHOOL DISTRICT:**

The S.A.I.L. is a formal systematic approach to the early identification of students who are at risk due to drug/alcohol, mental health or other personal problems. S.A.I.L. is an intervention, not a treatment program and makes referrals of students to appropriate services. A core team of school personnel review student referrals and a formal information gathering process begins. Ultimately, the core team assists the student and parent/guardian in pursuing a course of action designated to resolve the identified problem. Core team members include: Gregory J. Zborovancik, Maria C. Weightman, Margaret Peters, Eugene Lancas, Vicki McCullough, Lauren Vivio; Mental Health Liason, Communities in Schools Representative, Carol Cociolone, and Gregory Boggs. Information may be obtained by calling Mr. Gregory J. Zborovancik, at (724) 929-9800 ext. 215.

## **VII. EXTRA CURRICULAR ACTIVITIES PROGRAMS:**

### **BELLE VERNON AREA HIGH SCHOOL** **THE EXTRACURRICULAR ACTIVITIES PROGRAM**

The philosophy of the BELLE VERNON AREA HIGH SCHOOL suggests that our educational program extend beyond the classroom. The BELLE VERNON AREA HIGH SCHOOL has available, under the control of Administration the Faculty and through the encouragement of the F.A.S.T. Council, an extra-curricular activities program.

## **EXTRACURRICULAR ACTIVITIES:**

Each student is urged to participate in one or more extracurricular activity, to be a "doer" and not a "watcher." Join activities that interest you. There are athletics, music, drama, art, subject-oriented clubs, publications and interest groups. When you commit yourself to an activity, you owe it your best efforts, not only to benefit the club, but yourself. **If a student is assigned detention, you must serve them before you can participate in an extra-curricular activity, practices or games.** Students can only be elected officers of one extra-curricular activity.

Participation in extracurricular activities requires attendance at school the day of the practice or event. Students who are excused early from school to participate in athletic events, when the event necessitates early dismissal by the school, are not considered as absent from school.

### **AMATEUR RADIO CLUB:**

In the Radio Club, students will learn Morse Code and radio theory in weekly meetings after the eighth period. Experience is gained through the use of the school's receiver. Many students acquire a HAM Radio License and get on the air within one year.

### **ART CLUB:**

This club is specifically designed for those students who are serious about Art and would like to enhance/improve their art skills.

### **CHEERLEADERS, MAJORETTE, DANCE TEAM, COLORGUARD:**

Tryouts are scheduled each May for selection to the squads for the next school year.

### **F.A.S.T. COUNCIL:**

The F.A.S.T. Council is an organization comprised of Class Officers, Faculty representatives and the Principal— "Faculty--Administration--Students--Together" (F.A.S.T.). It will be the responsibility of this council to work together in meeting the present needs and planning for future improvements in all aspects of the school's activities. This council will meet monthly.

### **FRENCH CLUB:**

The purpose of the French Club is to enrich and enliven the study of the French language and culture. Meetings are held monthly after school.

### **HOME ECONOMICS CLUB:**

In the Home Economics Club, students learn more of the professional aspects of Home Economics, become acquainted with careers and be of service to their school and community.

### **INDUSTRIAL ARTS CLUB:**

This is a club for students who enjoy working on projects. Any student with an interest in project building is invited to join.

### **INTERACT CLUB:**

The Interact Club provides opportunities for young people to work together in a world fellowship dedicated to service and international understanding. The club provides opportunities for gaining knowledge and understanding of community, national and world affairs in meetings held the first and third Tuesday's of the month.

### **MARCHING BAND:**

Designed for students that have an interest in taking their musical experience outside of the classroom. Students will perform in parades and other community events and all BVA football games.

### **MEDICAL INTEREST CLUB:**

In the Medical Interest Club, funds are raised for local charities through promotions. Members learn of the unlimited opportunities available to them in the medical field.

