

FIFTY-NINTH EDITION
Published by
THE BOARD OF SCHOOL DIRECTORS
2023-24

<http://www.blwd.k12.pa.us>

STUDENT HANDBOOKS

This handbook is developed to help students and parents learn about our school’s policies and procedures, know what services we offer, and provide students and parents a place of reference. The handbook is available on the web site, as well as the student iPad. A paper copy of the handbook is available upon request.

Bellwood-Antis High School
Student-Parent Handbook
Student Code of Conduct
Table of Contents
2023-24

Parts:	Page
I. Our School	5
II. Curriculum and Academics	10
III. Student Services	17
IV. Attendance Policy	25
V. Student Code of Conduct	30
VI. Regulations, Procedures, and Forms	41

Parts:	Page
Acceptable Use Policy (Internet/Network)	43
Achievement Recognition	20
AIDS Curriculum	16
Alma Mater	5
Assemblies	20
Athletic Events, Spectator Conduct	40
Attendance Regulations	25
Awards	20
Backpacks	21
Bell Schedule	8
Breakfast Program	24
Bullying Policy	48
Bus Discipline Policy	37
Cafeteria Regulations	23
Calendar (Important Dates)	6-7
Cell Phones/Electronic Devices	39
Cheating Policy	31
Citizen of the Year (COTY)	20
Class Rank	13
Class Rings	21

Classification and Promotion	14
Closing and Delays	22
Procedures for CTC students	29
Clubs and Organizations	20
College Visitations	27
Confidential Communications	47
Credit Recovery	14
Curriculum Descriptions	10
Detention, After School	34
Detention, Before School	35
Detention, Saturday Morning	35
Discipline Code, Student	30
Discrimination Policy	44
Dress Code	38
Drop/Add Policy	16
Drug & Alcohol Policy	50
Drug Testing of Individual Students	50
Dual Enrollment Courses	13
Early Excuses	27
Eligibility Policy	15
Eligible Learners	44 & 60
Employment Certificate (work permit)	21
Etiquette, Classroom	41
Exclusions from Classes (ISS)	46
Exclusions from School	44
Financial Obligations (Cafeteria & Other)	24
Flag Salute & Pledge of Allegiance	46
Freedom of Expression	45
Fundraisers	21
Gift Policy	21
Grading System	14
Graduation Requirements	10
Guests of Students	22
Guidance	17
Harassment (Policy 248)	47
Hazing (Policy 247)	49
Health & Physical Education	27
Health Services	19
Hearings	46
Homeless Students	59
Homeroom Regulations	41
Honor Roll and High Honor Roll	14
iPads	39
Insurance, Student	22
Lav/Locker Guidelines	42
Leaving Classes	41

Library/Media Center	22
Lockers	42
Lost and Found	21
Make-Up Work	15
Medications, Use of	19
Morning Procedures	41
National Honor Society	14
Office Phone Use	17
Parking Regulations	43
Physical Examinations	19
Pictures, Student	22
Prom Guidelines	42
Public Attendance at School Events	21
Random Drug & Alcohol Testing Policy	53
Registration of Transfer Students	17
Report Cards	14
Right to Know Statement	49
SAFE 2 SAY SOMETHING	40
Scholarship Awards	13
School Security Drills	9
School Security Officer	22
Search and Seizure (Policy 226)	47
Student Assistance Program (STAR)	18
Student Athletic Violations	53
Student Records	17
Study Hall Regulations	42
Suspensions, In-School	36
Suspensions, Out-of-School	36
Tardy to School	26
Transcript Requests	18
Transfer Procedures	17
Wellness Policy	24
Visitors (Updated)	22
APPENDIX-	
Wellness Board Policy	61
Suicide Awareness & Prevention Policy	65
Dating Violence (Policy 103)	68

For a complete directory of school faculty and staff, please view the school website:
<http://www.blwd.k12.pa.us>

Bellwood-Antis High School
400 Martin Street
Bellwood, PA 16617

814-742-2274
814-742-9817 (fax)

Dear Students and Parents of Bellwood-Antis High School,

I hope this message finds you filled with excitement and anticipation as we prepare to kick off the 2023-24 school year! On behalf of the entire Bellwood-Antis community, I extend a warm welcome to both our returning students and the newcomers joining us for the first time. I cannot wait to embark on this journey of learning, growth, and discovery together.

To our returning students, I commend you for your perseverance and dedication to your studies. Your hard work has laid a solid foundation, and I encourage you to continue striving for excellence in both academics and extracurricular pursuits. As you step into the new school year, remember that each day is a chance to grow, learn, and make a difference in the lives of others.

To our new students and parents, I extend a special welcome. We understand that starting at a new school can be both exciting and nerve-wracking. Rest assured that our school community is one of support, inclusivity, and care. We are committed to ensuring a smooth transition for you and providing the necessary resources to thrive academically and socially.

At Bellwood-Antis High School, we believe in the power of a well-rounded education. Our dedicated faculty and staff are here to guide and inspire you throughout this journey. We offer a diverse range of academic programs, extracurricular activities, and opportunities for personal growth. We encourage each student to discover their passions, talents, and unique strengths, as they form the pillars of their future success.

Parents, your involvement and support play a pivotal role in your child's educational journey. We welcome your partnership as we work together to nurture and empower our students to become responsible, compassionate, and confident individuals.

The purpose of the handbook is to inform students and parents about the school, curriculum, student services, attendance policies, student code of conduct, and other regulations, procedures, and policies adopted by the Bellwood-Antis School Board of Directors. You are responsible for knowing and following the rules contained in this handbook.

Welcome back, students, and welcome aboard, new members! Let's make this year one to remember!

With warmest regards,



Richard W. Schreier
H.S. Principal

PART I ~ OUR SCHOOL

DISTRICT MISSION

The Bellwood-Antis School District empowers students by creating environments that:

- foster healthy relationships
 - require respect for self and others
 - ensure relevant and rigorous learning
 - promote critical thinking and problem solving
 - encourage student ownership of learning
-

DISTRICT VISION for MODERN LEARNING

Bellwood-Antis School District creates a learner-centered environment to engage students in meaningful interdisciplinary experiences that cultivate the development of future-ready citizens.

HIGH SCHOOL MOTTO

Be Bold

ALMA MATER

DEAR ALMA MATER

WE RAISE OUR SONGS TO THEE

WITHIN THESE HALLS OUR THOUGHTS SHALL EVER BE

WHEN WE ARE GONE, OUR BLUE AND GOLD WILL FLY

PRaises TO THEE TO BELLWOOD HIGH



In a situation where portions of the student handbook may contradict school board policy, the board policy shall prevail. This handbook is subject to administrative discretion.

As a student in the Bellwood Antis School District, you have the right to attend school in a safe, secure environment free from bullying, discrimination, and harassment. We recognize that these issues are a problem that can happen anywhere despite education and prevention efforts. We ask you to partner with us to address these issues and to at our schools are safe and positive places for growing and learning. "Harassment, intimidation, or bullying" means any intentional electronic, written, verbal, or physical act that:

- *Physically or emotionally harms a student or damages the student's property; or Has the effect of substantially interfering with a student's education; or*
- *Is so severe, persistent, and pervasive that it creates an intimidating or threatening educational environment; or Has the effect of substantially disrupting the orderly operation of the school. If you believe you or anyone else has been a target, please speak to an administrator or other trusted adult.*

Bellwood Antis School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs, or employment practices. Announcement of this policy is in accordance with state and federal laws, including Title VI, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1972, the Americans with Disabilities Act of 1990 and the Civil Rights Amendments of 1964. Parents, employees, and participants who have an inquiry or complaint of harassment or discrimination or who need information about grievances or accommodations for persons with disabilities should contact one of the following employees: Superintendent (Edward DiSabato), egdisabato@blwd.k12.pa.us, Title IX Coordinator (Gregory Gates, gpgates@blwd.k12.pa.us), & Director of Special Education (Carol Beard, cabeard@blwd.k12.pa.us), Bellwood Antis School District, 300 Main Street, Bellwood, PA 16617 814-742-2271,

BELLWOOD-ANTIS SCHOOL DISTRICT | 2023-24 SCHOOL CALENDAR

<p>AUGUST '23</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table> <p>Teachers: 9 ½ Students: 6 (9 ½) (6)</p>	S	M	T	W	Th	F	S			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			<p>Aug. 24 - 1st Day of School</p> <p>May 30 - Last Day of School – ½ day for students.</p> <p>Schools Closed: Teachers on Duty</p> <p>Aug. 21 Inservice (Non Act 80) Aug. 22 Inservice (Non Act 80) Aug. 22 Open House 5:00 PM – 8:30 PM Aug. 23 Inservice (Non Act 80) Sept. 29 Inservice (Act 80) Oct. 27 Inservice (Act 80) Nov. 7 Inservice (Non Act 80) Feb. 16 Inservice (Act 80)</p> <p>Schools Closed: Offices Closed</p> <p>Sept. 4 Labor Day Nov. 10 Veterans Day Nov. 23 Thanksgiving Day Dec. 25 Christmas Day Jan. 1 New Year's Day Jan. 15 Martin Luther King, Jr. Day Feb. 19 Presidents' Day March 29 Easter Break May 27 Memorial Day</p> <p>2 Hour Early Dismissal – Students & Teachers</p> <p>Dec. 21</p> <p>Schools Closed: Offices Open</p> <p>Nov. 22, 24, 27 Dec. 22, 26, 27, 28, 29 March 28 April 1</p> <p>Conferences: No School</p> <p>Nov. 21 8:00AM – 11:30AM</p> <p>Conferences: SCHOOL DAY for Teachers and Students</p> <p>Nov. 20 Conferences 5PM – 8:30PM Feb. 15 Conferences 5PM – 8:30PM</p> <p>TEST DATES: PSSA Exams April 22 – May 10, 2023 Keystone Exams May 13 – May 24, 2023</p> <p>Marking Period End Dates: Oct. 26 1st Marking Period Jan. 18 2nd Marking Period March 22 3rd Marking Period May 30 4th Marking Period</p> <p>Snow Make-Up Days (if needed) March 28, April 1, May 31, June 3</p> <p>Student Days: 180 Staff Days: 186 Act 80 Days: 3 BOD Approved: 2/14/2023</p>	<p>FEBRUARY '24</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td></tr> </tbody> </table> <p>Teachers: 20.5 Students: 20 (125) (119)</p>	S	M	T	W	Th	F	S					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																
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Bellwood-Antis School District

Important Dates

**Calendars are posted on the district's website.*

First & Last Day of School

First Day – Aug. 24th

Last Day – May 30th (Half Day for Students & Evening Commencement)

**If needed, additional weather make-up days will be added after May 30th*

Open House & New Student Orientation

Aug. 22nd

- Orientation (6:00 – 7:00)
- Open House (7:00 – 8:30)

Parent-Teacher Conferences

Nov. 20th (5 – 8:30 pm) AND Nov. 21st (8:00am – 11:30am)

Feb. 15th (5 – 8:30 pm)

Vacation/Holidays (No Classes for Students)

Sept. 4 th	Labor Day
Sept. 29 th	Teacher In-service – ACT 80 DAY
Oct. 27 th	Teacher In-service – ACT 80 DAY
Nov. 7 th	Election Day; Teacher In-service
Nov. 10 th	Veteran's Day
Nov. 21 st – 27 th	Thanksgiving Vacation
Dec. 22 nd – Jan. 1 st	Holiday Break
Jan. 15 th	Martin Luther King Jr. Day
Feb. 16 th	Teacher In-service – ACT 80 DAY
Feb. 19 th	President's Day
March 28 th – April 1 st	Easter/Spring Vacation
May 29 th	Memorial Day

Early Dismissals

Dec. 21st 2 HR Early Dismissal (Dismissal at 12:53 PM)

May 30th Half-Day (Dismissal at 11:00 AM)

Snow Make-Up Days

March 28th, April 1st, May 31st, and June 3rd

**If needed, additional weather make-up days will be added after May 30th. Also, Flexible Instructional Days (FIDs) are an option to conduct at home learning on days of inclement weather.*

Keystone and Final Exam Test Dates:

Keystone (Algebra I, Literature, & Biology)- May 13-24

Finals (Seniors/Underclassmen)- May 15-28

End of Marking Periods

1st MP- October 26

2nd MP- January 18

3rd MP- March 22

4th MP- May 30

**Subject to change if needed due to school cancellations*

BELL SCHEDULE

7:30	Opening Bell –	Homeroom teachers in homeroom Students may enter the building; Breakfast available in cafeteria or grab and go at the cart
7:30 - 7:53	Breakfast Program –	Students eating breakfast in the cafeteria must return to homeroom prior to the 7:55 bell or will be marked tardy to school.
7:53	Warning Bell –	Hallways should be cleared
7:55	Homeroom begins/Attendance taken immediately	
7:55 - 7:59	Homeroom Period –	<i>Announcements/Attendance</i>
8:03 - 8:47	Period 1	
8:51 - 9:35	Period 2	
9:39 - 10:23	Period 3	
10:27 - 11:11	Period 4	<i>Lunch 1: 11:11-11:41</i> <i>5th Period: 11:45-12:29</i> <i>6th Period: 12:33-1:17</i>
11:15 - 11:59	Period 5	<i>Lunch 2: 11:59-12:29</i> <i>5th Period: 11:15-11:59</i> <i>6th Period: 12:33-1:17</i>
12:03 - 12:47	Period 6	<i>Lunch 3: 12:47-1:17</i> <i>5th Period: 11:15-11:59</i> <i>6th Period: 12:03-12:47</i>
1:21 - 2:05	Period 7	
2:09 - 2:53	Period 8	
2:53 - 2:57	Bus Dismissal	
3:00 -	Teacher Dismissal	

Compressed Lunch periods on two-hour-early-dismissal days

Lunch 1: 11:11 – 11:41	Lunch 2: 11:49-12:19	Lunch 3: 12:29-12:53
5th Pd: 11:45-12:19	5th Pd: 11:15-11:49	5th Pd: 11:15-11:49
6th Pd: 12:23-12:53	6th Pd: 12:23-12:53	6th Pd: 11:53-12:29

2-HR Delay Schedule (Alternate Pd. 1 & 2; Pd. 3 & 4)

Arrival at 9:30 AM (No Breakfast or Cart)

1st Pd: 10:03-10:35

2nd Pd: 10:39- 11:11

Regular Schedule for the remainder of the day

**SAFETY AND SECURITY:
SCHOOL SECURITY DRILL INSTRUCTIONS**

In order to ensure student safety in case of an emergency, several emergency evacuation drills will be conducted throughout the school year. Teachers will inform students of the emergency exit procedure from the areas during the first week of school. Also, exit instructions are posted in each classroom. The following are the exits to be used during a fire drill and in case of emergency:

LOCATION OF EXIT ROOMS – INSTRUCTIONS

Entrance next to Middle School Nurse's office, Industrial arts areas, & Athletic Office will proceed to practice fields.

Main Entrance Bus Port: Library, Administrative Office, Guidance Office, Rooms 200, 201, 202, 203, 204, 205, 207, 101, 102, 103, 105, 107 will proceed along the football field to the practice field in front of the auditorium.

Main Entrance Gym Lobby: Rooms 309, 307, 303, 300, gym, music, art, and home economic rooms. Proceed to practice field.

Cafeteria Side Door Exit: Persons in the cafeteria will proceed through the parking lot to the practice field.

Entrance next to room 114: Rooms 208, 209, 211, 212, 213, and 214 will descend the stairs next to room 214 and exit to the practice field. In addition, room 114 will use this exit.

Exit Near District Office: Rooms 104, 106, 108, 110, 112 and Vo-Ag areas will use this exit to the practice field.

Verbal directions from the person in charge of the fire drill will signify the return to the building. Everyone is to walk quickly and safely from the building stressing courtesy and safety. **ALL STUDENTS ARE TO BE AT LEAST 100 FEET AWAY FROM THE BUILDING.** Teachers are to take roll of their class and remain with their class during the fire drill or emergency.

Part II: Curriculum and Academic Expectations

CURRICULUM

At the present time, Bellwood-Antis High School offers instruction in four curricula leading to graduation: namely, *academic, honors, vocational agriculture and vocational-technical*. Each of the curricula has a specific purpose. It is to the student's advantage to choose one that is most closely suited to personal abilities and interests. Selections that are made by close friends must not be the reason for electing a particular curriculum.

The *Academic* curriculum is specifically designed for those students who intend to go to college. It should be selected by those who have the ability and desire to do a high level of academic work in preparation for advanced education beyond high school.

The *Honors* curriculum selection is based on achievement test scores and recommendations of teachers. The Honors Curriculum is designed to provide eligible students with a challenging as well as enriching curriculum. Students will progress at a faster pace than the Academic student and will therefore be exposed to a larger volume of material as well as more depth in content. **In order to continue in the program, students must maintain Honor Roll grades and enroll in all required honors classes.**

The *Vocational Agriculture* curriculum is important in training students to become productive agriculturists or prepare for a career in an agriculture-related industry. By proper selection of electives, this course may prepare a student for the agricultural courses at a college or university such as the Pennsylvania State University. The enrollment for these programs is open to all interested students.

The *Vocational-Technical* curriculum is offered in conjunction with the Greater Altoona Career and Technology Center. Students choosing this curriculum will obtain training in specific areas related to their career plans. Immediate employment or additional education at college or trade schools could further such training if the students so desire.

GRADUATION REQUIREMENTS

Grades 9-12 Graduation Requirements:

Social Studies: 4 credits, including Civics-9, World Cultures-10, POD-11, and American History-12.

Mathematics: 4 credits (Academic & Honors-4 credits of higher math recommended).

Science: 3 credits, including Earth Science, Biology and 1 elective (Academic & Honors-4 credits of high level science required: Earth Science, Biology, Chemistry, and Physics)

English: 4 credits, including English 9, 10, 11, 12

Practical Art/Art: 1 credit, including Home Economics, Agriculture Mechanics 1, Art elective

Health & Phys. Ed.: 1.50 credits, including Phys. Ed. 9-12 and Health 9 & 11

Driver Education: .25 credit – required of all 10th grade students (Students enrolled at GACTC- 11th grade requirement)

Computer Applications: .5 credit – required of all 9th and 10th grade students

Financial Literature: 0.5 credit- required of all 11th grade students in Honors and Academic Curriculum.

Electives: 6.75 credits

Total Credits Needed for Graduation = 25

Each student is required to complete a graduation project in order to receive a diploma from Bellwood-Antis High School. The project will be assigned and evaluated through the English department in grade 12. All details, including deadline requirements will be provided to the student in writing. In addition to successfully completing the graduation project, each student must score proficient on district or state assessments.

In order to participate in the Commencement ceremony, each student must meet all of the graduation requirements and attend all commencement practices.

Any student transferring from a Home School Program must complete a minimum of one full school year in the Bellwood-Antis High School in addition to meeting the curriculum requirements in order to receive a Bellwood-Antis High School diploma.

Act 158 Graduation Requirements

Act 158 was signed into law on October 24, 2018, shifting Pennsylvania's reliance on high stakes testing as a graduation requirement. Act 158 of 2018, in conjunction with Act 6 of 2017, expands the options for students to demonstrate postsecondary readiness. Formerly, Pennsylvania's statewide graduation requirements were more restrictive, requiring most students to pass the Keystone Exams - end of course exams in Algebra I, Literature, and Biology. The new statewide graduation requirements were set to take effect starting with the graduating class of 2022. However, on November 25, 2020, the Governor signed Senate Bill 1216, making it Act 136 of 2020. Act 136 shifted the new statewide graduation requirements to take effect starting with the class of 2023. It did not modify the actual requirements. Act 158 of 2018 establishes five pathways for students to demonstrate college, career, and community readiness. The High School guidance team is available to support students in determining the pathways to graduation that are appropriate and achievable for each individual student.

Bellwood-Antis School District students in the class of 2023 forward can meet the statewide graduation requirement through one of the following pathways:

Pathway 1: Keystone Proficiency Pathway: Scoring proficient or advanced on each of the Keystone Exams - Algebra I, Literature, and Biology.

Pathway 2: Keystone Composite Pathway: Earning a satisfactory composite score (4452) on the Algebra I, Literature, and Biology (while achieving at least a score of proficient on at least one of the three exams AND no less than a score of basic on the remaining two exams).

Pathway 3: Alternative Assessment Pathway: Earning a passing grade in the courses associated with each of the Keystone Exams on which a score of proficiency was not achieved AND satisfactorily completing one of the following:

- o Attainment of an established score on one of the following approved alternative assessment: SAT (Score of 1010); PSAT (Score of 970); ACT (Score of 21); ASVAB (the minimum score needed to gain admittance to a branch of the armed services in the year the student graduates);
- o Attainment of Gold Level on the ACT WorkKeys Assessment;
- o Attainment of a 3 or higher on an Advanced Placement test in the content area associated with each Keystone Exam in which a score of proficiency was not achieved. [Click here](#) to see a list of AP Exams that are equivalent to each Keystone Exam;
- o Successful completion of a concurrent enrollment course in the content area associated with each Keystone Exam in which a score of proficiency was not achieved.
- o Successful completion of a pre-apprenticeship program;
- o Acceptance in an accredited 4-year nonprofit institution of higher education and evidence of the ability to enroll in college-level coursework. (i.e. letter of acceptance, placement test results, college registration form, etc.)

Pathway 4: Evidence Based Pathway: Earning a passing grade in the courses associated with each of the Keystone Exams on which a score of proficiency was not achieved AND demonstrating three pieces of evidence consistent with goals and career plans.

Including one of the following pieces of evidence:

- o Attainment of Silver Level on the ACT WorkKeys Assessment;
- o Attainment of a 630 on an SAT Subject Test;
- o Attainment of a 3 on an Advanced Placement test;
- o Acceptance to an accredited nonprofit institution of higher education other than a 4-year institution and evidence of the ability to enroll in college level coursework; (i.e. letter of acceptance, placement test results, college registration form, etc.)
- o Attainment of an industry-recognized credential;
- o Successful completion of a concurrent enrollment or postsecondary course.

