

# NBCHS PANTHER HANDBOOK 2024 / 2025



To All Students and Parents,

Our whole school community has worked hard over the summer to prepare for your arrival and hope the new school year will be one of educational growth and benefit for every student.

This Handbook has been prepared to acquaint you with the practices, procedures, and policies of the Northern Bedford County High School. They have been established to provide for the efficient operation of the school so that all students may receive maximum benefit. We hope you will become familiar with the contents of this Handbook so that you may better know the procedures and policies of the school. To acknowledge receipt of the handbook and to indicate that you agree to abide by the provisions outlined herein, you will check the student handbook box on the online enrollment form as part of the yearly online student registration process. The online registration process should be completed no later than the end of the second week of school.

The Handbook is divided into several sections. It begins with a section of general information. Following that are sections entitled "Academics," "Student Services," "Student Activities," "Student Rights and Responsibilities," "Attendance Policy", "Student Discipline Code," "Eligibility Policy," "Homework Guidelines," and "Unlawful Harassment Policy." There is a brief explanation of the contents of each section at the beginning of that section.

An alphabetical index is provided at the end of the Handbook for your convenience in locating sections. The key to finding answers to your questions is asking those questions of the proper person. We encourage you to inquire when you don't understand or know about something.

The entire faculty and staff will direct their efforts toward making this year beneficial to your academic achievement and social and emotional growth.

Best wishes for a great year at NBC!

*Shawn Cerully*

Shawn Cerully  
H. S. Principal

## **MISSION STATEMENT**

**The mission of the Northern Bedford County School District is to uphold high standards to educate each student for life as a responsible member of a global society.**

## **BELIEF STATEMENTS**

1. Learning is a lifelong process.
2. Parents or primary care givers are a child's earliest teachers and remain critical influences.
3. All children can learn.
4. Every child deserves the best educational opportunity the school district can provide.
5. The developmental processes of pre-school children are enhanced through school-based early childhood program services.
6. Learning is a shared responsibility among students, teachers, parents, and community.
7. School is a focal point of the community.
8. The school is a moral force that both shapes and reflects community values.
9. A safe, orderly, and disciplined environment is essential for learning.
10. Curriculum and instruction must address the differing needs and learning styles of each student.
11. The high school diploma represents the acquisition of a core of academic skills.
12. The school strives to lead the community in the use of modern technology.
13. The school fosters an environment that builds positive relationships among all students.
14. The school stresses appreciation of the varied cultural influences that shape the world.
15. All school personnel serve as positive role models.
16. The school provides a caring influence that promotes emotional stability.
17. Education is essential for career preparation.

### **Northern Bedford County Board of School Directors**

Randy Wiand, President  
Teri Biddle, Secretary\*  
John Eshelman  
Andrea Poteat  
Michael Cottle

Chris Cronrath, Vice-President  
Jennifer McCoy  
Steven Cottle  
Chad Mickle  
Ralph Scott

Attorney Patrick J. Fanelli, Solicitor\*

\*Non-Member

**SCHOOL CANCELLATIONS AND DELAYS**—In the event of inclement weather or other unforeseen emergency, school may be canceled or delayed in starting. Information regarding the cancellations or delays will be phoned to several area radio and television stations for broadcast. The radio stations contacted include: WBFD/WAYC/WBVE/WHJB in Bedford; WSKE/WZSK in Everett, and WVAM/WPRR and WALY/WFBG/WFGY/WMAJ in Altoona. Television stations WJAC and WTAJ are also contacted. The radio and television stations will have current information. Families will also receive notification through the district’s automated phone notification system for delays, cancellations, and unplanned early dismissals. **School cancellations will be posted on the district website [www.nbcsd.org](http://www.nbcsd.org).**

Please do not phone the high school office directly to obtain this information as office personnel may be busy with making the necessary arrangements in the event of changes to the school schedule. During two-hour delayed openings, you can expect your bus to arrive approximately two hours later than scheduled. Breakfast is not served on those days.

**VISITATIONS**—For safety reasons, all parents, volunteers, or other visitors are required to register in the high school office and receive a visitor’s badge. Parents are welcome to attend high school assemblies on a space available basis. However, please check with the school office prior to the assembly. In some instances, prior notice will have been sent home with the necessary information.