### **NATIONAL FORENSIC LEAGUE:**

The National Forensic Club promotes interest of interscholastic debate, oratory and public speaking by encouraging a spirit of fellowship and by conferring upon deserving candidates a worthy badge for distinction. Students must attend practices, meetings and a minimum of three tournaments a year

### **NATIONAL HONOR SOCIETY:**

The purpose of the National Honor Society Chapter is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in students of our school. To be invited to become a member, one must have maintained a 3.65 GPA through the end of the first semester of the junior and senior year, and fill out an application. The applications will be reviewed by the Faculty Council for selection. Any appeals will be reviewed by the Principal. The Principal's decision is final.

### **NEWSPAPER:**

The school newspaper is produced by the students who schedule Journalism I and Journalism II, and those students interested in Journalism.

### **PROM COMMITTEE:**

The Prom Committee plans and makes preparations for the prom. Membership is for Junior's only. Fundraisers include the Prom Fashion Show, Powderpuff Football, Dances and other activities.

### **SENIOR COMMITTEE:**

The Senior Committee arranges and promotes Senior activities such as Homecoming and the Christmas Dance. Membership is for Seniors.

### **SOUND AND LIGHT CREW:**

The Sound and Light Crew is a service club that works with other clubs providing technical assistance for all stage performances.

### **SPANISH CLUB:**

The Spanish Club promotes the continuation of the study of the Spanish language and the awareness of the Hispanic cultures. Its purpose is to stimulate interest in the Spanish speaking world. The Spanish Club meets every second Tuesday of the month.

### **STUDENTS AGAINST DRUNK DRIVING:**

The Students Against Drunk Driving (S.A.D.D.) fosters education and cooperation among young people to be free of illegal drugs.

### **THE FUTURE IS MINE:**

The Future Is Mine (TFIM) is a group of students in Grades 9-12 who create career explorations for themselves and for their peers. The students complete individual projects, peer to peer projects and attend the TFIM Conference at the end of the year. The group's focus is to encourage thoughtful decision making to create a successful career plan.

### **YEARBOOK:**

The Yearbook Club works throughout the year to produce the yearbook. They cover events and take pictures, sell advertisements and handle the sale of the school yearbook.

## VIII. GUIDANCE

### **BELLE VERNON AREA HIGH SCHOOL GUIDANCE STAFF MESSAGE**

You, as a student at BELLE VERNON AREA HIGH SCHOOL, are a unique individual. You are responsible for the decisions you make regarding your career choices, your academic choices and your classroom work and behavior.

You should seek assistance from your Parents, Teachers, Counselors or Administrators for the important decisions which face you throughout your years at BELLE VERNON AREA HIGH SCHOOL.

The Guidance Department is here to help you fulfill your academic obligations and responsibilities as well as to help you grow to your fullest potential.

**Eugene Lancas**  
**Guidance Counselor - Students A-L**

**Margaret Peters**  
**Guidance Counselor - Students M-Z**

**Luann Russell**  
**Guidance Secretary/Registrar**

It is essential that your decision regarding the selection of curricula and courses reflect your future educational goals and also meet all credit requirements necessary for graduation.

If you have any questions regarding the necessary credits needed for promotion and/or graduation, please consult your guidance counselor.

#### **HOMEWORK REQUESTS**

If a student has an extended absence from school of more than three (3) days due to illness, hospitalization, etc., the student or parent/guardian should:

1. Log on to your Edline\* account and visit each class calendar to view daily classroom Activities and homework assignments.
2. Contact the classroom teacher through their e-mail if any clarification or further information is required.
3. Contact the Guidance Office at 724-929-9800 ext. 234, **if and only if** you are unable to follow items 1 and 2.

Homework requests to the Guidance Office must have a 24 hour notice prior to pick up. Each teacher must be given adequate time to prepare the paperwork. Should your child have an absence due to a field trip, sporting event, travel, etc. it is their responsibility to meet with the teachers **prior** to the absence.

