



## BLOOMSBURG AREA SECONDARY COMPLEX STUDENT HANDBOOK, 2021-2022

Bloomsburg Area Secondary Complex

1100 Railroad Street  
Bloomsburg, PA 17815  
Telephone 570-784-6100

### **SECONDARY COMPLEX ADMINISTRATION**

Mr. Jason Moser, Executive Principal, 6-8  
Mr. Jerome Manley, Principal of Student Engagement, 9-12  
Mr. Mike Kogut, Athletic Coordinator  
Mrs. Nicole Del Gotto, Assistant to the Principal/6-12 Special Education

### **BOARD OF SCHOOL DIRECTORS**

Mrs. Stephanie Andreacci  
Dr. Mark Decker  
Mr. Brent Hock  
Mrs. Tina Howell, Treasurer  
Mr. Jonathan Jones  
Mr. Joshua Klingerman, President  
Atty. Marianne Kreisher  
Ms. Bryne Lewis Vice President  
Mr. Leo Yodock

### **ADMINISTRATION**

Dr. Donald Wheeler, Superintendent  
Mr. Dave Marsiglio, Business Manager  
Mr. Gary Honabach, Technology Coordinator  
Mrs. Melissa Day, Director of Elementary and Secondary Curriculum and Instruction

The Bloomsburg Area School District does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in its activities, programs or employment practices as required by Title VI, Title IX, Section 504, and ADA.

The School District will provide those related services, aids and accommodations, which are needed to afford all students an equal opportunity to participate in and obtain benefits of the school program and co-curricular activities without discrimination and to the maximum extent appropriate to the student's ability.

*For information regarding Civil Rights; Grievance Procedures, as well as services, activities and facilities that are accessible to and usable by disabled persons, please contact the Superintendent at (570) 784-5000.*

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## **OUR VISION**

### ***Success and Connection***

*We believe if we can capture our students' hearts, we can teach their minds*



#### **SCHOOL COLORS**

Red and White

#### **SCHOOL MASCOT**

Panther

#### **ALMA MATER**

(W. Clair Hower)

*Oh, Bloomsburg High School, Alma Mater  
Always Faithful, Always True,  
Your sons and daughters e'er will cherish you;  
Red and White to you all hail;  
See our colors waving o'er us  
Proudly may they ever fly!  
Bear us onward, aid, direct us.  
Bid us now to do or die.  
Oh, Bloomsburg High School, Alma Mater  
Receive the honor we would give.  
And may we strive to do our best and live  
True to Bloomsburg High, all hail!*

## **MISSION**

The mission of the Bloomsburg Area School District is to prepare its students to become contributing, responsible citizens and lifelong learners, with the ability to adapt and to succeed in a competitive world.

The Bloomsburg Area High School strives to create a positive learning environment and work with the community to:

- Encourage increased parental and community awareness and involvement in the educational process.
- Provide educational resources that are current and relevant.
- Provide a competent, caring staff; a challenging curriculum; and a comprehensive extra-curricular program.
- Strive for proficiency in reading comprehension, mathematical fundamentals, and verbal and written communication skills.
- Develop an atmosphere of academic excellence conducive to acquiring knowledge and skills necessary for rational, analytical, and creative thinking.
- Foster self-esteem and promote attitudes and values, which enable students to respect and work cooperatively with others.
- Cultivate an appreciation for lifelong learning.

## **CHILD FIND**

Every school district, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs and related services because of their disabilities (Chapter 14, Pennsylvania Regulations 14.121; Part 300 Federal Regulations 300.125). Furthermore, Federal Regulations under Individuals with Disability Education Act require child find from birth to 21 years of age. This notice is to help find these children, assist parents and describe the parents' right with regard to confidentiality of information that will be obtained during this process.

# SCHOOL CALENDAR

## Bloomsburg Area School District School Calendar

2021-2022

### July 2021

Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### August 2021

Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### September 2021

Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### October 2021

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### November 2021

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### December 2021

Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### January 2022

Sun	Mon	Tues	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### February 2022

Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

### March 2022

Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### April 2022

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### May 2022

Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### June 2022

Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### Legend

	Act 80 Day / In-Service Day
	First Student Day
	Schools Closed
	Early Dismissal
	Parent Conference Day
	Built-in Make-up Days
	Last Student Day

Approved: 15 March 2021

### Special Days

<u>July</u>	5 - Offices Closed
<u>August</u>	17 - New Teacher Induction
	18-19 - Act 80 Day / In-Service Day
	23 - First Student Day
<u>September</u>	6 - Schools Closed
	27-30 - Schools Closed
<u>October</u>	1 - Schools Closed
	11 - Act 80 Day / In-Service Day
<u>November</u>	2 - Last Day of Quarter 1
	15 - Parent Conference Day
	23 - Last Day of Trimester 1
	24 - Early Dismissal-12:15pm/1:15pm
	25-29 - Schools Closed
<u>December</u>	23 - Early Dismissal-12:15pm/1:15pm
	24-31 - Schools Closed
*The last day of school will be:	
	Early Dismissal - 11:15/12:15
	Last Day of Quarter 4
	Last Day of Trimester 3
<u>January</u>	17 - Act 80 Day / In-Service Day
	18 - Last Day of Quarter 2
<u>February</u>	21 - Schools Closed
<u>March</u>	2 - Last Day of Trimester 2
	23 - Last Day of Quarter 3
<u>April</u>	14 - Early Dismissal-12:15pm/1:15pm
	15-18 - Schools Closed
<u>May</u>	20 - Act 80 Day / In-Service Day
	30 - Schools Closed
	31 - Built-In Make-Up Day #1
<u>June</u>	1 - Built-In Make-Up Day #2
	2 - Built-In Make-Up Day #3
	3 - Built-In Make-Up Day #4
	6 - Built-In Make-Up Day #5
	7 - Built-In Make-Up Day #6
	8 - Built-In Make-Up Day #7
	9 - Built-In Make-Up Day #8
	10 - Built-In Make-Up Day #9

## **BELL SCHEDULES**

### ***SEMESTER BLOCK -SCHEDULE***

#### **6<sup>th</sup> Grade Schedule**

Time	Period
9:00am-9:20am	Student Entry Screening & Breakfast
9:20am-10:40am	Block 2
10:45am-12:35pm	Block 3 (includes lunch)
12:40pm-2:00pm	Block 4
2:05pm-3:35pm	Block 5

#### **7<sup>th</sup> & 8<sup>th</sup> Grade Schedule**

Time	Period
7:20am-7:50am	Student Entry Screening & Breakfast
7:50am-9:15am	Block 1
9:20am-10:40am	Block 2
10:45am-12:35pm	Block 3 (includes lunch)
12:40pm-2:00pm	Block 4

#### **High School Schedule #1**

Time	Period
7:20am-7:50am	Student Entry Screening & Breakfast
7:50am-9:15am	Block 1
9:20am-10:40am	Block 2
10:45am-12:35pm	Block 3 (includes lunch)
12:40pm-2:00pm	Block 4
2:05pm-3:25pm	Optional Block 5

Based on a high school student's credit needs and schedule, they may have flexibility with their start/end time. This must be worked out with administration prior to the start of each semester.

## 2 Hour Delay Schedule

Time	Period
9:20am-9:50am	Student Entry Screening & Breakfast
9:50am-10:38am	Block 1
10:43am-12:13pm	Block 3 (including lunch)
12:18pm-1:06pm	Block 2
1:11pm-2:00pm	Block 4
2:05pm-3:25pm	Block 5

## Early Dismissal Schedule

Time	Period
7:20am-7:50am	Student Entry Screening & Breakfast
7:50am-8:45am	Block 1
8:50am-9:45am	Block 2 (late schedule begins at 9:20)
9:50am-10:45am	Block 4
10:50am-12:20pm	Block 3 (includes lunch; early schedule dismisses)
12:25pm-1:20pm	Block 5 (late schedule dismisses)

## **ACADEMICS**

### **ACADEMIC DISHONESTY**

Each teacher will address cheating in his/her homework/grading policy, which is distributed in the beginning of the school year. Cheating will result in a grade of a zero for that assignment/test, and/or an appropriate disciplinary action. Instances of cheating will be recorded in the student's disciplinary record and may impact consideration for induction into National Honor Society.

Every writer, whether a student or not, *must* give credit to his or her sources. Credit must be given whenever he writes something that is not his own work, or when he uses information in writing that has been derived from another's ideas or words. Plagiarism is not limited to research papers: students may commit acts of plagiarism in homework assignments, reading logs, and formal presentations.

Sources *must* be given in the situations that follow:

- Quoting the source directly;
- Using others' ideas or words; paraphrasing others' words;
- Using facts or statistics that are *not* common knowledge;

A writer is guilty of plagiarism if he fails to give credit to the sources used in writing, or if he or she *knowingly* fails or *ought to reasonably to have known* to document words that are paraphrased. **Plagiarism is a serious offense. Students who plagiarize all or any part of an assignment will receive a grade of zero for that assignment.** If you are accused of plagiarism, you must provide proof that you have not presented a source's ideas or words as your own. You must submit every source you used along with your prewriting, notes, and rough drafts. You will be required to attend a conference with your parents, faculty, and administration. Instances of plagiarism will be recorded in the student's disciplinary record. Students can avoid charges of plagiarism by:

- Always using accurate parenthetical citations to give credit to the source;
- Always giving a complete and accurate listing of sources in the Works Cited page of their papers;
- Always quoting accurately.

### **ACADEMIC ELIGIBILITY**

If a student is failing more than one subject, the student is ineligible to participate in any extra-curricular activities for that specific week. If ineligible, the student may not participate in any extra-curricular activity. This includes, but is not limited to athletics, clubs, and dances during the period of ineligibility (Sunday through Saturday of the following week). Eligibility for the following week is determined by 2:30pm on Thursdays. Additional eligibility information can be found in the Athletics section of this handbook as well as in the Athletic Handbook.

### **ADVANCED PLACEMENT (AP COURSES)**

Courses designated as *Advanced Placement (AP)* are weighted by 10%. Students may enroll in AP courses with teacher recommendation. Students enrolled in Advanced Placement courses are required to take the College Board's AP exam that is administered in the spring. The AP exam testing fee must be paid or the student will not be permitted to take the scheduled AP course. Fee waivers are available for those who meet financial need eligibility guidelines.

### **CONCURRENT ENROLLMENT OPPORTUNITIES**

Courses that allow students to earn both high school credit and college credit are referred to as Concurrent Enrollment. These courses will be reflected on students' official transcripts. As such, these credits will count toward GPA and will therefore affect class rank. We have expanded our program to include the following concurrent enrollment options.