**TESTING WINDOW** – all testing is for students currently enrolled in the keystone aligned course or for students that need retested that have not achieved proficiency.

***Keystone Winter Testing:***

Grade 11 Keystone Literature .....December 4-18, 2024  
 Grade 9-11 Keystone Algebra 1.....January 6 - 17, 2025  
 Grade 10 & 11 Keystone Biology .....January 6 - 17, 2025

***Keystone Spring Testing:***

Grades 9 - 11 Keystone Algebra 1, Biology and Literature.....May 12 – 23, 2025

**DAILY TIME SCHEDULE**

7:45 Students permitted in main part of building. Students arriving prior to 7:45 AM must report directly to the cafeteria.  
 7:57 Homeroom Warning Bell  
 7:59 Homeroom Bell (High School students not eating breakfast must be in homeroom at this time.)  
 Homeroom 7:59—8:10  
 8:03 Students eating breakfast dismissed from cafeteria to report directly to homeroom.  
 8:05 Morning announcements. Breakfast students must be in homeroom at this time.  
 Period 1 8:13—8:53  
 Period 2 8:56—9:36  
 Period 3 9:39—10:19  
 Period 4 10:22—11:02  
 Period 5 11:05—11:45  
 Period 6 11:48—1:01  
 Group A: Lunch 11:48—12:18; Class 12:21—1:01  
 Group B: Class 11:48—12:28; Lunch 12:31—1:01  
 Period 7 1:04—1:44  
 Period 8 1:47—2:27  
 Period 9 2:30—3:10

Period 6 classes will be designated part of either Group A or Group B and eat lunch according to the schedule above. The schedule days are designated A, B, C, D, E, and F. The first day of the school year is a teacher in-service day and will be day A, the second day (students’ first day) will be day B with the cycle continuing without regard to the day of the week. The day will be designated on the weekly schedule.

## STAFF

Mr. Todd B. Beatty ..... Superintendent  
Mr. Shawn D. Cerully ..... High School Principal  
Mrs. Lindsay A. Cherry ..... Supervisor of Special Education  
Mrs. Emily J. Swanseen ..... School Counselor  
Mr. Jeffrey D. Batzel ..... Athletic Director  
Ms. Starla J. Snyder ..... School Nurse  
Mrs. Stacy Pressel ..... Homeless Liaison/Transportation

## OFFICE STAFF

Mrs. Tina Detterline ..... HS Principal's Secretary / HS Office Secretary  
Mrs. Cathy Cottle ..... Special Education Secretary / HS Office Secretary

