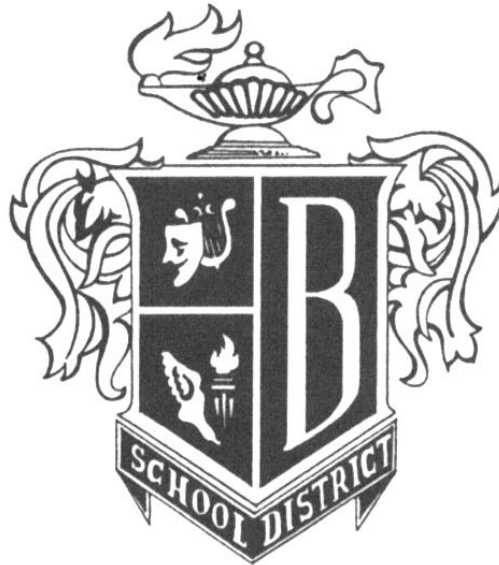


Student Handbook 2022-23



Burrell High School
1021 Puckety Church Road
Lower Burrell, PA 15068

Telephone: 724-334-1403
Fax: 724-334-1420

WELCOME!

On behalf of the Faculty, Support Staff, and Administration, we welcome you to Burrell High School. It is our sincere hope that this will be a year of deep personal growth and great success for each of you.

As a member of our school community, you will be expected to adhere to the guidelines presented in this Handbook. These guidelines are established to provide a safe learning environment that will enable you to reach your full potential.

We urge you to become involved in the total educational program here at BHS. Participate in the curricular and extra-curricular activities! Be proud of being a member of the Burrell Student Body!

Best wishes for your academic success and personal development.

John C. Boylan
High School Principal

Carla A. Roland
High School Assistant Principal

Burrell School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and disability in its activities, programs, or employment practices as required by Title VI, Title IX and Section 504.

For information regarding civil rights, grievance procedures services, activities and facilities that are accessible to and usable by persons with disabilities, contact Dr. Gregory Egnor, Compliance Coordinator. 1021 Puckety Church Road, Lower Burrell, PA 15068 (724) 334-1406.

Additional copies of this document and all of the forms contained within are available in the BHS office. Please call the Main Office secretary at 724-334-1403 x 2077 for more information.

You can also find this information on the web at
<https://www.burrell.k12.pa.us>

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**BURRELL HIGH SCHOOL STUDENT HANDBOOK
PARENT/STUDENT SIGNATURE PAGE**

I HEREBY ACKNOWLEDGE THE READING OF THE BURRELL HIGH SCHOOL 2022-23 STUDENT HANDBOOK. BY SIGNING BELOW, I AGREE TO ABIDE BY THE POLICIES AND PROCEDURES CONTAINED THEREIN. I FURTHER ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE HANDBOOK. THE CONTENTS CONTAINED IN THIS HANDBOOK ARE AN OVERVIEW OF HIGH SCHOOL RULES AND PROCEDURES, OR DISTRICT WIDE POLICIES, AND DO NOT REPLACE OR SUPERCEDE ANY SCHOOL BOARD APPROVED POLICIES. ALL CONDITIONS OF THIS HANDBOOK MAY BE ADDED TO, DELETED OR CHANGED BY THE BURRELL SCHOOL DISTRICT AT IT'S THE DISCRETION OF THE BURRELL HIGH SCHOOL ADMINISTRATION.

Student Signature

Date

Parent/Guardian Signature

Date

**POLICY 815 – ACCEPTABLE USE OF COMPUTERS, NETWORK, ELECTRONIC
COMMUNICATIONS AND INFORMATION**

PARENT/STUDENT SIGNATURE PAGE

I HEREBY ACKNOWLEDGE RECEIPT OF THE BURRELL SCHOOL DISTRICT USE OF THE INTERNET POLICY NO. 815 AND COMPUTER USAGE POLICY. I FURTHER ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THIS POLICY AND ITS REGULATIONS BY SIGNING BELOW, I AGREE TO ABIDE BY THE POLICIES AND PROCEDURES CONTAINED THEREIN. I FURTHER UNDERSTAND THAT ANY VIOLATION OF THE REGULATIONS IN THIS POLICY WILL RESULT IN LOSS OF PRIVILEGES, DISCIPLINARY ACTION, AND MAY CONSTITUTE A CRIMINAL OFFENSE.

Student Signature

Date

Parent/Guardian Signature

Date

815. ACCEPTABLE USE OF COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS AND INFORMATION SYSTEMS

The Burrell School District recognizes the Internet, email and network resources as a viable and important educational resource.

The Burrell School District provides Internet and network (whether wired or wireless) access to administrators, teachers, staff, students and guests for educational and instructional purposes. The use of the Internet, email and network technology must be in an ethical, lawful and acceptable manner. This policy has been established to provide the guidelines for such use. All users are required to agree to this policy and sign the Acceptable Use Agreement Form.

The district has established an Acceptable Use Policy to be in compliance with the Children's Internet Protection Act (CIPA) and Child Online Privacy Protection Act (COPPA).

This Policy clearly defines ethical and safe use of the Internet, email and network resources for our students, teachers, staff and guests. In addition, Computer Usage Rules have been established by staff members as an addendum to the local Acceptable Use Policy.

The Superintendent shall designate all members of the Burrell School District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, the Protecting Children in the 21st Century Act and the Child Online Privacy Protection Act (COPPA).

Procedures for the disabling or otherwise modifying any district technology shall be the responsibility of Technology Director or designated representatives.

Prohibitions

All users are prohibited from using the Internet, email and network resources in the following ways:

1. Use for commercial, private advertisement, for-profit purposes and/or non-educational purposes.
2. Use for lobbying or political purposes.
3. Use for any illegal purpose.
4. Use to copy, install or distribute copyrighted materials.
5. Use to access, disseminate, transfer or share (such as sexting, emailing, or texting among others) pornographic, lewd or otherwise illegal images, photographs or materials.
6. Providing your login/password to another person.
7. Use of another person's Internet, email or network account.
8. Use of threatening, obscene, harassing remarks and/or cyberbullying.
9. Use to infiltrate, interfere or alter the district's computer network.
10. Unauthorized access to the network, including "hacking" and/or "cracking".
11. Use or downloading of unauthorized games, programs, files, music or other electronic media,

including peer-to-peer applications, encryption software, etc.

12. Use to upload/download and spread a computer virus, worms or other program code to intentionally disrupt the district's network
13. Use that invades the privacy of others.
14. Use of chat rooms, blogs, listservs, or newsgroups for noneducational purposes.
15. Disabling or circumventing or attempting to disable or circumvent Internet filtering, virus protection software or the like.
16. Tampering, interfering or intercepting another user's email, network login or any personal information.
17. Disclosing or disseminating any personal information about themselves or others.
18. Use of inappropriate language/graphics or profanity.
19. Quoting of personal communications or works in a public forum without the author's prior consent including Plagiarism.
20. Sending unsolicited bulk mail messages.
21. Disclosing names, addresses, and/or phone numbers of minors.
22. Use to access social networking sites, such as Facebook, Twitter, Vine, Gaggle or the like.
23. Use to act in a hateful, illegal, defamatory, lewd, vulgar, profane, rude, inflammatory, threatening, harassing, discriminatory, violent, bullying way.
24. Use of the name "Burrell School District" in any form on School District Internet pages or websites, on websites not owned or related to the School District, or in forums/discussion boards, and on social networking websites to express or imply the position of the Burrell School District without the expressed, written permission of the Superintendent.
25. Post false statements, or assume the identity of another person.