#### **LUZERNE COUNTY COMMUNITY COLLEGE (LCCC)**

Courses designated as LCCC Courses are Pass/Fail. Through Bloomsburg Area School District's partnership with LCCC, students have two options for taking courses while on a viable track toward earning an Associate's Degree

during their time in Bloomsburg High School. Several of our high school courses will offer an option to also come with attached LCCC credits. These credits are transferrable to many universities and colleges, including but certainly not limited to all of the members of the Pennsylvania State System of Higher Education as well as the Pennsylvania State University.

In addition, students can take full advantage of the entire online course catalogue that LCCC offers. Successful completion of these courses may be used to fulfill up to eight high school credits toward the elective credits necessary for graduation. These courses may be taken within the school day (if the student's schedule will allow) or outside of it.

For students who are interested in a Vocational Diploma or Certificate from LCCC, Bloomsburg High School also offers a Senior Year program in which students will be transported to LCCC campus for their academic day to complete courses which are not available on our Bloomsburg Campus.

The tuition rates for LCCC courses will be paid up front by the student's family but completely reimbursed by the school district upon successful completion with at least an 'A' or 'B' earned in the course. Scholarships based upon financial need will also be available.

### ***ADVANCE COLLEGE EXPERIENCE PROGRAM (ACE)***

Qualified students can take regular, for-credit Bloomsburg University courses while still in high school to get a head start on college. Participating students may be able to save up to 75% tuition costs in Bloomsburg's Advanced College Experience (ACE) Program.

Successful completion of these courses may be used to fulfill up to eight high school credits toward the elective credits necessary for graduation. These courses may be taken within the school day (if the student's schedule will allow) or outside of it.

Of the possible eight high school credits, students may elect to take up to three ACE classes on a Pass/Fail basis, in which case the grades will not affect GPA or class rank. Election for Pass/Fail must be completed prior to the start of the course, however. No additional weighting will be offered to courses taken through the ACE Program.

The information above is applicable to all courses taken within the Bloomsburg University Education Magnet Program as well.

### ***PENN COLLEGE NOW DUAL ENROLLMENT***

Penn College NOW is a nationally accredited dual enrollment program that features Pennsylvania College of Technology courses taught by approved teachers here at Bloomsburg High School. Courses available are included within the course descriptions that follow. All Penn College NOW courses are eligible for honors-level weighting of 6%.

### ***SCIENCE, TECHNOLOGY, ENGINEERING, MATHEMATICS (STEM) PROGRAM***

The Bloomsburg University STEM Magnet Program allows high-achieving high school juniors and seniors the opportunity to get a head start on a college career in the STEM disciplines. The program offers a choice in three areas of focus: Engineering, Health Sciences, and Technology.

The STEM Magnet Program also gives students interested in math or other sciences the tools needed to be successful in college. While continuing to take classes at their current high school, STEM Magnet participants will be a part of a cohort of students from 11 school districts who take two STEM college courses per semester at Bloomsburg University.

Only the approved STEM Magnet Program courses listed below will receive dual enrollment core credit and honors-level weighting of 6%. Students enrolled in the STEM Magnet Program may take alternate courses but will receive high school elective credit and no weighting as noted in the ACE Program description.

- To fulfill BHS Mathematics Credit Requirements: Pre-Calculus, Essential of Calculus, Calculus I, Calculus II, Calculus III, Python Programming
- To fulfill BHS Science Credit Requirements: Physics I, Anatomy & Physiology I, Introduction to Engineering, Chemistry for Science (prerequisite of BHS 1306 or 1307: Chemistry)

### **FINAL EXAM**

The percentages for each grading period or semester will be averaged together to compute the final grade for the course. If a final examination is part of the course, it will count for 12% of the final grade.

### **GRADE POINT AVERAGE AND CLASS RANK**

High school Grade Point Average (GPA) and class rank are calculated from course completion and grades earned throughout high school. In addition, all high school level courses taken prior to 9<sup>th</sup> grade will be calculated into a student's GPA and class rank. Courses designated as *Honors* are weighted by 6% and courses designated as *Advanced Placement (AP)* are weighted by 10%.

Class rank is determined by ordering students based upon a cumulative GPA calculated using final grades earned for BAHS courses, even those taken in the middle school.

### **GRADE PORTAL**

Bloomsburg Area School District students and parents have the ability to access important, updated student information online. Our online Gradebook system provides access to current grades, missing assignments, attendance record, daily class schedule and discipline record. To gain access to the portal, parents should visit the high school webpage and click on the Parent Portal button. Please contact the guidance department if you encounter difficulty with the process of creating an account.

### **GRADING SCALE**

<b><i>RATING</i></b>	<b><i>PERCENTAGE</i></b>
Excellent Work	93-100
Above Average	85-92
Average	77-84
Below Average	70-76
Unsatisfactory	Below 70

### **GUIDANCE DEPARTMENT**

Students are assigned to counselors as follows:

Grades 6-8: Mrs. Ann Kostiuk, [akostiuk@bloomsd.k12.pa.us](mailto:akostiuk@bloomsd.k12.pa.us)

Grades 9-12: Mr. Brian McNamara, [bmcnamara@bloomsd.k12.pa.us](mailto:bmcnamara@bloomsd.k12.pa.us)

Appointments may be made by calling the Secondary Complex office.

### **HIV/AIDS INSTRUCTION**

Primary, intermediate, middle, and high schools are required to teach HIV/AIDS education.

Schools must use materials that are age-appropriate; discuss prevention; and stress abstinence as “the only completely reliable means of preventing sexual transmission.” School districts must publicize the fact that parents and guardians can review all curriculum materials. A school entity shall excuse a pupil from HIV/AIDS instruction when the instruction conflicts with the religious beliefs or principles of the pupil or parent or guardian of the pupil and when excusal is requested in writing to the principal of the school prior to this instruction taking place. This is referred to as an “opt-out” policy. Prior to the commencement of instruction, a school district shall publicize that detailed curriculum outlines and curricular materials used in conjunction with the instruction are available to parents and guardians during normal school hours or at teacher-parent conferences. Curricular materials, if practical, shall be made available by the school entity for home instructional use by a parent or guardian if the student has been excused from the school entity's HIV/AIDS instruction. If you have questions about our curriculum or would like to review materials, please contact your teacher or principal during normal school hours.

### **HONOR ROLL**

Each quarter the Bloomsburg Area High School issues an honor roll of students demonstrating exceptional

academic achievement. Students who earn a grade point average of 93% to 96.9% and no incompletes are eligible for the Honor Roll. The Distinguished Honor Roll includes students who have a grade point average of 97.0% or above and no incompletes.

### **HONORS COURSES**

Courses designated as *Honors* are weighted by 6%. All honors courses require that students have maintained a minimum of a 93% average in prior courses in the same or related discipline to enter the honors curriculum and then maintain a minimum of an 87% in an honors course to continue in the honors level course sequence. Students will be enrolled in these classes until the class limits have been reached. (In the case of French IV and Spanish IV, this grade requirement may be waived by the instructor since no equivalent non-honors course is offered.)

Honors courses will include some or all of the following:

- Summer reading assignments or projects  
(Failure to complete summer assignments will result in the student receiving a zero as a summer work assignment grade.) Students will not be removed from an Honors or AP class due to a non-completion of the summer assignments.
- Increased skill levels in technology
- Higher level skills required such as application, analysis, synthesis, and evaluation
- Advanced projects, reading assignments, research and/or presentations
- Greater emphasis on theory
- Independent study of special interest topics may be required.
- Additional study groups outside of class may be required.

### **KEYSTONE EXAMS**

The Keystone Exams are end-of-course assessments that help determine whether a student has mastered the state standards associated with a particular course. The content areas of algebra, biology, literature are tested in Pennsylvania. At the Bloomsburg Area High School, the following courses have accompanying Keystone Exams: Algebra I, Biology 9 Honors, Foundations of Biology II, English 10, and English 10 Honors. Though proficiency on the exams is not required for graduation, participation in these exams is required for federal accountability purposes unless a religious exception is filed.

Parents and guardians may review the assessments prior to the testing window by making arrangements with the high school administration. If after reviewing the test, parents/guardians find the test to be in conflict with their religious beliefs and wish their child to be excused from the test, the parents/guardians must provide a written request that states the objection to the Superintendent of Schools.

### **LIBRARY**

Designed to be a 21<sup>st</sup> century learning space for research, reading, studying, project work, and collaboration, the high school library is open from 7:30am – 2:50pm. Throughout the school day, students may use the library during homeroom, lunch periods, or study halls. Classroom teachers also bring their students to the library for instruction and project-based learning. Students and faculty may take advantage of the Library Café during the school day.

The library will be constantly updating its services and resources to support the high school learning community in 21<sup>st</sup> century learning. The library collection includes wide assortment of resources including thousands of books, magazines, videos, audiobooks, photo and video recording equipment, and other resources. In the unlikely event of lost or damaged library materials, students will be held accountable. Using the ACCESS PENNSYLVANIA system (Inter-Library Loan), students and faculty are able to borrow materials from other school, public and specialized libraries across the state. Along with the physical materials, the library provides a careful crafted selection of research databases and tools, Web 2.0 tools for projects, instructional videos, and other resources for 21<sup>st</sup> century learning. Links and information about these resources can be found through the high school library's website. Students may also access the Accelerated Reader program in the library.

Throughout the year, the high school library will sponsor and promote special programs and events for various learning, literacy, and digital citizenship initiatives.

### **MINIMUM SCHEDULED CREDITS**

In order to remain on track for graduation, students must take a minimum of seven credits each year. Although it is possible for students to enter their senior year with 24 credits, all seniors must schedule at least 6.0 credits per semester. Given the school's mission to prepare students for lifelong learning, students are encouraged to challenge themselves throughout their high school career. Multiple opportunities exist for seniors who have less need for credits. These include Cooperative Education and numerous Dual Enrollment programs.

### **NATIONAL HONOR SOCIETY ELIGIBILITY & SELECTION**

Selection for the National Honor Society is decided by a faculty committee known as the Faculty Council. A student eligible to apply (but not necessarily be selected) must:

- Be a junior or senior and have completed at least one semester at Bloomsburg High School;
- Have a cumulative GPA of at least 92%;
- Be currently enrolled in an Honors or AP course;
- Have completed at least 15 hours of community service (restrictions apply – such as service not already required as a member of, or to benefit, a sports team, not occurring during school hours, etc.);
- Have shown leadership, as attested by a recommendation letter written on his/her behalf (holding a formal leadership position is not required);
- Exhibit good character as determined by the Faculty Council.

### **PROGRESS REPORTS**

Throughout each marking period, progress reports will be emailed to all parents. Reports will be mailed to parents/guardians who submit a request with the guidance office. Although it is not common, it is possible for a student to receive a failing report card grade without receiving a failing grade at the time of progress report distribution.