## HIGH SCHOOL FACULTY

		<u>Email Address</u>	<u>Phone Extension</u>
Mrs. Jennifer Aungst	Family Consumer Science	jaungst@nbcasd.org	4139
Mr. Andrew Barton	Social Studies	abarton@nbcasd.org	4129
Mr. Garry Black	Business	gblack@nbcasd.org	4110
Mr. Scott Bollman	STEM Education / ESL/ Gifted	sbollman@nbcasd.org	4211
Mr. Zachary Clark	Health/Phys. Ed	zclark@nbcasd.org	4103
Mrs. Brianna Clouse	Health/Phys. Ed.	bclouse@nbcasd.org	4118
Mr. Logan Corle	Technology Education	<a href="mailto:lcorle@nbcasd.org">lcorle@nbcasd.org</a>	4107
Mr. Stuart Crocker	Science (Chemistry)	scrocker@nbcasd.org	4204
Mr. Kenneth Dibert	Automotive Technology	kdibert@nbcasd.org	4405
Mr. Brian Dutchcot	Spanish	bdutchcot@nbcasd.org	4223
Mr. Brian Frederick	Building Construction	bfrederick@nbcasd.org	4401
Mrs. Jill Frederick	Mathematics	frederickj@nbcasd.org	4210
Mr. Kevin Gable	Social Studies/Driver Ed.	kgable@nbcasd.org	4127
Mrs. Jodi Gartland	Learning Support	jgartland@nbcasd.org	4112
Mr. Nicholas George	Science (Physics)	<a href="mailto:ngeorge@nbcasd.org">ngeorge@nbcasd.org</a>	4202
Ms. Lisa Hagenbuch	Mathematics	lhagenbuch@nbcasd.org	4206
Mrs. Phoebe Keifman	Learning Support	pkeifman@nbcasd.org	4113
Mr. Brett Keith	Chorus/9 <sup>th</sup> Grade Music	bkeith@nbcasd.org	4160
Mrs. Bethany Kensinger	Horticulture/Agriculture	mkensinger@nbcasd.org	4792
Mrs. Abby Martin	English	<a href="mailto:amartin@nbcasd.org">amartin@nbcasd.org</a>	4215
Mrs. Christa Moyer	Science (Biology)	cmoyer@nbcasd.org	4201
Mr. James Over	Agriculture	jiover@nbcasd.org	4794
Mrs. Jill Parrilla	Art	jparilla@nbcasd.org	4141
Mrs. Sandra Pratt	Social Studies	spratt@nbcasd.org	4136
Mrs. Kathy Lingenfelter	Learning Support	klingenfelter@nbcasd.org	4229
Mr. Larry Sarvey	Band/Instrumental	lsarvey@nbcasd.org	4159
Mrs. Sarah Smith	Mathematics	<a href="mailto:ssmith@nbcasd.org">ssmith@nbcasd.org</a>	4212
Mrs. Ashley Snyder	English	asnyder@nbcasd.org	4137
Ms. Starla Snyder	School Nurse	ssnyder@nbcasd.org	4716
Mrs. Emily Swanseen	School Counselor	eswanseen@nbcasd.org	4754
Mr. Marcus Yeatts	English	myeatts@nbcasd.org	4216
Mrs. Marcy Brumbaugh	After3 Program	mbrumbaugh@nbcasd.org	4243
Mrs. Jennifer Mowery	After3 Program	<a href="mailto:jmowery@nbcasd.org">jmowery@nbcasd.org</a>	4234

## ACADEMICS

The heart of your educational experience is provided by the school's academic offerings. How well you are prepared for the career world or further schooling will depend on the extent to which you take advantage of the academic offerings. Within the limited existing resources, we try to offer programs to meet the needs of all students. A good variety of career technical education programs are offered along with the university preparatory curriculum. Within these offerings, students generally find programs to meet their needs.

ACADEMIC EXCELLENCE AWARD—This award is awarded to the top ten percent of the graduating seniors based on cumulative GPA over grades 9, 10, 11, and the first three terms of the senior year.

ACADEMIC LETTER—The School Directors' Academic Award is a letter with an insignia of scholarship and a bar for the first year. This will be determined by the criteria set forth below during the first three nine weeks of the school year. Through meeting the criteria each consecutive year, students may receive an additional bar for every year after.

Following are the criteria for the academic letter:

The student must:

- be enrolled full-time at Northern Bedford County High School
- must carry a minimum of seven credits
- maintain a 94% GPA; with no report card grades lower than 87%
- may have no Incomplete grade on report card (I)
- may have no Failing grade on report card (F)

ACHIEVEMENT ROLL—Along with the Honor Roll and High Honor Roll, the school recognizes students for improvement in achievement. Students who have not qualified for either Honor Roll or High Honors and have improved a minimum of three (3) points in Grade Point Average from the most recent marking period and have no "I"'s or failures will be recognized as being part of the Achievement Roll.

ANIMAL EXPERIMENTS—Either students or parents may, under Pennsylvania law, refuse to "dissect, vivisection, incubate, capture, or otherwise harm or destroy animals or parts thereof as part of their course of instruction." Students may be given an alternate assignment in lieu of the regular activity(ies). In order to be permitted an alternate assignment, a written reason for excusal from the regular activity is required. That written reason may come from either the student or parent.

COMPUTER SERVICES—The school is committed to providing students with a solid education in computers and related technology. Students are encouraged to use the computer services available in the library and the computer labs. Students may also use the networked computers in individual classrooms but **must have the teacher's permission to use the computer**. Students using the school's computer facilities must abide by the rules established by that area's supervisor(s). Students who expect to use the Internet must be granted permission by a parent or guardian through the online re-enrollment process and agree to the conditions printed thereon. Students will be issued a unique ID and password. It is each student's responsibility to maintain the confidentiality of his or her ID and password as well as logging off the computer when he or she is finished. Sharing the ID and password and/or failing to log off the computer could breach network security and result in disciplinary action.