Including two of the following pieces of evidence:

- o Satisfactory completion of a service learning project. Project proposals must be presented in writing to a guidance counselor for pre-approval by the principal/assistant principal. The proposal should include goals, activities, and

contributions to the community. Projects must be supervised by an adult and completion must be verified in writing. (i.e. National Honors Society, Junior Rotarians, Boy Scouts, etc.);

- Attainment of proficiency or advanced on a Keystone Exam;
- A letter from an employer guaranteeing full-time employment;
- A certificate of successful completion of an internship or cooperative education program;
- Satisfactory compliance with the NCAA's core course for college-bound student athletes with a minimum grade point average (GPA) of 2.0.

Pathway 5: Career and Technical Education Pathway: Earning a passing grade in the courses associated with each of the Keystone Exams on which a score of proficiency was not achieved AND one of the following:

- Attaining of an industry-based competency certification related to the Career and Technical Education (CTE) Concentrator's program of study.
- Demonstrating a high likelihood of success on an approved industry-based competency assessment. (National Occupational Competency Testing Institute (NOCTI) or the National Institute of Metalworking Skills (NIMS))

PDF Graphic of 5 Pathways: [LINK](#)

For more information, visit the [Pennsylvania Department of Education \(PDE\) Act 158: High School Graduation Requirement webpage](#).

2019-2020 Keystone Testing Cohort

Act 136 of 2020 states:

i. Section 2 - p.2 Lines 16-29 *"For the 2019-2020 school year and any subsequent school year in which the federal government has waived the testing accountability requirements of the elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act, - Any student who completed a course in an academic content area associated with a keystone exam shall not be required to take the keystone exam related to that course and shall be deemed proficient... provided that the student demonstrates successful completion of locally established, grade-based requirements for the academic content area associated with each content area exam."*

This means:*

- If a student was part of the 2019-2020 Keystone Exam cohort and is graduating in 2023 or later, then, the student must meet one of the 5 pathways to graduation. However, any Keystone Exam that was missed in 2019-2020 due to the COVID-19 shutdown will be considered to be PROFICIENT for the purpose of graduation, provided a passing grade in the course was earned.
- In this case, PROFICIENT is for the purposed of meeting graduation requirements and is not an assigned numerical score. Pathway 2 includes a composite score. Some students may still want to take the missed Keystone Exam in order to achieve an actual numerical score for the 2nd pathway to graduation.

If you are interested in your child taking the missed Keystone Exam, please contact the High School Office for more information.

CLASS RANK

For the purpose of identifying the valedictorian and salutatorian, the class rank will be determined at the conclusion of the third marking period according to the difficulty of the subject using the following system:

1. All Vocational, Academic and elective courses that are non-academic and not dual-enrollment will be weighted as: $1.0 \times \text{credit} \times \text{grade}$
i.e. $1.0 \times 1 \times 80\% = 80$ points

2. All Honors and advanced will be weighted as: $1.05 \times \text{credit} \times \text{grade}$
i.e. $1.05 \times 1 \times 80\% = 84$ grade points

Presently the following classes will be weighted 1.05:

English 12H; Earth Science 9H; French IV; English 9H; Spanish IV; Civics 9H; Algebra II H; English 10H; Anatomy/Microbiology; Chemistry 11H; Biology 10H; World Cultures 10H; POD 11H; Geometry H; English 11H

3. AP and Dual Enrollment courses will be weighted as: $1.1 \times \text{credit} \times \text{grade}$
i.e. $1.1 \times 1 \times 80\% = 88$ grade points

Presently the following classes will be weighted 1.1:

AP/CHS American History; AP Literature & Composition; CHS English 12; CHS Physics; AP Chemistry; CHS Sociology; CHS Psychology; Calculus Math 110/Pre-Calculus; Statistics 101; Spanish III; & French III

* The twenty seniors with the highest GPA at the end of the 3rd Marking Period will qualify and be recognized as Honor Students at Commencement

DUAL ENROLLMENT COURSES

English:

432-	CHS English/Debate 12	University of Pittsburgh	3 Credits
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World Languages:

603-	French III/CHS French 102	St. Francis University	3 Credits
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607-	Spanish III/CHA Spanish 102	St. Francis University	3 Credits
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Math:

107-	Advanced Math/CHS Math 110 Pre-Calculus	St. Francis University	3 Credits
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132-	Calculus Honors/CM 117 Calculus 1	Mt. Aloysius College	4 Credits
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150-	Probability and Statistics/CHS Stats 101	St. Francis University	3 Credits
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Science:

214	CHS Chemistry 103, "Human Chemistry I"	St. Francis University	3 Credits
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233-	CHS Physics 0174	University of Pittsburgh	4 Credits
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Social Studies:

318-	CHS Psychology	Penn Highlands	3 Credits
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319-	CHS Sociology - SOC101	St. Francis University	3 Credits
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334-	CHS U.S. History I & II – HIST 103/104	Penn Highlands	6 Credits
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SCHOLARSHIP AWARDS

Scholarship awards may be made available to members of the Senior Class each year. Individuals and businesses in the Bellwood-Antis community make the awards available. Students interested in a scholarship may apply by filing an application with the Bellwood-Antis School District Scholarship Committee. Scholarship recipients must fulfill all graduation requirements and responsibilities to receive the scholarship funding.

GRADE REPORTS *Electronic Grade Access*

Parents have access to their child's academic and attendance data at all times during the school year by utilizing Infinite Campus, the district's web-based student information system. This information can be accessed by computer if you have Internet resources. In addition, parents may communicate with teachers through email or voicemail. A staff directory can be found on the district's website: <http://www.blwd.k12.pa.us>. If a parent/guardian does not have access to the electronic report card, a request for a paper copy will be fulfilled by the office staff.

GRADING SYSTEM

The marking system used at Bellwood-Antis High School is commonly used in many schools.

The five-scale system is designated by percentages as follows:

93%-100%: Work of superior or excellent nature; mastery of subject.

86%- 92%: All of the work assigned accomplished; good workmanship and promptness.

78%- 85%: Meets requirements of assignment but work is quite ordinary in quality; achievement is average.

70%-77%: Work is incomplete, tardy, or careless; attention to work is poor.

0%-69%: Work below passing standards and often not completed; failure to follow directions; progress in subject slow; failing grade

HONOR ROLL AND HIGH HONOR ROLL

Honor Roll Standards:

1. Students in grades 9-12 with no grade below 86% will earn honor roll status.
2. Incompletes must be made up according to school policy to determine honor roll status.

High Honor Roll Standards:

Students in grades 9-12, with no grade below 93%, will earn high honor roll status.

CLASSIFICATION AND PROMOTION

High School (grades 9, 10, 11)

1. Ninth grade students must have passed five (5) credits to be considered a sophomore (10th grade).
2. Tenth grade students must have passed eleven (11) credits to be considered a junior (11th grade).
3. Eleventh grade students must have passed seventeen (17) credits to be classified as a senior (12th grade).

NOTE: In general, earning at least 6.25 credits per year will keep a student on track to graduate.

CREDIT RECOVERY

Students are required to pass 25 credits in specific content areas in order to graduate. If a student fails a class needed for graduation, there are several options for credit recovery. To be eligible for credit recovery, a student must have completed the course prior to beginning the recovery. In addition, to be eligible for summer school credits, a student must have attended the failed class during the entire school year.

Information on summer school and other credit recovery options may be obtained from the high school counselor.

NATIONAL HONOR SOCIETY

Membership in NHS is open to qualified juniors and seniors. The academic requirement is based on a cumulative average of the student's grades. A weighted average of 95% is required for the student to be considered by the Faculty Council for membership. Following approval by the Faculty Council, students must submit information which indicates the student possesses those criteria necessary for membership in addition to scholastic achievement: ***character, leadership, & service.*** From this information the selection process takes place.

A member is rarely automatically dismissed for failing to maintain standards. However, students elected to membership must understand they are liable for dismissal if they do not maintain the standards of scholarship, leadership, service and character that were used as the basis for their selection to NHS. A limited number of warnings is allowed during membership. A flagrant violation of school rules or civil law does not require a warning. Students who are dismissed or who resign may never again become an Honor Society member.

MAKE-UP WORK

When students are absent from school for excused reasons, they are permitted to make up work missed to receive a grade. **It is the responsibility of the student to see subject teachers to determine necessary make-up work.** The following guidelines should be used:

1. Work missed due to an absence of 1-2 days should be completed within 2 days of the student returning to school.
2. Work missed due to an absence of 3 to 5 days is made up within one week's time of returning to school.
3. Work missed due to an absence of 6 to 10 days is made up within two weeks.
4. Special arrangements are made between pupil and teacher for a longer period of absence.
5. Teachers require a 24-hour notice to get homework ready for a student who is absent from school. Assignments will not be collected for absences of less than 3 days. **NO EXCEPTIONS.....PLEASE!!!**

Long-term projects or assignments may have explicit, non-negotiable deadlines. It is expected that the student will submit the completed work **on** or **before** the established date. *Vacations, short-term illness, or early excuses* are not sufficient cause for modifying the deadline. Any emergency situation may be appealed to the principal or subject teacher. Any student who misses class as a result of a school sponsored activity is responsible for making up any work assigned that day. Arrangements should be made with the subject teacher.

ELIGIBILITY POLICY FOR EXTRA CURRICULAR ACTIVITIES

DEFINITION: Extra-curricular activities are those activities that are not directly related to a student's grade and are sponsored by the Bellwood-Antis School District including athletics and student activity program clubs and organizations.

SECTION 1: Students must be passing 5 credits to be eligible to practice or participate in any extra-curricular activity each week of the school year. Eligibility shall be cumulative from the beginning of the grading period and shall be reported on a weekly basis. In cases where a student's cumulative work from the beginning of the grading period does not, as of any Friday, meet the standards provided in this section, the student shall be ineligible from the immediate following Sunday through the next following Saturday.

However, a student participating in an interscholastic sport will be permitted to practice for a period of one week while on the ineligibility list to maintain conditioning. After one week, if the student is still not passing 5 credits, he/she will not be permitted to practice. This one-week grace period will be offered only once during each sport season. ***Finally, if a student is ineligible for a total of three weeks in a sports season, then that student will be removed from their athletic team for the remainder of that season.***

SECTION 2: In order to be eligible for extra-curricular activities a pupil must have passed at least five credits or the equivalent during the previous grading period. Students who have recorded incomplete grades due to excused absences from school will not be considered ineligible as long as they are following school board policy on make-up work and were passing that class prior to absence. If a pattern develops where excused absences occur on a test day, this policy can be waived at the discretion of the teacher and approval of the principal.

SECTION 3: In cases where a student's work in any preceding grading period does not meet the standard provided for in Section 2, said student shall be ineligible to participate in extra-curricular activities for the first twenty days of the next grading period. ***The 20-day ineligibility will begin the day marking period grades are finalized.***

SECTION 4: Students who are enrolled for the first time must comply with the requirements of the eligibility rules. The standing required for the preceding week, the preceding grading period, or the preceding year shall be obtained from the records of the last school that the student attended.

SECTION 5: At the end of the school year, the student's final grade, rather than his grades and credits for the last grading period, shall be used to determine student ineligibility for the next grading periods.

How Absence Affects Eligibility:

1. A student who has been absent from school during a semester for a total of twenty or more school days, shall not be eligible to participate in any athletic contest until he/she has been in attendance for a total of forty-five school days following the 20th day of absence, except where there is a consecutive absence of five or more school days, due to confining illness, injury, death in the immediate family, court subpoena, or quarantine.
2. A student who reports to school for at least a half day (11:15AM defines the halfway point of the school day) shall be permitted to practice/compete in a contest that day.

DROP/ADD POLICY FOR SCHEDULES

1. All schedule change requests require written parental permission.
2. If you fail a required class for graduation or attend summer school, it is your responsibility to request a change in schedule for the next year.
3. Schedule change requests will be considered during the week before school begins. Contact the guidance office to set up an appointment.
4. Schedule change requests made so that a student can be with friends *will not* be considered.
5. **Students wishing to drop a course after 4 weeks will be withdrawn failing for the year. All schedule changes require written parent permission.**
6. Students wishing to add a class after the first three (3) weeks of school will be permitted at the discretion of the subject teacher. All work previously covered by the class must be completed as make-up.

AIDS CURRICULUM

The Health and Physical Education staff of the high school will present the AIDS curriculum to students in grades 9 & 11. In addition, the Bellwood-Antis Board of School Directors adopted a sexuality component after receiving specific suggestions and input from parents, clergy, school personnel and community members.

If you would like to review the AIDS and Sexuality Curriculum, please contact the high school principal. If for any reason you would like your child excluded from either the AIDS or Sexuality instruction, *please make this request in writing to the high school principal.*

Part III: Student Services

USE OF OFFICE PHONE

A student is permitted to use the office phone to call home only with a pass from his/her teacher and with the permission of the office staff. Prior to calling, the student must sign the register indicating his/her name, time of call, and the reason for calling home.

Any items brought into the school, as a result of a student calling home, must be left with the greeter. The item must be tagged with the student's name. The greeter will call the office to get an office worker to take it to the high school office where it should be picked up by the student. *Or the student will be directed to pick up their item at the greeter station.*

GUIDANCE

An important and valuable service of our school is the guidance program. All phases of student development are recorded and attempts are made to analyze and direct the interest and abilities of the students toward worthwhile objectives.

Students are encouraged to ask the guidance counselor for assistance in planning their school and life careers. A guidance program is valuable only to the extent to which students will avail themselves to it. Information concerning admission to post-graduate institutions and financial aid can be obtained from the high school guidance counselor. Students are reminded that they must have a pass from their classroom teacher before reporting to the guidance office. If the guidance counselor is not available, the student must obtain a signature from the guidance secretary, allowing the student to return to class.

REGISTRATION FOR TRANSFER STUDENTS

Students transferring into Bellwood-Antis during the school term should call the attendance office to get information regarding enrollment procedures. An appointment should be arranged with the guidance counselor in order to assess credits earned and create a schedule for the current school term and the following year if the student transfers during the Spring term.

Any student transferring from a Home-Schooling Program must complete a minimum of one full school year in the Bellwood-Antis School District, in addition to meeting the curriculum requirements in order to receive a Bellwood-Antis diploma.

TRANSFER PROCEDURES

In case a student finds it necessary to transfer from Bellwood-Antis to another school, there are a few simple procedures that will facilitate the closing of records in our school and at the same time simplify matters for proper assignment in the new school. The procedures are as follows:

1. Notify the high school office as to the date you will leave our school, and your new family address.
2. On your last day of school in Bellwood-Antis, secure a clearance sheet from the high school office and after turning in all school property to the responsible teachers, they will sign the clearance slip for you. When all teachers have properly cleared you, the clearance sheet will be brought back to the office where a copy will be made for you to present to the principal of your new school. The official transfer records will be mailed directly to the principal of the new school.
3. When a student is transferring or withdrawing from school for any reason, a written notice to this effect from the parents is necessary.
4. Return of your school issued iPad, case, and charger/cord is required before departing for a new school.

MAINTENANCE OF STUDENT RECORDS

The classroom teachers maintain records and information that pertains to student academic performance. The office maintains students' cumulative folders and permanent record cards that contain demographic information, standardized test results, copies of report cards, copies of court orders outlining custody issues, and any pertinent correspondence sent between the school and the student and/or parents. In the high school, student grade transcripts are released to institutions of higher education, military services and potential employers only by written permission or personal contact by the parents and/or students. Transcript information is kept on file for 100 years in accordance with PDE recommendations. Separate files are maintained for students who have received or currently receive services through our special education programs, i.e. learning support, emotional support, and speech, vision or hearing support. These files contain, in addition to the above listed information, copies of student ER's, IEP's, NOREP's and other applicable documents. These files contain a form stapled to the front cover of the folder that is to be signed by individuals pulling the file for review. If a

student moves out of the district, copies of these records are furnished to the receiving district. The original documents are maintained in a secure location. All special education files are maintained in a secure location with access limited to parents and approved personnel.

The high school student assistance team, STAR – Support for Teens at Risk, also maintains files in a secure area on students who have been active within this program. Access is limited to team members and parents. Files are kept until a student graduates and then they are destroyed.

As part of the Bellwood-Antis School District guidelines for collection, maintenance and dissemination of records, parents are notified annually of their right to inspect these records. Parents who wish to review their child’s records and/or copy them, must forward their request to the principal giving a notice of at least one business day to accommodate the request. In addition, the Bellwood-Antis School District will follow guidelines for the collection, maintenance, and dissemination of student records for exceptional students as outlined in the Bellwood-Antis School District’s Special Education Handbook and in compliance with Pennsylvania Department of Education guidelines.

TRANSCRIPT REQUEST

Bellwood has partnered with Parchment, an online, secure solution to request, print, manage, send and track transcripts to employers, trade schools and higher education institutions. We are able to process transcript requests through Parchment for graduates from **1950** to present day. Transcripts for graduates between the classes of **1950** and **1993** will take additional time to process. For graduates prior to **1950**, please call the Guidance/Attendance office in the Middle School/High School for additional information.

The guidance office will only able to process and send transcripts through Parchment, so it is very important to create your account. To set up an account Parchment's website can be found here: <http://exchange.parchment.com/students/> There is no fee to our current Bellwood students or our alumni to request transcripts.

STUDENT ASSISTANCE PROGRAM – STAR

Our Student Assistance Team (STAR) will again be sponsoring groups for teens meeting during the school day. Students who participate in groups discuss ways they can handle the stresses and problems of teenagers. We have found groups to be quite beneficial in helping students resolve conflicts in their lives. If you do not wish your child to participate in such a group, again, please notify the principal *in writing*.

SAP is...

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

SAP is not....

- a counseling program
- a treatment program
- disciplinary consequences

- The Student Assistance Program was designed to connect students experiencing substance abuse problems, suicide issues, or other mental health concerns with appropriate information and counseling services. The task of the Student Assistance Program is to monitor students experiencing difficulty in school. The team gathers data for the assessment of students' needs for help and counseling.
- Referrals to the Student Assistance Program may be made by school personnel, parents, and/or students. Students who violate the District's Drug and Alcohol Policy will automatically be referred to the Student Assistance Program. Recommendations from the Student Assistance Team regarding drug and alcohol violations will be binding.
- Students referred to the program may receive professional counseling at appropriate drug and alcohol and/or mental health agencies that serve the Bellwood-Antis School District. All information concerning students who are referred to the program will remain CONFIDENTIAL.

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

- A. Drop in grades
- B. Cutting school
- C. Change in personal appearance
- D. Erratic behavior

- E. Physical symptoms – runny nose, watery eyes, frequent illness, listlessness
- F. Illegal activities – theft, selling/buying drugs, extorting money, etc
- G. Family problems
- H. Visible signs or talk of harm to oneself

How to Make a Referral...

1. Talk to a Guidance Counselor
2. Talk to a Principal
3. Or complete a referral form available in the guidance office

(TAHS 2014-15 Handbook)

HEALTH SERVICES

The school nurse may be found in the health room. If a student becomes ill during the school day, the student shall report to the health room. All students must have a pass from a teacher, unless it is an emergency. If the nurse is out, report to the office. When returning to class, have the nurse sign an admission slip. If the illness is too severe, arrangements will be made to have the student properly cared for as expeditiously as possible.

When a student reports to school ill and must be sent home at the beginning of the school day, it will be counted as a day of absence. Many parents send a sick student to school thinking it will not be counted as an absence if the school nurse sends them home. This is dangerous as others can be subjected to illness and the student would benefit more by staying in bed and recovering. Students should not be sent to the nurse for a diagnosis or second opinion. It is the responsibility of the parent to provide medical supervision for a child who is ill.

Please note: It is the responsibility of parents to report all health issues that arise during the school year to the school nurse, so that appropriate health care can be provided.

PHYSICAL EXAMINATIONS

Each student shall receive a physical examination in eleventh grade. The school physician will conduct these examinations. A private examination conducted at the parent's request and at their expense will be accepted in lieu of the school examination. *A private physician's report of physical examination must be submitted to the school nurse by the start of the 12th grade year, or the student will not be permitted to attend school until the report of the exam is received.*

USE OF MEDICATIONS

The administration of prescribed medication in accordance with the direction of a parent or family physician to a student during school hours will be permitted **ONLY** when failure to take such medication would jeopardize the health of the student, or the student would not be able to attend school if the medication were not made available during school hours. For the purpose of this policy, "medication" shall include all medicines prescribed by a physician and any patent drug, including over-the-counter medications.

Before any medication may be administered and/or taken by any student during school hours, the Board shall require written request of the parent, which shall relieve the Board and its employees of liability for administration of medication. The Board shall also require the written order of the prescribing physician, which shall include the dosage and the time to be administered or special circumstances under which the medication shall be administered.

The document(s) shall be kept on file in the office of the school nurse. Before parents send medication to school, they must obtain a form from the school nurse to be completed by the physician and the parents. **NOTE:** Parents must deliver medications to the nurse's office, students are not permitted to transport medications to school.

Asthmatic students shall be permitted to carry a metered dose inhaler and students with diagnosed severe allergies may carry an EpiPen during school hours with written approval from both their parents and physician. The school nurse will be provided with a copy of this statement. **Students MUST REPORT TO THE NURSE IF THESE MEDICATIONS ARE USED DURING SCHOOL HOURS.**

STUDENT CLUBS & ORGANIZATIONS

During the year every student will have the opportunity to select a club or organization in which he or she desires to participate. Anyone wishing to start a club must have a petition signed by students interested in joining and a faculty sponsor. The student council (Renaissance Club) then charters the club.