### **REPORT CARDS**

At the end of each marking period, grade reports will be emailed to all parents. Grade reports will be mailed to parents/guardians who submit a request with the guidance office. The email addresses used are the ones that are used when you register for a parent portal account.

### **SCHEDULE CHANGE REQUESTS**

After final schedules have been distributed in June, no course may be dropped from a student's schedule without the approval of the guidance department and high school administration. The request for such a change must be made in writing and include an educational reason for the request to be considered.

NOTE: Only under unusual circumstances, after consultation with the teacher, student, parent/guardian and the guidance counselor, the principal may approve a student withdrawing from a course. If this occurs beyond the first two weeks of the class, the result of the withdrawal will include a W on his/her transcript.

## **ATHLETICS**

### **ACADEMIC ELIGIBILITY**

If a student is failing more than one subject, the student is ineligible to participate in any extracurricular activities for that specific week. If ineligible, the student may not participate in any extracurricular activity. This includes, but is not limited to athletics, clubs, and dances during the period of ineligibility (Sunday through Saturday of the following week). Eligibility for the following week is determined by 2:30pm on Thursdays.

### **ATTENDANCE ELIGIBILITY**

An athlete must be in attendance in school by 8:10 a.m. in order to practice or participate in an athletic event unless an official excuse is provided.

Additionally, any student who accumulates three (3) or more unexcused absences per semester will forfeit the right to participate in extra-curricular activities for the remainder of that semester.

### **ADDITIONAL ELIGIBILITY INFORMATION**

The Bloomsburg Area High School complies with all Pennsylvania Interscholastic Athletic Association (PIAA) rules regarding eligibility. Our school also assigns additional academic requirements as permitted by PIAA. A breakdown of the combination of both PIAA and Bloomsburg Area School District eligibility rules are found below and can also be found within the BASD Athletic Handbook.

Students who are regularly enrolled in a full-time course of studies in a secondary school are generally considered eligible to participate in athletics. PIAA regulations specify when students are not eligible. It is important that coaches and students be aware of these regulations since playing an ineligible player could result in forfeiting a game or even a championship. A summary of the regulations follows.

A student ***may not*** participate in practices or contests:

- if he/she has not had a physical for the specific sport.
- while on suspension from school.
- if he/she has not attended school for the entire day the day of a game or practice unless allowed by the principal, or has not arrived at school prior to 8:10 am. (Doctor's appt., funeral, college visit, or other administrative approved activity would allow both practice and/or game participation).
- if he/she is not an amateur, that is, if the student has accepted money or gifts for playing.
- if he/she has played the same sport for four seasons after grade 8.
- if he/she has attended eight semesters of school after entering grade 9.
- if he/she has graduated or played in an all-star event.
- if he/she has turned 19 years of age by June 30.

A student may participate in practice, but may not participate in athletic scrimmages or contests:

- for the next week if he/she is failing more than one class at the end of any week during a season. If this occurs at the end of a marking period, the student must be passing at least 4 credits or the student is not eligible for 15 school days into the next marking period. Eligibility is due on Thursday before 2:30 pm – the report will be sent to all head coaches before 2:30 pm on Friday of the same week. When circumstances occur that make the collection of student data impossible (snow days, emergencies, etc) – the previous weekly report will be the standard.
- if weather or other circumstances create a scenario in which the weekly eligibility is not able to be checked – the previous eligibility report will be used for a second week. (Fair Week, Holiday, snow day, etc)
- for 60 days of school attendance if he/she has been absent for 20 days in one semester.

### **STUDENT CONDUCT AT ATHLETIC EVENTS**

#### **STUDENT ATHLETES**

All school rules and policies are in effect for school sponsored and approved athletic/musical/field trips and/or competitions. Students violating the rules and policies will be subject to disciplinary action. If in the judgment of

the high school administration, a student's behavior is not defined in the code of student conduct, the administration will take appropriate action in the best interest of the student and the school.

***STUDENT SPECTATORS***

Students are to show proper respect for the opposing team, coaches, cheerleaders, and fans at all times. This respect should be demonstrated at both home and away games.

- The use of profanity is strictly prohibited.
- Individual players or coaches should not be singled out by fans and/or players.
- Students should remain respectful when opposing cheerleading squads are performing a cheer.
- Noisemakers are not allowed.
- No person may throw objects onto the playing surface.

## **ATTENDANCE**

§ 11.13. Compulsory Attendance of the Pennsylvania State School Code was designed to make certain that all children would have an equal opportunity to gain a public school education. School officials and parents are responsible for this education of our children, and the state places fines and prison sentences or both for failure to observe the law.

Section 1326: The term “compulsory school age” shall mean the period of a child’s life from the time the child’s parents elect to have their child enter school, which shall be no later than at the age of eight years, until the age of seventeen (17). Every child of compulsory school age, having a legal residence in this Commonwealth, is required to attend a day school in which the subjects and activities prescribed by the State Council of Education are taught in the English language and every parent, or guardian or the person having control or charge of any child or children of compulsory school age is required to send such child or children to such day school.

Act 29, which was amended in 2016, extensively revised provisions for truancy. The law raised the fine for truancy to \$300. This fine will be placed on parents and requires them to pay court costs or be sentenced to complete a parenting education program. If the parents show that they took reasonable steps to ensure the attendance of a child, they may not be convicted of a summary offense. If the parents are not convicted and the child continues to be truant, the child can be fined up to \$300.

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

## **ABSENCES**

The school recognizes the importance of consistent attendance in academic success and therefore, encourages students to attend school regularly in order to achieve at their greatest potential.

According to the Pennsylvania Department of Education (PDE), “a student is considered absent if they are not physically participating in instruction or instruction-related activities on school grounds or at an approved off-grounds location for at least half of the school day. Each day a student is absent for 50% of the school day or more is to be counted as an absence.”

Based on the reasons and documentation provided for absences, they can be categorized as either Excused or Unexcused. Please find a breakdown of these below.

### ***EXCUSED ABSENCES***

***PARENT EXCUSES-*** Absences will be deemed excused by way of parent excuses received within three days to confirm one of the following reasons for the absence:

- Illness
- Other exceptionally urgent reasons
- Previously approved planned absence (no additional excuse necessary)

***OFFICIAL EXCUSES-*** Some absences will be deemed excused by way of official excuses received within three days to confirm one of the following reasons for the absence:

- Medical excuses issued by a health care provider for each absence stating appointment/absence date and time (written note from a doctor)
- Medical excuses issued by the athletic trainer and/or team doctor
- Death in the immediate family
- Court appearances (documentation from the courthouse confirming appearance)
- Religious Holidays (must be pre-approved by administration)
- Previously approved college visitation (completed “College Visitation Form” submitted upon return)

### **UNEXCUSED ABSENCES**

Absences will be deemed unexcused if/when:

- A written excuse is not received within three days.
- The reason for the absence is beyond the scope of illness, death in family, and/or previously approved planned absences.
- An official excuse is not provided after 10 total days of parent-excused absences are accrued.

*Parents should contact the Administration to discuss any concerns or situations that may result in the need for special arrangements or to address their child's attendance.*

### **ABSENCE NOTIFICATION**

Parents or guardians will receive automated phone calls from our One Call System around 10:00am if their children are marked absent. It is not necessary to call the school to report your child absent.

### **ABSENCE REPORTING**

#### **HALF DAY ABSENCES**

Students who arrive to school after 10:30am will be reported as absent in the morning. Students who leave school before 11:45am will be reported as absent in the afternoon.

#### **FULL DAY ABSENCES**

Students who leave school before 9:45am will be reported as absent for the entire school day. Students who arrive to school after 12:30pm will be reported as absent for the entire school day.

### **COLLEGE VISITATIONS**

College visitations are granted for junior (11th grade) and senior (12th grade) students. Students are to notify the office with a note from their parents at least one school day prior to the scheduled college visit. Students will then be given a "College Visitation Form" that must be returned to the office on their first day back to school. This form will need to be signed by an individual at the college/university. A maximum of three (3) school days will be granted for college visitations during any academic (school) year. College visitations will be counted as an official excused absence and will be added to the student's cumulative attendance.

### **EARLY DISMISSAL PROCEDURES**

Students who need to leave school early or leave the high school building are required to bring a note from a parent or guardian. All notes must be brought to the office before homeroom on or before the morning of the day requested. Students will then receive an excuse slip from the office to be presented to their classroom teacher and office secretary upon leaving. Early dismissals without this documentation will be unexcused. All students will be required to furnish an official excuse within three days of return from the appointment or the time out will be considered unexcused.

The following must be indicated on each request:

1. Name, grade, and homeroom section of student
2. Date and time of requested dismissal
3. Parent/guardian signature and phone number
4. Reason for request

### **EXCESSIVE ABSENCE NOTIFICATION**

#### **TEN OR MORE PARENT EXCUSED ABSENCES**

If a student accumulates ten (10) or more absences for which an official excuse was not submitted, the parent will be notified by postal mail that an official excuse is required for each additional absence for the remainder of the school year.

#### **ONE OR MORE UNEXCUSED ABSENCES**

Parents/guardians will receive written notification when their children accumulate unexcused absences. Dependent upon the number of unexcused absences, the school may require a School Attendance Improvement Plan (SAIP) team meeting in order to develop a plan for improved attendance.

Students who accumulate six (6) or more unexcused/illegal absences are considered habitually truant and may be referred to the county children and youth agency for services. Additionally, the school may file a citation against the parent in the magisterial district court.

### **MAKE-UP WORK FOLLOWING AN ABSENCE**

Any student who is absent due to illness, death in the immediate family, or with prior approval by the principal will be given the opportunity to complete any assignment upon returning to school.

It is primarily the student's responsibility to initiate the make-up activities. The make-up assignments and examinations shall be completed within a reasonable time of the date of absence. Teachers will review procedures for their classes at the beginning of the year. Any student absent for more than three (3) consecutive days should contact his/her instructor to obtain instructions regarding missed assignments. The responsibility for obtaining the assignments rests with the parents and/or student. Teacher contact information can be found on the school's website under the Faculty Tab.

### **PLANNED ABSENCES**

Students who are going to be absent from school due to a planned trip or vacation must complete a "Planned Absence Request" form in order to have those days marked excused. These forms must be submitted to the school administration three (3) school days prior to the requested absence. Forms are available in the High School Office and on the school's website. No vacation requests will be approved during final examinations. Planned absences will only be approved after consideration of the following factors:

- The student has not exceeded 10 planned absence days in a school year;
- The student has not been absent 10 or more days without an official excuse.

If the student's parent-excused absence totals reach or exceed 10 days with the approved planned absence, the student will be required to furnish an official excuse for each additional absence for the remainder of the year.

Students who attend unapproved trips will be marked as unexcused and may receive a grade of zero for all work/exams the days the student was absent.

Note: It is the recommendation of the Bloomsburg Area School District that students not take vacations during the school year. In requesting a vacation absence, the student and family must realize that this increases the likeliness of the student suffering academically.