Please contact [Edline@belleversonarea.net](mailto:Edline@belleversonarea.net) for log in information or assistance.

### **SCHEDULE CHANGES:**

On the opening day of school, each student will receive a schedule from his/her first period teacher. This is the student's admission to his/her classes. Once elected, a subject must be continued for the entire year and cannot be dropped under any condition except after a pupil's consultation with his/her Guidance Counselor and final approval of the High School Principal.

**NOTE:** Any semester course dropped after the third week (15<sup>th</sup> day) will be recorded as a "0" for the two nine-week grades. Any year course dropped after the fourth week (20<sup>th</sup> day) will be recorded as a "0" for the remainder of the grading periods.

### **TRANSFER TO ANOTHER SCHOOL:**

If you are planning to transfer out of the school district, you must notify the Guidance Department. You will receive a "Notice of Withdrawal" which should be taken to each subject teacher. All teachers will evaluate and record grades on the Notice of Withdrawal. After completion, the Notice of Withdrawal should be returned to the Guidance Department. Students who are leaving our school must do the following:

1. Hand in all books to subject teachers.
2. See your Guidance Counselor to secure transfer papers.
3. Leave the new address with the High School Guidance Department.

### **PROCEDURES FOR SCHEDULING STUDENTS FOR COUNSELING SCHEDULED AND UNSCHEDULED INTERVIEWS**

Interviews with students may be divided into three general classes:

1. Interviews that are regularly scheduled.
2. Interviews that are initiated by the Counselor because of special problems that he/she has observed or that have been called to his/her attention.
3. Interviews that are initiated by the student.

Students desiring to see a Counselor may set up an interview by submitting their name to their first period teacher. The first period teacher will then submit the student names on the proper form to the Guidance Office. A counselor will schedule an interview for the student and return the appointment slip to the student. Student appointments are essentially scheduled during all study periods when possible. If studyhalls are unavailable, as in some cases, a conference is set up at the best possible time after conferring with the student and the teacher that will release the student during a class period.

In some cases, a Counselor may give a pass directly to the student. In this case the student will present the Counselor's pass to the teacher in charge at the time of the scheduled conference. The Counselor will sign the pass and re-admittance time on the pass at the conclusion of the conference.

## **IX. MEDICAL**

### **EARLY DISMISSAL DUE TO ILLNESS:**

If a student becomes ill during the school day, he/she **MUST** secure an excuse from the School Nurse or Principal before going home. **A STUDENT IS NEVER PERMITTED TO GO HOME UNLESS PROPERLY EXCUSED. ANYONE LEAVING SCHOOL WITHOUT PROPER AUTHORITY WILL BE CONSIDERED ILLEGALLY ABSENT AND MUST HAVE THE PRINCIPAL'S PERMISSION TO RETURN TO CLASS.**

The following procedures should be followed for proper dismissal due to illness:

1. If a parent cannot be reached, the next call will be the emergency number listed on the student's emergency card. Only a near relative will be called (grandparent, aunt, uncle, brother or sister if they are over 18 years of age).
2. In the event of a student's family not being able to be reached, the Office will have the student return to the Nurse's Office to determine if the student should return to class or remain in the Health Room until a parent/guardian is contacted.
3. Students leaving school due to illness must bring their blue Nurse's Report to the office. The person consenting to dismiss an ill student must sign them out on the "Sign Out Sheet" in the Main Office.
4. Any student who drives to school and becomes ill may have the Nurse call for a parent or guardian to come for them. It is the policy of the school that no student who is ill can drive home; they must have the parent or guardian come for them. It will be the responsibility of the parent/guardian to make arrangements to get their vehicle home.

### **FIRST AIDE:**

Emergency care of pupils is limited to first aide that may be administered by the School Nurse, Doctor or designated Teacher who has had first aid training.

Students who become ill may be sent home by the Nurse upon notifying the High School Office. The home is called to inform the parent/guardian and a request is made of the family to come for the student. In case of need for hospital care, parents give consent and assume full responsibility for transportation needs.