The list includes:

<i>Art Club</i>	<i>Chorus</i>
<i>Aevium</i>	<i>Scholastic Scrimmage</i>
<i>Band</i>	<i>Renaissance Club</i>
<i>Baseball</i>	<i>Majorettes</i>
<i>Basketball (Girls & Boys)</i>	<i>Mock Trial</i>
<i>Blueprint Newspaper</i>	<i>National Honor Society</i>
<i>Cheerleading</i>	<i>PA Junior Academy Science</i>
<i>Chess Club</i>	<i>Reading Competition</i>
<i>Cross Country (Girls & Boys)</i>	<i>Softball</i>
<i>Environmental Club</i>	<i>Spanish Club</i>
<i>Fellowship of Christian Athletes</i>	<i>Speech League</i>
<i>FFA</i>	<i>First Responders Club</i>
<i>Football</i>	<i>Student Congress</i>
<i>French Club</i>	<i>Theater/Drama/Play</i>
<i>Game (Strategy) Club</i>	<i>Track & Field (Girls & Boys)</i>
<i>Golf</i>	<i>Tuckahoe (Yearbook)</i>
<i>Helping Hands Club</i>	<i>Volleyball</i>
<i>Key Club</i>	<i>Wrestling</i>

****Soccer, Swimming, and Tennis are available in cooperation with Tyrone Area High School*

ASSEMBLIES

Assemblies are planned to provide a variety of programs for the student body. These are often learning experiences for the students and staff and also provide opportunities for promoting school unity and spirit. Seating arrangements for assemblies will be announced by grade level.

AWARDS

A number of awards are presented annually and are available to students who may qualify. Awards are presented upon the recommendation of the faculty for noteworthy achievement in scholarship, citizenship, cooperativeness, courtesy, and service to the school.

ACHIEVEMENT RECOGNITION

Each spring the high school recognizes individuals who deserve special recognition for academic achievement or who have achieved a worthwhile goal throughout the school year. Categories can range from academic achievements to Regional Chorus and Keystone Farmer Degrees. Categories may vary, but the purpose of rewarding excellence will remain each year. To be eligible, students who have made high honor roll 3 times during the first three marking periods of the school year will receive distinguished honor awards. Students who have made any combination of high or regular honor roll 3 times during the first three marking periods will receive honor awards. Eligible 12th grade students, along with their parents, will receive written invitations to attend the Senior Honors/Scholarship Banquet.

CITIZEN OF THE YEAR (COTY)

Every student in grades 9-12 has the opportunity to be rewarded for behavior (in the school environment) that is positive, productive, and considerate of everyone, in other words a good citizen. We encourage all students to not only work hard in the classroom, but to follow all school rules and demonstrate a cooperative, respectful attitude. The COTY program is designed to motivate all individuals to achieve this level of character as a student in Bellwood-Antis High School. Any student who fulfills the necessary conditions and requirements of this program qualifies for this honor at the end of the school year. The qualifications each recipient is expected to attain to achieve COTY status is distributed during the start of the school year.

CLASS RINGS

Students who meet all requirements for classification as tenth grade students and are enrolled in the Bellwood-Antis High School at the time the ring order is placed are eligible to purchase a class ring.

EMPLOYMENT CERTIFICATE

For a student to receive an employment certificate, an application must be made in person by the parent, guardian, or legal custodian. The parent, who is required to sign the application for employment, must present the student's original birth certificate. A copy of the birth certificate will be made and placed in the student's file. Minors who are 18 years of age or show proof of graduation from an accredited senior high school do not need an employment certificate.

The Pennsylvania Child Labor Laws do not permit children less than 14 years of age to be employed at any time, either when school is in session or during school vacation. No person under 16 years of age may engage in any occupation, in connection with any manufacturing process. Persons between the ages of 16 and 18, who desire to secure employment, must first secure from the office a "*Promise of Employment*" form. This form requires the signature of consent from the parent or guardian, and the signature of a physician assuring fitness for occupation. In addition, legal proof of age in the form of a birth certificate must be recorded on the school records. These procedures are necessary in issuing a general employment certificate.

After satisfactorily completing and returning the "*Promise of Employment*" form, the school office may issue the employment certificate to the employer.

FUNDRAISERS

No student, group, or class is permitted to sell anything in school to students or teachers unless approved in advance by the Bellwood-Antis School Board. Any exceptions must have administrative approval. Organizations selling flowers will not be permitted to disrupt classes for deliveries. Flowers will be distributed during lunch periods. *Candy and other food items are not to be sold in school. Hoagies and other food items are to be delivered after 2:30 p.m.*

*Students who neglected to return their fundraiser fee from previous year(s) are not permitted to participate in class or activity fundraisers until their past balance is due.

GIFT POLICY

Student groups desiring to present a gift valued at more than \$25 to an employee of the school must secure the approval of the high school principal. When gifts are approved, collection from individuals must be kept to a nominal sum. Gifts valued at more than \$50 must have the approval of both the principal and the superintendent. This policy is in the best interest of both students and employees.

LOST AND FOUND

All possible care should be exercised to guard against the loss of personal and school items. If a lost item is found, however, it is most pleasing to the owner to have returned that much-valued article which was misplaced. If positive identification of the article can readily be determined and the finder can conveniently locate the owner, it is well to return the article directly and promptly. If it cannot be returned to the owner promptly, the article should be turned into the *nurse's office* and all efforts will be made to return it to the owner. If it is a school textbook, look for the identification on the label inside the front cover. Articles that cannot be positively identified or claimed by the owner will be donated to charity at the end of the school year.

BACKPACKS

The Bellwood-Antis High School will restrict or limit the use of student backpacks during the school day. Students are permitted to carry backpacks to and from school to transport books and materials but are required to put all backpacks in their lockers before entering homeroom.

PUBLIC ATTENDANCE AT SCHOOL EVENTS

The Board welcomes the public at athletic and other events held by the school district, but the board also acknowledges its duty to maintain order and preserve the facilities of the district during such events.

The Board has the authority to bar the attendance of any person at a school event whose conduct may constitute a disruption. The Board also prohibits alcoholic beverages, gambling, and the use of any drugs at school functions. *Any*

member of the Public arrested and convicted of offenses occurring at athletic events are permanently barred from attending extra-curricular activities.

The Board establishes the following regulations with respect to the conduct of school events: ***SMOKING or VAPING WILL NOT BE PERMITTED BY STUDENTS OR ADULTS ON SCHOOL PROPERTY AT ANY TIME.***

A schedule of fees for all school events shall be prepared by the Superintendent and adopted by the board.

SCHOOL CLOSINGS AND DELAYS

Due to inclement weather conditions it may be necessary to close or delay the opening of the school day. Students are instructed to listen to the local radio and television stations for a report on school closings or delays prior to coming to school. In addition, the district will employ an electronic messenger system to notify each student regarding school delays or cancellations. "School Messenger" will attempt to contact each household with pertinent information.

*The district is approved for "Flexible Instructional Days" whereby students can work remotely from home due to inclement weather. Appropriate communication will be provided if a "FID" will be used due to school closure.

SCHOOL SECURITY OFFICER

The district employs an armed school security whose mission is to provide a safe environment, which is conducive to learning, where students and faculty can be free from disruptions which could have a negative impact on the educational process.

STUDENT INSURANCE

Each year students may participate in the school insurance program for a nominal premium. Twenty-four hour coverage will also be available. This insurance covers the subscriber beginning day one of the school year and ends day one of the next school year while participating in any sponsored and supervised activity except athletics. A pamphlet explaining coverage in detail is made available to each student the first day of school. All athletes, band members, majorettes, and cheerleaders will be covered by a separate policy purchased by the school. Rates are subject to change.

STUDENT PICTURES

Manning Photography, the school district's photographer, will take student pictures for grades 9-12 in September. Information pertaining to the exact date and the cost of the pictures will be announced in homerooms. Costs will be payable in advance. Students not wishing to purchase their pictures must still get their picture taken for the office records. Additional picture packages are available to the students.

VISITORS AS GUESTS (Policy 907)

Visitors are welcome at the Bellwood-Antis High School. Students who desire to bring a visitor as their guest must have prior office approval. Students are requested to refrain from bringing small children to school. All classroom teachers must also approve this request or it will be denied. Other visitors must register at the greeter station in order that their business may receive prompt attention. *Approval for guests will not be recommended the last two weeks of the school year.*

VISITOR PROCEDURES

As a matter of building security, all visitors must enter the middle school/high school complex at the high school main entrances, near the gymnasium lobby, adjacent to the flagpole. Individuals must state their purpose to the Greeter stationed at that location and sign in after showing and scanning a photo ID.

Visitors may only proceed past the greeter station if they have an appointment or receive permission from one of the offices. Any items brought for a student must be clearly labeled with the student name and dropped off at the greeter station.

Upon leaving the building, exit should be made at the same location to return the badge and sign out. No other doors will be open between the hours of 8:00 a.m. and 3:00 p.m.

HIGH SCHOOL LIBRARY/MEDIA CENTER

Our library/media center is a unique place where students may come to do research, read quietly, or search for the location of books in other libraries through the ACCESS PA COMPUTER TERMINAL. Students visiting the library will find a wide variety of fiction and nonfiction books, as well as printed periodicals. Laptops are available to access valid research available through PA Power Library.

The middle/high school library's book collections and circulation systems are now fully computerized. Every item in the library is bar-coded making checkout quick and easy. Regular books and circulating encyclopedias may be checked out for two weeks. A fine of 10 cents per day is charged for each overdue book. Reference books must stay in the library for research needs. In special situations, reference books may be taken home overnight. A fine of 25 cents per day is charged for overdue reference books. At the end of each marking period any student who has not returned library books, owes library fines, or who has not paid for lost library books will not receive a report card until all monies are paid. Lost book charges will not be refunded after 60 days if book is found since the funds are used to replace the book.

Since the library/media center is a place to read and do research, everyone is asked to observe the following rules:

1. Be respectful while in the library/media center.
2. Visit the library/media center to do research work, get a book to read, or work on a project. Study halls are for doing homework.
3. Help make the library/media center library easy to use for the next person. Replace books and materials where you found them.
4. Take care of your library/media center. Do not deface or vandalize library property.
5. Use of the laptop computers and network in the library/media center is for assigned research purposes only. Students must have permission from the media center assistant to utilize the laptop computers and network resources for any research conducted in the library/media center.

CAFETERIA REGULATIONS ([Board Policy 808](#))

The cafeteria is provided as a convenience and service to the students and faculty. A well-balanced meal is provided for all persons desiring it at a reasonable cost. The cafeteria is operated entirely on a non-profit basis. The cost of a student lunch for the 2023-24 school year is \$2.40 and the cost of breakfast is \$1.30. The lunch/breakfast program will be on a "point of sale" basis. The following procedures are in effect for this school year:

1. Each student will be assigned an account number. When students punch in their number, the sale will be deducted from their account. Parents may deposit money into a student's account at any time. However, deposits will take at least one day to be recorded and minimum deposits of \$2.40 are required. Deposits may be made by cash or check using envelopes provided by the school, an on-line option is also available for payment.
2. Negative balances in a student's account will result in limitations to ala carte and regular meals, as well as being ineligible from extracurricular activities. (See Cafeteria and Other Financial Obligations pg. 24)
3. Once a student has left the cafeteria lunch line, they will be charged for any additional items they desire. This includes any items that were not picked up going through the line.
4. Students will use the same account for breakfast and lunch.
5. Students who are deemed eligible to receive free and reduced breakfast and lunches by filing the necessary application with the district office, will have their account credited accordingly.

General cafeteria rules and regulations:

- A. All students must report to the cafeteria during their scheduled lunch period.
- B. Students are not to run to the cafeteria. Students caught running will be subject to disciplinary action which could include going to the end of the lunch line.
- C. When the tardy bell rings, students are expected to be in the cafeteria or cafeteria lines. Tardiness to lunch will be addressed by cafeteria monitors.
- D. Students are to enter one of two serving lines in single file fashion. Students are responsible for purchasing their own lunch and are required to get in line for every item (i.e. iced tea, sandwich, dessert, etc). Students are responsible for returning their own tray and refuse in the designated areas.
- E. Students are not to reserve seats in the cafeteria for other students. If a consistent behavioral problem persists, seats will be assigned. At the time of dismissal, tables and floor areas will be clear of paper, food, etc. Students will be dismissed at the cafeteria monitors' discretion and all chairs are to be pushed in toward the tables.
Students are not permitted to remove food or drink, other than water, from the cafeteria.
- F. Students are not permitted to leave the cafeteria without permission.
- G. Students may **not** have food delivered to the school from community establishments.

- H. Only drinks sold in the cafeteria are permitted to be consumed by students during school hours. No glass, aluminum, or plastic containers are permitted in school. Bottled water that is sold in the cafeteria is to be consumed only in the cafeteria. Beverages brought from home need to conform to those sold in the cafeteria.
- I. Students who are apprehended jumping line, throwing food, leaving trays, or refusing to obey the cafeteria monitor will be subject to disciplinary action.
- J. Students who create a general disturbance in the cafeteria not described above will be disciplined according to the severity of the offense.

BREAKFAST PROGRAM

The Bellwood-Antis School District will operate a breakfast program for all students. The cost of breakfast is \$1.30. Free and reduced breakfast will be available for eligible students. The following procedures will be in effect for students participating in the breakfast program:

- A. Students may report to the cafeteria to purchase breakfast from 7:30am until 7:48, OR a “Grab-and-Go” breakfast may be purchased from the cart and taken to homeroom for consumption.
- B. All students eating breakfast will remain in the cafeteria until they are released at 7:50. At that time, all students must report to homeroom by 7:55 or they will be marked tardy to school.
- C. Students who want to sit in the cafeteria during breakfast must make a purchase.
- D. “Second Chance Breakfast” is available in the Media Center and/or HS Cafeteria
- E. Any student who does not cooperate is subject to losing the privilege of participating in the breakfast program, and subject to disciplinary action by the principal.

WELLNESS POLICY (School Board Policy #246)

Bellwood-Antis School District recognized that student wellness and proper nutrition are related to students’ physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement. ([Entire Board Policy #246; can be accessed here](#) OR at the end of this handbook)

CAFETERIA AND OTHER FINANCIAL OBLIGATIONS (School Board Policy #808; #808.1)

- A. Upon receipt of report of charge to the High School/Middle School office the following events will occur.
- B. At the end of each school week, office personnel will call parents of students with delinquent accounts of \$25 or more informing them of the unpaid charges and simultaneously send a letter. The content of the letter will inform the student and parent that failure to make a payment within the next two weeks will result in the student being placed on the extracurricular ineligibility list. The building principal will meet with the student as well and give them a copy of the letter. At that point, the student has two weeks to make the payment or they will be placed on the ineligibility list.

Other administrative options include:

- Barring student from all after school events
- Barring participation at commencement
- Withdrawing parking privileges

NOTE: Any charges and/or fees that are accrued during the collection process will be the responsibility of the student/parent and will be added to the list of charge.

Part IV: Attendance Policy

ATTENDANCE REGULATIONS

***NOTE- Refer to COVID-19 Health and Safety Plan for more information, CDC and PADOH orders and recommendations will supersede handbook policies as it relates to Attendance and Travel.**

Compulsory Attendance Law of the State of Pennsylvania "Compulsory school age" shall mean the period of a child's life from the time the child's parents elect to have the child enter school and which shall be no later than six (6) years of age until the child reaches eighteen (18) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.

In case of absence from any session of school for any reason, it is necessary that a written excuse from the parent, guardian, or physician be presented, stating the cause of such absence. The procedure for handling excuses for absence is as follows:

- A. The student presents a written excuse to the attendance secretary in the attendance office immediately upon return to school. The office will classify excuses as excused or unexcused based on the reason for the absence. **All absences will be treated as unlawful/unexcused until the School District receives a written excuse explaining the reason for the absence.**

Excused absences include **only** the following:

1. Illness
2. Quarantine
3. Family emergency
4. Recovery from accident
5. Required court attendance
6. Death in family
7. Family educational travel, **with prior approval***
8. Educational tours and trips, **with prior approval***
9. Other as approved by the administration

~ **Temporary Absence forms are available in the high school office and should be submitted for approval prior to the absence.**

- B. **If a student refuses or fails to present an excuse within 3 days of returning to school, his absence may be classified as unlawful and could result in a truancy hearing. For documented cases of truancy, students are not permitted to make up work or take tests missed on the day of the absence. A grade of zero will be assigned for any assignments, work, or tests done or due on that day.**
- C. After 3 unlawful days, a First Notice of illegal absence is sent via **certified** mail to the parent/guardian and the student will be required to meet with school personnel to complete a School Attendance Improvement Plan (SAIP). If attendance does not improve after implementation of the SAIP, the parent/guardian and/or student may be subject to a fine issued by the District Magistrate's office as provided for in the State Compulsory Attendance Laws of Pennsylvania upon the sixth (6th) illegal day of absence. Failure to follow the SAIP may also result in a referral to Children and Youth Services. A student may also be subject to disciplinary action for illegal days that accumulate following the receipt of the First Notice.
- D. For periods of three or more days of consecutive absence, a medical excuse from a licensed physician is generally required and must be submitted within 3 days of returning to school. **Absences beyond the 10th excused by a written parent excuse must be excused by a physician or will be considered unlawful / unexcused.** Any absences excused by a physician will be considered a lawful excuse, regardless of when it is received.
- If, after exhausting the use of 10 parent-approved excused absences*, a student accumulates 15 unlawful / unexcused absences, the student may only receive half credit for any courses passed.
 - For any course that meets less than 5 days per week and is assigned less than one credit, the following applies: 2 days/week – 12 days of absence; 3 days/week – 18 days of absence
 - In all cases, students receive ½ of assigned credit.

A student with extenuating circumstances may appeal any decision to the Attendance Regulations Committee. Please see the principal for procedures after receipt of letter.

Any credit withheld must be made up in summer school, individual correspondence courses, or cyber credit-recovery at the student's expense.

~These totals exclude in and out of school suspensions and approved educational field trips.

Note: Students who become ill during the day must report with a pass, to the nurse who will make the determination whether the student should be sent home or returned to class. Excessive visits to the nurse which result in being sent home may need to be supported by a medical excuse from a physician.

- E. Attendance records of any student that transfers to Bellwood-Antis will be applied to all attendance policies of the Bellwood-Antis School District.
- F. Students who are absent from school because of illness are not permitted to attend school activities scheduled that day.
- G. Students are not permitted to leave the building or grounds during the school day without first being excused by the nurse or the principal.
- H. Early excuses may be granted by the principal for medical reasons or emergency situations only. Failure to return the early excuse signed by a physician will result in the excuse being classified as illegal and disciplinary action will be taken. ***Any student with an early excuse that requires leaving the building for more than 2 hours will be charged with a half day absence.***
- I. The Bellwood-Antis School Board and administration advocates regular attendance throughout the school year for all students. However, parents wishing to take their child/children out of school for trips or vacations should acknowledge the following guidelines:
 - 1. Family trips or vacations are not to exceed more than 5 school days in any one year. Additional days must have the approval of the superintendent.
 - 2. A student must be accompanied by a parent/guardian or grandparent.
 - 3. A student may be excused from school up to 5 days, providing that student has less than 15 total days absent without a medical excuse.
 - 4. **Trips and vacations are not permitted and will not be approved during the two-week window of finals. Any finals missed due to an unapproved trip may result in zeroes.**
 - 5. **Trips/vacations/early excuses are not to be scheduled during administration of the State Tests (PSSA, Keystone Exams) and will not be approved. A schedule of those dates will be provided at the start of the school year.**
- J. College visitations are encouraged in order for students to make informed decisions about their future educational programs. ***College visitations must have prior approval from the administration.*** Students must have an appointment with a college official, or registrar's office. Campus visits on your own are not excused absences. These absences will be recorded as illegal or unexcused and you will be subject to disciplinary action. Early excuses will be issued by the office and must be signed by the appropriate college official. Parents should accompany students on college visits whenever possible.
- K. Skip Days have become a problem for many school districts. They are not only dangerous because of "unsupervised activities", but they are illegal, and will not be tolerated by this school district. Students found to be participating in Skip Days, with or without permission by a parent, will be suspended and the day of absence counted as illegal or unexcused.
- L. Any eligible senior wishing to participate in commencement exercises must attend all graduation practices.

TARDY TO SCHOOL

Punctuality is a valuable habit for every individual to acquire. It is important that everyone in the school system acknowledges the schedule determined by Board Policy. All students may enter the building at 7:30 a.m. Breakfast must be completed by 7:53 a.m.

- A. Attendance will be taken at 7:55 am. Students entering homeroom after 7:55 a.m. are considered tardy until 9:00 a.m. Students reporting after 9:00 a.m. until 1:00 p.m. will be issued a ½ day absence. Any student reporting to school after 1:00 p.m. will be considered absent a full day.
- B. Any student reporting tardy should enter the building at the high school gymnasium entrance where the greeter is located.
- C. A note explaining the tardiness should be signed by a parent and brought to the attendance office that day. Any student without a note and legitimate excuse as defined by school code will be charged with an unexcused tardy. *The following are NOT valid excuses for being late and will be considered unexcused:*
 - *Oversleeping* • *Car Trouble* • *Clock Failure* • *Missed Bus*
- D. Students who accumulate three unexcused tardies will be notified by mail that any subsequent unexcused tardies will result in Before School Detention. However, if a student corrects the problem for 30 school days, he or she will not receive detention for the next tardy.
- E. If a persistent pattern of tardiness continues, further disciplinary action will be taken, including Saturday Morning Detention, or suspension from school.
- F. Any student with more than 6 tardies for illness not verified by a doctor (**as documented by a written doctor's excuse submitted within 3 days of each incidence of tardiness**), will be subject to the following procedures: conference with principal, written notification sent home, request for medical documentation, and finally Before School Detention, Saturday Morning Detention, or suspension as assigned.

EARLY EXCUSES

If it is necessary that a student be excused from school, they must present the office with a written excuse signed by a parent/guardian. The excuse should state the exact reason for leaving. If approved by the office, the student will be issued an early excuse. Names of doctors, dentists, etc. should be included. Failure to return the early excuse signed by a physician or authorized individual may result in the excuse being classified as illegal.