Students bringing software/storage devices from home for use at school **are required** to present those items to the teacher in charge before the items are loaded into any school computer. Also, students may be assessed charges for any misuse/abuse of school computer equipment or supplies. ***A student may be assessed service technician charges incurred by the school because of computer system damage caused by the student's actions. This may include, but is not limited to, destruction of hardware, installation of a virus, etc. Sanctions for misuse of Internet services, other online services, or the district network system will be implemented according to school district policy. There will be severe disciplinary action in these instances.***

1:1 PROGRAM FOR NBCHS—The Northern Bedford County School District (NBCSD) is pleased to offer students in grades 9-12 access to technology resources for schoolwork and enrichment activities 24 hours a day/ 7 days a week. The purpose of NBCSD’s 1:1 program is to provide additional educational resources and communication methods for students and teachers. These resources will help teachers facilitate education and research consistent with the objectives of NBCSD.

Students will be held responsible for maintaining their individual school issued computers (or own technology device if they choose) and keeping them in good working order.

- Computer batteries must be charged and ready for school each day.
- Only labels or stickers approved by NBCSD may be applied to the school issued computer.
- Computer bags furnished by the school district, if applicable, must be returned with only normal wear and no alterations to avoid paying a bag replacement fee.
- Computers (or own technology device) must be carried in a computer bag while transporting the computers/technology device between classes and to and from home.
- School-issued computers that malfunction or are damaged must first be reported to the Technology Coach or *the high school Principal's office*. NBCSD will repair school-issued computers that malfunction.
- School-issued computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.
- Accidental laptop damage to school-issued computers: Students who have recorded *repeated* instances of accidental laptop damage may be asked to check their laptop with the Technology Coach or *the high school Principal's office* after school. Laptops may be checked out again before classes begin the next day.
- School-issued computers that are stolen must be reported immediately to the *principal's office* and the police department by the student’s parent.
- Replacement cost for stolen school-issued computers (est. \$300.00) and all damage repairs beyond normal use and wear of the computer will be the burden of the student’s parent.
- Individual school laptop computers and accessories must be returned to the Technology Department at the end of each school year. Students who graduate early, withdraw, are suspended, or expelled, or terminate enrollment at NBCSD for any other reason must return their individual school laptop computer on the date of termination.
- As a “Day User”, the student is responsible for signing out the school-issued computer from the library before 8:00AM and must sign the school-issued computer back into the library before 3:10PM each school day. A *day user* is also responsible for ensuring that the school-issued computer is plugged in to charge overnight before leaving for the day.

CONFERENCES—Conferences may be scheduled involving parents, teachers, and students at the request of any one of the parties. Conferences are useful in exchanging information and coming to understandings that benefit student learning and welfare. A conference can be arranged by contacting the principal or school counselor.

COURSE SYLLABUS—By the end of the first week of school, each student should have received a course syllabus for each subject. This will outline the general content of each course and list the expectations of the teacher. Grading procedures will also be explained. Parents are encouraged to call the high school office if they have any questions about the course syllabi.

### **Career and Technical Education (CTE) Program Offerings**

<b>Program</b>	<b>Instructor</b>
Agriculture Production Operations (CIP - 01.0301)	Mr. Jim Over
Applied Horticulture (CIP - 01.0601)	Mrs. Bethany Kensinger
Automotive Mechanic Technology (CIP - 47.0604)	Mr. Ken Dibert
Carpentry/Carpenter (CIP - 46.0201)	Mr. Brian Frederick

**FLEXIBLE INSTRUCTION DAYS (FID)** – The district has been approved for Flexible Instruction Days (FID) in the event of a necessary school closing. In the event FID is utilized, it will count as a day of instruction and will not affect the school calendar. Students will be notified in advance and be expected to complete all work and assignments provided by the teachers in a virtual learning environment.

**GRADING**–The Marking System:

Superior.....	94-100
Above Average .....	87-93
Average .....	78-86
Danger.....	70-77
Failing .....	Below 70
Passing on Effort.....	S
Incomplete.....	I

Incomplete grades must be satisfied within seven (7) school days of the distribution of report cards or a failing grade may be posted. The grade "S" signifies that the student has given the best reasonable effort toward achievement in the course, but has been unable to attain a passing grade. The "S" is a passing grade based on the judgment of the teacher. It allows the students to receive credit for the course and counts the same as 69 in grade point average calculation.