### **INJURY OR ILLNESS:**

Any injury or illness should immediately be brought to the attention of the High School Nurse. Medical assistance will be provided as the conditions demand.

### **INSURANCE:**

Any student participating in extra-curricular activities is required be covered under a medical insurance plan. If a student does not have medical coverage, Student Accident Group Insurance is available for purchase. All necessary paperwork is available in the High School Office.

### **MEDICAL SERVICES AND PROVISIONS:**

The BELLE VERNON AREA SCHOOL DISTRICT employs a School Nurse who is on duty every day. The Nurse's Office/Health Room, is located opposite the High School Office. The teacher will issue a pass to students needing to see the School Nurse.

### **SPECIAL HEALTH PROBLEMS:**

Students with health problems are to report to the School Nurse at the beginning of the school term or when such a problem arises. Special problems include vision, hearing, diabetes, epilepsy, rheumatic fever, recent surgery, medication or anything that might limit students at school.

Every effort will be made to inform teachers of disabled students so that they may be placed to advantage in the classroom or given special consideration.

If it is necessary for a student to receive medication during school hours, the following information should be sent by your family physician with the medication, along with a note from your parents:

1. Amount to be given at one time
2. Time of day to be given
3. Duration of time that medication is to be taken

Medication must be left in the High School Nurse's Office. No medication, including aspirin is to be kept in a student's possession or locker.

## **X. GENERAL INFORMATION**

### **ANNOUNCEMENTS:**

Any faculty member, extracurricular sponsor or athletic personnel who has an a.m. or p.m. announcement **should e-mail that announcement to [bvatv@bellevnonarea.net](mailto:bvatv@bellevnonarea.net)** Please indicate the date(s), a.m./p.m. or both and if you would like this announcement listed on the daily bulletin.

### **ARTICLES PROHIBITED AT SCHOOL:**

Cellular phones, radios, tape players, mp3 players, electronic pagers or any other type of electronic device that disrupts the educational process are **NOT** to be brought to school. If any of these items are confiscated by a faculty member or Administration, the parent/guardian will be the only person permitted to retrieve the item.

### **ASSEMBLIES:**

A number of assembly programs will be held throughout the year. These programs are held for the benefit of the student body and are held in the auditorium or gymnasium. Students will be dismissed to the assemblies via the intercom from the office.

Students are to sit in assigned seats during assembly programs.

Student conduct in the assemblies should be guided by consideration for the interests of others. Please cooperate with the following guidelines for assembly conduct:

1. Move to the assembly in a quiet, orderly manner and sit in your assigned seat.
2. All talking should cease when the program begins.
3. During the program, you should be attentive.
4. There should be no whistling, shouting or other disturbances.
5. When dismissed, leave the assembly orderly and quietly.

### **CHEATING:**

Whenever a student is guilty of cheating, the Teacher shall collect the student's papers, mark a "0" for the work and notify the parents and the High School Office immediately. Students caught cheating are subject to disciplinary action.

### **FIRE DRILLS:**

Each Teacher will explain to their students the route they are to take in leaving the building for Fire Drills. **THE EVACUATION ROUTE IS POSTED IN EACH ROOM.**

At the Fire Alarm Signal, all work is to be stopped. All windows are to be closed, lights are to be turned out and the door closed by the last person leaving the room. All movement must be rapid, subdued and orderly.

On leaving the building, all groups will move to their designated places. Class groups should remain grouped together and arranged so as to facilitate the taking of roll by the Teacher in charge. Each Teacher is responsible for all students assigned to him/her and should be with his/her group at all times. The Fire Marshall requires all Teachers to have their roll books with them when evacuating the building for fire.

**FOOD AND DRINKS:**

All food and drinks are to be consumed in the cafeteria and NOT carried to other parts of the school, including classrooms and hallways.