### **SCHEDULE BASED ENTRY/DISMISSAL PROCEDURES**

Students in grades 9-12 may have a unique schedule situation which may permit them to enter/leave a different points of the school day. Students whose schedule start after Block 2 must sign in through the main office on Railroad St. for attendance purposes. Those students are permitted to park in the open spots along Railroad St. or another location on campus. They may not park in the visitor lot in front of the main entrance. Students whose schedule finishes before the end of Block 4, must have written permission from their parent/guardian and administration to leave the building. They must sign out through main office prior to leaving the building. Failure to do so will result in disciplinary action. Written forms to be kept on record are available in the Main Office and distributed to students.

### **STATE ATTENDANCE REPORTING**

Pennsylvania schools are required to report attendance to the state. Below please find the three classifications used for these reports, which are used to calculate a school's effectiveness.

#### ***CHRONIC ABSENTEEISM***

Students who are absent, both excused and unexcused, for at least 10% of the school days are considered chronically absent.

#### ***TRUANT***

Students who accumulate three (3) or more unexcused absences are considered truant.

#### ***HABITUALLY TRUANT***

Students who accumulate six (6) or more unexcused/illegal absences are considered habitually truant and may be referred to the county children and youth agency for services. Additionally, the school may file a citation against the parent in the magisterial district court.

### **TARDINESS**

Students who report to homeroom after 7:45am are considered tardy. These students must report to the attendance table located inside the main entrance. The attendance supervisor will assign the appropriate consequence and issue a pass for admission to homeroom/class. Students who report to school after 8:10am should report directly to the main office. The following protocols will be followed depending upon the reason for the tardiness:

- Students entering the building after 8:10am with a parent must sign in at the central office.
- Students who arrive after 8:10am without a parent will be assigned a detention.
- Students entering the school after 8:10am, with or without a parent, will not be able to participate in extra-curricular activities unless an official excuse is provided.

### **TARDINESS CONSEQUENCES**

If a student is excessively tardy to school, the following disciplinary actions will be taken:

- 3 to 6 days tardy (per semester) – A student who has exceeded 2 days tardy will be given a detention for each time he/she is tardy from 3 to 6 times; parents will be notified.
  - 7 to 10 days tardy (per semester) – A student who has exceeded 6 days tardy will be given an ISS and/or loss of student driving privileges for each time he/she is tardy from 7 to 10 times; parents will be notified by the Principal.
  - 10 plus days of tardiness (per semester) will result in ISS for each day tardy and the student will forfeit his/her privilege to participate in sports, all school activities, and all dances (including the Holiday Dance and the Prom) for the remainder of the school year. Parents will be required to have a conference with the Principal.
  - ***Parents should contact the Secondary Complex Administration to discuss any concerns or situations that may result in the need for special arrangements or to address their child's tardiness.***
-

## **BUILDING PROCEDURES**

### **BLOOMSBURG ASSISTANCE, SUPPORT, & EDUCATION (BASE) TEAM**

In accordance with state guidelines, the Bloomsburg High School operates a Student Assistance Program, which is referred to as the BASE team. This core team consists of a building administrator, the school nurse, guidance counselors and teachers. The purpose of this confidential team is to consider student intervention when drug/alcohol or mental illness concerns are made. The team reviews student information and solicits feedback from teachers before making recommendations to the parent(s). This recommendation may include support from a drug/alcohol or mental health provider outside of the school district. Parents have the ability to decline services at any time. The BASE team is recognized in several BASD policies numbers (227, 228, 248, and 249) which state that this team will be consulted and recommendations provided in the process of certain policy violations.

### **DELIVERIES TO THE SCHOOL**

The delivery of balloons, flowers, and other non-essential items to the Central Office will be distributed to students at the end of the school day. Students are not permitted to have food delivered to the high school unless permission is granted by a building principal.

### **FOOD SERVICE PROCEDURES**

#### **FOOD SERVICE CHARGING**

Food service is a self-supporting department within BASD. Charging meals is not encouraged; however, we realize that occasionally students forget their lunch money. Students may charge meals to their account. Students will be allowed to charge up to \$15.00. Charging procedures state that students will be allowed to charge up to \$15.00 maximum. When the \$15.00 limit is reached, students will not be allowed to charge ala carte items, such as extra entrees, bottled water, snacks, etc. No student will be denied a meal.

The Bloomsburg School District does offer free and reduced price meals under the National School Lunch/Breakfast program. Parents/Guardians can apply for this program anytime during the school year. Parents/Guardians are encouraged to contact the school office for an application or go online at [www.compass.state.pa.us](http://www.compass.state.pa.us).

If the student bill remains unpaid and reaches a maximum limit of \$100.00, the parent/guardian may be notified by certified letter that the matter may be turned over to the District Magistrate. Parents/guardians will then be responsible not only for the \$100.00, but any other fees imposed by the Justice of the Peace as a result of civil action.

#### **ON-LINE PAYMENT SERVICES**

Bloomsburg School District Food Service Department provides parents with a convenient, easy and secure online prepayment service to deposit money into your child's school meal account at any time. This service also provides parents the ability to view your child's account balance through a web site called MySchoolBucks.com.

To access these services:

- Simply go to the district web site at <http://bloomsburgasd.schoolwires.com> Click on the Information/School Lunch Information/MySchoolBucks.com.
- Click on the MySchoolBucks.com link. Then create your account and add money to your child's school meal account. All you need is your child's name, student's food service ID number and school ZIP code.

#### **UNIVERSAL FREE BREAKFAST PROGRAM**

All students of BASD can choose to get a breakfast meal at no charge, a meal needs to consist of 3 items, one must be a fruit or juice.

#### **FREE & REDUCED LUNCH PROGRAM**

Bloomsburg School District is a participant in the NSLP, meaning we must serve meals daily to student who qualify by Income Guidelines established by the United States Department of Agriculture. Students who receive free meals are entitled to a free breakfast and lunch each day. Reduced cost is \$.40 for lunch. An application can be filed at any time during the school year (see food service charging procedures above). Students who receive

free or reduced meals will be charged the regular price for any a la carte purchases.

### **HALL PASSES**

During class time, which includes homeroom periods, students are not to be in the halls without a pass. If a student wishes to see a teacher during a study hall, a pass must be secured ahead of time. The teacher must issue a pass granting the student permission to be excused from study hall.

### **HAIR, DRESS, & GROOMING**

The Bloomsburg Area School District has a specified code for dress and grooming. Clothing should be neat, clean, and in good taste. It should not be extreme to the extent that it focuses attention on the wearer and causes a distraction or disruption in the classroom, hall, or throughout the building. The administration has the authority to determine inappropriate clothing, attire or costuming. Failure to wear proper attire will result in the student being asked to change attire. If the student is unable or unwilling to change clothing, they will remain in ISS for the remainder of the day. Some examples may be, but are not limited to the following:

1. Clothing and tattoos which displays obscene, sexual or drug/alcohol related messages;
2. Halter tops, tube tops, spaghetti strap tops, tank tops, mesh tops worn alone, and clothes that expose the midriff or undergarments; shoulders and straps must be covered;
3. Torn clothing (visible holes or rips regardless of undergarments) or cut off shirts; Using tape to cover holes, inside or out, is not permitted;
4. Underwear worn as outerwear; underwear that can be seen;
5. Coats are not permitted to be worn during the school day;
6. Shorts and skirts that are inappropriate;
7. Tops that expose cleavage or are too revealing;
8. Hats and all other head apparel, such as but not limited to bandanas, sweat bands, visors, hoods, sunglasses;
9. Chains, pins, dog collars, dangling jewelry or other ornaments that may be disruptive or present a safety hazard;
10. Excessively large, sagging, improperly-fitting clothing, and pajamas;
11. Stretch pants, leggings, or any form-fitting pants without an additional layer of clothing;
12. Studs or rivets on clothing;
13. Clothing not worn as designed/intended;
14. Clothing of unacceptable length;
15. Costume effect contact lenses;
16. Excessive makeup and/or face paint;
17. Gang-related attire;
18. Any clothing or buttons that mock, ridicule or otherwise deliberately demean or provoke others because of race, religion, national origin or individual views.
19. Shoes must be worn at all times; any shoe that poses a safety threat is not permitted.
20. Headphones, earbuds, airpods or any in-ear or other sound device is not permitted during the passing of classes or in class unless given permission by the teacher and/or monitor.

The administration will consider factors of safety, cleanliness, suitability to the activity, and commonly held standards of decency to determine the appropriateness of clothing.

Students have the right to govern the length or style of their hair, including facial hair. Any limitation of this right shall include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. Where length or style of the hair presents a problem, some types of covering should be considered.

Students may be required to wear certain types of clothing while participating in physical education classes, shops, extra-curricular activities, or other situations where special attire may be required to insure the health or safety of the student.

Students have the responsibility to keep themselves, their clothes, and their hair clean. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard.

### **LAVATORY USE**

Students must have permission from the classroom teacher to leave class to use the lavatory. Lavatory visits should be limited to a reasonable amount of time. Any students caught vandalizing the lavatories will be prosecuted to the fullest extent of the law. If the lavatories or their contents are abused, certain lavatories may be shut down. Loitering in the lavatories is not permitted.

### **LOCKER USE**

Every secondary student is issued a hall locker located in the area near his/her homeroom. Locks are issued (at the request of the student) at the beginning of the school year by homeroom teachers. A duplicate record is kept of the lock combinations and the locker numbers assigned to each homeroom teacher. This record is maintained in the office throughout the year. The following rules and regulations govern the use of lockers:

- All lockers should be kept locked at all times.
- The school district is not responsible for items lost or stolen from lockers. Locks can be borrowed from the office, free of charge.
- Lockers remain the property of the school and will be inspected periodically to ensure that they are being properly cared for and that all contents are in no way harmful to the owner, other students, or the school building.
- Congestion in the halls during class change will require that we limit students going to their lockers after each class. Students are advised to use their lockers in the morning, during lunch, prior to period 11, at the discretion of their classroom teacher and at dismissal time.

### **SENIOR PRIVILEGES**

Seniors with no suspensions are afforded the opportunity of senior privileges. The senior privileges consist of the following:

- ~~Utilizing the outside picnic area during lunch periods (under the supervision of a lunch monitor).~~
- Utilizing the auditorium foyer couches and tables during lunch periods and study halls (under the supervision of the study hall and/or lunch monitor).

### **STUDENT FUNDRAISING**

Soliciting or selling of any kind by any student or student group is prohibited during the school day unless it is directly related to a school-sponsored activity and approved by the High School Principal. Furthermore, all fundraising activities by school-sponsored groups must be approved, in advance, by the High School Principal or Dean of Students.