Students may receive a zero for assignments on unexcused absences.

Progress reports will be issued to all students every nine weeks. Interim (Mid-term) reports will be issued to students that are earning a grade lower than 80% in an individual course.

**GRADE LEVEL PROMOTION REQUIREMENTS** - To be promoted to the next grade level, the following cumulative credit totals must be met:

- Grade 10: 6 Credits must be earned by the end of 9<sup>th</sup> grade.
- Grade 11: 13 Credits must be earned by the end of 10<sup>th</sup> grade.
- Grade 12: 20 Credits must be earned by the end of 11<sup>th</sup> grade.

The following criteria will guide the grade promotion process:

- ◆ Students who fail to meet these requirements will initially be retained.
- ◆ Students and parents will be provided with information regarding remediation courses and credit options from the school counselors. These options are usually in the form of completing summer school at area schools and/or completing online remediation courses by school-approved providers.
- ◆ If a student completes and passes the necessary remediation coursework to make-up the failed credits, they will advance to the next grade level.
- ◆ If a student does not complete or pass the necessary remediation coursework, then they will be retained in the previous grade.

**NBCHS GRADUATION REQUIREMENTS**

In order to graduate from Northern Bedford High School, a student will demonstrate achievement of the academic standards under Chapter 4 and the academic standards required by the school district and specified in the Northern Bedford County School District’s strategic plan. The four areas are: Credit Requirements, Keystone Exams, Graduation Project, And Career Portfolio.

**CREDIT REQUIREMENTS** - The Northern Bedford County School District has specified in Policy No. 217, Graduation Requirements, a minimum of 28.5 credits for a standard high school diploma.

A student may deviate from specific course credit requirements with principal approval based on PA Chapter 4 regulations, school board policy 217, and stated career goals.

**Career Technical Education – 28.5 total credits in grades 9-12 as follows:**

- , 4 credits of English
  - , 3 credits in Math, 3 credits in science, and 3 credit in Social Studies; 2 credits of Math, Science, or Social Studies in grade 12; (Government/Economics is required)
  - , 2 credits of Arts and Humanities
  - , 2 credits of Physical Education
  - , .5 credits of Wellness (Health)
  - , .5 credits of Family and Consumer Science
  - , Elective credits as necessary to fulfill graduation requirements; CTE credits apply.
- CTE students must pass their CTE program in their senior year to meet graduation requirements.
- , .5 credits completed Graduation Project

**University Preparatory – 28.5 total credits in grades 9-12 as follows:**

- , 4 credits of English
  - , 4 credits of Mathematics
  - , 4 credits of Science (a total of 4 science courses must be scheduled grades 9-12)
  - , 4 credits of Social Studies (Government/Economics is required)
  - , 2 credits of Arts and Humanities
  - , 2 credits of Physical Education
  - , .5 credits of Wellness (Health)
  - , .5 credits of Family and Consumer Science
  - , Elective credits as necessary to fulfill graduation requirements.
- ü All UP students are required to complete two years of the same world language as part of their elective requirements.
- , .5 credits completed Graduation Project



**KEYSTONE EXAMS** – Students must demonstrate proficiency on the Keystone exams – Algebra I, Literature, and Biology. Students not demonstrating proficiency on the state assessments prior to their senior year must continue to work towards proficiency following State approved pathways.

The four additional State approved pathways include: 1) attaining a Keystone Composite Score of 4452 or higher on the 3 Keystone Exams while scoring at least proficient on one exam and no less than basic on the other two; 2) an Alternate Assessment Pathway; 3) an Evidenced Based Pathway; or 4) a CTE Pathway.

**GRADUATION (Senior) PROJECT** - Seniors shall complete a project in volunteer/servant leadership, unpaid job shadowing, or a career-based project. The project proposal is submitted during the second semester of the junior year and must be in addition to any assignment or class requirement. The project must include a written log, documentation verifying the completion of at least 25 hours of involvement, a written paper, and a four to six-minute presentation.