Early excuses may be granted by the administration for emergency reasons other than medical on a limited basis. Hair appointments, shopping sprees, baby-sitting and working are not considered emergencies and are unexcused. Any student with an early excuse that requires leaving the building for more than 2 hours will be charged with a half-day absence.

1. Students issued an early excuse for 8:00 a.m. who return by 10:00 a.m. will have no absence penalty. Students returning after 10:00 am will be issued a half-day absence, and those returning after 1:00 will be used a full day absence.
2. Early excuses issued during the day will have no absence penalty providing they are less than 2 hours in length. Early excuses lasting more than 2 hours will result in a ½ day absence.
3. Students excused between 8:00 a.m. and 10:00 a.m. who do not return to school, will be considered absent for the full day.
4. Early excuses issued after 1:00 will have no absence penalty.
5. Early excuses must be signed and returned, or an illegal absence will result.

COLLEGE VISITATIONS

College visitations are encouraged in order for students to make important decisions about their future educational programs. College visitations must have approval from the administration. Students must have an appointment with a college official, or registrar's office. Campus visits on your own are not excused absences. These absences will be recorded as illegal and be subject to disciplinary action. Early excuses will be issued by the office and must be signed by the appropriate college official. Parents should accompany students on college visits whenever possible.

HEALTH AND PHYSICAL EDUCATION

General Rules for both Boys and Girls:

1. Valuables should not be brought to the gym. The school will not assume responsibility for lost property.
2. Gym uniforms, which may be purchased from the library club through the school store at a nominal charge, are to be worn in all gym classes. Information on how to obtain your gym uniform will be given to you by your P.E. teacher.
3. Individual student lockers are provided for each student's gym equipment. Students are requested to bring their own locks for these lockers. The school district will not assume responsibility for materials left in these lockers by students.
4. Students must refrain from using electronic devices in the locker room areas.

Procedures for Physical Education Excuses (longer than 2 weeks)

1. All medical excuses should be taken to the main office. The secretary will provide the student with an adaptive P.E. form. A copy of the request will be sent to the nurse and P.E. instructor.
2. The student should return the form within one week. In the meantime, the student should report to gym class for an assignment issued by the instructor (sportfolio material) to be completed in study hall that will be assigned by the office.
3. If the completed forms are not returned after one week, a conference will be arranged with the student.
4. When the office has received the completed form, the student will be scheduled for adaptive P.E. during activity periods when available (see schedule posted in homerooms). Any other arrangements must be cleared with the administration.
5. Copies of the completed form will remain on file in the main office and be sent to the nurse and P.E. instructor.
6. Following a long term medical excuse, the student must present verification from the doctor that he/she has been cleared to participate in regular physical education classes.

Short Term Excuses (2 weeks or less)

1. Any medical or parent excuse should be taken to the P.E. instructor who will issue an assignment and send the student to the office.
2. The secretary will copy the excuse for the nurse and instructor, and assign the student to a study hall for that day.

One-Day Gym Excuse

1. A parent or guardian may request an excuse for one day.
2. The student must present the signed excuse to the P.E. teacher, but shall not engage in class activities. The student will be assigned to a study hall to complete a physical education assignment issued by the P.E. teacher.

Note: Athletic participation will not be permitted as well. Should there be athletic participation on that day, the student will receive a zero for that day's grade in P.E. class.



Please visit the Greater Altoona Career & Technology Center (GACTC) website, www.gactc.edu, for current policies, procedures and up to date announcements including:

1. How to apply to the GACTC
2. GACTC Program Directory
3. Faculty/Staff Directory
4. 2023-24 GACTC Academic Calendar
5. Scholarship Information and Applications

Other important parent and student resources are also available on the website including the most recent version of the GACTC Student/Parent Handbook. Please refer to the GACTC Student/Parent Handbook for information regarding but not limited to the following:

1. Student Arrival and Dismissal Times/Instructions
2. Absence Excuse Procedures
3. Instructions for updating your contact information
4. GACTC Infinite Campus Login for access to updated information on you student's academics and attendance

For more information please call the GACTC at 814-941-TECH.

REPORTING PROCEDURES FOR CTC STUDENTS

The following scenarios are provided to explain the reporting procedures when either or both the Greater Altoona Career and Technology Center and the Bellwood-Antis School District do not operate on a normal schedule. Failure to follow these procedures could result in disciplinary action:

1. BAHS is not in session but CTC has regular session: Transportation will be provided from the high school auditorium to the CTC and return to the high school auditorium. Any student (who normally rides the bus to school) that does not have the ability to come to the auditorium must request transportation at least 48 hours in advance by contacting Raystown Transit at (814) 201-2120 and an alternate pick up/drop off location will be established. If the student fails to attend the CTC, future alternate transportation will not be provided.
2. CTC has a 2-hour delay or is closed and BAHS has regular session: Morning CTC students may report to BAHS by 7:55 a.m. and be scheduled into study halls or they may report to school at 11:11 a.m. for afternoon classes. Students who choose to report to class at 11:11 a.m. must provide their own transportation to BAHS. PM CTC students may be dismissed at 11:11 a.m., but must provide their own transportation. Otherwise, students will remain in school and be dismissed at 2:53 p.m. with the rest of the student body.
3. Bellwood-Antis has a 2-hour delay, but CTC has regular session: Morning CTC students will not be sent to CTC that day, but will be assigned to study halls for the 3rd and 4th period. Morning students may choose to come to school at 11:11 a.m. using their own transportation to BAHS.
4. Both BASD and CTC has a 2-hour delay: Morning CTC students will not be sent to CTC that day. Students may ride to school on their bus and be scheduled into study halls or they may report to school at 11:11 a.m. for afternoon classes. Students who choose to report to class at 11:11 a.m. must provide their own transportation to BAHS.

BASD has a 2-hour early dismissal due to weather conditions, but CTC has regular session: PM CTC students may be dismissed at 11:11 a.m., but must provide their own transportation. Otherwise, students will remain in school and be dismissed at 12:53 p.m. with the rest of the student body.

Part V: Student Code of Conduct

STUDENT DISCIPLINE CODE

I. STATEMENT OF AUTHORITY

Student behavior is not merely convenient conformity by the students to the wishes of adults, but the conscious development of self-discipline and self-direction toward socially desirable ends. School, to be effective, must give all students the opportunity to learn; disciplined behavior is an outcome of education. Students must be taught that the advantages of group living demand that individual actions be tempered and limited.

All students and teachers are directed to maintain order in the schools so that learning can occur. Maintenance of order applies during those times when students are under the direct control and supervision of school district officials. All students are accountable for their behavior and are subject to consequences described in the student discipline code during any school sponsored activity or field trip. This authority is granted in Section 1317 of the Pennsylvania Public School Code. It states:

“Every teacher, vice-principal and principal in the public schools shall have the rights to exercise the same authority as to conduct and behavior over the pupils attending the school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardian or persons in parents relation to such pupils may exercise over them.”(in loco parentis)

II. STATEMENT OF FREE EDUCATION AND ATTENDANCE

Section 12.1 of the Pennsylvania School Code reports the following regulations regarding free education and attendance, and was updated with Omnibus School Code Amendments under Act 16 of 2019:

- A. All persons residing in this Commonwealth between the ages of six and twenty-one years are entitled to a free and full education in the commonwealth’s public schools.
- B. Parents or guardians of all children between the ages of 6 and 18 are required by the compulsory attendance law to ensure that their children attend an approved education institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 18 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extra-curricular activities because of being married or pregnant.

III. STATEMENT OF STUDENT RESPONSIBILITIES

The following student responsibilities are identified from Section 12.1 of Chapter 12 – Regulations of Students Rights and Responsibilities as reported in Title 22 of the Pennsylvania Code.

- A. Student responsibilities include: *regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.*
- B. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
 - 1. Be aware of all the rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that until the rule is waived, altered or repealed in writing, it is in effect.
 - 2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
 - 3. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption in the education process.
 - 4. Assist the school staff in operating a safe school for all students enrolled therein.
 - 5. Comply with state and local laws.
 - 6. Exercise proper care when using pupil facilities and equipment.
 - 7. Attend school daily (except when excused) and be on time at all classes and other school functions.
 - 8. Make up work when absent from school (as per District policy)
 - 9. Pursue and attempt to complete satisfactorily the courses of study prescribed by the state and local school authority. Students who refuse to do work or assignments for a class may be suspended from school and a parent conference arranged with the principal, teacher, and student. Refusal to do any or all school work may cause the student to fail the marking period and/or entire year.
 - 10. Report accurately and not use indecent or obscene language in student newspaper or publications.

C. Students should express their ideas and opinions in a respectful manner.

D. It is the responsibility of the students to conform to the following **Cheating Policy**:

Cheating is defined as copying or assisting in copying another's work and submitting the same as your own without teacher authorization or author citation, i.e. tests, homework, literary work, etc.

- **FIRST OFFENSE** – 0 for graded activity and parent and office notified. Level I disciplinary infraction.

- **SECOND OFFENSE** – failure for the marking period. Maximum grade 60%. Parents/Office notified. Level II disciplinary infraction.

- **THIRD OFFENSE** – failure for the year. Student removed from class. Parent/Office notified. Level III disciplinary infraction.

IV. STATEMENT OF GENERAL SCHOOL DISTRICT RULES

For any school district to function properly, reasonable, and necessary rules governing student conduct must be designed and enforced. Every student that is in non-compliance with the following rules will be disciplined based on knowledge of the current problem and past experience with the individual involved. Every situation is different and after hearing all the facts involved, a decision will be made.

The high school principal and/or teachers retain the right to assign such discipline for infractions which are not specifically listed within this statement taking into consideration the past disciplinary record of the student and any other extenuating circumstances.

Students who either unknowingly or unintentionally violate school policy should immediately report the violation to the administration. These situations may receive special consideration in the implementation of the discipline code. The decision of the administration is final.

V. LEVEL I INFRACTIONS

A. **Definition** – minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.

B. **Examples** –

Classroom disturbance

Cheating and/or lying – First Offense

Abusive language/disrespectful behavior for teacher

Bullying/Harassment

Non-defiant failure to complete assignments or carry out directions

Insubordination

Tardiness to class

Tardiness to school

Public displays of affection

Littering

Inappropriate use of electronic devices during the school day.

C. **Procedures** – There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior requires a conference with student, parent, teacher, and counselor/administrator. Demonstrating the hierarchy of disciplinary action, the staff member will maintain a proper and accurate record of offenses and disciplinary action.

D. **Disciplinary Options/Responses** –

Verbal reprimand/Warning

Behavior contract

Counseling

Withdrawal of privileges

Time out of room

Writing assignment (subject oriented)

Logical Restitution

Parental contact and/or conference

Detention (Before or After School)

Referral to the principal

VI. LEVEL II INFRACTIONS

A. **Definitions** – Misbehavior whose *frequency* or *seriousness* tends to disrupt the learning climate of the school. Discipline is determined by the severity of the offense that may include after-school detention, in-school suspension or other options listed.

B. **Examples** –

Continuation of unmodified Level I misbehavior

Bullying/Harassment

Truancy

Forgery or alteration of a pass, excuse, report card, or any other school documents.

Cutting class

Use of profane, obscene, lewd, or vulgar language and/or gestures, possession or distribution of obscene publications or any other written material.

Leaving school building or grounds, after having once arrived, without authorization

Disruption of after-school detention or in-school suspension

Failure to report to administrative personnel when directed to do so.

Failure to properly identify oneself.

Loitering in school lavatories and/or acting as a “look out” for students violating school rules.

Creating a disturbance of any nature in the halls, such as whistling, shouting or running.

Dress code violation

Abuse of driving and parking privileges

Violation of any cafeteria rule including throwing food, jumping line, or refusing to obey the cafeteria monitor when a reasonable request is made.

Unauthorized use of school elevator.

Fighting in school or while enroute to or from school.

Failure to report to an assigned detention.

Outside the school building during school hours without authorization.

Any form of disruptive or disrespectful behavior for a teacher, a substitute, or any adult in a position of authority.

Lying, or intentionally providing misinformation for any reason.

Violation of Drug/Alcohol Policy.

Possession of a lighter or matches

Possession of drug/alcohol paraphernalia and any related items

Unauthorized use of a cell phone or any other electronic devices.

Internet Policy Violation.

Unauthorized use of vending machines during school hours.

Cheating – Second Offense

Threats/Harassment to others – Discipline depends upon the severity of the offense.

- Displays of symbols, inappropriate subjects, or representations directed toward specific racial or ethnic groups are not permitted.

Possession or use of electronic cigarettes or similar vaping devices. * & **

Possession or use of tobacco products.*

***Effective 2/3/1997, Act 145 of 1997 became the law in Pennsylvania. Act 145 basically states that the possession or use of tobacco products or smokeless tobacco by a student in a school building, a school bus or on school property owned by, leased by, or under the control of a school district commits a summary offense. This offense is punishable by a \$50.00 fine plus court costs. Tobacco is further defined as “a lighted or unlighted cigarette, cigar, pipe, or other smoking product and smokeless tobacco in any form. This penalty is in addition to an automatic 3-day school suspension, which is already specified in the student discipline code.**

**** All vaping devices and supplies will be confiscated and destroyed by BASD Security Personnel and Administration.**

C. **Procedure** – The student is immediately referred to the administrator for appropriate disciplinary action with a disciplinary referral form explaining in detail the student’s misconduct. The administrator meets with the student and/or teacher and implements the most appropriate response. The teacher is informed of the administrator’s action. A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.

D. Disciplinary Options/Responses may include:

- Warning to Student
- Parent/Student/Teacher Conference
- Behavior Contract
- Detention
- Exclusion from attending/participating in extra-curricular activities
- Peer Counseling
- Logical Restitution
- In-School Suspension
- Referral to outside agency
- Out of School Suspension (1-10 days)
- Saturday Morning Detention
- Before School Detention

VII. LEVEL III INFRACTIONS

A. Definition – acts directed against persons or property with consequence which may seriously endanger the health or safety of others in the school. These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures that the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interests of all students.

B. Examples –

- Continuation of unmodified Level 2 misbehavior
- Bullying/Harassment
- Fighting/Simple Assault – including to and from school.
- Vandalism (minor)
- Profanity directed towards a staff member.
- Petty Theft
- Extortion (simple)
- Threats/harassment to others – discipline depends upon the severity of the offense.
- Inappropriate behavior of a sexual nature
- Violation of the drug and alcohol policy.
- Internet Policy Violation
- Cheating – Third Offense

C. Procedure –

The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.

The proper and accurate record of offenses and disciplinary actions are maintained by the administrator.

There is restitution of property and damages if appropriate.

The student may be given a full due process hearing before the Superintendent, Board of Directors, or their appointed Hearing Officer. This step is automatic upon a **fourth suspension** for the school year.

D. Disciplinary Options/Resources may include:

- Parent/Student/Teacher Conference.
- Temporary removal from class.
- Detention
- Counseling
- Logical Restitution
- In-School Suspension (1-10 days)
- Out of school suspension (1-10 days)
- Referral to outside agencies, including law enforcement officials.
- Referral to the Board of School Directors/Superintendent/Hearing Officer.
- Saturday Morning Detention
- Exclusion from attending or participating in extra-curricular activities.
- Before School Detention.

VIII. LEVEL IV INFRACTIONS

- A. **Definition** – Acts which result in violence to another person or property or which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they may require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the Board of School Directors.
- B. **Examples** –
Unmodified Level III Misbehavior
Violation of Drug/Alcohol Policy
Extortion
Bomb Threat
Possession/Use/Transfer of dangerous weapons or explosive devices.
Aggravated assault of any school employee.
Vandalism
Grand theft/possession/sale of stolen property.
Arson
False Fire Alarm
Possession of pocketknife, or any item that could endanger the safety of others.
Failure to comply with recommendations of a required Drug/Alcohol Assessment.
Inappropriate behavior of a sexual nature
- C. **Procedure** –
The administrator verifies the offense, confers with the staff involved and meets with the student.
The student is immediately removed from the school environment if appropriate. Parents are notified.
Law enforcement officials are contacted when appropriate. A complete and accurate report is submitted to the superintendent for board action. The student is given a full due process hearing before the Superintendent, Board of Directors, or their appointed Hearing Officer
- D. **Disciplinary Options/Responses** –
Board action which results in appropriate placement and may include expulsion.
The State Legislature has passed a new “Safe Schools” law commonly known as Act 26, for the purpose of providing a safe educational environment in Pennsylvania Schools. Highlights of this new law are as follows:
6. **Expulsion for Weapon Possession:** *Any student who is determined to have brought a weapon onto any school property, any school sponsored activity, or any implement of school transportation will be expelled in excess of one year.*
 7. **Weapon** is defined to include, but not be limited to, *any knife, cutting instrument, cutting tool, nunchucks, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury.*
 8. *The Superintendent may, in his discretion, recommend discipline short of discharge on a case-by-case basis. Any reduction in discipline is not to be considered a precedent to be followed in future cases.*
 9. *The Superintendent shall take all steps necessary to comply with the Individuals with Disabilities Education Act.*
 10. *Nothing in this policy shall be construed as limiting the authority or duty of a school to make an alternative assignment or provide alternative educational services during the period of expulsion.*
 11. **Affidavit for Parent/Guardian:** *The District shall, prior to the registration of any student, obtain from the student’s parent/guardian an affidavit detailing any suspensions or expulsions from any school system in the U.S. which were the result of violence or the possession of a weapon.*

Consequence Descriptions and Procedures

AFTER SCHOOL DETENTION GUIDELINES

If a student receives an after-school detention (ASD) notice from a teacher or principal, it is the responsibility of the STUDENT to notify parents, especially if transportation must be provided. It is also the responsibility of the individual assigning the ASD to notify the parents by phone or mail; however, serving the ASD does not depend on receiving this notification. Any ASD assignment that is rescheduled is not mailed home.

1. After school detention will be held from 3:00 to 4:00 p.m. each Thursday that school is in session. Detention will not be held the day prior to any holiday. A list will be emailed to teachers. The location of ASD will be in the high school cafeteria.
2. Students assigned after-school detention may not leave school property between school dismissal and prior to reporting to detention. Students who do leave school property risk being suspended.
3. Students are required to bring schoolwork to detention hall. Magazines are not permitted unless directly associated with a school assignment. Library books are permitted. After school detention teachers may issue additional work to occupy a student's time. Refusal to work or failure to work may result in an additional night of detention by the after-school detention teacher.
4. If you fail to show up for your scheduled detention you will be assigned an additional night of detention. Detentions will not be scheduled around activities, practice, games, or work schedules. A student's primary responsibility is to fulfill school obligations.
 - If an emergency arises which will cause you to miss your detention, you and/or your parent or guardian must notify the principal for reassignment prior to your scheduled detention. If you refuse to take detention you will be suspended from school, the same number of days as your assigned nights of detention.
5. If you arrive late for detention, you should report immediately to the office and will receive either an additional ASD or other consequence at the discretion of the principal.
6. If you become ill during the school day, you must report to the nurse to be excused from detention. Failure to do so will result in a cut.
7. If you have accumulated two or more after school detention assignments from the same teacher, you may be referred to the office on your next misconduct for a conference. The result of this conference could lead to a Saturday Morning Detention or suspension.
8. Students are excused from after school detention at 4:00 p.m. No loitering is permitted. All students should leave the building from the High School Cafeteria exit near Martin Street, and then exit school grounds immediately following dismissal.
9. Time spent in the lavatory during detention will be made up after 4:00 p.m. Students who report to ASD tardy may be assigned an additional night of detention.
10. Students who misbehave in after school detention will be referred to the principal's office for additional disciplinary action or assigned an additional night of detention by monitor.
11. Parents are responsible for student's transportation home from detention.

BEFORE SCHOOL DETENTION GUIDELINES

Before school detention (BSD) is typically assigned to address issues concerning tardiness.

1. Before School Detention will be held weekly on Wednesdays as needed.
2. Students are assigned BSD by the Principal only. Parents are responsible for transportation to school.
3. Students are to report to the main office at 7:00 a.m. Before School Detention will conclude at 7:30 a.m. Students are not permitted to leave the building following BSD before reporting to homeroom.
4. Students must bring work to occupy them during BSD unless otherwise directed. Sleeping, eating, reading a magazine or newspaper not associated with an assignment is not permitted.
5. Refusal to serve BSD will result in an additional discipline procedure such as Saturday Detention or Suspension.

SATURDAY MORNING DETENTION

1. Saturday Morning Detention (SMD) will be held from 8:30 a.m. to 11:30 a.m. on designated Saturdays during the school year. Students reporting late will not be admitted.
2. Admission and dismissal from SMD will occur at the High School cafeteria entrance on Martin Street, near the District Office entrance.
3. Students must bring work that will occupy themselves for three full hours. Magazines, not associated with a class assignment, drawing pictures, or sleeping will not be permitted. Refusal to work, or failure to bring appropriate work to do may result in an additional SMD assignment or suspension from school.
4. Group bathroom privileges will be available at 10:00 a.m. Any other privileges for emergencies only are at the discretion of the monitor. Students are not permitted to go to lockers without permission from the monitor.

5. The Principal only assigns Saturday Morning Detentions. These assignments will not be scheduled around activities, trips, or work schedules. Failure to appear for SMD without prior notification to the office may result in an additional SMD assignment or suspension.
6. Parents will be notified by mail of any SMD assignments. Parents are responsible for transportation to and from school for their child.