Internet Etiquette

All users are expected to do the following:

1. Be courteous and respectful when communicating with others.
2. Use appropriate language. Swearing, vulgarities, or inappropriate graphics are not to be used.
3. Be respectful of other users regardless of race, sexual orientation, religion, age, gender, handicaps, ethnicity, or cultural differences.
4. Respect the privacy of other users.
5. Periodically purge unneeded email messages.

BRING YOUR OWN TECHNOLOGY (BYOT) USAGE AND GUIDELINES

Technology has become an essential part of education at Burrell School District. Students today have access to a wide variety of mobile computing devices outside of school that they can use for research and assignments. With many students owning mobile computing devices and frequently using these devices for their school work, the district has recognized the need to allow students to utilize their own technology in a more seamless way at school.

A filtered Internet connection on our ***GUEST*** wireless network will be provided for student use. Students may be asked to use phones and devices **ONLY** for educational purposes including word processing, presentation development/delivery, as well as recording of audio and video. Under **NO** circumstances are pictures, audio or video recordings to be shared with others outside of the classroom where it took place. Students may also be asked to use cell phones to participate in polls which may require texting in which case, text charges may apply. Students and parents need to be aware of several rules and requirements before a device is brought to school:

1. The student is **solely** responsible for any equipment that he/she brings to school. **The Burrell School District is not liable for lost, stolen, or damaged equipment.** Students are encouraged to secure any devices in their lockers.
2. Student devices are to be used **ONLY** in approved classrooms (at teacher discretion) and with a specific educational purpose. The device should remain off and out of site in all other instances while on school grounds. Student devices may not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and text/instant messaging). Inappropriate use of the device may result in confiscation of the device and/or disciplinary action.
3. Students are **NOT** permitted to use their own 3G/4G network as this is a violation of this policy, the Children's Internet Protection Act (CIPA) and the Child Online Privacy Protection Act (COPPA). Burrell School District will **NOT** be liable for any content viewed on a student's private network. Any student involved in such an act will be subject to disciplinary action and banned from bringing personal devices to school.
4. Students should **NOT** share their personal devices with anyone.
5. Devices should come to school charged. Accommodations will not be made for charging devices during school hours.
6. The Burrell staff will **NOT** service any non-district technology, which includes troubleshooting, software or hardware issues. Students are responsible for securing their devices and making sure that they have up-to-date anti-virus software installed, if applicable.
7. Administrators reserve the right to confiscate any technology "privately owned or school owned" when it is being used as a means that does not support a wholesome and safe educational atmosphere for our students. Students involved in such acts will be disciplined according to policy. Legal authorities will be contacted if any local, state, federal or FCC polices are broken.

8. An audio recording made without the permission of the individual(s) being recorded is a violation of Pennsylvania's Wiretapping and Electronic Surveillance Control Act, and could subject the student to criminal prosecution.

Burrell School District Network Procedures

1. Filtering

- a. The Children's Internet Protection Act (CIPA) requires that filtering is on all computers with Internet access regardless of whether they are used by students or staff. In an effort to block and filter inappropriate material that may otherwise be accessible via the Internet, the Burrell School District has incorporated Internet filtering software. The filtering software is fully compliant with the Children's Internet Protection Act.
- b. All Burrell School District computers with Internet access shall be equipped with filtering software.
- c. The Children's Internet Protection Act also allows for the filtering to be disabled for adults for bona fide research or other lawful uses.

The Act specifically states:

An administrator, supervisor, or person authorized by the responsible authority (i.e. school, school board, local educational agency, or other authority with responsibility for administration of such school) may disable the technology protection measure concerned to enable access for bona fide research or other lawful purposes.

Therefore, in keeping with the above guidelines of the Children's Internet Protection Act, the filtering service may be disabled on computers by the network administrator for a bona fide research or other lawful purposes. The filtering service may ***not*** be disabled by or for students or other minors for any reason.

2. Monitoring

- a. The Burrell School District reserves the right to record, check, receive, monitor, track, log, access, and otherwise inspect any and all systems use (including Internet, email and network) and to monitor and allocate files server space. Network administrators may review student and staff files and communications to maintain system integrity and ensure that students and staff are using the system only for appropriate uses.
- b. ***USERS SHOULD HAVE NO EXPECTATION OF PRIVACY IN ANYTHING THEY CREATE, STORE, SEND, RECEIVE, OR DISPLAY ON OR OVER THE SCHOOL DISTRICT'S NETWORK (wired or wireless), INCLUDING THEIR PERSONAL FILES OR DEVICES.***

3. Internet Accounts

- a. All users of the Burrell School District who use the Internet, email and network facilities (wired or wireless) must agree to and abide by all of the conditions of this Internet Acceptable Use Policy. These accounts will not be created until the educator/employee has signed the Acceptable Use Policy Agreement Form, which includes a signature from the authorized person in Burrell School District. Students will not be permitted to use district computers until a Student

Acceptable Use Policy Agreement Form has been signed by the student and the parent/guardian.

- b. The Burrell School District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. The user shall be responsible for any unauthorized charges or fees incurred while accessing the Internet.

District Technology Usage Rules

Students will follow the following rules:

1. There is to be no food or drinks in computer areas.
2. No personal flash drives, downloaded files, etc. from home are to be used without the approval of the instructor, librarian, or Technology Department staff. ALL devices must be scanned before using them on the district's computers and/or network.
3. No files should be saved unless instructed to do so by the teacher.
4. Students will not alter any setting or move icons on the computer or device.
5. Students will not access any information from the district's network unless directed and supervised by the teacher.
6. Students shall not be on the Internet unless given permission by the teacher.
7. Students are responsible for the computer or device assigned to them in class. Any problem detected on the assigned computer is to be reported immediately to the teacher.
8. Any student caught vandalizing a computer or device in any way will be referred to the building administrator for disciplinary action which may result in suspension from school and/or payment for damages.
9. Burrell School District reserves the right to monitor all activity on the district's computers, network, servers, Internet, etc.

Violations of these rules will result in loss of privileges to use Burrell School District technology, as well as appropriate disciplinary action.

Education, Supervision and Monitoring

The teacher or designated representatives will provide age-appropriate training for students who use the Burrell School District's Internet facilities. The training provided will be designed to promote the Burrell School District's commitment to:

1. The standards and acceptable use of Internet services as set forth in the Burrell School District Internet Safety Policy.
2. Student safety with regard to:
 - a. Safety on the Internet
 - b. Appropriate behavior while on online, on social networking websites, and in chat rooms

c. Cyberbullying awareness and response

3. Compliance with the E-rate requirements of the Children’s Internet Protection Act (CIPA)

Following receipt of this training, the student will acknowledge that s/he received the training, understood it, and will follow the provisions of the district's acceptable use policies.

Policy Enforcement

Access to the Internet, email and district network is a privilege, not a right. Violations of this Internet Acceptable Use Policy will result in the cancellation of those privileges and appropriate disciplinary action.