**CAREER PORTFOLIO** - To be eligible for grade promotion and graduation, students must complete the components of Chapter 339's Career Portfolio each school year. The Career Portfolio, a requirement of the Pennsylvania Academic Standards for Career Education and Work, has four standards: (1) Career Preparation, (2) Career Acquisition, (3) Career Retention, and (4) Entrepreneurship. The Career Portfolio will be monitored through the School Counseling Department to assure that all requirements are being met and documented.

**GRADUATION AWARDS**—Student achievement is recognized at graduation each year. Last year's awards were: Leadership (2), Citizenship (2), English, Social Studies, Science, Mathematics, Foreign Language, Business Education, Building Construction, Automotive, Agriculture, Horticulture, Occupational Family & Consumer Science, Art (Dulce Moore Memorial), Music (Instrumental) and Music (Vocal)

**GRADUATION SPEAKERS**—Each year, three speakers are selected from the senior class to represent them at commencement. The senior class president will speak at graduation. The second speaker is selected by nomination and vote of the senior class in a process coordinated by the principal. The other speaker is selected by the faculty during a faculty meeting. Further, the faculty will designate which of the speakers will deliver the welcome, class address, and closing comments.

**HOMEWORK**—Students attending high school must realize that there is often insufficient time during class or school hours to complete the day's work, necessitating that a certain amount of schoolwork be done at home. Absent students should check the online webpage and Moodle or Canvas accounts or phone a friend who has the same or similar classes to obtain assignments. Someone from the guidance office will assist in getting the absent student's books and other necessary materials from the locker in the event of *extended periods of illness of more than three days*. Please contact the guidance office to arrange collection of assignments.

**HONOR ROLL**—Honor roll is achieved by attaining a grade point average for the marking period of 90 or higher. High honors signify a grade point average of 94 or higher. Students who earn "I"'s or failures will not be recognized as part of the Honor Rolls

**INCLUSION** - Inclusion classes are provided for students as determined by the IEP's.

**INSTRUCTIONAL SUPPORT** - The Pennsylvania Department of Education stipulates that each student who experiences academic difficulty will have access to an EST referral system to identify such students. The EST referral program for is coordinated by the special education department. Northern Bedford also has implemented a pre-referral process for students.

**LIBRARY**—The library contains current magazines and newspapers, many sets of encyclopedias and reference books, and fiction and non-fiction books of all kinds. These include books on biography, history, art, music, science, mathematics, literature, and other subjects. Magazines and newspapers may not be removed from the library.

When a student wishes to borrow a book, the selection is made from the shelves and presented to the librarian, who will check it out for a specified period of time. A fine is charged for overdue books. No new books may be borrowed if other books are overdue or fines are owed. Disciplinary action is taken for persistent delinquency in paying fines and/or returning books.

**IMPORTANT NOTE ON LIBRARY BOOK CIRCULATION**—Students have five school days following notice from the library that a book is overdue or that a fine is due on a book to satisfy all obligations. If book return and/or payment is not made within that time, detention can be assigned. Students need not be called to the library or the office and issued a warning before the assignment of detention. The notice from the library serves the courtesy of a warning. Additionally, any student failing to meet library obligations will not be permitted to borrow items from the library. The return date is posted in each book that is taken out of the library. That posting serves as the official notice of return date. The overdue notice sent to the student through the homeroom and the additional time allowed is granted as a courtesy.

**LIBRARY PASSES**—Students wishing to use the library during study hall must secure a library pass on the proper form from a classroom teacher or study hall supervisor. The students must first report to study hall, sign-out, and then report directly to the library after receiving permission from the study hall supervisor. Students going to the library from study hall on a pass from another teacher must remain in the library until the end of the period. Students going to the library on the study hall passes should be limited to 10 minutes. No students should sign-out to go to the library the last 10 minutes of class and all students on study hall passes must return to the study before the end of the period.

**MATHEMATICS POLICY**—Students receiving an "S" grade in Algebra I or higher mathematics courses may not advance to the next mathematics course in the series.

**NATIONAL HONOR SOCIETY**—Students are invited into membership in the National Honor Society based upon demonstrated scholarship, character, leadership, and service. In terms of scholarship, students must achieve and maintain a grade point average of 94 or higher to be invited into and maintain membership. Students are first eligible for membership consideration after the completion of three academic semesters (grade 9 and the first semester of grade 10).