All school-related (but not sponsored) groups, such as the PTA and Booster Clubs must obtain the High School Principal's permission to use school facilities or engage students during the school day in any fundraising activity. "Use of Facilities Forms" are available in the high school office and on the school website.

### **STUDY HALL PROCEDURES**

- Students will arrive at study hall and be quiet while roll is being taken.
- The study hall teacher is in charge. Any reasonable request from the teacher is to be followed.
- All students leaving study hall for any reason will sign out.
- In the cafeteria, no more than four students are permitted at a table.
- In silent study halls, all students will be separated and must be doing assigned work.

### **WORKING PAPERS (EMPLOYMENT CERTIFICATES)**

All working papers and employment certificate information can be obtained in the ~~high school guidance office~~ Main Office at the Secondary Complex. Students involved in employment are subject to Child Labor Laws and the compulsory attendance requirements of the Public School Code.

# **CODE OF STUDENT CONDUCT**

## **BEHAVIORAL EXPECTATIONS**

One of the major goals of education is to help students learn self-discipline; to know how to act and how not to act in various situations; and to accept responsibilities. Meeting the expectations of the school is part of the educational process. The purpose of this code is to make known the responsibilities of each student, so that all students may realize their full potential, and so we may be able to provide the best possible learning climate.

These guidelines are not intended to be all-inclusive, however, as they do not cover every situation and every condition. Therefore, if in the judgment of the high school administration, a student's inappropriate behavior is not defined in the code of student conduct, the administration will take appropriate action in the best interest of the student and the school.

Section 1317. Authority of Teachers, Vice Principals and Principals over Pupils. Every teacher, vice principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them (1317 amended July 25, 1963, P.L. 315, No. 169).

## **BUS CONDUCT**

Students who ride to and from school on school-provided transportation are expected to conduct themselves in an appropriate manner. They must respect the drivers and not abuse the buses or furnishings. This accommodation is provided by the school district and is to be considered a privilege and a courtesy.

Students may be assigned seats on the bus and in cases of misbehavior, students may be assigned detention, suspended from school or be deprived of transportation for a duration of time to be determined by the offense or number of offenses. Students who are not regularly assigned to ride a bus may not ride any bus in order to visit friends, go to a relative, get to work, etc. without written permission. Permission must be accompanied by a written request from a parent. Students are not to leave the bus drop-off area once they arrive at school. At no time are bus students to go to the parking lot.

## **CELL PHONES & PERSONAL ELECTRONIC DEVICES**

We realize by today's living standards the use of personal electronic devices is common place. It is the procedure of the School Board to prohibit the use of electronic devices by students, including, but not limited to, cellular telephones and/or any other personal electronic devices during regular school hours. These items must be turned off and stored out of sight between hours of 7:45am and 2:30pm. Lunch privileges of cell phone usage is permitted.

Any violation of this policy is subject to the following schedule of consequences:

- First Offense-** Electronic device is removed from the student's possession and will remain in the administrative custody for the remainder of the school day. The student may pick up the device after school hours.
- Second Offense-** Electronic device is removed from the student's possession and will remain in the administrative custody until a parent/legal guardian personally picks up the device at school. Student will serve one detention.
- Third Offense-** Electronic device is removed from the student's possession and will remain in administrative custody until a parent/legal guardian personally picks up the device at school. Student will serve at least one (1) day of in-school suspension. Further discipline may be imposed at the discretion of the Administration.

Students who refuse to relinquish their phone when asked will be immediately suspended.

Parents and students are reminded that the intention of this policy is not to limit contact among families. Parents may call the school's main office to have important messages forwarded to students. Students may also with permission, utilize the office phone or their own cell phone to make a call while in the office.

## **DANCES**

Several dances are held at the high school throughout the year. These rules apply:

- All dances will be established for the appropriate grade levels.
- Dances will be for students presently attending Bloomsburg Area High School – no guests. Exceptions will be made for the Homecoming Dance, Holiday Dance, and the Prom. In these cases, guests must be approved by principals of both schools no later than three (3) days prior to the event. “Dance Permission Forms” are located in the high school office.
- Students must be in attendance at school the day of the dance in order to attend the dance.
- No one will be permitted to leave a dance and return later, even if the person offers to pay a second time.
- Anyone suspended in-school (ISS) or out-of-school (OSS) on the day of a dance may not attend the dance.
- As with all school functions, school rules regarding drug and alcohol use will be enforced.
- Chaperones will exercise their authority in maintaining proper standards of conduct.

### **EXTRACURRICULAR BEHAVIOR**

All school rules and policies are in effect for school sponsored and approved athletic/musical/field trips and/or competitions. Students violating the rules and policies will be subject to disciplinary action. If in the judgment of the high school administration, a student's inappropriate behavior is not defined in the code of student conduct, the administration will take appropriate action in the best interest of the student and the school.

### **PROM**

The prom is an extracurricular activity, which is a privilege, not a right. Guests must be approved by principals of both schools no later than three (3) days prior to the event. “Dance Permission Forms” are located in the high school office. All persons attending the prom are required to purchase a ticket prior to attending as no tickets will be sold at the door.

### **SCHOOL PROPERTY**

School property shall include not only the actual buildings, facilities and grounds on the school campus, but also school buses, school parking areas, and any facility being used for a school function.

### **SENIOR PRANKS**

Senior Pranks, which include any type of childish prank, nuisance decorations, vandalism, or trespassing on school property by any student, will not be tolerated by the Bloomsburg Area School District.

During the regular school year, the discipline of a student involved in a prank or vandalism will be governed by the Code of Student Conduct. However, during the graduation season when the Code of Student Conduct may not be sufficiently applicable, students involved in a senior prank will receive disciplinary action that shall include, but not be limited to:

- Suspension from the graduation ceremony
- Citation for institutional vandalism or criminal mischief
- Fines, costs, and restitution.

### **STUDENT CONDUCT AT ATHLETIC EVENTS**

#### **STUDENT ATHLETES**

All school rules and policies are in effect for school sponsored and approved athletic/musical/field trips and/or competitions. Students violating the rules and policies will be subject to disciplinary action. If in the judgment of the high school administration, a student's behavior is not defined in the code of student conduct, the administration will take appropriate action in the best interest of the student and the school.

#### **STUDENT SPECTATORS**

Students are to show proper respect for the opposing team, coaches, cheerleaders, and fans at all times. This respect should be demonstrated at both home and away games.

- The use of profanity is strictly prohibited.
- Individual players or coaches should not be singled out by fans and/or players.
- Students should remain respectful when opposing cheerleading squads are performing a cheer.
- Noisemakers are not allowed.

- No person may throw objects onto the playing surface.

### **STUDENT DISCIPLINARY WITHDRAWAL**

A student may be withdrawn from a class if there is a continuous disciplinary problem in the classroom, or if the student is a potential danger to the teacher, other students, or himself. The student will receive a mark of WF (withdraw-failing) for the quarter and as a final grade for the year. No credit will be earned for any WF course. A student who displays persistent negligence of rules and procedures may be placed in an alternative learning setting.

### **STUDENT DRIVING**

Students must register all of their vehicles in the high school office in order to park on campus. Students who have not registered their vehicles are prohibited from parking on school property and will be subject to a parking citation. The transfer of a parking permit or parking space to another student without permission from the high school office is also prohibited. The Dean of Students will determine the validity of all parking permit requests. The speed limit on school property is 10 miles per hour. Students are to obey all signs and posted rules. Students are to park only in the assigned student parking areas. During the school day, students may enter their cars only with the permission of the High School Principal. Upon arriving at school, students are required to park their cars as assigned. At no time are they to cruise the campus or leave school property. Students are not allowed in their cars after the 7:45am bell.

No vehicle is to be operated on the school campus in a way that is reckless or that might cause an accident or injury to anyone. Reckless driving will result in the loss of driving privileges.

- A first minor offense of a driving violation will result in a warning or a detention.
- A second offense of a driving violation will result in ISS and/or a suspension of your driving privileges for a period of time to be determined by the Dean of Students.
- A third offense of a driving violation will result in a suspension (ISS or OSS) and the loss of your driving privileges for the remainder of the school year.
- Major offenses may result in the loss of driving privileges for the school year without a previous warning.

### **STUDENT RELATIONSHIPS**

This school recognizes the relationships that develop between students while attending school. The school does not, however, accept certain conduct, which is considered to be in poor taste in public. The following conduct will not be permitted in school: kissing, embracing, or holding another student, walking or standing with arms around student or with hands on another student.

### **TARDINESS TO CLASS**

If a student is tardy for a class, a pass should be obtained from the previous classroom teacher. If the tardiness is not legitimate and persists after being warned, a detention will be issued by the current period teacher.

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## **DISCIPLINARY PROCEDURES**

The purpose of the Bloomsburg Area High School discipline plan is to provide a safe, orderly, and positive learning environment that fosters the educational development of individual students. This will be accomplished through the cooperative effort of students, parents, and school personnel.

### **REPORTING OF INFRACTIONS**

Infractions can be reported by students, parents/guardians, staff, teachers, and administrators. A copy of the Voluntary Written Statement form can be obtained by students in both the guidance and main office.

Regardless of how the referral is initiated, administrators will investigate all claims and assign consequences when necessary. Due to student confidentiality, student names and specific consequences cannot be shared with anyone other than the student in question and his/her parents/guardians.

### **TEACHER-ASSIGNED DETENTIONS**

Teachers may assign consequences for most Level One offenses without the involvement of building administrators. In the case of a teacher-assigned detention, teachers must document the steps taken to proactively deal with the behavior before assigning a consequence. Examples include conferencing with the student, changing seating arrangements, and contacting home. Detentions may be assigned on the first violation, however, depending upon the severity of the infraction. Teachers assigning detention will inform the student of the consequence, schedule the detention with the student, and contact home in order to discuss the infraction. Students and parents will be given notice of at least 24 hours prior to the detention.

### **TEACHER-INITIATED DISCIPLINARY REFERRALS**

Teachers will refer students for all Level Two through Level Four offenses to building administrators. Once referred, building administrators will investigate the infractions in a timely manner. When multiple referrals are received, administrators will investigate those referrals according to the severity of the claim, not necessarily the order in which they are referred. In addition to reading the referral and conferencing with the referring teacher, building administrators will conference with the student reportedly in violation. Administrations may also speak with additional students if necessary and/or consult video surveillance. Once a determination is made, students and their parents will be informed of all consequences specific to their children.

### **DETENTION**

Detention may be assigned at the discretion of the instructional staff to students who exhibit unacceptable behavior. Each student assigned a detention is required to sign the detention form to indicate that he/she is aware of the detention being assigned. Students who are assigned detention will have a choice of attending one of the two upcoming detention days. If a student does not serve an assigned detention, he/she will be assigned an additional detention. Failure to serve both detentions will result in the student being assigned an in-school suspension.