Despite the use of the filtering software, students and staff may gain access to inappropriate information. In respect to students, educators must monitor and supervise student Internet activity to the best of their ability.

If an inappropriate site has been reached, it is the responsibility of the student user to report it immediately to the teacher. The teacher and/or other staff member who reaches an inappropriate site is responsible for immediately reporting it to the district Technology Department. The Technology Department staff will block the site using the Internet filtering software.

The Burrell School District reserves the right to monitor online activities of minors.

The user (student, teacher, staff member) shall be responsible to make full restitution (including all labor costs for repair or replacement) for any damages to equipment, systems, and software resulting from deliberate or willful acts.

School District Limitation of Liability

The Burrell School District makes no warranties of any kind, either expressed or implied, that the functions or services provided by or through the district’s computers, network, Internet, etc. will be error-free or without defect. The district shall not be responsible for material that is retrieved through the Internet, or the consequences that may result from them. The district shall not be responsible for any damage users may suffer, including but not limited to, information that may be lost, damaged, delayed, mis-delivered, or unavailable when using the computers, network, Internet, and electronic communication systems. The district will not be responsible for stolen, damaged, or lost personal devices of students, employees, contractors and guests. In no event shall the district be liable to the user for any damages whether direct, indirect, special or consequential, arising out of the use of the computers, network, Internet, etc.

References:

School Code – 24 P.S. Sec. 1303.1-A
PA Crimes Code – 18 Pa. C.S.A. Sec. 5903, 6312
Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.
U.S. Copyright Law – 17 U.S.C. Sec. 101 et seq.
Sexual Exploitation and Other Abuse of Children – 18 U.S.C. Sec. 2256
Enhancing Education Through Technology Act – 20 U.S.C. Sec. 6777
Internet Safety, Children’s Internet Protection Act – 47 U.S.C. Sec. 254
Children’s Internet Protection Act Certifications, Title 47, Code of Federal, Regulations – 47 CFR Sec. 54.520
Child Online Privacy Protection Act, [15 U.S.C. §§ 6501–6506](#) ([Pub.L. 105–277](#), 112 [Stat. 2681-728](#))
Board Policy – 218, 233, 249, 814

ACADEMIC INTEGRITY

There is an expectation that all students will maintain the academic integrity of the learning at Burrell High School. Academic dishonesty of any type, including cheating and plagiarism, is unacceptable at Burrell High School. Cheating is any misrepresentation in academic work. Plagiarism is the representation of another person's work, words or ideas as your own. While disciplinary measures may be taken, students will still be responsible for completing the assignment for feedback from the teacher.

ACADEMIC RESOURCE EXPECTATIONS

- Each student must report to their home base teacher as indicated on their student schedule.
- A student must report to the teacher who has issued them a pass during AR.
- Students are to utilize the resource period for academic and/or other enrichment opportunities.

ATHLETICS

Burrell athletic teams are governed by rules set forth by the Pennsylvania Interscholastic Athletic Association (PIAA) and the Western Pennsylvania Interscholastic League (WPIAL).

The basic rules of participation are:

1. Students need to be registered/enrolled in Burrell School District before being allowed to participate/play/practice in any sport.
2. Students must obtain a physician and parental permission prior to try-outs.
3. Students are only eligible for only eight semesters after eighth grade.
4. Students are ineligible if they reach their 19th birthday before July 1 of the current year.
5. Students must reside with their parent or court appointed guardian within the school district.
6. Students must meet PIAA academic eligibility standards.
7. Students must arrive to school on time on the day of an athletic event or practice in order to participate in that day's activities.
8. A student is ineligible to participate the following week (Sunday – Saturday) if he or she is failing two (2) or more subjects. Eligibility is established every Friday.
9. In order to remain athletically eligible a student must:
 - a. Not be failing two or more classes.
 - b. Must not exceed three unexcused tardies during the specific athletic season.
 - c. Must serve all school issued discipline prior to returning to team practice or competition.

The following varsity athletic teams are available at BHS:

FALL	Boys: Football, Golf, Soccer, Cross Country Girls: Soccer, Tennis, Volleyball, Cross Country
WINTER	Boys: Basketball, Swimming, Wrestling, Bowling (club), Ice Hockey (club) Girls: Basketball, Swimming, Bowling (club)
SPRING	Boys: Baseball, Rugby (club), Tennis, Track and Field Girls: Softball, Track and Field

ATHLETIC PHYSICAL EXAMS

Sign-up sheets for sports will be posted in the health office. It is the student's responsibility to listen for announcements and read posted signs then sign up by the deadline. Any student who does not sign up by the deadline or is absent on the day of physical exams will not receive a physical or recertification by the school physician. Those students must go to their own physicians.

Students who sign up by the deadline and wish to have a school physical are responsible for checking posted physical exam times in the halls, on the Burrell School District website, and the Valley News Dispatch sport section. It is the student's responsibility to report at the appropriate time on the day of physical exams. Paperwork must be returned to the Health Office by the designated deadline. Completed, signed packets are required to have a physical exam. No student will be eligible to try out, practice, or play until they have passed a physical and all completed paperwork is returned.

There is no charge to students or their families for a school athletic physical exam.

ATTENDANCE

I. General Guidelines

1. It is the responsibility of the student and parent/guardian to arrive to school on time. Please allow extra time to avoid traffic congestion.
2. Educational travel will only be approved if the student has zero unexcused absences and not failing two or more classes. The student must communicate with his/her teachers and complete the appropriate Educational Field Trip paperwork prior to the trip.
3. In order to attend a class field trip or a school dance, a student must not be considered habitually truant (6 or more unexcused absences).
4. Parents/guardians are encouraged to communicate with the BHS attendance secretary if there are attendance record corrections that need to be made.
5. Students age eighteen and over will not be permitted to write their own excuse for absences or early dismissals unless they can provide proof of emancipation.

II. Reasons for Absence

The School Administration shall enforce the Pennsylvania Truancy Laws as set forth in Sections 1300 – 1354 of the Pennsylvania Public School Code of 1949, amended 2003. (24 P.S. §§1300-1354.)

III. Early Dismissals

1. Students may not be excused during the time school is in session without an excuse from a parent/guardian.
2. An early dismissal is excused only after the medical documentation has been provided.

IV. Northern Westmoreland Career & Technology Center

1. Students attending classes at NWCTC should always report to Burrell High School before reporting to classes at NWCTC. If a student attends the morning session and is not able to report to Burrell High School before the bus departs, he/she is permitted to report directly to NWCTC. Upon returning to Burrell High School, the student must report to the office.
2. Burrell Attendance Reporting: Burrell time 3 hours 45 minutes
 - a. Half day absence - missing any combination of Burrell class time of 30 minutes to 1 hour 45 minutes.
 - b. Full day absence - Missing any combination of class time more than 1 hour and 45 minutes.
3. Burrell High School provides transportation to NWCTC on any type of modified Burrell School

District school day. In the case of a school delay for Burrell School District due to weather or other unforeseen circumstances, all students must report to Burrell High School. If NWCTC has a delay and Burrell does not, students must report to Burrell at the normal time. If Burrell is canceled due to inclement weather and NWCTC is not canceled, BHS will not provide any transportation. If NWCTC is cancelled and Burrell is not canceled, all students must report to Burrell High School for their regular BHS am or pm session.