IN-SCHOOL SUSPENSION – STUDENT GUIDELINES

1. In-school suspension will be conducted periodically throughout the week for those assigned.
2. Students will be assigned to this class by administration for violation of school rules and regulations and continued behavioral problems.
3. Assigned students will report directly to High School Conference Room upon entering the building and must be present by 7:55 a.m. and remain there until 2:53 p.m. Breakfast, if desired, must be bought and brought to the ISS room. Students attending the Altoona Career and Technology Center will not be permitted to attend CTC during the time of in-school suspension, but will be responsible for acquiring their own assignments.
4. Use of school lockers during the day will be prohibited. Students are to go to their lockers prior to 7:55 a.m. All belongings will be kept with the students.
5. All “in-school suspension” students will be off school property by 3:00 p.m.
6. The regular classroom teachers will provide work assignments. It is the student’s responsibility to complete and return the assignments as directed. If a student has insufficient work, teachers may assign additional work to gainfully occupy the student’s time.
7. A very restricted, non-socializing school environment will be maintained. The student may receive one-to-one help with his/her regular schoolwork.
8. Use of the lavatory will be by groups at 10:00 a.m. and 1:30 p.m. Emergency situations will require use of the nurse’s lavatory.
9. Students may purchase a lunch if they desire or bring their own lunch. The teacher in charge will announce lunch periods. Supervision will continue through this period.
10. In-school suspension also carries the restriction that the student is excluded from all extra-curricular activities including social functions, interscholastic athletic events, and academic representation of the school on any day of the ISS assignment. This restriction ends the following day at 7:30 a.m.
11. If a student fails to attend for any reason, the suspension time will be completed upon the return to school. Time spent in the nurse’s office will also be made up. Students may be excused for individual counseling or testing by the school psychologist or guidance counselor.
12. For the first two suspensions, providing they are in-school suspension, parents have the option of reinstating their child over the telephone, instead of coming into the school. In order to be re-admitted from in-school suspension, a parent or guardian of the student must call the office to verify receiving the letter of suspension mailed home. However, any out of school suspension, or 3rd suspension, the student will not be re-admitted until a conference is arranged with the Principal. Students will be readmitted to regular class following in-school suspension providing they have completed all assignments satisfactorily.
13. Failure to comply with any of the above regulations, or if satisfactory progress in behavior modification has not been attained, additional suspension or expulsion may result.

SUSPENSION – OUT OF SCHOOL

To receive a suspension or detention is not an honor whatsoever. A great majority of students avoid this type of disciplinary action by perceiving school as a place to learn as well as to cooperate with their fellow classmates, teachers, and other personnel. Unfortunately, a few students fail to recognize the purpose of school and respect for others. These students commit infractions for which they are suspended from school and school activities as described in the section on School Rules. If a student is assigned an out of school suspension:

1. The student must remain at home during the school day. Working, shopping, or other forms of entertainment are not permitted during the time of the suspension.
2. The student is not permitted to attend or participate in any school activity.
3. In order for a student to be reinstated from a 3rd suspension or out of school suspension, it is necessary that the parent call the school to arrange a convenient conference time to discuss the suspension. If a conference is not arranged, the student may serve up to 10 days suspension.

4. The student must make up all work following the suspension. The work must be made up within the number of days suspended. It is the student's responsibility to get assignments from teachers.
5. Students who accumulate two in-school suspensions will, at the discretion of the administration, be issued an out of school suspension on the next suspendable offense.

Any exceptional student serving a suspension will be subject to guidelines established by the Pennsylvania Department of Education.

SCHOOL BUS DISCIPLINE POLICY

Transportation to and from school and activities is a privilege we are able to provide our students. School bus safety is of utmost concern at all times. For these reasons, the following School Bus Discipline Policy has been adopted by the Board of School Directors.

The bus driver will issue a written incident report to the appropriate principal's office. The building principal will investigate the incident and meet with all students involved in the incident. An offense will result in appropriate disciplinary action and a letter to the parent/guardian.

1. For the First Offense, a student will meet with the building principal and receive a warning. If the offense is severe enough, other consequences may be applicable.
2. For the Second Offense, the student may be excluded from riding the bus for a period of up to five school days. Parents/guardians are responsible for the student's transportation during this time, including CTC if removed from the CTC bus for disciplinary reasons. If transportation is unavailable to Altoona the student must report to the high school office by 7:55 a.m. for reassignment.
3. For the Third Offense*, the student may be excluded from riding the bus for a period of up to ten school days. Parents/guardians are responsible for the student's transportation during this time, including CTC transportation. If transportation is unavailable to Altoona the student must report to the high school office by 7:55 a.m. for reassignment.
4. For the Fourth Offense*, the student may be excluded from riding the bus for the remainder of the school year. Parents are responsible for the student's transportation during this time, including CTC transportation. If transportation is unavailable to Altoona the student must report to the high school office by 7:55 a.m. for reassignment.
5. Any offense, be it 1st, 2nd, 3rd, or 4th, occurring after April 30 of any given school year will automatically be considered as the first offense for the next school year. The first offense committed in the next school year will then be treated as the second offense for that year. There will be no warning issued under these circumstances. A student will be considered on probation the succeeding school year for any offense occurring after April 30. In the event a student's parent cannot transport the child to CTC, the student will report to the office for reassignment. No student will be permitted to drive themselves to CTC.
6. A student who missed the bus to Altoona must report to the high school office for reassignment. A student who misses the bus from Altoona must immediately report to the attendance office at CTC. Alternate transportation can then be arranged with the parents. Students violating this policy will be subject to disciplinary action on the first offense.
7. All students attending the Greater Altoona Career and Technology Center must ride the bus provided by the Bellwood-Antis School District to and from CTC, unless alternate transportation has prior approval by the administration of both schools.
8. A Bellwood-Antis student desiring to ride home on a bus other than the one assigned by the district must have written parental and administrative permission in advance of boarding the bus.
9. Bellwood-Antis bus drivers are not to pickup secondary school students on the elementary run during the morning operations.

*The student will be given the opportunity to discuss the incident with the principal prior to disciplinary action.

OFFENSES INCLUDE (but are not limited to):

1. Failure to remain seated
2. Refusing to obey the driver
3. Fighting
4. Inappropriate contact with others
5. Profanity/obscene gestures or conduct

6. Possession/use of tobacco products on bus
7. Throwing objects on or out of the bus
8. Hanging out of the window
9. Not sitting in assigned seat
10. Spitting
11. Bothering others/Harassment
12. Vandalism
13. Any misconduct which jeopardizes the safety and comfort of other passengers
14. Failure to follow policy on driving to the CTC or missing bus to CTC

If the listed offenses are determined to be of serious nature by the school administration, suspension from school and/or restitution, if applicable, will be applied as disciplinary measure.

DRESS CODE

Evaluation of student dress with respect to good taste and community standards is an unending process. The opinions and attitudes of all parties involved in the operation of the Bellwood-Antis School District will be considered in any alterations of the dress code. The administration and the enforcement of the resulting guidelines will be the responsibility of the professional staff. In all cases, clothing should be neat, and appropriate for school. Articles of clothing which are questionable in the minds of parents will undoubtedly be inappropriate. The administration reserves the right to decide on fashionable dress that may be considered inappropriate or disruptive to a safe and orderly learning environment and is not addressed in this code.

- A. Coats, jackets, hats, and other outerwear should be placed in student lockers throughout the school day. Hats are not permitted. Exceptions to this rule may be made by faculty or administration.
Bellwood-Antis School District clearly believes that head covering can be a detriment to the learning environment in the school, especially in the classroom. Hats, caps, bandanas, hooded shirts/sweatshirts, visors, kerchiefs, and head coverings are not to be worn in the school building unless the head covering is directly related to one's traditional religious or cultural beliefs, or for a medical reason. Administrative approval should be sought for approval of these situations. All head coverings that do not meet these exceptions are to be placed in the student's lockers upon arrival to school. The wearing of head coverings will fall under the disciplinary measures consistent with dress code violations.
- B. Handmade shirts are not permitted to be worn unless they receive prior approval from administration.
- C. Shirts/apparel and/or accessories (belts, earrings, etc.) that depict offensive, vulgar, immoral, or slanderous statements/pictures, or promote drugs, alcohol, tobacco products, weapons or other forms of violence are not to be worn during school.
- D. Revealing tops are not permitted to be worn in school. Sleeveless shirts/blouses must go to the shoulder, may not expose the area under the armpit, and be tailored/not cut-off. The student's back and trunk must be completely covered.
- E. When standing with hands down to side, the bottom of any skirt/dress/shorts should not be above the extended fingertips.
- F. Yoga pants or leggings that are sheer/see-through are not acceptable unless covered by a skirt, dress, or shorts that are not above extended fingertips.
- G. Jeans/Pants/Shorts may contain small holes only from the mid-thigh down.
- H. Clothing that reveals undergarments is prohibited.
- I. Spike belts, bracelets, chains or rings which would cause damage to school furniture, could be used as weapons, or can be considered a disruption to the educational environment, are prohibited.

Consequences

First Offense: Student required to change and warning issued.

Second Offense & Subsequent Offense(s): Student required to change, assigned detention, and parent contact.

All students should be familiar with dress code regulations. Questions concerning this policy may be addressed with the office.

ELECTRONIC DEVICES/CELL PHONES (Board Policy #237)

Bellwood-Antis High School staff and administration realize that the increase in student use of personal electronic devices has positive and negative consequences for the educational environment. For the purpose of clarity, Personal Electronic Devices (known as PEDs in this document) include, but are not limited to: cell phones, smart phones, smartwatches, laptops, Kindles, iPads, iPods, MP3 players, or hand-held gaming devices. Students who possess PEDs are solely responsible for their care and the district is not liable for the theft, loss, or damage of such property. The following guidelines apply to the use of PEDs:

1. During school hours, PEDs may be carried/possessed by students throughout the day, or can be powered off and placed in lockers upon arrival to school.
 - a. Although in possession of the student, PEDs shall not be used during the school day.
 - i. These devices must not be a distraction to the educational goals of teachers and students.
 - ii. Teachers may have a policy for PED collection during visits to student lockers or the lavatory OR during testing.
 - b. Students may use their PED in the media center, under supervision of the Media Center staff, and in the cafeteria during breakfast and lunch.
 - c. Exceptions to the prohibition set forth in this policy may be made for health, safety, or emergency reasons with prior approval of the building principal or designee, or when use is provided for in a student's individualized education program (IEP).
2. The use of PEDs for bullying, inappropriate or harassing text messages, unauthorized videotaping or photographing, accessing or sharing inappropriate or profane websites/material, and cheating is not permitted and will be dealt with under the code of conduct. Violations of this rule will result in disciplinary action, and possible involvement of law enforcement.
3. The use of PEDs is strictly prohibited in the locker rooms, restrooms, and other changing areas.
4. Students are prohibited from using or wearing headphones and earbuds during the school day. Exception is for instructional purposes approved by the teacher for use with school issued iPad.
5. PEDs cannot be used during in-school suspension or detention.
 - The Board prohibits possession of laser pointers by students on school property, on buses and other vehicles provided by the district, and at school-sponsored activities

Consequences:

1st Offense: Confiscation of device for 1-day, student picks up at the end of the day; Warning in Infinite Campus
2nd Offense: Confiscation of device for 1-day, parent must pick up at end of the day; Lunch Detention in Office
3rd Offense: Confiscation until Parent Meeting; Cell Phone Suspension for 5 days (turn in to the office each morning); After School Detention

Refusal to turn phone over to BAHS Staff upon request ~ INSUBORDINATION = 1 DAY OF IN-SCHOOL SUSPENSION

iPADS

Each student in the Bellwood-Antis High School is loaned an iPad to use as a tool in the classroom and for educational purposes. The iPad is the property of the school district and can be taken from the student's possession at any time, for routine maintenance, as part of a code of conduct investigation, or at the discretion of the district staff or administration. It is the sole responsibility of the student to keep the device safe, free from damage, and *in proper working order at all times*. The school issued iPad must be kept in the protective plastic case that was given to each student upon deployment, or an appropriate alternative case. Intentional theft or damage to an iPad will be dealt with under the code of conduct, and subject to disciplinary action. It is the responsibility of the student to notify the school of any lost or damaged iPad. Students and parents must complete required forms to receive iPads.

- Upon receipt of the iPad, a loaner agreement is signed by the parent and student. This loaner agreement establishes guidelines for the safe, efficient, and appropriate use of the iPad.
- Insurance will be available to purchase each year to cover breakage issues.

SPECTATOR CONDUCT AT ATHLETIC EVENTS

Attending an extra-curricular event is a privilege for all students. Your support of our athletic teams is essential for the success of the various programs.

When, however, the behavior of a student affects the welfare and safety of others, the privileges may be taken away. Good student conduct is necessary at all athletic events.

The following rules and safety regulations are for your well-being:

1. Respect the authority of the game officials and police.
2. Remain in the spectator areas during the football games; stay outside the roped off area; during events conducted in the gym, stay clear of the playing area and doorways. Do not cross the gym floor at any time.
3. Refrain from throwing articles onto the playing field or in the stands.
4. Remain in the gym lobby area with food and drink.
5. Refuse should be deposited in appropriate containers.
6. Respect the visiting fans and players; after all, they are only trying to accomplish the same goals that we are seeking. Keep all comments positive and focused toward the successes of our teams.
7. Remain inside the gym or football stadium until the event has concluded. If you leave and try to re-enter, you will have to pay another admission price.
8. Any misconduct at an athletic or social event may result in that student being barred from all events as a spectator for a portion of or possibly the remainder of the year as well as a disciplinary consequence up to and including suspension.

It is also important for parents/guardians and other members of the public to demonstrate sound sportsmanship at all times. Please remember...

1. Athletics is part of the educational experience, and the benefits of involvement go beyond the final score of a contest.
2. Participate in positive comments/cheers that encourage our athletes. Discourage any comments/cheers that would redirect that focus.
3. Learn, understand and respect the rules of the contest.
4. Respect each official and realize they are an essential part of every contest.
5. Respect our opponents as students and acknowledge them for striving to do their best.
6. Demonstrate a sense of dignity under all circumstances. Be a fan...not a fanatic.

SAFE 2 SAY SOMETHING

In 2018, the General Assembly passed Act 44 mandating the establishment and use of the "Safe2Say Something" (S2SS) anonymous reporting system by every Pennsylvania school entity by January 14, 2019. S2SS is a life-saving and life-changing school safety program that allows tipsters to anonymously report this information through the S2SS app, website, or 24/7 Crisis Center Hotline.

Program Background: The Office of the Attorney General (OAG) has established S2SS and will manage and will manage and maintain the program. The OAG in partnership with Sandy Hook Program, a leader in anonymous reporting systems, has built the application, website, and PA-based 24/7 Crisis Center, SHP is a national non-profit committed to creating safe schools and communities through their four evidenced-based Know the Signs intervention programs. To date, SHP has delivered its programs to 10,000+ schools and trained 5+ million youth and adults in every state resulting in countless school shooting and firearm threat interventions and countless bullying, drug use, and other acts of violence and victimization interventions.

How it Works:

1. Via mobile app, website, or phone call-arriving first at the S2SS Crisis Center.
2. Crisis Center analysts' vet and triage the tip, then engage the tipster in anonymous two-way chat in order to provide detailed and immediately actionable information to schools and dispatch.
3. Crisis Center analysts deliver the tip to the impacted school and, as needed, local law enforcement via 911 County dispatch.
4. The school and, as needed, local law enforcement, assess and intervene with threat-risk individual.
5. The school then closes out the tip and reports actions taken as a record for their school.

1-844-Saf2Say (1-844-723-2729) <https://www.safe2saypa.org/> and <https://safe2saypa.org/tip>

Part VI: Regulations, Procedures, and Forms

MORNING PROCEDURES

- 7:30 Unload buses; Students enter building and have until 7:40 to take care of early excuses/ absence excuses in the guidance office.
- 7:40 Students must report to either homeroom or the cafeteria if they are purchasing breakfast. At this point, no bus students are permitted in the hallways without a pass.
- 7:40-7:53 As walkers/drivers arrive, they need to immediately take care of early excuses/absence excuses in the offices and then report to homeroom or the cafeteria for breakfast (as time allows).
- 7:53 Breakfast students are released from the cafeteria and must go to homeroom immediately.
- 7:55 All students must be in homeroom. Any students arriving in homeroom after the 7:55 bell will be marked as tardy regardless if they were in the building on time.

Students are NOT permitted to wander or loiter in the halls from 7:40-7:55.

Failure to follow these procedures could result in disciplinary action.

Teachers without homeroom assignments or other assigned duties must monitor the hallways from 7:30-7:55 in order to enforce procedures.

HOMEROOM REGULATIONS

The homeroom period will be from 7:55 a.m. until 7:59 a.m. Students who wish to participate in the breakfast program must report to homeroom by the 7:55 bell or will be marked tardy. Failure to follow these procedures may result in disciplinary action. Grab-and-Go breakfasts may be purchased at the cart and eaten in homeroom only.

At the 7:55 bell, announcements, attendance and the pledge of allegiance will take place.

CLASSROOM ETIQUETTE

Students should enter their classroom without delay, go directly to their desks, and await instructions from the teacher. Students are not to loiter outside the classroom door. The classroom is a place to learn and work. There should be no loud talking or boisterous activity. Be careful not to mark or mutilate desks or walls in any manner. When the class is over, remove all waste paper from the desk and floor. The teacher will give the signal for dismissal and instruct you concerning the manner of vacating the room. Students who refuse to do work or complete assignments for a class may be suspended from school and a parent conference arranged with the principal, teacher, and student. Refusal to do any or all schoolwork may cause the student to fail the marking period and/or entire year. Students are not permitted to put their heads down, or sleep in class. Refusal to cooperate will result in disciplinary action.

Often times during the school year it is necessary that regular classroom teachers must be absent from school. The district temporarily replaces that person with a substitute teacher. Students are advised that substitute teachers are afforded the same authority as a regular classroom teacher until the time that person should return. Students are expected to remain in class for that period and cooperate with whatever plans or assignment the substitute requests the class to complete. Any student, who is asked to leave class or is reported for any misconduct, uncooperative, or disrespectful behavior, will be disciplined accordingly.

LEAVING CLASS

In case it may become necessary to leave class for any reason, the student will obtain permission from the classroom teacher prior to leaving the class. In the case when a student is requested by the teacher to leave the class for any reason, the student will present himself immediately to the high school secretary. The student should remain in the office until the high school secretary has excused the student or the student has had a conference with the Administration.

Students who become ill must report with a pass to the nurse, who will make the determination whether the student should be sent home or returned to class. Excessive visits to the nurse which result in being sent home may need to be supported by a medical excuse.

Students will not be excused from classes but will be excused from study halls in order to participate in the activities of school-sponsored clubs. If it is determined by the building principal that absence from class is indeed essential and absolutely necessary, parental permission must be obtained.

Elevator passes: Students, with medical permissions, may obtain access to the elevator services available at the high school. Students will sign out a key from the office. Lost keys will cost \$25. Dependent upon need, students may be dismissed (with a classmate) early to avoid contact in the hallways.

STUDY HALL REGULATIONS

Students will be assigned to specific study halls at the time their schedules are completed for the opening of the school term. These assignments are permanent throughout the term unless the high school office approves schedule changes. An excuse from study hall is permissible only upon approval of the office and study hall teacher. All students are expected to bring sufficient work to occupy their study hall period with real study. In case a student has inadequate work to keep him busy, study hall teachers are instructed to assign additional work to gainfully use the student's time during the period. A specified number of students will be authorized to go to the media center to do work during the various study hall periods.

LOCKERS

During the first day of school, students will be assigned lockers by their homeroom teacher. Each student will be issued a combination for a locker with a built-in lock. The locker is each student's own facility for storage and protection of personal property. However, students should have no reasonable expectation of privacy in the locker. If there is reasonable cause, lockers may be searched at the discretion of the administration. The district also reserves the right to utilize additional resources provided by outside agencies as state and local law enforcement, K9 Units, and the Bureau of Narcotics.

The following rules are also in effect:

1. The student is responsible for keeping the locker clean and in order at all times.
2. The responsible student must pay for damaged combinations. If the locker is damaged, report it immediately to the high school office.
3. Failure to report this damage will result in the student being charged for the damage to the locker.
4. Students are not permitted to jam lockers.
5. Students are not to share lockers or store items in another student's locker at any time.

LAV/LOCKER GUIDELINES

1. Students will be required to sign out and sign back in each time they leave to use the restroom or visit their locker. Sign out binders or digital "sign out sheets" will be present in each classroom. Students will record their first and last name, time out and the time they return to class.
2. When appropriate, students will take the classroom lav/locker pass with them. Only one student may leave to use the restroom or visit their locker at a time.
3. Students who abuse this privilege are subject to disciplinary action.

PROM GUIDELINES

The following guidelines have been established for all students who wish to attend the Bellwood-Antis Junior/Senior Prom:

Eligibility:

1. In order to attend the prom, you must be a Bellwood-Antis Junior or Senior, or be a guest of a B-A Junior or Senior.
2. The weekly academic ineligibility policy does not apply to the prom.
3. Students with any unexcused/illegal absences will not be permitted to attend.*
4. If a student receives 6 or more total disciplinary infractions, or 3 ISS/OSS, they will not be permitted to attend.*
5. All those in attendance must be in at least 9th grade but be no older than 20 years of age. **
6. Any person who has quit school, been expelled from school, or left school for any reason prior to graduating is not eligible to attend the Bellwood-Antis High School Prom. Any individual may be required to verify his/her age or educational status, unless they have prior approval by the high school administration.

*Special circumstances will be heard and decided upon by the high school administration.

** The decision of the administration and advisors will be final and binding.

Dress:

1. Those in attendance will require appropriate formal dress. **GIRLS:** A dress or gown and appropriate footwear (no sneakers). **BOYS:** A suit or tuxedo, and appropriate footwear (no sneakers or sandals).
2. Students are expected to remain in formal attire throughout the evening. Removing or unbuttoning shirts will not be permitted.

Conduct:

1. Students are expected to conduct themselves in an appropriate manner. Inappropriate behavior will not be tolerated, and uncooperative individuals will immediately be removed from the prom. Examples could include, but are not limited to the following:
 - a. destroying decorations
 - b. horseplay
 - c. fighting
 - d. inappropriate displays of affection
 - e. harassment
 - f. under the influence of drugs/alcohol
2. No student will be allowed to leave the building and return for any reason without permission from an advisor. An escort will be required.