Detentions will only be rescheduled for cases of medical reasons (excuse required), court appearances, or other exceptionally urgent reasons authorized by the high school administration. After school detention is located in room 207 each Monday and Thursday while school is in session. Lunch detention is located in room 105 every day. Before school detention is located in the main office every day. Students must be engaged in schoolwork for the entire duration of the detention period. Detention will begin at 2:35pm, and a student will serve for forty-five minutes. If a student is late for detention, he or she will be asked to stay for additional time or may be assigned another detention.

Transportation from detention is the responsibility of the student and his/her parent/guardian.

### **WRITTEN CEASE AND DESIST ORDER**

In cases when one student has been identified as having inappropriate interactions with another student, a written cease and desist order may be put in place. This document names the students involved and the reason for the order. It may be put in place individually or in conjunction with another consequence.

### **BEHAVIOR MANAGEMENT CONTRACT**

When inappropriate behaviors continue even after progressive consequences, a behavior management contract may be created. This purpose of this document is to assist the student in improving behavior; to enlist the support of the parent/guardian; and to document the school's attempts to provide resources to promote student success.

### **SUSPENSIONS**

Students may be assigned to either in-school suspension (ISS) or out-of-school suspension (OSS).

Students on in-school suspension will be responsible to complete assignments given by teachers. The student will be isolated from the rest of the student body and will be subject to certain restrictions. The ISS monitor directs and supervises students on in-school suspension.

Students suspended in-school (ISS) or out-of-school (OSS) may not attend or participate in any after-school function, activity, or event during the day(s) of the suspension. Participation in all school related activities may resume upon full completion of the suspension. Students suspended out-of-school may not come onto school property (except for schoolwork or appointment approved by the administration). Participation in all school related activities may resume upon full completion of the suspension.

Students shall be permitted to complete all assignments missed due to the suspension from school. If assignments are not received by the suspended student before departure from school, the parent or guardian may request the assignments by calling the high school office. Any student suspended out-of-school (OSS) three separate times or a total of five times (ISS or OSS) throughout the year will forfeit his/her privilege to participate in sports, all school activities and all dances (including the Holiday Dance and the Prom) for the remainder of the school year.

### **ALTERNATIVE EDUCATION FOR DISRUPTIVE YOUTH (AEDY) PLACEMENT**

On occasion, the behavior of a student becomes such that it interferes with this objective and becomes a disruptive factor throughout the school. Behavior that is chronically disruptive and/or blatantly disregards the policies of the school and/or the respect of others has a tremendous negative impact on the entire school climate. In addition, the resources available to deal with these types of behaviors often prove to be of limited value. When behaviors persist and disciplinary actions become more frequent and severe, the child's educational program suffers. At times, a single behavioral incident is disruptive enough to prompt an AEDY placement

An alternative program proves an additional option for students exhibiting these behaviors. It provides a more focused setting for the student while eliminating disruptive and distracting behaviors from the regular school environment. Distractions are minimized in both the alternative setting and in the mainstream.

### **POLICE REFERRAL**

As part of the Bloomsburg Area School District's efforts to provide a safe environment for all students to learn, collaboration exists with the Town of Bloomsburg Police Department. All evidence collected as part of school investigations can and will be shared with police for incidents that may be criminal in nature. The school's consequence for misconduct is separate from any consequence imposed by the police. As such, it is possible that students can receive both a school and legal consequence for the same incident.

### **EXPULSION**

1. Expulsion is exclusion from school by the Board of School Directors for a period exceeding 10 school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under Section 12.8.
2. A formal hearing may be held before the Board of School Directors or a duly authorized committee of the Board, preferably composed of no fewer than three members of the School Board. The hearing committee's decision is advisory to the School Board where expulsion is recommended. A majority vote of the entire School Board is required to expel a student.
3. At the formal hearing, the following due process requirements are to be observed:
  - (a.) Notification of the charges in writing, sent to the parents or guardian by certified mail, and to the student.
  - (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 demand that any such witnesses appear in person and answer questions or be cross-examined.
  - (f.) The student's right to testify and produce witnesses on his/her own behalf.
  - (g.) A record must be kept of the hearing either by a stenographer or audio recorder. The student is entitled, at the student's expense, to a copy of the transcript.
4. If requested by the student or the student's parents, the hearing shall be in private.
  5. Where the student is dissatisfied with the results of the hearing, recourse can be had to 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.

### **OFFENSES**

In an attempt to clarify disciplinary actions, offenses have been categorized into levels indicating seriousness. Appropriate disciplinary actions have been listed for each level.

### **CONSEQUENCES**

The school's primary concern is to assist students in correcting undesirable behavior. To this end, school officials will work with the students, their parents or guardians, as well as resource people and community agencies to achieve more appropriate behavior.

In order to apply disciplinary action uniformly for all students, the administration has developed a set of specific disciplinary measures for each level of offense. Most often these can be handled as a routine matter. However, for very serious cases of misconduct, further action may be taken by the Superintendent or Board of School Directors.

### **DISCIPLINARY LEVELS**

These guidelines are not intended to be all-inclusive; however, as they do not cover every situation and every condition. Therefore, if in the judgment of the high school administration, a student's inappropriate behavior is not defined in the code of student conduct, the administration will take appropriate action in the best interest of the student and the school.

Section 1317. Authority of Teachers, Vice Principals and Principals over Pupils. Every teacher, vice principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them (1317 amended July 25, 1963, P.L. 315, No. 169).

### **SUGGESTED LEVEL ONE OFFENSES**

Include, but are not limited to:

- Academic dishonesty
- Classroom disruption
- Dress code infraction
- Excessive unexcused tardiness to class
- Failure to report or leaving assigned area without permission
- Horseplay
- Inappropriate display of affection
- Inappropriate language
- Misuse of computer/network
- Other minor infractions of unacceptable behavior or any condition that causes a disruption of the educational process or constitutes a health and/or safety hazard
- Pestering/teasing others
- Refusal to participate in class
- Unauthorized use of personal electronic devices

***SUGGESTED LEVEL ONE CONSEQUENCES***

May include, but are not limited to any combination of the following:

- Phone communication with parent AND
- Student conference with teacher, counselor, and/or building administrator AND

One or more of the following possibilities:

- Loss of privileges
- Detention (before school, after school, and/or lunch)
- In-School Suspension (ISS)

***SUGGESTED LEVEL TWO OFFENSES***

Include, but are not limited to:

- Abusive language
- Auditorium/Bus/Cafeteria misconduct
- Damage and/or destruction to school property
- Defiance/Insubordination
- Excessive unexcused tardiness to school
- Failure to comply with building procedures
- Failure to serve consequences
- Forgery/falsification
- Leaving school grounds without permission
- Repeated Level One offenses

***SUGGESTED LEVEL TWO CONSEQUENCES***

May include, but are not limited to any combination of the following:

- Phone communication with parent AND
- Student conference with teacher, counselor, and/or building administrator AND

One or more of the following possibilities:

- Loss of privileges
- Multiple Detentions (before school, after school, and/or lunch)
- Exclusion from extra-curricular activities
- Behavior management contract
- In-school suspension
- Out-of-school suspension
- Referral for supportive resources (SAP, etc...)
- Suspension of transportation privileges
- Police referral

***SUGGESTED LEVEL THREE OFFENSES***

Include, but are not limited to:

- Abusive, obscene, or profane language and/or gestures
- Bullying/Cyberbullying/Harassment
- Fighting and/or disorderly conduct
- Major computer use/network violations
- Physical Assault
- Possession of pornography
- Repeated Level Two offenses
- Theft
- Use/possession of tobacco products (includes vaporizers and e-cigarettes along with accessories)
- Vandalism\*

\*Act 16 of 1994 amends the Crimes Code to expand the offense of “institutional vandalism” to include carrying aerosol spray-paint cans, broad-tipped indelible markers or similar marking devices into an institution, such as a school building, with the intent to vandalize. Pa. C.S. Section 3304 (a) (4). Act 17 of 1994 amends the Crimes Code to define defacing public and private property with spray paint or indelible markers as “criminal mischief.” The Act also provides the court with a community service sentencing option in lieu of jail time for such an offense. Pa. C.S. Section 3307 (a.3).

### ***SUGGESTED LEVEL THREE CONSEQUENCES***

May include, but are not limited to any combination of the following:

- Phone communication with parent AND
- Student conference with teacher, counselor, and/or building administrator AND

One or more of the following possibilities:

- Loss of privileges
- Exclusion from extra-curricular activities
- Behavior management contract
- In-school suspension
- Out-of-school suspension
- Referral for supportive resources (SAP, etc...)
- Suspension of transportation privileges
- Police referral and/or charges filed to Magistrate
- Administrative recommendation for Alternative Education for Disruptive Youth (AEDY) placement
- Administrative review for recommendation to the Board of School Directors for an expulsion hearing

### ***SUGGESTED LEVEL FOUR OFFENSES***

- Arson or tampering with fire alarms, extinguishers, or activating a false alarm
- Commission of any other act punishable under the Pennsylvania Crimes Code
- Possession of weapons on school property, school bus or any other school-sponsored activity
- Possession and/or use of drugs and/or alcohol or any unauthorized substance; possession of drug paraphernalia; intent to sell and/or distribute drugs and/or alcohol or any unauthorized substance. This includes school grounds, school buildings, school buses or while participating in or attending an approved school function.
- Production/distribution of pornography (including pictures or videos of sexually explicit images)
- Repeated Level Three Offenses
- Substantiated threats of harm made against the school (verbal, written, and/or posted on social media)

Level Four acts include those which result in violence to another person or their property or which pose a threat to the safety of others in school. These actions are often criminal and are so serious that they require administrative actions, which result in police involvement and in the immediate removal of the student from school.

### ***SUGGESTED LEVEL FOUR CONSEQUENCES***

May include, but are not limited to any combination of the following:

- Phone communication with parent AND
- Student conference with teacher, counselor, and/or building administrator AND
- One or more of the following possibilities:

- Loss of privileges
- Exclusion from extra-curricular activities
- Behavior management contract
- Out-of-school suspension
- Referral for supportive resources (SAP, etc...)
- Suspension of transportation privileges
- Police referral and/or charges filed to the Magistrate
- Administrative recommendation for Alternative Education for Disruptive Youth (AEDY) placement
- Administrative review for recommendation to the Board of School Directors for an expulsion hearing

The Federal gun-Free School Act of 1994 states, “Any student who brings a firearm or weapon to school (as defined in Section 912 of Title 18, United States Code) shall be referred to the criminal justice system.” (Public Law 103-382)

The definition of “weapon” includes: [a]ny bomb, grenade, machine gun, sawed-off shotgun with a barrel less than 18 inches, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, dagger, knife, razor or cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, spring mechanism, or otherwise, any stun gun, stun baton, taser or other electronic or electric weapon or other implement for the infliction of serious bodily injury which serves no common lawful purpose, knives, cutting instruments, cutting tools, martial arts devices, nunchaku, firearms, shotguns, rifles, air rifles, BB gun, pellet gun, and pistols, sling shots, explosive devices, chemical agent, and any other tools, instruments, or implements capable of inflicting serious bodily injury, where the intent is to use such a tool, instrument, or implement as a weapon is present. Also included are “look-alikes” of the weapons listed above.