V. Sent Home by School Nurse

1. Students sent home after evaluation by the school nurse are medically excused.
2. All students must see the school nurse if they feel ill during the school day.

VI. Late To School

1. A student is tardy to school when he/she is not in their assigned classroom when the 1st period bell rings at 7:55 AM.
2. When a student is late to school, he/she must report to the high school office. Tardy students will be issued a late admit slip from the high school attendance secretary.
3. The only excused tardy is a medical excuse from an appointment.
4. Students may not exceed three (3) unexcused tardies per semester.
5. After three (3) unexcused tardies, a student may receive morning detention, may lose all driving privileges and if applicable, senior release until attendance improves. A student-athlete will also be athletically ineligible until the detention is served.

VIII. eAcademy Attendance Guidelines

1. Daily attendance is determined by completing and submitting all course work on time.
2. Students whose online coursework shows need of greater attention may be required to make more significant efforts toward the course(s) in question. These efforts may include, but are not limited to, mandatory tutoring, attending and working on coursework at Burrell High School, and home visitations by the Burrell staff.

BURRELL EDUCATIONAL SUPPORT TEAM

BEST, the **Burrell Educational Support Team**, is a student assistance program that offers prevention, intervention, and support services for Burrell High School students.

Services included are:

- Initial assessments for referred students
- Crisis/emergency interventions
- Referrals to outside agencies and resources
- In-school support groups
- After care support groups
- Parent consultations

BEST works with the family and student to provide the support needed for change. It is not a treatment or disciplinary program. Referrals by parents, teachers, administrators, peers or self-referrals can be given to any BEST member. **All referrals are confidential.**

Current BEST Team Contact Persons:

Dr. Boylan – Principal	Mrs. Roland – Assistant Principal
Mrs. Oskin – Guidance	Mr. Pham – Guidance
Mrs. Marissa Ameris- Behavior Specialist	Miss Hannah Sarvey- Social Worker
Mr. Miles Kelly- Prevention Specialist	SAP Liaison- TBD

FOOD SERVICE – CAFETERIA INFORMATION 2022-2023

The mission and goal of the Burrell School District Food Service Department is to encourage healthy eating for students by providing affordable and appealing meals of high nutrition and quality in an atmosphere of cleanliness, cheerfulness and personal caring. Please review the following information regarding Food Service.

- BSD Food Service serves breakfast, lunch, and a la carte items including milk in each building cafeteria. Breakfast is not served when school is on 2-hour delay. A la carte items are items that are sold separately and not designated as part of the school lunch or breakfast meal.
- A computerized Point of Service (POS) Debit System is in place. Every student is assigned a unique 5-digit PIN number. This system allows for no status identification. Students enter their own PIN number when they reach the cashier. At that time, money is deducted from the account for cafeteria purchases. Money on account may be used for breakfast, lunch and a la carte items. **A la carte items including milk can only be purchased when there is money in the student’s account or cash on hand to cover the full cost.**
- Students may pay cash daily, but it is recommended that an account balance be kept. Any amount of money can be sent in for your child’s debit account, either cash or check. Checks should be made out to BSD Cafeteria and include child’s name/PIN number in the memo. Payment can be sent in with your child, dropped off at the office, or mailed. Deposits sent with students in grades K-8 will be deposited on student account in full and no change will be given to these students.
Payment can also be made online by credit card or electronic check by using the electronic payment system through Skyward. This gives parents the ability to make payments, view current account balances, set up reminders for low balance notifications, and view your child’s purchases and activity. More information about the electronic payment system and accessing your child’s account information is posted on the district website under Food Service.
- The district participates in the National School Lunch Program which allows for free and/or reduced price meals to qualifying students. Applications for free and reduced status must be done **annually**. Only one application per family is required. You can apply on line at: www.compass.state.pa.us. Applications are also sent home with each child at the beginning of the school year. If you receive a “Direct Certification” letter, no application is required because it automatically qualifies all students within the household for free meals. Students who are eligible for free or reduced-price meals may also keep money in their debit account to purchase a la carte items. All purchases, including meals, made prior to being approved for free or reduced status must be paid according to full price. **Free and/or reduced pricing refers to a full reimbursable breakfast and lunch and does not include a la carte items selected separately such as milk.**
- *The POS system is a debit system - not a charge account.* Parents/guardians are responsible for maintaining funds in the account to use the debit system. If your child does not have cash on hand or money in their account, the **SCHOOL MEAL ACCOUNT PROCEDURES** below are in place to provide a school meal to students and to collect payment. *Note: All school meals provided will be charged at full price to the student’s account. Parents/guardians are responsible for full payment of all charges incurred as a result.*
- At the end of each school year, any funds remaining in your child’s account will carry over to the following year. Parents of graduating seniors should pay any outstanding balance prior to graduation. Funds remaining in a senior account will be transferred to a sibling or a refund may be processed upon request.

- *Please visit the district website Food Service Department page for more information.*

SCHOOL MEAL ACCOUNT PROCEDURES

SCHOOL MEAL CHARGES AND ACCOUNTS

The District permits students to incur reasonable charges for school meals. In an effort to ensure the effective operation of the District's food service program, the District establishes the following procedures to provide a school meal to students and to collect payment for school meals provided.

- Students may incur charges for reimbursable school breakfast and lunch meals only.
- Students who owe funds will be limited to one reimbursable breakfast and one reimbursable lunch per day.
- Ala Carte items including milk shall not be provided to students without sufficient account balance and/or cash on hand.
- Current student account balances are available at all times through Skyward and/or by calling Food Service Director.
- Parents/Guardians are responsible for payment of student purchases.
- Students who cannot pay for a school meal or owe money for school meals may not be publicly identified or stigmatized.

COLLECTION OF UNPAID MEAL CHARGES

- The District shall make reasonable efforts to collect outstanding balances from parents/guardians.
- When payment is owed for at least 5 meals, the District will communicate with parents/guardians regarding the National School Lunch Program (NSLP) application for participation.
- The District shall use the following methods to communicate with parents/guardians regarding outstanding balances and to collect money owed: Skyward notifications, automated phone calls, personal phone calls, emails, notices to parent/guardian, letters mailed to parent/guardian, and/or submission for collection when other methods have been unsuccessful.

BEHAVIOR GUIDELINES

Introductory Statement

The Board of Education, teachers, administrators, students and parents of the Burrell High School feel that a positive school climate is essential not only for the well-being of the students, but also for the smooth operation of the school. It is the responsibility of the Board of Education, teachers, administrators, students and parents to develop the positive habits of our young people. The professional staff, parents, students, and the Board of Education have approved these guidelines and restorative practices.

Section I: School Guidelines

Students should:

1. Demonstrate appropriate and kind behavior at all times.
2. Respect self, others, and the school property.
3. Be a contributing and positive factor in the learning process.
4. Report to their assigned location and communicate with staff for permission to go elsewhere.