**LOST AND FOUND:**

Articles found in and around the school should be turned into the High School Office where the owners may claim their property by identifying it. Students should notify the High School Office immediately of lost articles and complete a Lost Article Form which can be obtained in the High School Office.

**RESTROOMS:**

Loitering in the restrooms is NOT PERMITTED. No more than one person may occupy a lavatory stall at one time. Students are expected to use the lavatory facilities and leave so others may use the restrooms.

**SALES IN SCHOOL:**

All organizations wishing to conduct fundraising projects must submit to the Principal a list of requests at the beginning of the school term. Generally, one in school sale is permitted by each club or organization. Otherwise, students are not to sell items in the school.

**SCHOOL DELAYS/CANCELLATIONS:**

Delays and cancellations will be aired on three major television stations and KDKA Radio. Information will also be available on their respective websites as follows:

KDKA-TV	<a href="http://www.kdka.com">www.kdka.com</a>
WPXI-TV	<a href="http://www.wpxi.com">www.wpxi.com</a>
WTAE-TV	<a href="http://www.thepittsburghchannel.com">www.thepittsburghchannel.com</a>

You may also call the *BELLE VERNON AREA HIGH SCHOOL* at (724) 929-9800. The automated attendant's greeting will reflect a delay or cancellation.

**STUDENT VALUABLES:**

Students are cautioned not to bring large amounts of money, radios, cameras or any other valuable to school. Students, not the school, are responsible for their personal property. Check valuables with your physical education teacher during your gym period or bring a lock for the locker you use for gym class. **YOUR ASSIGNED SCHOOL LOCKER SHOULD BE LOCKED AT ALL TIMES.**

**STUDYHALLS:**

Studyhalls are mandatory assignments. All student schedules will specify the studyhall room. Studyhall teachers will have a roster to check attendance each day. An unexcused absence from a studyhall will be considered a class cut.

After attendance has been checked by the studyhall teacher, students may be excused for reasons of going to the Library/Media Center or keeping an appointment with a member of the professional staff. Only a maximum of five (5) students may go to the Library/Media Center, rotating each day. Students are permitted to the Library/Media Center if they have a pass from a subject teacher prior to arriving to studyhall.

Each student must have a pass listing his/her name, date, destination, time of day and signature of the studyhall teacher. Passes are only valid for the first five (5) minutes of the class period.

All studyhalls will be supervised so that students have the opportunity for quiet study. Studyhalls are areas in which quiet study must occur and distractions must be kept at a minimum.

All games, including card games are not permissible in school. Gambling, lotteries, etc. are prohibited at all times. Studyhalls are an extension of the classroom. **Sleeping is not permitted. Students are not permitted to consume food or beverages during studyhalls.**

#### **TELEPHONE CALLS:**

If a phone call comes in for a student, he/she will not be called from class unless it is an extreme emergency.

NO parental telephone calls will be taken by the High School Office to have students excused; except for medical/illness or extreme emergencies. Verification will be made to assure the authenticity of the dismissal.

#### **TEXTBOOK RESPONSIBILITY:**

Textbooks in Pennsylvania are purchased for the use of pupils at public expense. Pupils are held responsible for the loss of, or damage to school books and school property. When books are lost, pupils should report the matter to the teacher of the subject and also make inquiry at the Lost and Found Box in the High School Office. If the book cannot be found, a new book should be procured immediately. If the lost book is not returned prior to the close of the school term, the money paid for the second book will not be refunded. All lost or damaged books must be paid for at the High School Office.

#### **VISITORS:**

Visitors will be permitted to enter the Belle Vernon Area High School to conduct school business. All visitors are required to sign in and go through the Metal Detection System, obtain a visitors pass from security then report to the High School Office. Requests should not be made to bring visitors from other schools or out of town friends or relatives during the regular school day. Students are not permitted to bring their children or any other students not currently enrolled in the Belle Vernon Area High School to school at any time during the regular school day. Also, former students are not permitted to visit teachers during the course of the school day but may do so after dismissal at 2:24 p.m.