See Pennsylvania Department of Education Act 26 of 1995. See BASD Policy 218.1.

## **MEDICAL INFORMATION**

### **EMERGENCY EPINEPHRINE OPT-OUT**

Emergency epinephrine is used to counteract anaphylaxis (a rapid, severe, life-threatening allergic reaction) and is available in BASD by order of our school physician. If you wish to **decline** administration of emergency epinephrine for your student, you must contact the certified school nurse to review and sign an opt-out form.

### **ILLNESS**

Students who become ill during school hours should:

- Acquire a pass from their teacher in order to be admitted to the health room.
- Then go directly to the nurse's office, located in the Middle School.
- The nurse will sign the pass and record the time if the student is sent back to class.
- Arrangements for students sent home due to illness will be made by the nurse.

Arrangements to leave school made prior to the consent of the school nurse will be recorded as unexcused.

### **MEDICATIONS**

Whenever possible, medications should be administered at home. If it is necessary for a student to receive medication during school hours, the following procedures must be followed:

- Any medication brought to school by a parent or student is to be brought directly to the nurse's office, which is located in the Middle School. Please come to the Middle School office when dropping off any medication, even for high school students. All medication must be in the original container.
- Medication will only be given when accompanied by a note from a parent/guardian.
- In addition to a parental note, prescription medication requires a written order from the prescribing physician.
- Students are to take home any remaining medication at the end of the school year. Any medication not taken home at that time will be discarded.

Doctor's order and parent request forms for medication are available in the nurse's office.

### **PHYSICAL EXAMS**

PA School Health Law requires a physical examination for all students in grade 11. This examination may be completed by the student's family physician up to a year prior to the junior year, or by the school physician during the junior year with a signed permission from a parent or guardian. Students failing to complete the physical examination will not be allowed to begin the next school year until the required examination has been completed (BASD Policy #209.9).

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## **SCHOOL BOARD POLICIES**

For an entire list of Board Policies, please visit the School Board Tab under the District's website. The section governing Pupils includes the following policies:

<a href="#">200</a>	Enrollment in District
<a href="#">201</a>	Admission of Beginners
<a href="#">202</a>	Eligibility of Nonresident Students
<a href="#">203</a>	Communicable Diseases and Immunization
<a href="#">204</a>	Attendance
<a href="#">205</a>	Postgraduate Students
<a href="#">206</a>	Assignment Within District
<a href="#">208</a>	Withdrawal from School
<a href="#">209</a>	Health Examinations
<a href="#">209.2</a>	Food Allergy Management
<a href="#">210</a>	Student Health Services/Use of Medications
<a href="#">210.1</a>	Possession/Use of Asthma Inhalers/Epipens
<a href="#">211</a>	Student Accident Insurance
<a href="#">212</a>	Reporting Pupil Progress
<a href="#">213</a>	Grading of Student Progress
<a href="#">214</a>	Class Rank
<a href="#">215</a>	Promotion and Retention
<a href="#">216</a>	Student Records
<a href="#">217</a>	Graduation Requirements
<a href="#">218</a>	Student Discipline
<a href="#">218.1</a>	Weapons
<a href="#">219</a>	Student Hearing Process
<a href="#">220</a>	Student Expression/Distribution and Posting of Materials
<a href="#">221</a>	Dress and Grooming
<a href="#">222</a>	Use of Tobacco, Tobacco Products, and Tobacco Alternatives
<a href="#">223</a>	Use of Bicycles and Motor Vehicles
<a href="#">224</a>	Care of School Property
<a href="#">225</a>	Students and the Police
<a href="#">226</a>	Locker Search
<a href="#">227</a>	Use of Unauthorized Substances
<a href="#">228</a>	Suicide Prevention
<a href="#">229</a>	Student Fund Raising
<a href="#">230</a>	Public Performances by Students
<a href="#">231</a>	Social Events and Class Trips
<a href="#">232</a>	Suspension and Expulsion
<a href="#">233</a>	Suspension/Expulsion Hearings
<a href="#">234</a>	Pregnant Students
<a href="#">235</a>	Student Rights
<a href="#">236</a>	Conduct at School Events
<a href="#">237</a>	Student Photographs
<a href="#">238</a>	Class Rings
<a href="#">239</a>	Foreign Exchange Students and Honor Status
<a href="#">240</a>	Use of Anabolic Steroids
<a href="#">241</a>	Student Representative to the Board
<a href="#">246</a>	School Wellness
<a href="#">248</a>	Sexual Harassment
<a href="#">249</a>	Bullying/Cyberbullying
<a href="#">250</a>	Hazing
<a href="#">251</a>	Use of Dogs to Search School Property
<a href="#">252A</a>	District-Provided Technology Resources: Student Use, Rights, and Responsibilities: Student E-mail Accounts and Web and Cloud-Based Storage and Web and Cloud-Based Applications
<a href="#">252B</a>	District-Issued Devices: Student Use, Rights, and Responsibilities

## **SPECIAL EDUCATION SERVICES**

### **Annual Public Notice of Special Education Services and Programs, for Gifted Students and Protected Handicapped Students**

#### **Notice to Parents**

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district shall publish written information in the handbook and on the web site. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this notice.

#### **Evaluation and Consent**

School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

#### **Program Development**

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

#### **Confidentiality of Information**

The SDs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible school entity listed below. For school age children, information, screenings and evaluations requested may be obtained by contacting: Donna Christensen, 570-784-5000, ext. 44

## **STUDENT RIGHTS**

The Bloomsburg Area Board of School Directors has adopted a code of student conduct, which includes policies governing student discipline and a listing of student rights and responsibilities as outlined in Chapter 12 of the Pennsylvania School Code. A complete copy of Chapter 12, Student Rights and Responsibilities, is available online by searching PA School Code Chapter 12.

### **DUE PROCESS**

The Board of School Directors believes that education is a fundamental right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.

#### **1. Informal Hearings**

- a. When a suspension exceeds three school days, the student and parents or guardian shall be given the opportunity for an informal hearing consistent with the requirements set forth in Section 12.8(c) (relating to hearings). See Bloomsburg Area School District Policy #233.
- b. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended, to demonstrate that there is a case of mistaken identity or to show that there is some compelling reason why the student should not be suspended. The informal hearing also encourages the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.
- c. At the informal hearing, the following due process requirements are to be observed:
  - Notification of the reasons for the suspension in writing, given to the parents or guardian and to the student.
  - Sufficient notice of the time and place of the informal hearing.
  - A student has the right to question any witnesses present at the hearing.
  - A student has the right to speak and produce witnesses on his own behalf.
  - The district shall offer to hold the informal hearing within the first five days of suspension.

#### **2. Formal Hearings**

- a. Expulsion is exclusion from school by the Board of School Directors for a period exceeding 10 school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under Section 12.8.
- b. A formal hearing may be held before the Board of School Directors or a duly authorized committee of the Board, preferably composed of no fewer than three members of the School Board. The hearing committee's decision is advisory to the School Board where expulsion is recommended. A majority vote of the entire School Board is required to expel a student.
- c. At the formal hearing, the following due process requirements are to be observed:
  - (a.) Notification of the charges in writing, sent to the parents or guardian by certified mail, and to the student.
  - (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 demand that any such witnesses appear in person and answer questions or be cross-examined.
  - (f.) The student's right to testify and produce witnesses on his/her own behalf.
  - (g.) A record must be kept of the hearing either by a stenographer or audio recorder.The student is entitled, at the student's expense, to a copy of the transcript.
- d. If requested by the student or the student's parents, the hearing shall be in private.
- e. Where the student is dissatisfied with the results of the hearing, recourse can be had to 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.

### **FLAG SALUTE & THE PLEDGE OF ALLEGIANCE**

It is the responsibility of every citizen to show proper respect for his/her country and its flag.

- Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions. The school district is required to notify parents in writing that their child is not reciting the Pledge of Allegiance.
- Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.
- The Pennsylvania Legislature passed Act 157 of 2002. The law states the following:  
“All supervising officers and teachers in charge of public, private or parochial schools shall cause the Flag of the United States of America to be displayed in every classroom during the hours of each school day, and shall provide for the recitation of the pledge of allegiance or the national anthem at the beginning of each school day. Students may decline to recite the pledge of allegiance and may refrain from saluting the flag on the basis of religious conviction or personal belief. The supervising officer of a school subject to the requirements of this subsection shall provide written notification to the parents or guardian of any student who declines to recite the pledge of allegiance or who refrains from saluting the flag.”

### **FREEDOM OF EXPRESSION**

Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate or serious harm to the welfare of the school or community, encourages unlawful activity or interferes with another individual's rights (PA Title 22, Section 12.9,b).

### **FREE EDUCATION**

All persons residing in the Commonwealth of Pennsylvania, from the first day the child begins Kindergarten until graduation from high school or up to the age of 21, are entitled to a free and full education in the Commonwealth's public schools (Pa. Title 22, 12.1)

### **PROTECTION FROM SEXUAL ABUSE AND HARASSMENT**

The law is clear that school districts have a duty to protect students from sexual abuse and harassment. It is the policy of the Bloomsburg Area School District to prohibit improper conduct of whatever kind, including sexual abuse and harassment of students, by school employees, fellow students, and others who come in contact with students during school or through school activities. Students and school employees are encouraged to report any suspected violations of this policy to the guidance office, high school administration or superintendent without fear of retaliation. A list of contact names and phone numbers to turn to for help (e.g., The Women's Center) is available at either the nurse's office or the guidance office.

### **SALE & DISTRIBUTION OF MATERIALS BY STUDENTS**

Students have the right to express opinions, take stands, and support causes both publicly and privately. There should be no interference in school with these liberties or students' expression of controversial points of view. However, the administration must have the authority to prevent, control, or stop whatever is disruptive to the educational process.

- School officials shall prohibit material which is obscene, libelous, or which inflames or incites other students so as to create a clear and present danger.
- Printed materials to be distributed on school property must be submitted to the High School Principal, at least two days prior to the distribution, for it to be evaluated properly.
- Materials to be distributed on school grounds are to be circulated before or after school hours on the grounds, or in the cafeteria during normal lunch hours.