A. The following acts represent violations of established school guidelines:

1. Use of vulgarity/profanity
2. Failure to attend class
3. Use of harassment/intimidation
4. Engaging in unsafe behavior
5. Display of inappropriate behavior
6. Display of insubordinate/disrespectful behavior
7. Leaving school grounds without permission
8. Unauthorized use of school property
9. Unauthorized use of other students' property

B. Detention Procedures (DT):

1. Detentions may be assigned by teachers and/or administrators.
2. The assigning teacher will call the parents/guardians of the student to inform them of the problem and the assignment of detention.
3. Detention sessions are held in the mornings at 7:10 AM, during lunch periods/AR periods and after school on Tuesdays and Thursdays from 2:50-4:20 PM.
4. Detention will supersede all jobs and other extra-curricular activities.

Section IV: Suspension Offenses

A. The following acts represent more serious violations of school safety guidelines. These may result in the assigning of a one to five (1-5) day suspension and may result in prosecution before the magistrate.

1. Possession/sale/transfer of drugs, alcohol, or controlled substance or look-a-like paraphernalia
2. Use of harassment of any type or intimidation
3. Engaging in unsafe/inappropriate behavior
4. Fighting/assault
5. Use of threatening language or physical acts
6. Display of insubordinate/disrespectful behavior
7. Leaving school grounds without permission
8. Vandalism/intentional malicious damage of property
9. Use of tobacco
10. Indecent exposure

B. The following acts are of a more serious nature and are not only violations of school policy, but are also violations of State Penal Laws.

The violations will result in the assigning of a ten (10) day suspension, notification to the proper civil authorities, and consideration for expulsion from school by the school board:

1. Arson
2. Assault
3. Bullying/Harassment
4. Indecent Exposure
5. Larceny/Theft
6. Possession of weapons, or objects which can reasonably be considered as weapons, on school grounds or at school events (This includes, but is not limited to firearms, knives, explosive devices, stun guns, and mace.)
7. Threatening or intimidating school personnel
8. Unauthorized use of the school's fire alarm system or fire extinguisher
9. Threatening phone calls or bomb scares
10. Intentional or malicious damage to school or personal property of others
11. Possession, use, sale, solicitation or transfer of alcohol
12. Possession, use, sale, solicitation or transfer of a controlled substance or look-a-like drug

13. Possession of drug paraphernalia

C. Suspension Procedures

Suspension is exclusion from school for a period of from one to ten consecutive days.

1. A student who has been suspended for any reason may return to school only after a re-entry conference has been held with the student and his/her parent/guardian. The conference will be held with the principal or his/her designee. Parents or guardians will be notified of all suspensions in writing.
2. For suspensions of one (1) to three (3) consecutive school days:
 - a. The student must make up all missed work and exams according to the school district policy.
 - b. Students must submit all work on the day of return from suspension.
 - c. The suspension is not subject to appeal to the school board or court.
3. Suspensions from four (4) to ten (10) consecutive days will carry the same general procedures as the one (1) to three (3) consecutive day suspension with the addition of the following guidelines:
 - a. The principal or assistant principal gives written notice to the parents and to the student that includes the reasons for the suspension and extends the opportunity for an informal hearing within the first five (5) days of the suspension. The re-entry conference may substitute for the informal hearing.
 - b. The principal or assistant principal can deny the student's right to have a lawyer at this level.
 - c. The suspension is not subject to appeal to the school board or the legal system.
4. Suspensions in excess of ten (10) consecutive school days, which is actually a (temporary or permanent) expulsion, the following guidelines apply:
 - a. The district provides the parents with a written statement of charges sent by certified mail and by regular mail, stating the date, time, and place of the formal hearing.
 - b. The formal hearing will be heard by the school board, a committee of the school board or a duly appointed hearing officer.
 - c. The student and the parents have the right to choose a private or public hearing, the right to counsel, the right to receive the names of witnesses and copies of any statements or affidavits provided by the witnesses, the right to request witnesses to appear in person, the right to confront and cross-examine witnesses, the right to testify and to present their own witnesses, the right to a copy of the transcript at their expense, and the right to appeal to the Court of Common Pleas. All expulsion hearings will be held in accordance with the Student Rights and Responsibilities of the Commonwealth of Pennsylvania found at 22 Pa. Code Section 12.1, et seq.

Dress Code Guidelines

Students are expected to dress appropriately at Burrell High School. The criteria for attire will be measured by whether it is disruptive or infringes upon the health and safety of our school. Please help your child to make responsible decisions so that conversations with your child can revolve around the learning process only. Please help to eliminate distractions to the learning process.

The following guidelines should be adhered to:

1. Students are required to wear shoes at all times.
2. Your top garment must overlap the bottom garment. Halter-tops, camisoles (cami), etc. are prohibited. Sheer tops, which reveal improper attire, are not permitted.
3. Under garments must be covered at all times.
4. Shorts/skirts/skortis must be sensible and not distract from the teaching and learning process. Skirts must be at least mid-thigh length. No pants that are worn below the hips.

- Any clothing containing obscene, vulgar, sacrilegious prints, offensive language or images shall not be worn, whether it is wearing apparel, footwear, or accessories. Clothing items that display verbal or visual messages of sex, drugs, alcohol, tobacco, weapons or violence are prohibited. This also includes statements with double meanings or offensive self-made apparel.

DRIVING/PARKING REGULATIONS

Transportation via bus is provided for every student that resides in the district. Driving to school is a privilege, but cannot interfere with the general safety of the of the students at BHS.

Students must:

- arrive to school on time and drive in a slow, safe, courteous manner.
- wait to move vehicle until all buses depart the property.
- not leave school property without permission.
- only park in the designated student parking lots.

GRADING POLICY

Student progress (grades) will be reported to parents or guardians each nine weeks as both numeric (percentage) and letter grades. The grading scale is as follows:

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
50% - 59%	F*

GRADUATION REQUIREMENTS

To receive a diploma from Burrell High School, a student must successfully complete (a grade of D or better) in a minimum of the following subjects

English – 4 credits	Physical Education and or Swim – 1.5 credits
Social Studies – 4 credits.	Mathematics – 3 credits
Science – 3 credits	Health – 1 credit
Speech – 0.5 credit	BCIT elective – 0.5 credit
Personal Finance- 0.5 credit	Electives – 6.5 credits

Total credits necessary for graduation – 24.5

Grading Scale Matrix

Percentile	Letter Grade	GPA	Honors/AP GPA
95-100	A+	4.0	5.0
94	A	3.9	4.9
93	A	3.8	4.8
92	A-	3.7	4.7
91	A-	3.6	4.6
90	A-	3.5	4.5

89	B+	3.4	4.4
88	B+	3.3	4.3
87	B+	3.2	4.2
86	B	3.1	4.1
85	B	3.0	4.0
84	B	2.9	3.9
83	B	2.8	3.8
82	B-	2.7	3.7
81	B-	2.6	3.6
80	B-	2.5	3.5
79	C+	2.4	3.4
78	C+	2.3	3.3
77	C+	2.2	3.2
76	C	2.1	3.1
75	C	2.0	3.0
74	C	1.9	2.9
73	C	1.8	2.8
72	C-	1.7	2.7
71	C-	1.6	2.6
70	C-	1.5	2.5
69	D+	1.4	1.4
68	D+	1.3	1.3
67	D+	1.2	1.2
66	D	1.1	1.1
65	D	1.0	1.0
64	D	0.9	0.9
63	D	0.8	0.8
62	D-	0.7	0.7
61	D-	0.6	0.6
60	D-	0.5	0.5
50-59	F	0.0	0.0

HONOR ROLL

1. All subjects will be utilized in determining the honor roll.
 - a. The honor roll is determined as follows: 4.0 and above – Distinguished Honors
 - b. 3.99 – 3.5 High Honors
 - c. 3.49 – 3.0 Honors
2. Percentages will be used for calculation of the Honor Roll each nine weeks.
3. A 4.0 scale will be used to calculate a student’s accumulated average.
4. Courses designated as Honors and Advanced Placement will receive an additional quality point for calculation of the honor roll.
5. Any student not scheduled for credit classes for a minimum of 36 periods each 6-day cycle will not be eligible for Honor Roll.
6. Any student earning an “F” grade in any subject will not be eligible for Honor Roll.
7. Any student earning an “I” grade may be eligible for Honor Roll once the work is completed and graded.