Advisors/chaperones have the authority to remove any individual at their discretion. Parents will be notified.

SCHOOL PARKING REGULATIONS

1. Parking regulations are strictly enforced. It is considered a privilege to park on school grounds. Suspension of driving privileges, towing of vehicles and/or suspension from school may occur when violations of these regulations occur.
2. Students must register their vehicle and pay a refundable \$10 deposit to receive the appropriate parking tag. You will receive specific instructions regarding the registration of your vehicle at the beginning of the school year.
3. Upon registration for a parking pass, students will also sign a consent form for the Random Drug Testing Program.
4. Failure to register your vehicle or display proper tag may result in revoking parking privileges for the year.
5. Parking for students is provided in the area that is located near the east entrance to the football field. **No students are permitted to park in visitor, numbered spots, or handicapped parking areas.**
6. All students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents.
7. There is to be no loitering in the parking lot. Students will not be permitted to go to their cars during the school day.
8. There will be no speeding, over 5 miles per hour, or any form of reckless driving on the school grounds.
9. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, weapons, stolen property, or other contraband might be present in that vehicle.

ACCEPTABLE USE OF DEVICES, NETWORK RESOURCES, AND INTERNET ACCESS POLICY

Students, staff, and administrators of the Bellwood-Antis School District have the opportunity to access the Internet and Network Resources utilizing BASD devices to facilitate the need to prepare students, staff and administrators to be computer literate in an increasingly technological world, to foster educational and personal growth in technology to gather information, and to improve communication skills. It is understood the Bellwood-Antis School District does not have sufficient staff to monitor every aspect of your use of the Internet. However, the purpose of this Acceptable Use Policy of the Bellwood-Antis School District is to foster the independent use of the School District's network, subject to compliance with procedures and standards for appropriate network behavior and communication, and applies to all users.

1. Students or employees who violate the Acceptable Use Policy may be denied privileges for a defined period of time or other disciplinary measures set forth in the Student Code of Conduct or in any other rules of the District, which may be applicable.
2. Transferring copyrighted materials to or from any Bellwood-Antis School District network and/or Internet without the express consent of the owner of the copyright is a violation of federal law and is expressly prohibited.
3. It is understood that the use of BASD devices, Network Resources, and Internet is a privilege. The primary use of the network shall be reserved to those individuals who utilize the materials that are of "educational value" to students of the Bellwood-Antis School District.
4. The use of BASD devices, Network Resources, and Internet for defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially-offensive, and illegal material or other prohibited activities shall not be permitted, and the Bellwood-Antis School District will use any and all efforts available to it, within the

confines of the law, to prevent material from entering the school network. Individuals are encouraged to report such entry of material into the system to the Network Administrator.

5. All users must recognize that e-mail or network messages may contain thoughts, conclusions, and certain biased perceptions that were never intended for publication. There may be liability for defamation for spreading false and disparaging information about third parties, or various vendors. Such discussions or use on the network is expressly prohibited.
6. No personnel or student information, which is protected by the Family Educational Rights and Privacy Act, shall be disseminated through the network.
7. All users of the network must comply with the Electronic Communication Privacy Act of 1986, as amended, and the Communications Decency Act. These acts prohibit the unauthorized interception or disclosure of e-mail messages by third parties, as well as the appropriateness or certain material being remitted on the Internet. The act does permit interception or disclosure if either the sender or the receiver of the communication consents. Further, the act recognizes that the School District may monitor an employee's email messages, as long as the interception device is included in the e-mail equipment.
8. Users of the network must recognize that the District Administration does have the authority to intercept e-mail messages of all users and that there will be no privacy right construed by the District to exist in the statements made in the network. Users of the network are encouraged to not store extensive e-mail messages in the network.
9. Network users may not allow any other person to use their password or to share their account. It is the user's responsibility to protect e-mail accounts from unauthorized use by changing passwords periodically and using passwords that are not easily guessed.
10. Any attempt to circumvent system security, guess passwords, or in any way gain unauthorized access to local or network resources is forbidden. The use of District Technology to gain unauthorized access to software or other computers either within the district or at remote locations is expressly prohibited.
11. Use of the BASD devices, Network Resources, and Internet for unapproved commercial gain or profit is prohibited.
12. Users may not move, repair, reconfigure or modify the systems.
13. The District Administration reserves the right to monitor all accounts.
14. BASD employees will monitor the student's use of the devices, Network Resources, and Internet.
15. Additional rules and restrictions may be added at any time. Users are responsible for reading and following these rules.

DISCRIMINATION/SEX DISCRIMINATION/GRIEVANCE PROCEDURE

Consistent with the Pennsylvania Human Relations Action (43 P.S. 951-963), no student shall be denied access to a free and full public education on account of race, religion, gender, national origin, or disability.

For information regarding civil rights, or grievance procedures contact Mr. Gregory Gates, Title IX and Section 504 Coordinator, at Bellwood-Antis School District, 300 Martin Street, Bellwood, PA 16617 (814) 742-2271. Information regarding persons with disabilities is also available at the above address.

ELIGIBLE LEARNERS

The district will follow established procedures for an "eligible learner"

i.e., any student receiving special education services, in accordance with Chapter 14 PA Standards for Special Education and Programs,

Section 342.36, Part (c) and (d) addressing the use of restraints. In accordance of the above Section Part (e), the listed aversive techniques of handling behaviors are considered inappropriate and will not be used by the staff in an educational program.

EXCLUSIONS FROM SCHOOL

- A. The Board of School Directors shall define and publish examples of offenses that may lead to exclusion from school. Exclusions affecting certain exceptional students shall be governed by regulations set forth by Pennsylvania Department of Education.
 1. Suspensions may be issued by the principal or assistant principal.
 2. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.

- B. Exclusion from school may take the form of suspension or expulsion.
- C. Students who accumulate 4 suspensions in one school year will be subject to one of the following conditions:
 - 1. The student will be referred to the district's Hearing Officer for possible expulsion, additional suspension, or placement in alternative education.
 - 2. The administration will request an IEP meeting and if appropriate, the student will be transferred into an alternative education program.

FREEDOM OF EXPRESSION

- A. The right of public school students to freedom of speech was affirmed by the United States Supreme Court in the case of *Tinker vs. Des Moines Community School District*, 393 U.S. 503 (1969)
- B. Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights.
- C. Students may use publications, handbills, announcements, assemblies, group meeting, buttons, armbands, and other means of communications, provided that the use of public school communication and facilities shall be in accordance with the regulations of the authority in charge of those facilities.
 - 1. Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expressions.
 - 2. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.
- D. Identification of the individual student or at least one responsible person in a student group may be required on any posted or distributed materials.
- E. School officials require students to submit for prior approval a copy of all materials to be displayed, posted or distributed on school property.
- F. Bulletin boards shall conform to the following:
 - 1. School authorities may restrict the use of certain bulletin boards.
 - 2. Bulletin board space shall be provided for the use of students and student organizations.
 - 3. School officials require that notices or other communications be officially dated before posting, and that such materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
- G. School newspapers and publications shall conform to the following:
 - 1. Students have a right and are free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs 2, 4, and 5
 - 2. School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
 - 3. School officials may not censor or restrict material simply because it is critical of the school or administration.
 - 4. Approved procedures regarding copy for school newspapers shall identify the individual to whom the material is to be submitted and shall establish a limitation of the time required to make a decision. The material shall be considered authorized for distribution.
 - 5. Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by nonstaff members shall be developed and distributed to all students.
- H. The wearing of buttons, badges or armbands shall be permitted in another form of expression within the restrictions listed in subsection (C).
- I. School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.
 - 1. A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.
 - 2. The place of such activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.
- J. School officials should adopt and publish guidelines for student use of school facilities and equipment.
- K. The constitutional right of freedom of speech guarantees the freedom of public school students to publish materials on their own.
 - 1. The school has no responsibility to assist students or provide facilities in publishing of such materials.
 - 2. The students themselves have sole responsibility for any statements published.

3. Approved procedures must be followed prior to distribution or display of materials on school property. See subsection (I).

FLAG SALUTE AND PLEDGE OF ALLEGIANCE (Pa Code 12.10)

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

- A. 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.
- B. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate by standing or sitting silently.

EXCLUSION FROM CLASSES – IN-SCHOOL SUSPENSION

- A. No student may receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
- B. Parents or guardian shall be notified of the suspension action taken by the school.
- C. When the in-school suspension exceeds ten consecutive school days, an informal hearing with the principal shall be offered to the student's parent or guardian prior to the eleventh school day in accordance with the procedures in the school code (relating to hearings).
- D. The student's school district has the responsibility to make some provision for the student's education during the period of the in-school suspension.
- E. After two separate in-school suspensions the student will, at the discretion of the administration, receive an out of school suspension on the next suspendable offense.
- F. In-School Suspension also carries the restriction that the student is excluded from all extra-curricular activities, including social functions, inter-scholastic athletic events, and academic representation of the school on any day of the ISS assignment. This restriction ends the following morning at 7:30 a.m.

HEARINGS

- A. Education is a statutory 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.
- B. A formal hearing is required in all expulsion actions. This hearing may be held before the Board of School Directors or duly authorized committee of the board, or qualified hearing examiner appointed by the board. Where the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student.
 1. The following due process requirements are to be observed with regard to the formal hearing:
 - a. Notification of the charges shall be sent to the student's parents or guardian by certified mail.
 - b. Sufficient notice of the time and place of the hearing must be given.
 - c. The hearing shall be held in private unless the student or parents request a public hearing.
 - d. The student has the right to be represented by counsel.
 - e. The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
 - f. The student has the right to request that any such witness appear in person and answer questions or be cross-examined.
 - g. The student has the right to testify and present witnesses on his behalf.
 - h. A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
 - i. The proceeding must be held with all reasonable speed.
 2. When the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal district court.
 3. The purpose of the informal hearing is to enable the student to meet with the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal district court.
 - a. The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.

CONFIDENTIAL COMMUNICATIONS

- A. Use of a student's confidential communication to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 PAC.S 5945 (relating to confidential communication to school personnel).
- B. Information received in confidence from a student may be revealed to the student's parents, the principal or other appropriate authority where health, welfare, or safety of the student or other persons is clearly in jeopardy.

SEARCHES (Policy 226)

The Board reserves the right to authorize its employees to inspect a student's locker or any district property at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and order of the schools in accordance with school board policy 226. All requests for the search of a student's locker shall be directed to the principal. The principal may appoint a representative to be present at the inspection in his/her absence. No less than two people will be present at all searches. Random searches and the use of drug-sniffing dogs in the school building and on the grounds of Bellwood-Antis may take place periodically during the school year. The principal or representative may take possession of weapons, contraband, or illegal substance found in the locker and shall be responsible for the safekeeping and proper disposal of any substance, object or material found to be improperly stored in a student's locker. Locker inspections will be recorded, setting forth the reasons(s) for the search, persons present, objects found, and their disposition. Furthermore, as a condition of obtaining a parking permit under Policy #223, each student applying for a parking permit, and each student's parent or guardian, shall consent to random searches of vehicles driven by students to school and parked on campus in designated student parking areas. Random searches of student vehicles shall be conducted by BASD administration, in conjunction with local law enforcement, used trained drug dogs. The BASD administration will coordinate random drug dog searches of student vehicles each academic year as needed. Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety, and welfare of the school population.

UNLAWFUL HARASSMENT POLICY AND COMPLAINT PROCEDURE (Policy 248)

It is the policy of the Bellwood-Antis School District to provide its students with a pleasant, non-hostile educational environment which encourages efficient, productive, and creative learning.

To ensure a pleasant, non-hostile school educational environment, the Bellwood-Antis School District will not tolerate any form of harassment. Students have the responsibility of respecting the rights of their fellow students to ensure an atmosphere free of harassment.

The term harassment includes, but is not necessarily limited to:

- A. Slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, age, sex, national origin, handicap or disability.
- B. Ethnic harassment includes the use of any derogatory word, phrase, or action characterizing a given racial or ethnic group which creates an offensive school environment.

Conduct constituting sexual harassment shall include, but not be limited to:

- A. Unwelcome sexual advances, request for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where such conduct has the purpose or effect of creating an intimidating, hostile, or offensive school environment.
- B. Examples of sexual harassment include:
 - 1. Sexual flirtation, touching, or propositions.
 - 2. Graphic or suggestive comments about an individual's attire or body.
- C. Sexually degrading words to describe an individual. Jokes, pin-up calendars, graffiti, vulgar statements, abusive language, innuendos, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonable interference with an individual's academic performance or creating an intimidating, hostile, or offensive school environment.

A student who believes that the actions or words of another student, administrator, teacher, vendor or others having business with the school district constitute unlawful harassment, has a responsibility to report the complaint as soon as possible to the appropriate principal.

All complaints of unlawful harassment will be investigated in an impartial and confidential manner by the appropriate principal.

The Title VII, Title IX, or EEOC hearing officer shall be notified and shall retain a copy of the official complaint. All students shall be aware that the privacy of the charging party and the person accused of sexual harassment will be kept as confidential as possible. The district will retain confidential documentation of all allegations and investigations in the office of the Title IX, Title VII, EEOC hearing officer. In all cases, the student will be advised of the findings and conclusions.

Any student who is found, after appropriate investigation, to have engaged in unlawful harassment will be subject to appropriate disciplinary action, depending on the circumstances, up to and including expulsion.

Retaliation against individuals who bring unlawful harassment charges, or who assist in investigating charges, is strictly prohibited. However, given the nature and type of discrimination, the district also recognizes that false accusations of harassment can have serious effects on innocent students. Therefore, if it is determined after a thorough investigation of a complaint that false accusations were made, disciplinary action up to and including expulsion will be taken against the person making the false accusations.

BULLYING POLICY (Policy 249)

Purpose

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:[\[1\]](#)

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[\[1\]](#)

Authority

The Board prohibits all forms of bullying by district students.[\[1\]](#)

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop guidelines to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.[\[1\]](#)

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.[\[1\]](#)

District administration shall annually provide the following information with the Safe School Report:[\[1\]](#)

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[\[1\]\[2\]\[3\]](#)

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.

Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying. [4][1][5]

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include: [1][3][6]

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

BULLYING POLICY IMPLEMENTATION PROCEDURES FOR STUDENTS

1. A student who is a victim of bullying that has not been observed by an adult should report the incident immediately to a teacher.
2. Any student who observes a student bullying another student should report the incident immediately to a teacher.
3. Level I bullying incidents will be handled by the teacher receiving the complaint.
4. Level II, III and IV bullying incidents will be handled by the principal or principal's designee.
5. Consequences for bullying are defined in the Student Discipline Code and are consistent with the Bullying Policy No. 249 adopted by the Board of School Directors on April 11, 2017.

SCHOOL RULES AGAINST BULLYING

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will make a point to include students who are easily left out.
4. When we know somebody is being bullied, we will tell an adult at school and an adult at home.

HAZING POLICY

Any forms of initiation or harassment, known as hazing, as part of any school sponsored activity is prohibited. No student, coach, sponsor, volunteer, or District employee shall plan, direct, encourage, assist, or engage in any hazing activity.

Incidents involving hazing may result in school discipline and criminal charges. (BASD Policy 247)

RIGHT TO KNOW:

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

From time to time, it may be necessary to use chemicals to manage to pest problem. Chemicals will only be used when necessary and will not be routinely applied. When chemicals are used, the school will try to use the least toxic product

when possible. (Applications will be made only after normal school hours). Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parent or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school notification registry. If you would like to be placed on the registry, please notify the building principal in writing. Please include your email address if you would like to be notified electronically.

If a chemical application must be made to control emergency pest problem (ex. stinging insects), notice will be made by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and anti-microbial products; self-containerized baits placed in areas not accessible to students; and gel type baits placed in cracks, crevices or voids.

Each year the district will prepare new notification registry.

DRUG TESTING OF INDIVIDUAL STUDENTS (Reasonable Suspicion) School Board Policy 227

If based on observable behavior or symptoms, a school employee has a reasonable suspicion that a student is under the influence of a controlled substance, the employee will report the matter to the building principal and the student will be escorted to the school nurse's office for an examination that may include checking the student for abnormal vital signs. If based on the student's observable behavior, medical symptoms, vital signs or other factors, school administrators have a reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

If the student is required to submit to drug or alcohol testing, the testing will be done in the following manner:

1. The administration will attempt to contact the student's parent/guardian before the student is tested.
2. Testing will be done by a medical professional or clinic with appropriate testing facilities approved by the district. The parent/guardian of the student may exercise the right to choose a different medical professional or clinic to administer the test within the time limit set by the district. If the parent/guardian exercises the right to choose another medical professional or clinic, the parent/guardian will pay for the cost of the testing.
3. The testing will be conducted in a reasonable manner using a method that takes into account the factors of the student's age, sex, and the degree of intrusiveness involved in collecting a sample for testing.
4. Disclosure of drug testing results will be limited to the student, the student's parent/guardian, and appropriate district administrators for the purpose of providing counseling or taking appropriate disciplinary action.

DRUG AND ALCOHOL (POLICY 816)

Philosophy: The philosophy of the Bellwood-Antis School District is concerned with the educational, emotional, and social growth of the individual student. The district recognizes the increasing impediments to this growth with an increase in the use and abuse of drugs, alcohol, and mood altering substances. It is the belief of the Bellwood-Antis School District that these students should receive the necessary help as quickly and as professionally as possible.

Authority: The Board has the authority and responsibility to establish the Student Assistance Programs (STAR, HEART, IST) and to develop drug and alcohol procedures to be used by all school district personnel when responding to drug, mood-altering substance, and alcohol related situations that may occur at school or at school sponsored activities.

Goals: The Student Assistance Programs have been developed to include a drug and alcohol component with the following goals:

1. Develop a coordinated procedure to intervene in drug and alcohol situations.
2. Enlist the support, heighten the awareness, and encourage the involvement of all staff in the identification of drug and alcohol problems.
3. Utilize existing school staff for program implementation.
4. Encourage and train staff to react in a calm, knowledgeable, professional manner when confronted with specific drug and alcohol situations.
5. Provide intervention services to students with drug and alcohol problems.
6. Provide drug and alcohol aftercare services to students.
7. Enforce the drug and alcohol policy that provides for student rehabilitation and/or drug and/or alcohol problems.
8. Supply information to students on issues related to drug and alcohol abuse.
9. Cooperate in all collaborative efforts that join home, school, and community in safeguarding and promoting the mental, physical and social needs of students.
10. Provide for a safe and orderly school environment.

Definitions: Drug/Mood-Altering Substance/Alcohol/Anabolic Steroids—shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law, any substance which is intended to alter mood and/or any health-endangering compounds or substances.

Examples of the above include, but are not limited to beer, wine, liquor, marijuana, hashish, amphetamines, barbiturates, tranquilizers, narcotics, cocaine, hallucinogenics, chemical solvents, volatile chemicals (glue and other inhalants), any herbal or synthetic mood altering substance such as K2(synthetic marijuana), and any capsules or pills not registered with the nurse in accordance with the Board Policy No. 210, annotated within the student’s health record and given in accordance with the School District’s procedure for the administration of medication to students in school.

Look-Alike Drugs—any substance that is not included in this Policy’s definition of drug/mood altering substance/alcohol/anabolic steroids, that has been altered from its natural and normal state to resemble a substance included in this Policy’s definition of drug/mood altering substance/alcohol/anabolic steroids, or is being represented by a student to be a substance included in the Policy’s definition of drug/mood altering substance/alcohol steroids. Electronic cigarettes/inhalants are included in this category.

Examples of the above include, but are not limited to, substances covered by this Policy’s definition of drug/mood altering substance held out by a student to be a substance covered by this Policy’s definition of drug/mood altering substance/alcohol/anabolic steroids, or a substance induced or used in a manner consistent with the inducement or usage of a substance covered by this Policy’s definition of drug/mood altering substance/alcohol/anabolic steroids.

Student Assistance Program – (STAR, HEART, IST) are multidisciplinary teams composed of school personnel and members of community agencies. These teams have been trained to understand and work on the issues of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention.

Distribution – deliver, sell, pass, share, or transfer any drug/mood altering substance/alcohol/anabolic steroids/look-alike drug, as defined by this Policy, from one person to another or to aid there in. A student possessing sufficient quantity, which would be considered as more than for personal use, would be dealt with as if he/she were distributing the substance.

Possession – possess or hold, without any attempt to distribute, any drug/mood altering substance/alcohol/anabolic steroids/look a-like drug, as defined by the Policy. A student possessing sufficient quantity, which would be considered as more than for personal use, would be dealt with as if he/she were distributing the substance.

Drug Paraphernalia – includes any utensil or item which in the school’s judgment can be associated with the use of drugs, alcohol, or mood-altering substance. Examples include but are not limited to: roach clips, pipes, or bowls.

Extra-Curricular Activities – those activities of student life which are not a part of the District courses of study. These include those activities in which the student either actively or as a spectator would be representing the school outside of the regularly scheduled classroom. Examples are all sports, social events, teams, performing organizations, clubs, school newspapers, student government, committees, field trips, ceremonies, competition, and tryouts for any school-sponsored extra-curricular activity.

Rules and Regulations

A student who, on school grounds, during a school sponsored session, or anywhere at a school sponsored activity, is under the influences of drugs/mood altering substances/alcohol/anabolic steroids, or possesses, uses, distributes or aids in the procurement of drugs/mood altering substances/alcohol/anabolic steroids/look-alike drugs as defined by this Policy shall be subject to discipline pursuant to the provisions and procedures of this policy.

Delegation of Responsibility

The Superintendent of the Student Assistance Teams shall develop and promulgate administrative procedures consistent with Board policy to ensure that students receive the necessary help as quickly as possible.

Guidelines

Anabolic Steroids – The Superintendent shall prescribe, implement and enforce rules and regulations to prohibit the use of anabolic steroids, except for a valid medical purpose, by any student. Bodybuilding and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid under the provisions of the law.