### **SEARCHES & SEIZURES**

The Bloomsburg Area School District recognizes that the Fourth Amendment provides that students have a right "to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures." However, with the passage of the Gun Free Schools Act, the Safe Schools Act, and Act 26 of 1995 that amends the School Code, it is imperative that the school also recognizes its responsibility to protect and maintain the health, welfare, and safety of all students.

Consequently, the school district contends that school lockers and desks belong to the school, and that students are only given permission to use them. It is with this understanding that students should assume no expectation of privacy and realize that searches may be conducted by school officials with or without any

suspicion of wrongdoing on the part of the student. Students should be aware that all student desks and lockers may be searched at any time and for any reason, with no qualifications or exceptions.

Student lockers and desks will be inspected from time to time to insure that they are being properly cared for and that the contents are in no way harmful to the student and other persons in the school building. Any illegal material may be seized. Along with police, drug detection canines may be used to search school grounds.

Students may also be asked to empty their pockets, book bags, (plastic or mesh see through), purses, and other personal articles to search for illegal, controlled, or criminal material. Parents will be contacted and made aware of the reasons for the search.

### **STUDENT PRIVACY**

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

- Political affiliations
- Mental and psychological problems potentially embarrassing to the student or his family.
- Sexual behavior and attitudes
- Illegal, anti-social, self-incrimination and demeaning behavior
- Critical appraisals of other individuals with whom respondents have close family relationships
- Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) without the prior written consent of the student (if the student is an adult or emancipated minor), or in the case of an un-emancipated minor, without the prior written consent of the parent. Such survey, analysis, or evaluation may, however, be conducted on a wholly voluntary basis, provided that the student and parents have been notified of their rights.

## **TECHNOLOGY USE**

### **COMPUTER CODE OF RESPONSIBILITY**

Using the Internet or a computer is a privilege, not a right. All use of the Internet or a computer in the school setting must be in support of education, research, and communication that is consistent with the purposes of the school district.

The following activities are not permitted:

- Using the Internet or a computer at school for non-school related activities
- Sending or displaying offensive messages or pictures
- Using obscene, abusive, or objectionable language
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial or political purposes
- Sending chain letters or pyramid schemes
- Circumventing security measures
- Falsifying one's identity to others while using the Internet
- Sending or receiving e-mail without permission
- Downloading programs from the Internet; installing personal or unauthorized software onto the computer.

### **INTERNET/COMPUTER USE GUIDELINES**

Students of the Bloomsburg Area School District are authorized and encouraged to use the Internet/Computers for educational purposes. Such use, within the school setting, shall be subject to the "Terms and Conditions" and "Code of Responsibility" as delineated herein.

#### **TERMS & CONDITIONS**

- Only those students who have signed the "Internet Use Agreement" and have agreed to accept and abide by the "Acceptable Use Agreement", "Terms and Conditions" and "Code of Responsibility" shall be authorized to access the Internet or use a computer in the school setting.
- Students shall be permitted to access directly the Internet and use a computer only with the written permission of the student's parent or guardian. These signatures shall appear on the "Internet Use Agreement".
- Use of the school district's network (including the computers) or Internet access for the receipt or transmission of any material in violation of any U.S. or state regulation is prohibited. This usage includes but is not limited to copyrighted material; threatening, obscene or pornographic materials; material protected by trade secret.
- The School District reserves the right to monitor usage of the Internet for policy violations.
- The School District reserves the right to monitor data found on its network including but not limited to computers, servers, and laptops.
- All data on the Bloomsburg Area School District's network is considered property of the Bloomsburg Area School District and can be accessed at any time necessary by the administrator(s) and superintendent.
- All computers from which students may gain direct access to the Internet must be configured to engage the security system to filter obscene, objectionable, or otherwise inappropriate material.
- Internet users may not reveal personal information, such as names, addresses and telephone numbers of others. Students also may not reveal their own name and personal information.
- Students may send and receive e-mail only with explicit parental permission and under the direct supervision of a teacher.

### **CONSENT TO PARTICIPATE IN THE "ONE-TO-ONE" STUDENT DEVICE INITIATIVE**

Students of Bloomsburg Senior High School will receive a One to One device are required to submit the "Agreement for Use of Device" Attachment A or B as a condition of receiving a Device in October. The

Agreement for Device Use will need to submit once for each student unless the parent or guardian wishes to change to a different agreement.

Parents and guardians are free to change to a different agreement at any time throughout the school year.

The agreements for device use are available on the District's website and are described briefly below:

- **Agreement for Use of Laptop (Policy 252B Attachment A)**-This agreement would allow your child to bring the Device home after school.
- **Agreement for Use of Laptop (Policy 252B Attachment B)**- This agreement would not allow your child to bring the Device home after school.
- Signing and returning either agreement indicates that your child agrees to abide by Administrative Regulation No. 224 "*Care of School Property*," Board Policy 252A "*District Provided Technology Resources: Student Use, Rights and Responsibilities*," Board Policy 252B "*District Issued Laptops: Student Use, Rights and Responsibilities*" and the "*Best Practices Guidelines*" relating to the safe keeping and use of the "One-to-One" student devices. If your child previously submitted a signed agreement, then he or she continues to be bound by the above Board Policies and other documents. The above Board Policies are accessible on the District's website at [bloomsburgasd.schoolwires.com](http://bloomsburgasd.schoolwires.com). Additionally, paper copies of the Board Policies are available upon request made to your child's school.

#### ***GOALS OF THE "ONE-TO-ONE" STUDENT DEVICES INITIATIVE***

The major goals of this initiative are to provide students with 21st Century learning environments both at home and in school, and to give all students access to technology resources:

- Provide digital access for all students
- Support parents/guardians with tools, resources & strategies to manage technology use at home.
- Prepare students with essential digital literacy skills to choose and use technology for learning.
- Create interdisciplinary connections through rigorous, engaging, and meaningful instructional strategies
- Promote and facilitate student critical thinking, creativity and innovation for lifelong learning
- Cultivate leadership, collaboration and team work through digital communication and productivity tools

#### ***RESPONSIBILITY FOR USE OF DEVICES***

Please review the following information to help ensure a productive school year.

- The devices that will be issued to all high school students are the property of Bloomsburg Area School District.
- Students are responsible for the appropriate use of these devices both at school and at home.
- Care of the device is the student's responsibility.
- If Devices need repair or maintenance, students are to report to the Technology Center in their building.
- Vandalism to any Devices or accessory is strictly prohibited.
- Students must present school issued picture ID when they bring their Devices in or pick up from repair.
- If a Device is missing or suspected stolen, the student must report this immediately to the Principal/Assistant Principal in their building. To report a Device missing or stolen on campus during the school day, the student must contact the Principal/Assistant Principal by phone, electronic mail or by visiting that office. To report a Device missing or stolen after school hours, the student must email the principal/assistant principal. If the Device is suspected to be stolen while off campus, then the student and/or parent/guardian must also make a report directly to the police.

#### ***REMOTE ACCESS TO DEVICES BY DISTRICT PERSONNEL***

District Devices are equipped with the ability to be accessed remotely in the following scenario: In some instances it may be necessary for a school technology staff to access the Device remotely to resolve a technical problem. A student does not need to be asked for permission prior to remote software maintenance or to resolve a technical issue. Software maintenance may involve the correction of altered code or programming and in some cases may remove files from the Device if the files are deemed to be a threat to the operation or security of the BASD-Net or are stored in unauthorized software.

### ***BEST PRACTICES FOR USE OF DEVICES***

Students are responsible for the appropriate use of their Devices both at school and at home. The Devices are for the use of students for educational purposes. All commercial, illegal, unethical and inappropriate use of these Devices is expressly prohibited.

Students should also refer to the Best Practice Guidelines for Use of Student Devices, enclosed, and Board Policy 252A: *District Provided Technology Resources: Student Use, Rights and Responsibilities*, and the Board Policy 252B: *District-Issued Laptops: Student Use, Rights and Responsibilities*, available at [bloomsburgasd.schoolwires.com](http://bloomsburgasd.schoolwires.com). Any violations of either will be subject to discipline as outlined in the BASD student handbook.

### ***WEB BLOCKING SOFTWARE***

Although students are primarily responsible for the use of the Devices and BASD-Net, the District has installed blocking software on Devices designed to protect students from obscene material, child pornography and other visual depictions deemed harmful to minors (as defined by the Children's Internet Protection Act) when accessing the Internet through BASD-Net. An authorized administrator may disable the technology protection measure if needed for bona fide research or other lawful purpose.

### ***DEVICE DISTRIBUTION***

High school technology staff will distribute Devices. Devices will have a label containing serial number, which will be tracked through the asset management system. This serial number system will record the student name and any maintenance done to the device. If you have any questions, please visit the link for "Technology" and then "One to One" on the homepage of the BASD website at [bloomsburgasd.schoolwires.com](http://bloomsburgasd.schoolwires.com).

### ***ADDITIONAL QUESTIONS***

Parent/guardian orientation sessions will be held at times and dates to be announced at your child's high school. Notices will be sent home to parents/guardians and published on the BASD website at [bloomsburgasd.schoowires.com](http://bloomsburgasd.schoowires.com). Thank you for your continued cooperation and support. The One to One initiative represents an outstanding learning opportunity for our students.

### ***GUIDELINES FOR USE OF STUDENT DEVICES***

Devices – refers to a Devices computer issued by the District to a District student for use in connection with the District academic program. You are responsible for the appropriate use of your Devices both at school and at home. The Devices are for students for educational purposes. All commercial, illegal, unethical and inappropriate use of these Devices is expressly prohibited.

- You may not copy or duplicate copyrighted material. Copyright is the set of exclusive rights granted to the author or creator of an original work, including the right to copy, distribute and adapt the work. Copyrighted materials include books, maps, prints, musical compositions, dramatic works, photographs, paintings, drawings, motion pictures, computer programs, sound recordings, choreography and architectural works.
- Downloading games, applications or software is expressly prohibited.
- Downloading purchased songs or songs is permitted (ex. Songs purchased from iTunes and downloaded). Any personal information or material on the laptop is the express responsibility of the student and should not interfere with laptop usage or school related work.
- Only BASD licensed or approved software is to be installed on the laptops.
- Do not loan your Device to anyone, and do not share your "user name" or "password".
- Always keep track of your Devices and take reasonable precautions to keep it safe.
- When carrying your Device, always place it in the sleeve provided.
- Do not place the power cord or adapter against the Device's screen in your backpack.

Depending on the severity of the issue the Bloomsburg School district reserves the right to suspend access to the internet or a computer at any time for any period of time as it deems necessary. *Violations may result in loss of access privileges and additional disciplinary or legal action.*

The information for this guideline has been taken from Policy 815 of the Bloomsburg Area School District's policy manual. The complete policy is available by contacting the High School Office.

*\*The internet /computer use guidelines are not listed in this handbook. Please refer to the Bloomsburg Area School District Policy #815.*