HEALTH ROOM PROCEDURES

1. All students must have a pass in order to be seen in the nurse's office.
2. No student will be admitted between classes or during lunch without a pass.
3. Students will not be permitted to drive home if they become ill unless authorized by parent and administration.

LIBRARY RULES AND PROCEDURES

The Library is open every day from 7:30 a.m. to 2:50 p.m. The LC computer lab is open every morning from 7:10-7:55 a.m. The Library is open during Academic Resource periods. All students report to their assigned classroom and check in with their AR teacher. Using special AR Library passes, each teacher can students to the Library. The Library is closed one rotating AR period per day for the librarian's lunch.

The Library schedule is announced each day, and is also posted on the Library's main doors. Electronic devices such as cell phones, iPods, laptops, and tablets are permitted for school-related purposes. Please use your earbuds or borrow a pair of headphones while listening to music or watching videos. Students are expected to work and talk quietly in the library to avoid disrupting others who are reading, studying, and completing assignments. Books and eBooks may be checked out for 2 weeks and may be renewed for another 2 weeks unless they are in high demand. DVDs may be checked out for 3 days. eBooks can be viewed on any device with Internet access and will be checked back in automatically after 2 weeks. Students are encouraged to check out their own library books using the self-checkout station. Students will be notified of overdue library materials through their homeroom teachers. The Library does not charge fines. No student will be allowed to graduate with outstanding library materials.

LOCKER & STUDENT SEARCHES

The Burrell School District retains jurisdiction, control, and access over all student lockers. Students should not expect privacy regarding items placed in lockers since school property is subject to search at any time by school officials. Whenever the administration has a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare and safety of students in the school, students' lockers may be searched without prior warning. These searches of lockers will be conducted by school officials or trained narcotic dogs from the police department.

Additionally, whenever the administration has a reasonable suspicion that a student's purse, pockets, or bag contains materials which pose a threat to the health, welfare and safety to themselves or other students, administration may conduct a student search. The guardian will be notified that the search has taken place.

MEDICATION POLICY

The Burrell School District recognizes that parents have the primary responsibility for the health of their children. Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours certain procedures must be followed.

For prescription medication:

1. The physician must complete the prescription medication form.

2. The parents must sign the consent form for prescription medication. Completed forms should be returned to the health office.
3. Any medication to be given during school hours must be delivered directly to the school nurse, the school principal, or his/her designee, by the parent/guardian. The medication must be brought to the school in the original pharmaceutical dispenser and/or properly labeled container.
4. A prescription drug log will be kept for any child receiving prescription medication during school hours.
5. In the absence of the school nurse, the school principal or his/her designee will administer the medication.
6. Prescription medication will be kept in a locked cupboard or cart in the nurse's office.
7. Students will be responsible for reporting to the nurse's office at the time the medication is to be given. In the absence of the nurse, the student will report to the principal's office.
8. Students who feel that it is necessary for them to carry their Albuteral inhaler, may do so only after arrangements have been made with the school nurse.

For non-prescription medication:

1. Students are NOT permitted to carry over-the-counter or non-prescription medication in school. Examples: Tylenol, Visine, cough drops, Aspirin, Advil, etc ...
2. For each day that the medication is to be given during school hours, the parent will write a note stating:
 - a. Name of medication.
 - b. Reason for medication.
 - c. The exact time the medication is to be given.
3. The note will be taken to the school nurse, or in her absence, the building principal (or his/her designee) at the beginning of the school day along with the medication to be taken. The medication must be brought to school in the container in which it was purchased.
4. Students will be responsible for reporting to the nurse's office at the time the medication is to be given. In the absence of the nurse, the student will report to the principal's office.
5. Non-prescription medication taken at school will be recorded in the first-aid log by the person supervising the medication.

NATIONAL HONOR SOCIETY

The National Honor Society is a nationally recognized organization that honors a school's most successful students. To become eligible to NHS as a junior or senior, a student must maintain a 3.5 QPA overall in his/her high school career at Burrell High School. He/she must then fill out a portfolio showing qualities of leadership, character references, volunteer services, and the importance of scholarship. An appointed five-member faculty council evaluates each portfolio independently and students are then ranked anonymously, at which time the council selects the inductees. An induction ceremony follows and students begin representing BHS as leaders of students.

Each year, the NHS students participate in activities based on the interest of the group. A president, vice-president, secretary and treasurer are elected and ideas of school projects, community service and volunteering are suggested. The members then evaluate each idea and decide which ones are attainable. This is the beginning of the lifelong commitment in which one is honored with the title of a National Honor Society member.

PROM

Our prom is a Junior-Senior prom. Juniors and seniors are permitted to invite a sophomore, junior, or senior from Burrell or another high school. Guests from another high school must submit a *Permission To Attend Prom Form* from their high school principal. No student under tenth grade will be permitted to attend. Graduates of Burrell High School within (2) years of the current senior class and under the age of 21 are permitted to attend and must submit a *Permission To Attend Form*. A student's attendance the day of the prom is mandatory and the student must have no unexcused absences in order to purchase a prom ticket. Additionally, students have to complete all scheduled detentions prior to attending the Prom.

Juniors and seniors are permitted to invite a senior, junior, or sophomore from Burrell or a senior, junior, or sophomore from another high school or a graduate of Burrell High School who has graduated within 2 years of the current senior class (Class of 2021 and 2022) and is under the age of 21.

If a guest is from another high school, a *Student Guest Form* must be submitted stating that he/she is a current student and in good standing. This form must be submitted in order to purchase a ticket.

If a guest is a Burrell graduate, a *Graduate Guest Form* must be submitted stating that he/she is a citizen in good standing. This form must be submitted in order to purchase a ticket.

PROM - Formal Attire

Once you have entered the dance/prom you may not change your clothing. The dress code for a dance/prom is as follows:

Dresses

- Strapless/spaghetti straps are allowed.
- Dress/skirts must be at least fingertip length – not shorter than mid-thigh.
- Undergarments must be covered.

Suits

- Collared shirt must be worn.
- Shirts must have sleeves.
- Dress pants/slacks are required.

POST-SECONDARY/DUAL ENROLLMENT STUDY

Seniors who have scheduled sufficient credits for graduation may request post-secondary study. To be eligible, a student must be taking coursework at an accredited post-secondary school or university. The student must submit a statement on school letterhead, signed by the registrar, stating that the student is enrolled. School information will be due by September 30 for the Fall semester and January 30 for the Spring semester. Students may be released early from school to accommodate post-secondary study.