Students shall be made aware that anabolic steroids are classified as controlled substances and that the use, unauthorized possession, purchasing or selling could subject them to discipline and/or criminal prosecution.

LEVEL II VIOLATIONS

A. A student acts as a “lookout” for other students who are violating the Drug/Alcohol Policy.

- Disciplinary Responses
- a. ISS/OSS (2-10 days)
 - b. Notification of parents

Student Assistance

- a. Referral to SAP (STAR/HEART/IST)
- b. Assessment by a licensed drug/alcohol facility
- c. Compliance with recommendations of the drug/alcohol assessment.

LEVEL III VIOLATIONS

- A. A student attempts to secure or purchase any drug/mood altering substance/alcohol/anabolic steroids/look a-like drugs as defined by this policy.
- B. A student possesses, uses, or is under the influence of any drugs/mood altering substance/alcohol/anabolic steroids/look-alike drug as defined by this policy.
- C. A student possesses or distributes drug paraphernalia as defined by this policy.

Disciplinary Responses

- a. ISS/OSS (2-10 days)
- b. Exclusion from attending or participating in extra-curricular activities (10 -180 school days)
- c. Disciplinary hearing before a hearing officer elected by the Board of School Directors, which may result in additional suspension, placement in alternative education, or expulsion.
- d. Notification of parents.
- e. Notification of law enforcement officials when appropriate.
- f. Requirement of a medical examination arranged and paid for by the District. This exam may result in immediate drug/alcohol testing.
- g. Requirement of periodic drug testing at the expense of the District.

Student Assistance

- a. Referral to SAP (STAR/HEART/IST)
- b. Assessment by a licensed drug/alcohol facility.
- c. Compliance with recommendations of the drug/alcohol assessment.

LEVEL IV VIOLATIONS

- A. A student attempts to distribute or distributes any drug/mood altering substance/alcohol/anabolic steroids/look a-like drugs as defined by this Policy.
- B. A student does not cooperate with the recommendations of a required drug/alcohol assessment.
- C. A student commits a second violation of the Drug/Alcohol Policy during the same school year.

Disciplinary Responses

- a. ISS/OSS (10 days)
- b. Disciplinary hearing before a hearing officer elected by the Board of School Directors, which may result in additional suspension, placement in alternative education or expulsion.
- c. Exclusion from attending or participating in extra-curricular activities (45-180 days).
- d. Notification of parents.
- e. Notification of law enforcement officials when appropriate.
- f. Requirements of a medical examination arranged and paid for by the District. This exam may result in immediate drug/alcohol testing.
- g. Requirement of periodic drug testing at the expense of the District.

Student Assistance

- a. Referral to SAP (STAR/HEART/IST)
- b. Assessment by a licensed drug/alcohol facility.
- c. Compliance with recommendations of the drug/alcohol assessment.

STUDENT ATHLETE VIOLATIONS

- A. In addition to the appropriate disciplinary consequences for vaping, tobacco, alcohol, and drug violations. “The possession or use of any form of vaping devices, tobacco, alcoholic beverages, or drugs as defined by the Board Policy No. 227, (unless prescribed by a doctor) while in school, on school property, or representing the school” OR “The possession or use of any form of vaping devices, tobacco, alcoholic beverages or drugs as defined by Board Policy No. 227, (unless prescribed by a doctor) off school property, during the sport season.”
- B. Shall result in:
1. **First Offense**- 14 calendar day suspension from extracurricular activity and referral will be made to the high school Student Assistance team, the STAR team. The student must follow the SAP recommendation, which may include drug and alcohol group or referral to the UPMC Counselors. Failure to abide by the recommendation of the STAR team will result in immediate dismissal from the team.
 - During the 14-day suspension, the student may participate in practices, but will not be eligible to compete in inter-scholastic games or events.
 2. **Second Offense**- 45 calendar day suspension from extracurricular activities and continued participation in recommended supports from the Student Assistance team.
 - During this suspension, the student may not participate in any team events or school related activities.
 3. **Third and Subsequent Offense(s)**- Dismissal from the team/program, and continued participation in recommended supports from the Student Assistance team.
- C. When it has been determined that a student athlete has violated this Policy with respect to the usage of anabolic steroids, the student shall not be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of steroids exists.

BELLWOOD-ANTIS RANDOM DRUG TESTING PROGRAM (POLICY 227.1)

Purpose

The purpose of this policy is to help foster an alcohol and drug-free environment at the Bellwood-Antis School District. Examples of documented drug and alcohol related incidents the school district is trying to reduce or eliminate include, but are not limited to students attending athletic events and school sponsored dances and driving while intoxicated or under the influence of drugs and the discovery of illegal and prescription drugs in student lockers and backpacks.

The development of this policy is based not only on documented incidents of student alcohol and drug use and information from concerned community members, but also on the longitudinal results of the Pennsylvania Youth Survey completed by students in grades 6, 8, 10, and 12 on a biannual basis. Participation in any extracurricular activities or seeking permission to use district facilities to park a personal vehicle is a privilege, not a right. Students who volunteer to participate in these programs have a lesser expectation of privacy and are expected to accept the responsibilities granted to them by this privilege.

Effects of drug/mood altering substances usage impact everyone in the educational environment. With regard to students participating in extracurricular activities and students who drive, the risk of immediate physical harm to the drug or alcohol user or those with whom the student is participating or sharing the roadway is particularly high.

Random Drug Testing is a noncurricular issue. Drug test results, positive or negative, will not appear on the student's permanent transcript or any other permanent record.

The goals of this policy are to:

1. Protect the health and safety of students.
2. Deter student drug use and possession.
3. Prevent disruption to the educational process.
4. Provide access to assistance programs to students needing assistance.

Authority

Board policy prohibits the possession, use, misuse or the distribution of drugs (controlled or mood altering substances), including, but not limited to: anabolic steroids, "look-alikes," "designer drugs" (including synthetic look-alikes, i.e. K2 and other street name alternatives), drug paraphernalia, health-endangering substances, medication not registered with the

health office, or alcohol on school district property, school buses, or during activities under school jurisdiction. This policy encompasses students in grades 7 through 12 participating in any extracurricular activity or those who meet the district's guidelines to drive on campus and wish to obtain a parking permit. In addition, this policy includes, but is not limited to, students involved in homebound, home educated, virtual, cooperative agreements and cyber/charter programs who wish to participate in the aforementioned activities. The district welcomes all students, with the permission of their custodial parents/guardians, to voluntarily participate in the program.

The district requires written permission from both the student and his/her custodial parents/guardians to consent to drug testing. No student will be able to participate in any extracurricular activity or to obtain a parking permit without such consent. Written consent shall be on the established district form.

Definitions

Extracurricular Activity - within the meaning of the policy includes all interscholastic athletics, clubs and other activities in which the students participate on a voluntary basis.

Student Driver - any student who drives to school and receives a school-issued parking permit.

School Property - all locations under the jurisdiction of the Bellwood-Antis School District including: field trips, sporting events, competitions, school district transportation vehicles, etc. in or out of the state of Pennsylvania.

Drug/Mood Altering Substances - any controlled substance, noncontrolled substance, "look-alike" substance or health endangering substance, and "designerdrugs", including, but not limited to anabolic steroids and synthetic look-alikes, i.e. "K2" and other street name alternatives detailed below:

1. **Controlled Substance** - any drug or substance listed in schedules I-V of the Pennsylvania Drug, Device and Cosmetic Act of 1972. Examples include but are not limited to alcohol, marijuana, stimulants, depressants, hallucinogens, etc.
2. **Noncontrolled Substance** - any substance containing phenylpropanolamine, pseudo ephedrine, ephedrine, or any other noncontrolled substance that has or is represented to have a stimulant or depressant effect on humans. In addition to the items stated above, any product that includes chemical solvents or aerosolcarcinogens is also considered a noncontrolled substance.
3. **Designer Drug** - a controlled substance analog is a noncontrolled substance which either produces the pharmacological effect or is represented to produce pharmacological effects similar in Schedule I or II of the Pennsylvania Drug, Device and Cosmetic Act of 1972.
4. **Look-Alike Substance** - a noncontrolled substance whose physical appearance of the finished dosage form containing the noncontrolled substance is substantially identical to any controlled substance, taking into account size, shape, color, markings or lack thereof.
5. **Health Endangering Substance** - any substance that may be harmful to the individual and that is not covered in the Pennsylvania Drug, Device and Cosmetic Act of 1972.

Drug Paraphernalia - equipment, products, and material of any kind that are used, intended for use, or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, inhaling, or otherwise introducing to the human body a controlled substance.

Medical Vendor - the medical office, testing laboratory or company selected by the Board to carry out the policy and procedure.

Medical Review Officer (MRO) - a licensed physician or his/her designee trained and certified in the process and interpretation of drug testing results.

Program Coordinator - the building principals shall be the points of contact with the Medical Vendor.

Pool Group - students involved in extracurricular activities, driving/parking, and students volunteering to participate in random drug testing will be combined into one group. A student who quits an activity during the school year shall remain in the pool group for the duration of the testing window (July 1 – June 30).

School Year - any time between July 1 and June 30 of any given year.

Permanent Suspension - suspended for the remainder of the student's Bellwood-Antis School District career.

Chain-of-Custody Form - a preprinted form provided by the Medical Vendor that records all contact with the provided specimen. The form is initiated by the collector and donor then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification. The Medical Vendor shall be a testing lab licensed to perform drug tests in the state of Pennsylvania. The testing lab shall perform the original tests at the Bellwood-Antis

High School and shall at all times control the testing and chain-of-custody of the test samples. The Medical Vendor shall oversee the collection of all urine samples. The urine samples will be tested by the Medical Vendor at its facility, not at the Bellwood-Antis High School campus, unless the Medical Vendor determines it can perform the testing at the Bellwood-Antis High School.

Citizenship Standard - any student who is proven by self admission or admission by the parent/guardian to violate the policy throughout the calendar year while off campus will be subject to suspension from all school-sponsored athletic activities and parking privileges according to the offenses outlined in the Consequences for Violating the Drug/Alcohol section of this policy.

Suspension from Extracurricular Activity or Parking Privileges - based upon a positive result from a drug test, the student will not be permitted to participate in the extracurricular activity/parking. This would include practices, rehearsals, weight training, and all events pertaining to the extracurricular activity. The suspension of extracurricular activities or parking privileges, upon verification of a positive result, is immediate.

Adulterant/Adulteration - any attempt to alter the outcome of a drug test by adding a substance to a sample, attempting to switch a sample, or otherwise interfere with the detection of illicit or banned substances in the sample.

Oversight Committee - a committee consisting of the district Superintendent, the high school principal, and the high school assistant principal or their designees. This committee will be advised of all true positive test results (which means if first test result is positive, then the same sample will be retested to determine if there is a true positive test result), the chronology of events, suspension of privileges, adherence to remedial or rehabilitative programs and the reinstatement of privileges.

Guidelines

TESTING PROCEDURES

Random testing up to twelve (12) times per year shall be conducted without prior notice for up to ten percent (10%) of students who have signed a Drug Testing Consent Form. Students selected for testing shall be chosen at random, using a scientifically valid method. A student notified that s/he has been selected for random testing shall proceed immediately to the test site on campus. Students participating in any summer activities will also be included.

Nothing in this policy shall prohibit additional drug testing as otherwise permitted by law or by district policy or regulation.

Drugs Tested

All urine specimens or oral swabs may be screened for the presence of the following drugs including but not limited to:

1. Alcohol
2. Amphetamines/Methamphetamines, MDMA (ecstasy), MDA
3. Anabolic Steroids.
4. Barbiturates.
5. Benzodiazepines.
6. Cannabinoids (Marijuana).
7. Cocaine.
8. Methadone.
9. Opiates.
10. Phencyclidine (PCP).
11. Propoxyphene.
12. Nicotine

All samples will be screened and verified by a certified by the MRO.

Random Testing

Testing will be done without prior warning. The dates of testing and the number of tests to be performed will solely be determined by the district. Students are randomly selected using a scientifically valid method. Subject to the Pool Group rules, random testing may be performed at any time during the school year.

Drug testing, by way of urine samples or oral swab, will be conducted and analyzed by the Medical Vendor. Trained and certified personnel shall collect samples, in a manner that is in conformance with industry standards which properly

balances the values of privacy and confidentiality with the accuracy of the test. The urine sample will be analyzed at a lab or on site at the discretion of the administration and/or the Medical Vendor. The testing process shall utilize appropriate Chain-of-Custody procedures.

Sample Collection

Any eligible student selected randomly for drug testing who is absent on the day of testing will be tested on the next testing date. No student shall alter the outcome of a drug test by adding a substance to a sample, attempting to switch a sample, or otherwise interfere with the detection of illicit or banned substances in the sample or participate in any form of adulteration.

If a selected student is unable to produce a sample at the time of the test, the student will not be excused from the test. The student will be required to wait until said sample can be produced.

All positive test results will be reported to the Oversight Committee in accordance with the record maintenance and disclosure section of this policy.

CONSENT FOR TESTING

The building principal or designee shall maintain a file of signed Drug Testing Consent Forms. Any written revocation of consent will be attached to the student assigned Drug Testing Consent Form.

Students who have signed Drug Testing Consent Forms must cooperate reasonably with drug testing procedures pursuant to this policy. Any student who fails to cooperate will be subject to the same consequences as students testing positive during a drug screening.

Provided this policy does not undergo substantive modifications or amendments, a signed consent will continue from the date of signing said consent to the end of the student's school career or upon termination by parent/guardian (or the student if over 18 years old), the earlier of. If the policy is substantively amended after a consent is signed, a new consent will be obtained by the school district.

POSITIVE TEST RESULT EXCEPTIONS

If a student tests positive for any drug, the building principal shall disclose the result only to the Oversight Committee, the student who was tested, and to the student's custodial parents/guardians.

If a student is taking a prescription drug under the direction of a physician and tests positive, the student will have seventy-two (72) hours, excluding weekends and holidays, to present a prescription and/or physician's letter to the MRO to determine its effect on the test results. The MRO will advise the school district if the prescription medication alters the test results as soon as possible. If a timely request for review of the effect of prescription medicine is made of the test results, the student may continue to participate in extracurricular activities or use parking privileges until the MRO makes a decision on the prescription information effect on the test results.

Any party testing positive may request to be retested, provided said retesting takes place within twenty-four (24) hours of the time of notice to the parent/guardian of the first test results (even if only by telephone contact). The retest must be taken at the same laboratory that performed the original test and unless otherwise provided herein shall be at the cost of the student, parents or guardian. The retest will require the student to provide a new sample to the Medical Vendor in accord with the Medical Vendor's rules regarding the taking of urine samples. If the retest results come back negative, the school district will reimburse the student/parents or guardian for the cost of the retest. During the twenty-four (24) hour retest period, the student may participate in extracurricular activities or continue to use parking privileges.

VOLUNTARY DRUG TESTING PROGRAM

The district will establish a voluntary drug testing program for those students of age of consent and for all other students requested by their custodial parents/guardians to participate in the program. These students will be placed in the same Pool Group as all other students in the mandatory program.

On an annual basis, custodial parents/guardians of students in grades 7-12, who are not in sports, activities or who do not drive to/from school, may consent to have their student(s) participate in voluntary drug testing by signing a Drug Testing Consent Form. To participate in drug testing, the consent of a custodial parent/guardian is required. Consent forms may be obtained from school offices.

The building principal or designee shall maintain a file of signed Drug Testing Consent Forms. Any written revocation of consent shall be attached to the student assigned Drug Testing Consent Form.

A student may voluntarily submit to drug testing per the Citizenship Standard defined herein.

RECORD MAINTENANCE AND DISCLOSURE

All drug testing results must be maintained at the Bellwood-Antis High School office in separate secure files.

All drug-testing results are confidential. Records may only be released to the Oversight Committee. Information regarding test results will not be released to juvenile or criminal authorities. Exceptions to this section will be:

1. District records may be released to a student's legal guardian upon receipt of written request.
2. District records may be released to a student's drug/alcohol/rehabilitation counselor for the purpose of treatment only. This request must be approved by the legal guardian and must be in writing.
3. District records may be released to comply with an order of the court. The legal guardian will be notified of such action.

CONSEQUENCES FOR VIOLATING THE DRUG/ALCOHOL POLICY OR TESTING POSITIVE DURING A DRUG SCREENING

No student participating in this testing program shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any students' academic records. Information regarding the results of drug tests will be maintained in accordance with the Records Maintenance and Disclosure section of this policy. Any student who refuses to have a drug test will have the same consequences as a student violating this policy or testing positive during a drug screening.

The records of all students who tested negative will be destroyed at the end of the school year. Only the records of those students who tested positive shall have their record maintained throughout their school career.

If a student tests positive, his/her privileges to participate in extracurricular activities, to attend before or after-school events, and/or to drive to school, will be revoked in accordance with the progressive consequences process.

First Offense

First offense is defined as a positive test result, refusal to be tested, and/or alteration of a random urinalysis for the first time.

The student participant will receive a **fourteen (14) calendar day** suspension from participating in extracurricular activities, attending before or after-school events or involving the Bellwood-Antis School District., and/or driving to school. Students must adhere to the following:

1. Custodial parent(s)/guardian(s) of the student must meet with the building principal or designee to discuss the results of the drug test.
2. The student will be required to participate in the Student Assistance Program and adhere to the recommendations of the SAP team.

3. The student must take a drug test at the same testing laboratory before resuming participation in extracurricular activities, attending before/after school events, and/or driving privileges. The student must test negative prior to restoration of all privileges. A positive result will constitute a **second offense**. The cost of this test will be incurred by the students' parent/guardian or the student (if eighteen (18) years or older).
4. Failure to comply with these requirements will result in a continued suspension from all activities, extracurricular activity and parking privileges.

Second Offense

Second offense is defined as a positive test result, refusal to be tested, and/or alteration of a random urinalysis for the second time.

The student participant subject to a second offense will receive a **forty-five (45) calendar day** suspension from participation in extracurricular activities, attending before/after school events at or involving the Bellwood-Antis School District, driving to school and having parking privileges for from the date of the positive result. Before privileges will be restored at the end of 45 days, the following will have to be completed:

1. Custodial parent(s)/guardian(s) of the student must meet with the building principal or designee to discuss the results of the drug test.
2. The student will be required to participate in the Student Assistance Program and adhere to the recommendations of the SAP team.
3. The student must take a drug test at the same testing laboratory before resuming participation in extracurricular activities, attending before/after school events, and/or driving privileges. The student must test negative prior to restoration of all privileges. A positive result will constitute a **third offense**. The cost of this test will be incurred by the students' parent/guardian or the student (if eighteen (18) years or older).
4. Failure to comply with these requirements will result in a continued suspension from all activities, extracurricular activity and parking privileges.

Third Offense

Third offense is defined as a positive test result, refusal to be tested, and/or alteration of a random urinalysis for the third time.

1. The student participant subject to a third offense will receive a **365 day** suspension of driving privileges as well as all extracurricular activities and before/after school events at or involving the Bellwood-Antis School District. A hearing with the Oversight Committee will occur for reinstatement of privileges after one (1) calendar year from the date of the third offense.
2. The student will be required to participate in the Student Assistance Program and adhere to the recommendations of the SAP team. The student must submit to drug testing at the same testing laboratory at random intervals during the 365-day suspension. The costs of these tests will be incurred by the student's parent(s)/guardian(s) or the student (if eighteen (18) years or older). Negative results on all re-tests are required for the student to be re-admitted to all privileges. A positive result will constitute a **fourth offense**.
3. The students' parent(s)/guardian(s) must agree to place the student in a drug rehabilitation program of their choice and at their expense. Confirmation of such enrollment shall be submitted within two (2) weeks from the date of a positive test, and the certificate of completion of the program must be submitted to a member of the Oversight Committee. If treatment extends beyond the three hundred sixty five (365) day suspension period, consideration may be given for student privileges to be restored based on treatment facility recommendation.

OTHER DISTRICT POLICIES

Nothing in this policy shall curtail or render ineffective any other existing policy of this district with regard to the possession or use of illegal substances or paraphernalia or those policies dealing with expected behavior of students on school property or while engaged in school sanctioned activities.

Informational

1. Once a student declares his/her intent to participate in an athletic, extracurricular, and/or privileged activity, he/she is covered by this code until such time the parent/guardian notifies the High School Principal's Office in writing that the student is no longer a participant

2. Bellwood-Antis School District Extracurricular Activities –

<i>Art Club</i>	<i>Chorus</i>
<i>Avidum</i>	<i>Renaissance Club</i>
<i>Band</i>	<i>Scholastic Scrimmage</i>
<i>Baseball</i>	<i>Majorettes</i>
<i>Basketball (Girls & Boys)</i>	<i>Mock Trial</i>
<i>Blueprint Newspaper</i>	<i>National Honor Society</i>
<i>Cheerleading</i>	<i>PA Junior Academy Science</i>
<i>Chess Club</i>	<i>Reading Competition</i>
<i>Cross Country (Girls & Boys)</i>	<i>Softball</i>
<i>Environmental Club</i>	<i>Spanish Club</i>
<i>Fellowship of Christian Athletes</i>	<i>Speech League</i>
<i>FFA</i>	<i>First Responders Club</i>
<i>Football</i>	<i>Student Congress</i>
<i>French Club</i>	<i>Theater/Drama/Play</i>
<i>Game (Strategy) Club</i>	<i>Track & Field (Girls & Boys)</i>
<i>Golf</i>	<i>Tuckahoe (Yearbook)</i>
<i>Helping Hands Club</i>	<i>Volleyball</i>
<i>Key Club</i>	<i>Wrestling</i>

****Soccer, Swimming, and Tennis are available in cooperation with Tyrone Area High School*

Note: The names and types of clubs may be added or removed due to interest or funding, yet all will still fall under the classification of extracurricular activities at BASD.