SCHEDULING PROCESS

The scheduling process for the ensuing academic year begins in December. The initial phase of scheduling involves a visit by the school counselors to a core academic class (such as English) for all students in grades 8 through 11. During this initial session, the counselor explains the scheduling process, curriculum levels, the approved program of studies, graduation requirements, and the procedures involved in choosing and changing a schedule of classes. At a second classroom meeting, students will make their initial scheduling selections. Students are permitted to change these selections until schedules are printed in (August). Parents are invited and encouraged to consult with the counselors regarding student course selections.

IMPORTANT POINTS TO NOTE

1. Courses offered at the High School are either a full year or a semester (half-year) in length, and meet on a six day (1-6) cycle.
2. All grades earned in a subject area will be computed for grade point/percentage averages. This will include the failing grades in a subject and the new grades earned if the subject is repeated.
3. Repeating a subject that has already been passed and credited will be counted as an audit. No credit or honor roll consideration will be given for an audited course.
4. Student/parent request for a schedule change may be honored, only following a conference with student/parent/guidance counselor/admin.
5. Students may request curriculum course changes. These requests will be honored if the courses are offered and if space is available at the time of the request (Start of the semester).

SCHOLAR AWARDS

Burrell High School hosts a ceremony prior to the end of the school year for those scholars who have earned a GPA of 3.5 and above for three out of the first three marking periods. There is no rounding of the GPA... it must be 3.5 or above. This is part of our Scholar's Recognition Program. Invitations are mailed to parents and guardians prior to the event. Should the student earn a 3.5 for any two of the first three marking periods, they will not be eligible to attend the ceremony. However, they may still receive the award at the end of the school year if they achieve a third 3.8 or above for the 4th nine-week period.

ALTERNATE SCHOOL BUS TRANSPORTATION

Students must bring a note from their guardian for the school administration anytime a student is not going to ride his/her own bus. Appropriate and safe behavior on the bus is expected.

Policy 448. UNLAWFUL HARASSMENT

The Burrell High School is committed to maintaining an academic school environment that permits all students equal access to education. This includes providing students a safe environment free from harassment, bullying, and discrimination.

The term harassment includes but is not limited to repeated, unwelcome and offensive slurs, jokes, derogatory words, phrases, characterizations, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, gender, sexual orientation, national origin, age, appearance or handicap/disability that create an intimidating, hostile or offensive educational environment.

Harassment is further defined as:

Words, conduct, or action (usually repeated or persistent) that, being directed at a specific person, annoys, alarms, or causes substantial emotional distress in that person and serves no legitimate purpose.

Discipline relating to Harassment:

A substantiated charge against a student shall subject such student to disciplinary action as outlined:

- Substantiated Incident:

Disciplinary action taken on a case-by-case basis as decided by the Burrell High School Administration

Detention and/or
Suspension and/or
Complaint filed with the Magistrate

- Student Reported Incident Unsubstantiated:
Burrell High School Unlawful Harassment or Discrimination Complaint Procedures initiated through the guidance office.

824. MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES

This policy applies to district employees, volunteers, student teachers, and independent contractors and their employees who interact with students and are present on school grounds. All adults shall be expected to maintain professional, moral, and ethical relationships with district students that are conducive to an effective and safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious conduct.

Policy 824 provides examples of professional boundaries expected. The Burrell School District strives to provide a safe, positive learning environment for students the schools. Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall immediately notify the Superintendent, principal, or other administrator.

249. BULLYING/CYBER-BULLYING

The Burrell School District believes that all students should enjoy a learning environment free from all forms of discrimination including unlawful harassment. Therefore, the Burrell School District maintains a policy prohibiting all forms of harassment or discrimination on the basis of race, color, national origin/ethnicity, gender, disability, sexual orientation, religion, or any other condition. All persons will be treated with respect and dignity.

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.

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 that is severe, persistent or pervasive and has the effect of doing any of the following:

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. The Board recognizes that a certain amount of teasing is inherent among school age children.

Therefore, verbal or physical actions that are not specifically defined as bullying may be deemed bullying in particular situations, on a case-by-case basis.

If the offending student continues the inappropriate behavior, the student shall be in violation of this policy.

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.

The Board prohibits all forms of bullying by district students.

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

Students shall be informed that they may choose to report bullying complaints to the school principal, teachers, counselors, nurses, and administrators.

Any employee, who receives a bullying complaint, whether verbal or written, shall report such to the school principal. Each staff member shall be responsible to maintain an educational environment free from all forms of bullying.

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.

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 administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

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.

District administration shall annually provide the following information with the Safe School Report:

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.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students. 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 web site, 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.

POLICY 252. DATING VIOLENCE POLICY

The Burrell School District strives to provide a safe, positive learning environment for students in the schools. Therefore, it shall be the policy of the school to maintain a school climate in which dating violence is not tolerated and to promptly address dating violence when it is reported or observed. The Burrell School District will make efforts to intervene in dating violence when it is brought to the attention of faculty or staff. Students will be encouraged to inform faculty or staff of an instance of dating violence with themselves or another student. Policy number 252 will address dating violence and the Burrell School District's disciplinary guidelines address these behaviors.

Students who have been a victim of dating violence or know of someone who has been a victim should notify a Burrell High School professional staff member.

POLICY 103 - NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES

Authority

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The district strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is prohibited on school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Board policies.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

Retaliation

The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

Definitions

Discriminatory Harassment

Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability or for participation in reports or investigations of alleged discrimination is a form of discrimination and is

subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf. For purposes of this policy, harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Sexual Harassment

Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs offered by a school; or
2. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or
3. Such conduct deprives a student or group of individuals of educational aid, benefits, services or treatment; or
4. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant's access to or participation in school or school-related programs.

Federal law declares sexual violence a form of sexual harassment. Sexual violence means physical or sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion.

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Student Services as the district's Compliance Officer. All nondiscrimination notices or information shall include the position, office address, telephone number and email address of the Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public to notify them of where and how to initiate complaints under this policy.

The Compliance Officer is responsible to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provision of training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Complaints - Monitor and provide technical assistance to building principals or designee in processing complaints.

The building principal or designee shall be responsible to promptly complete the following duties upon receipt of a report of discrimination or retaliation from a student, employee or third party:

1. If the building principal is the subject of the complaint, refer the complainant to the Compliance Officer to carry out these responsibilities.
2. Inform the complainant about this policy including the right to an investigation of both oral and written complaints of discrimination.
3. Obtain consent from parents/guardians to initiate an investigation where the complainant or alleged victim is under age eighteen (18). Inform parents/guardians and students who are complainants or accused of violating this policy that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
4. Provide relevant information on resources available in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
5. Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building principal, another district employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual.
6. After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.

Guidelines

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.[27]

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee may be encouraged to use the district's report form, available from the building principal or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Step 2 – Investigation

Where an attorney is not used to conduct an investigation into a discrimination complaint, only individuals who have received basic training on the applicable law, this policy and how to conduct a proper investigation shall be authorized to conduct an investigation of a complaint made pursuant to this policy.

The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused shall be provided the opportunity to present witnesses and other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator

should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

Step 3 – Investigative Report

The investigator shall prepare and submit a written report to the Compliance Officer within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition within a reasonable time of the submission of the written report. The accused shall not be notified of the individual remedies offered or provided to the complainant.

Step 4 – District Action

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If an investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the Compliance Officer

within fifteen (15) days. If the Compliance Officer investigated the complaint, such appeal shall be made to the Superintendent.

2. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.
3. The person handling the appeal shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

VEHICLE SEARCHES

Whenever the Burrell School District Administration has a reasonable suspicion that the student's vehicle contains materials, which pose a threat to the health, welfare, and safety of students in the school, the vehicle may be searched without prior warning. These searches of vehicles will be conducted by school officials or trained narcotic detecting dogs from the police department.

VOCATIONAL & TECHNICAL EDUCATION

Students in the 11th grade may enroll in a two-year vocational-technical course at Northern Westmoreland Career & Technology Center (NWCTC) in New Kensington. Students in the 9th grade may enroll in a four-year vocational-technical course. Students selecting this option must take time to plan their program so all required courses can be scheduled. The course a student selects will meet four periods a day, six days per cycle. He/she will spend a half day at Burrell High School taking academic subjects and a half day at NWCTC. A student who selects vocational-technical education may enter the world of work or attend college upon graduation. Guidance counselors will give students further details.

Attendance/School Delays and Cancellations (NWCTC)

Students attending classes at NWCTC should always report to Burrell High School before reporting to classes at NWCTC. If a student attends the morning session and is not able to report to Burrell High School before the bus departs, he/she is permitted to report directly to NWCTC. Upon returning to Burrell High School, the student must report to the office. This will be counted as a tardy to school.

- Burrell Attendance Reporting: Burrell time 3 hours 45 minutes
- ½ day absence - Missing any combination of class time of 30 minutes to 1 hour 45 minutes

Whole day absence - Missing any combination of class time more than 1 hour and 45 minutes

Burrell High School provides transportation to NWCTC on any type of modified Burrell School District school day. In the case of a school delay for Burrell School District due to weather or other unforeseen circumstances, all students must report to Burrell High School. If NWCTC has a delay and Burrell does not, students must report to Burrell at the normal time. If Burrell is cancelled due to inclement weather and NWCTC is not cancelled, BHS will not provide any transportation. If NWCTC is cancelled and Burrell is not cancelled, all students must report to Burrell High School for their regular BHS am or pm session. In the event that Burrell High School or NWCTC do not have school on the same day (non-weather related circumstances), bus transportation will be provided by Burrell School District. Contact the Assistant Principal's Office with questions at (724)334-1403, extension 2077.

SENIOR RELEASE

Seniors who have scheduled sufficient credits for graduation may request a modified schedule for the purpose of dual enrollment, post-secondary study, work release, or flex-periods. Students must carry a minimum of 6.00 credits. A release period will be scheduled during 1st and/or 10th period. Students who are enrolled in a dual enrollment program may be scheduled for more release periods. Students are responsible for their own transportation if they choose this option.

Senior Release is a privilege for students in good academic standing. Each nine-week marking period, all participating students will have their grades reviewed. Any student failing any course will be removed from Senior Release and may be scheduled into another course. Additionally, three tardies to school will result in loss of Senior Release privileges and the student will be required to remain in school until dismissal to complete his/her work.

2022-2023 Bell Schedules

7:10 – 7:50	Morning Professional Development Time
7:55 – 8:36	Period 1
8:40 – 9:21	Period 2
9:25 – 10:06	Period 3
10:10 – 10:51	Period 4
10:51-10:58	Announcements
10:58 – 11:28	Period 5 - Lunch/AR A
11:28 – 11:58	Period 6 - Lunch/AR B
11:58 – 12:28	Period 7 - Lunch/AR C
12:31 – 1:12	Period 8
1:16 – 1:57	Period 9
2:01 – 2:42	Period 10

SEL (Day 6) Bell Schedule

7:10 – 7:50	Morning Professional Development Time
7:55 – 8:33	Period 1
8:37 – 9:15	Period 2
9:19 – 9:57	Period 3
10:01 – 11:06	Period 4 & Announcements

11:06 – 11:36	Period 5 - Lunch/AR A
11:36 – 12:06	Period 6 - Lunch/AR B
12:06– 12:36	Period 7 - Lunch/AR C
12:40 – 1:18	Period 8
1:22 – 2:00	Period 9
2:04 – 2:42	Period 10

Two-Hour Early Dismissal Bell

7:10 – 7:50	Morning Professional Development Time
7:55 – 8:19	Period 1
8:23 – 8:47	Period 2
8:51 – 9:15	Period 3
9:19 – 9:43	Period 4
9:47 – 10:17	Period 5 - Lunch/AR A
10:17 – 10:47	Period 6 - Lunch/AR B
10:47 – 11:17	Period 7 - Lunch/AR C
11:21 – 11:45	Period 8
11:49 – 12:13	Period 9
12:17 – 12:41	Period 10

Two-Hour Delay Bell

9:10 – 9:50	Morning Professional Development Time
9:55 – 10:20	Period 1
10:23 – 10:48	Period 2
10:51 – 11:16	Period 3
11:19 – 11:44	Period 4
11:44 – 12:14	Period 5 - Lunch/AR A

12:14 – 12:44	Period 6 - Lunch/AR B
12:44 – 1:14	Period 7 - Lunch/AR C
1:14 – 1:39	Period 8
1:42 – 2:07	Period 9
2:10 – 2:45	Period 10

AM NWCTC students will be picked up at BHS at 9:50 AM and return to BHS at 11:19 for 4th Period.

PM NWCTC students will eat “A” lunch and be picked up at BHS at 12:14 to go to NWCTC.

BURRELL SCHOOL CALENDAR 2022-23

<i>September 1</i>	<i>First Day of School for Students</i>
<i>September 23</i>	<i>Two Hour Early Dismissal for Students</i>
<i>October 10</i>	<i>No School – Faculty In-Service</i>
<i>November 10, 11</i>	<i>No School, Family Conferences/Faculty In-Service</i>
<i>Nov.23 – Nov. 28</i>	<i>School Closed – Thanksgiving Break</i>
<i>December 9</i>	<i>Two-hour Early Dismissal – Faculty & Students</i>
<i>December 22</i>	<i>Two-hour Early Dismissal – Faculty & Students</i>
<i>December 23- January 2</i>	<i>School Closed – Holiday Break</i>
<i>January 13</i>	<i>Two Hour Early Dismissal for Students</i>
<i>January 16</i>	<i>No School/Faculty In-Service (4 hours)</i>
<i>February 17</i>	<i>Two Hour Early Dismissal for Students</i>
<i>February 20</i>	<i>No School for Students and Staff</i>
<i>March 17</i>	<i>Two Hour Early Dismissal for Students</i>
<i>March 20</i>	<i>No School for Students and Staff</i>
<i>April 6 - 10</i>	<i>No School for Students and Staff</i>
<i>May 29</i>	<i>No School for Students and Staff</i>
<i>June 8</i>	<i>Last Student Day/Graduation/Act 80 In-Service</i>
<i>June 9</i>	<i>Clerical Day for Faculty</i>