List of Privileged Activities: ***On-campus Parking***

Homeless Students

Under McKinney Vento all school districts are responsible for identifying students experiencing homelessness and connecting them with the resources needed to ensure academic success.

Who is considered homeless—Children or youth living in a shelter, transitional housing, hotel/motel, vehicle, campground, on the street or doubled up with friends or family due to a lack of alternate resources are considered homeless. An unaccompanied homeless youth is a child or youth that is not in the care of their parent or legal guardian and meets the definition of homeless under McKinney Vento.

Where can students experiencing homelessness attend school?—The law indicates that homeless students have the right to remain in their school origin (the school they attended at the time of the homeless episode or last school attended) through the end of the school year in which they find permanent housing, provided it is in the child/youth's best interest.

If through consultation between the school and the family and/or unaccompanied youth it is determined that remaining in the school of origin is not in the student's best interest, then the student has the right to immediately enroll in the school that non-homeless students living in the attendance area in which the child/youth is actually living are eligible to

attend, even if they do not have all of the required documentation. Additionally, unaccompanied homeless youth have the right to immediately enroll in school, even if they do not have a legal guardian present.

What supports can school districts provide to homeless students?—Homeless students are eligible for supports and services to remove barriers to educational success. This may include transportation to the school of origin, free meals, referrals to physical/mental health providers, clothing to meet school requirements, access to school supplies and resources, assistance with credit recovery, tutoring supports, expedited evaluations and assistance to participate in school activities including parent engagement opportunities, sports, club, etc.

Homeless Dispute Process—If at any time there is a disagreement about homeless status or best interest for school placement, the district will notify the family in writing of their determination that the family/unaccompanied youth is ineligible for McKinney Vento services. At this time, the district will provide the family/unaccompanied youth with the ability to dispute their determination. Throughout the dispute process, the child/youth, including unaccompanied youth, will continue to be educated in the school of origin or immediately enrolled in the school they are seeking enrollment until the dispute process is finalized. Transportation will continue throughout the dispute process. All disputes will be sent to the ECYEH Regional Coordinator who will issue a determination. If any party is unhappy with the determination, they can elevate the dispute to the state coordinator.

What if I think that I am eligible for services under McKinney Vento?—Please contact Anna Young, District Homeless Liaison at (814) 742-2270, or email - apyoung@blwd.k12.pa.us.

ANNUAL NOTICE TO PARENTS SERVICE FOR SCHOOL-AGE EXCEPTIONAL STUDENTS

Bellwood-Antis School District provides a free, appropriate, public education to exceptional students according to state and federal law. To qualify as an exceptional student, the child must be of school age, must be in need of specially designed instruction, and must meet eligibility criteria for mentally gifted and/or one or more of the following physical or mental disabilities, as set forth in Pennsylvania State Regulations: autism, deaf-blindness, visual impairment, deaf and hard of hearing, intellectual disability, multiple disabilities, traumatic brain injury, other health impairment, orthopedic impairment, emotional disturbance, specific learning disability, speech/language impairment.

The District engages in identification procedures to ensure that all students receive an appropriate educational program, consisting of special education and related services which are individualized to meet the educational needs of the student, and reasonably calculated, to yield meaningful educational benefit and student progress, at no cost to the parents and in compliance with state and federal law.

Various screening activities are conducted on an ongoing basis to identify students who may be eligible for special education programs and services. These include: universal screening of reading and math skills for all students in grades K-4 conducted 3 times per year; review of group-based data (cumulative records, enrollment records, health records, report cards, and achievement test scores); hearing, vision, physical and speech/language screening; and review by grade level intervention teams, when appropriate. When screening results suggest that a student might be exceptional, the district seeks parental consent to conduct a multidisciplinary evaluation.

Parents who suspect that their child is exceptional may request a multidisciplinary evaluation of their child at any time through a written request to the School Psychologist or the Director of Special Education.

Services designed to meet the needs of exceptional students include the annual development of an Individualized Education Program (IEP), triennial multidisciplinary reevaluation, supportive intervention in the regular class, supplemental intervention in the regular class or in a special education resource program, placement in a part-time or fulltime special education class in a regular school or placement in a full-time special education class outside of a regular school. The extent of special education services and programs is provided by the District through a continuum of services based on each individual student's degree of need.

APPENDIX:

Wellness Policy (School Board Policy #246)

Book

Policy Manual

Section- 200 Pupils

Title- School Wellness

Code- 246

Status Active

Legal

[1. 24 P.S. 1422.1](#)

[2. 42 U.S.C. 1758b](#)

[3. 7 CFR 210.31](#)

[4. 7 CFR 210.15](#)

[5. 24 P.S. 1422](#)

[6. 24 P.S. 1513](#)

7. Pol. 102

8. Pol. 105

9. Pol. 808

[10. 24 P.S. 1512.1](#)

[11. 7 CFR 210.10](#)

[12. 7 CFR 220.8](#)

[13. 42 U.S.C. 1751 et seq](#)

[14. 42 U.S.C. 1773](#)

[15. 7 CFR 210.30](#)

[16. 7 CFR 210.11](#)

17. Pol. 229

[18. 24 P.S. 504.1](#)

19. Pol. 209.1

[20. 7 CFR 220.12](#)

[21. 24 P.S. 701](#)

[22. 24 P.S. 742](#)

[24 P.S. 1337.1](#)

[24 P.S. 1422.3](#)

[P.L. 111-296](#)

[7 CFR Part 210](#)

[7 CFR Part 220](#)

Pol. 103

Pol. 103.1

Adopted- April 11, 2017

Last Revised- May 14, 2019

Purpose

Bellwood-Antis School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

Authority

The Board adopts this policy based on the recommendations of the Wellness Committee and in accordance with federal and state laws and regulations. [\[1\]\[2\]\[3\]](#)

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutrition guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

Delegation of Responsibility

The Superintendent or designee shall be responsible for the implementation and oversight of this policy to ensure each of the district's schools, programs and curriculum is compliant with this policy, related policies and established guidelines or administrative regulations.[\[2\]\[3\]](#)

Each building principal or designee shall annually report to the Superintendent or designee regarding compliance in his/her school.[\[3\]](#)

Staff members responsible for programs related to school wellness shall report to the Superintendent or designee regarding the status of such programs.

The Superintendent or designee and the established Wellness Committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:[\[2\]\[3\]](#)

1. The extent to which each district school is in compliance with law and policies related to school wellness.
2. The extent to which this policy compares to model wellness policies.
3. A description of the progress made by the district in attaining the goals of this policy.

At least once every three (3) years, the district shall update or modify this policy as needed, based on the results of the most recent triennial assessment and/or as district and community needs and priorities change; wellness goals are met; new health science, information and technologies emerge; and new federal or state guidance or standards are issued.[\[3\]](#)

The district shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents, updates and implementation of this policy via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods. This annual notification shall include information on how to access the School Wellness policy; information about the most recent triennial assessment; information on how to participate in the development, implementation and periodic review and update of the School Wellness policy; and a means of contacting Wellness Committee leadership.[\[2\]\[3\]](#)

Guidelines

Recordkeeping

The district shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include:[\[3\]\[4\]](#)

1. The written School Wellness policy.
2. Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the School Wellness policy and any updates to the policy.
3. Documentation of efforts to review and update the School Wellness policy, including who is involved in the review and methods used by the district to inform the public of their ability to participate in the review.
4. Documentation demonstrating the most recent assessment on the implementation of the School Wellness policy and notification of the assessment results to the public.

Wellness Committee

The district shall establish a Wellness Committee comprised of, but not necessarily limited to, at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, school health professional, physical education teacher and member of the public. It shall be the goal that committee membership will include representatives from each school building and reflect the diversity of the community.[\[2\]](#)

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a School Wellness policy that complies with law to recommend to the Board for adoption.

The Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school based activities that promote student wellness as part of the policy development and revision process.^[3]

Nutrition Education

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.^{[6][7][8]}

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

Physical Activity

District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

District schools shall contribute to the effort to provide students opportunities to accumulate at least sixty (60) minutes of age-appropriate physical activity daily, as recommended by the Centers for Disease Control and Prevention. Opportunities offered at school will augment physical activity outside the school environment, such as outdoor play at home, sports, etc.

Students shall participate daily in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness and performance benefits.

Physical Education

A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. All district students must participate in physical education.^{[7][8][10]}

Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.

A comprehensive physical education course of study that focuses on providing students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented.

Other School Based Activities

Drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.^{[11][12][21][22]}

Nutrition professionals who meet hiring criteria established by the district and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for district nutrition staff, as required by federal regulations.^{[9][13][14][15]}

District schools shall provide adequate space, as defined by the district, for eating and serving school meals.

Students shall be provided a clean and safe meal environment.

Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch.

District schools shall implement alternative service models to increase school breakfast participation where possible, such as breakfast served in the classroom, "grab & go breakfast" and breakfast after first period to reinforce the positive educational, behavioral and health impacts of a healthy breakfast.

Students shall have access to hand washing or sanitizing before meals and snacks.

Nutrition Guidelines for All Foods/Beverages at School

All foods and beverages available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards. Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare.^{[11][12][13][14]}

Competitive Foods -

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers.[\[3\]\[16\]\[20\]](#)

Competitive foods are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.

For purposes of this policy, **school campus** means any area of property under the jurisdiction of the school that students may access during the school day.[\[3\]\[16\]](#)

For purposes of this policy, **school day** means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.[\[3\]\[16\]](#)

The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.[\[16\]](#)

Fundraiser Exemptions -

Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved in accordance with applicable Board policy and administrative regulations.[\[17\]](#)

The district may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to five (5) exempt fundraisers in elementary and middle school buildings, and up to ten (10) exempt fundraisers in high school buildings. **Exempt fundraisers** are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.[\[16\]](#)

The district shall establish administrative regulations to implement fundraising activities in district schools, including procedures for requesting a fundraiser exemption.

Non-Sold Competitive Foods -

Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the district.

If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

1. Rewards and Incentives:
 - a. Foods and beverages shall not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (e.g., guest chef, field trip to a farm or farmers market, etc.).
2. Classroom Parties and Celebrations:
 - a. Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties.
3. Shared Classroom Snacks:
 - a. Building principals shall develop guidelines for shared classroom snacks.
 - b. The District shall provide a list of suggested nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

Marketing/Contracting -

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations.[\[3\]\[16\]](#)

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.[\[18\]](#)

Management of Food Allergies in District Schools

The district shall establish Board policy and administrative regulations to address food allergy management in district schools in order to:[19]

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities.

Safe Routes to School

The district shall cooperate with local municipalities, public safety agency, police departments and community organizations to develop and maintain safe routes to school.

School Board Policy- Suicide Awareness, Prevention, and Response

Section: 800 Operations

Title: Suicide Awareness, Prevention and Response

Code: 819

Status: Active

Legal

1. 24 P.S. 1526

2. Pol. 103.1

3. Pol. 248

4. Pol. 249

5. Pol. 806

6. 22 PA Code 12.12

7. Pol. 207

8. Pol. 216

9. Pol. 236

10. Pol. 333

11. Pol. 113

12. Pol. 113.2

13. Pol. 113.3

14. Pol. 114

15. Pol. 117

16. Pol. 204

Pol. 146

Pol. 805

Adopted

October 10, 2017

Purpose

The Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Authority

In compliance with state law and regulations, and in support of the district's suicide prevention measures, information received in confidence from a student may be revealed to the student's parents/guardians, the building principal or other appropriate authority when the health, welfare or safety of the student or any other person is deemed to be at risk.[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

Guidelines

The district shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.

The district shall notify district employees, students and parents/guardians of this policy and shall post the policy on the district's website.[\[1\]](#)

SUICIDE AWARENESS AND PREVENTION EDUCATION^[1]

Protocols for Administration of Student Education

Students shall receive age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others including how to engage school resources and refer friends for help.

Lessons shall contain information on comprehensive health and wellness, including emotional, behavioral and social skills development.

Protocols for Administration of Employee Education

All district employees, including but not limited to secretaries, coaches, bus drivers, custodians and cafeteria workers, shall receive information regarding risk factors, warning signs, response procedures, referrals, and resources regarding youth suicide prevention.

As part of the district's professional development plan, professional educators in school buildings serving students in grades six (6) through twelve (12) shall participate in four (4) hours of youth suicide awareness and prevention training every five (5) years.^{[1][10]}

Additional professional development in risk assessment and crisis intervention shall be provided to guidance counselors, district mental health professionals and school nurses.

Resources for Parents/Guardians

The district may provide parents/guardians with resources including, but not limited to, health promotion and suicide risk, including characteristics and warning signs; and information about local behavioral/mental health resources.

METHODS OF PREVENTION^[1]

The methods of prevention utilized by the district include, but are not limited to, early identification and support for students at risk; education for students, staff and parents/guardians; and delegation of responsibility for planning and coordination of suicide prevention efforts.

Suicide Prevention Coordinators

District-Wide –

A district-wide suicide prevention coordinator shall be designated by the Superintendent. This may be an existing district employee. The district suicide prevention coordinator shall be responsible for planning and coordinating implementation of this policy.

Building Level –

Each building principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. This may be an existing district employee.

Early Identification Procedures

Early identification of individuals with one (1) or more suicidal risk factors or of individuals exhibiting warning signs, is crucial to the district's suicide prevention efforts. To promote awareness, district employees, students and parents/guardians should be educated about suicidal risk factors and warning signs.

Risk factors refer to personal or environmental characteristics that are associated with suicide including, but not limited to:

- Behavioral Health Issues/Disorders:
 - Depression.
 - Substance abuse or dependence.
 - Previous suicide attempts.
 - Self injury.
- Personal Characteristics:
 - Hopelessness/Low self-esteem.
 - Loneliness/Social alienation/isolation/lack of belonging.
 - Poor problem-solving or coping skills.
 - Impulsivity/Risk-taking/recklessness.
- Adverse/Stressful Life Circumstances:
 - Interpersonal difficulties or losses.
 - Disciplinary or legal problems.
 - Bullying (victim or perpetrator).
 - School or work issues
 - Physical, sexual or psychological abuse.
 - Exposure to peer suicide.
- Family Characteristics:
 - Family history of suicide or suicidal behavior.
 - Family mental health problems.

- Divorce/Death of parent/guardian.
- Parental-Child relationship.

Warning signs are indications that someone may be in danger of suicide, either immediately or in the near future. Warning signs include, but are not limited to:

- Expressions such as hopelessness, rage, anger, seeking revenge, feeling trapped, anxiety, agitation, no reason to live or sense of purpose.
- Recklessness or risky behavior.
- Increased alcohol or drug use.
- Withdrawal from friends, family, or society.
- Dramatic mood changes.

Referral Procedures

Any district employee who has identified a student with one (1) or more risk factors or who has an indication that a student may be contemplating suicide, shall refer the student for further assessment and intervention.

Documentation

The district shall document the reasons for referral, including specific warning signs and risk factors identified as indications that the student may be at risk.

METHODS OF INTERVENTION[\[1\]](#)

The methods of intervention utilized by the district include, but are not limited to, responding to suicide threats, suicide attempts in school, suicide attempts outside of school, and completed suicide. Suicide intervention procedures shall address the development of an emotional or mental health safety plan for students identified as being at increased risk of suicide.

Procedures for Students at Risk

A district-approved suicide assessment instrument may be used by trained mental health staff such as counselors, psychologists and social workers.

Parents/Guardians of a student identified as being at risk of suicide shall be notified by the school. If the school suspects that the student’s risk status is the result of abuse or neglect, school staff shall immediately notify Children and Youth Services.[\[5\]](#)

The district shall identify mental health service providers to whom students can be referred for further assessment and assistance.

Mental health service providers – may include, but not be limited to, hospital emergency departments, psychiatric hospitals, community mental health centers, psychiatrists, psychologists, social workers, and primary care providers.

The district shall create an emotional or mental health safety plan to support a student and the student’s family if the student has been identified as being at increased risk of suicide.

Students With Disabilities

For students with disabilities who are identified as being at risk for suicide or who attempt suicide, the appropriate team shall be notified and shall address the student’s needs in accordance with applicable law, regulations and Board policy.[\[2\]\[11\]\[12\]\[13\]\[14\]](#)

If a student is identified as being at risk for suicide or attempts suicide and the student may require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student’s needs in accordance with applicable law, regulations and Board policy.[\[2\]\[11\]\[12\]\[13\]\[14\]](#)

Documentation

The district shall document observations, recommendations and actions conducted throughout the intervention and assessment process including verbal and written communications with students, parents/guardians and mental health service providers.

The Superintendent or designee shall develop administrative regulations providing recommended guidelines for responding to a suicide threat.

METHODS OF RESPONSE TO SUICIDE OR SUICIDE ATTEMPT[\[1\]](#)

The methods of response to a suicide or a suicide attempt utilized by the district include, but are not limited to:

1. Identifying and training the school crisis response/crisis intervention team.
2. Determining the roles and responsibilities of each crisis response team member.
3. Notifying students, employees and parents/guardians.
4. Working with families.
5. Responding appropriately to the media.
6. Collaborating with community providers.

The Superintendent or designee shall develop administrative regulations with recommended guidelines for responding to a suicidal act or attempt on school grounds or during a school-sponsored event.

Re-Entry Procedures

A student's excusal from school attendance after a mental health crisis and the student's return to school shall be consistent with state and federal laws and regulations.[2][11][12][13][15][16]

A district-employed mental health professional, the building principal or suicide prevention coordinator shall meet with the parents/guardians of a student returning to school after a mental health crisis, and, if appropriate, meet with the student to discuss re-entry and applicable next steps to ensure the student's readiness to return to school.

When authorized by the student's parent/guardian, the designated district employee shall coordinate with the appropriate outside mental health care providers.

The designated district employee will periodically check in, as needed, with the student to facilitate the transition back into the school community and address any concerns.

REPORT PROCEDURES[\[1\]](#)

Effective documentation assists in preserving the safety of the student and ensuring communication among school staff, parents/guardians and mental health service providers.

When a district employee takes notes on any conversations or situations involving or relating to an at-risk student, the notes should contain only factual or directly observed information, not opinions or hearsay.

As stated in this policy, district employees shall be responsible for effective documentation of incidents involving suicide prevention, intervention and response.

The suicide prevention coordinator shall provide the Superintendent with a copy of all reports and documentation regarding the at-risk student. Information and reports shall be provided, as appropriate, to guidance counselors, district mental health professionals and school nurses.

DATING VIOLENCE (POLICY 103)

Dating violence is inconsistent with the educational goals of the district and is prohibited at all times. Dating partner shall mean a person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement, whether casual, serious or long-term. Dating violence shall mean behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner.

The Board encourages students who have been subjected to dating violence to promptly report such incidents. The district shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any students who violates this policy.

Every report of alleged dating violence that can be interpreted at the outset to fall within the provisions of policies addressing potential violates of law against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a dating violence investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged dating violence. Upon notification of a conviction or adjudication of a student in this district for sexual assault against another student enrolled in this district, the district shall comply with the disciplinary requirements established by state law and Board policy.

Students Convicted or Adjudicated Delinquent of Sexual Assault, Act 110 of 2020

Act 110 of 2020 requires student to notify their schools of a conviction or adjudication involving another student in the same school no later than 72 hours after the conviction or on takes place. School must make this requirement clear in their Student Handbook or Code of Conduct.

Conviction - means the finding of guilty by a judge or a jury or the entry of a plea of guilty or nolo contendere for sexual assault whether or not judgment of sentence has been imposed

School setting- means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

School-sponsored activity – means any assemblies, field trips, class trips, graduation ceremonies, athletics, extracurricular activities, clubs, groups, teams or any activities sponsored, held or approved by the district.

Sexual assault - means any of the following offenses: 1. Rape. 2. Statutory sexual assault. 3. Involuntary deviate sexual intercourse. 4. Sexual assault. 5. Aggravated indecent assault. 6. Indecent assault.

Authority The Board shall comply with the disciplinary requirements established by state law regarding students who have been convicted or adjudicated delinquent of sexual assault upon another student enrolled in this district, regardless of whether the sexual assault took place inside or outside of the school setting.

Delegation of Responsibility A student who is convicted of sexual assault upon another student enrolled in this district shall be required to notify the Superintendent or designee of the conviction no later than seventy-two (72) hours after the conviction.

Upon report of a conviction or adjudication of sexual assault upon a district student, the Superintendent or designee shall take one (1) of the following actions against the convicted or adjudicated student:

1. Recommend that the Board expel the student, in accordance with law and Board policy.
2. Transfer the student to an alternative education program.
3. Reassign the student to another school or educational program within the district.

If the convicted or adjudicated student has already been expelled, transferred or reassigned, or if the victim does not attend the same school, no additional action regarding expulsion, transfer or reassignment is required by the district. Although action is not required, the district maintains the authority to make an alternative assignment or provide alternative educational services during or after an expulsion at the discretion of the Superintendent or designee.

Upon report of a conviction or adjudication of sexual assault upon a district student that occurred in the school setting, the Superintendent or designee shall notify the Title IX Coordinator to determine whether the incident has been addressed in accordance with applicable Board policy.

Guidelines In the case of a student with a disability, including a student for whom an evaluation is pending, prior to implementing any disciplinary removal or considering a change of placement for the student, the district shall coordinate with the student's Individualized Education Program (IEP) team and take all steps required to comply with state and federal laws and regulations, and Board policies.

The district shall ensure that the convicted or adjudicated student is prohibited from taking part in the following activities at the same time as the victim: 1. Being educated in the same school building. 2. Being transported on the same school vehicle. 3. Participating in the same school-sponsored activity.

Return of Student to School

The district may return the student who is expelled, transferred or reassigned, to the student's originally assigned school if one (1) of the following circumstances occur: 1. The victim is no longer enrolled in the district. 2. The conviction or adjudication has been reversed and is not pending appeal.

Transfer Students When the school district receives a student who transfers from a public or private school during or after an expulsion period for an act or offense involving a sexual assault conviction or adjudication, the district may assign that student to an alternative assignment or may provide alternative education services.