**PHYSICAL EDUCATION**— All students are required to take physical education. In this class, as in all the rest, students are expected to attempt the activities that are part of the class. Some of the activities may not be easy, but there are rewards to their completion. Students are required to change and wear proper clothing during physical education, and it is recommended that students shower afterward. Appropriate athletic attire consists of t-shirts, hoodies and sweatshirts, long sleeve shirts, leggings, shorts, sweatpants, and sneakers that tie or velcro – all applying with the school dress code.

Students may be excused for a single period of activity on the basis of a note from the parent. The student will still change and then be expected to participate to the best of his/her ability that day. However, in the absence of a note from a doctor, students must dress for physical education each scheduled day. If a doctor's note is presented to the physical education teacher, the student is excused from dressing and from any activity as directed by the doctor. The doctor's excuse must specify the specific period of time the student is to be excused from participating in physical education. For safety reasons, students requiring prescribed medical devices (i.e. inhaler, epi-pens, etc.) must have the devices with them to participate in class. Failure to have the device will prohibit student from participating in class and the student will be charged with nonparticipation.

The school is not responsible for valuables lost or stolen from gym lockers. Items of value should be given to the teacher during gym activity for an additional measure of security. Students must bring a towel from home on days that they have physical education classes or athletic practices.

The Northern Bedford County School Board supports the requirement of Physical Education for all students. The importance of physical activity cannot be understated in today's society. Students who are on a medical excuse for 2 weeks or less will continue to stay in regular physical education class and participate as they are able to. Any student who is excused for more than 2 weeks will be required to complete relevant written assignments each day they are scheduled for physical education. If a student is medically excused from all activity for more than 4 weeks, they will be reassigned to study hall and will be required to make up the time missed due to the excuse. This may be done during a currently assigned study hall time. If a

student misses more than a marking period of physical education either from one excuse or through a combination of excuses and they are unable to make up the amount of time covered by the excuses, the student will be assigned to study hall for the remainder of the school year and the student will repeat the entire course.

**SCHEDULE CHANGES**—Selection of courses is completed in the spring of the school year. Student schedules are posted online in August. Students are to make any necessary changes within one week of receiving their schedules. A change at this time would be because the education needs of the student have changed requiring an additional course. Courses may also be added to enhance your schedule, but other changes won't be made without substantial reason. Generally, there are no student schedules changed after the first six-day cycle of the school year. Schedule changes after that are only made with teacher recommendation. Schedule changes must be approved by the school counseling office and the high school principal.

**STUDY HALLS**—Study halls are periods of time to be used for quiet study and preparation for classes. Students will find that the proper use of study halls helps to reduce the amount of work that must be done at home. You are required to bring the materials necessary to make effective use of study hall time. Failure to bring work will result in disciplinary action.

**TEXTBOOKS**—In order to be useful in learning, textbooks must be read and studied. Please make good use of the textbooks provided to you. All students are expected to write their name and homeroom number in each of the textbooks received. Lost books are most easily returned if they are identified. You are responsible for the return and condition of the textbooks you receive. If a textbook is lost or defaced beyond normal wear and tear, the student can expect to pay for damage or a new book. The cost of a new textbook in some cases can exceed \$100. Students are not permitted to place textbooks on top of lockers.

Non-compliant students will be disciplined accordingly.

## **STUDENT SERVICES**

Northern Bedford County Senior High School students are provided with many support services that are designed to maximize the benefit of the educational program. Students may take advantage of these services to varying degrees according to need. We encourage students to seek out these services when the need arises.

**BREAKFAST SERVICE**— Students who have not had breakfast before leaving for school are strongly encouraged to participate in this program. Breakfast credits may be purchased at the cafeteria office daily. It should be noted that the school breakfast program is made available for two major reasons: (1) for the health of the student, both physical and mental, and (2) as a convenience and service for the home. Statistics show that eating a balanced breakfast regularly (at home or school) contributes to achievement in school. Students eating breakfast must go directly to the cafeteria after visiting their locker in the morning and remain there until dismissed by the supervisor. Upon being dismissed by the supervisor, students are to report directly to homeroom for attendance and announcements no later than 8:05.

**EQUAL OPPORTUNITY EDUCATION INSTITUTION** - Northern Bedford County School District, along with our **Career and Technical Education (CTE) programs**, 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 as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact Mr. Todd Beatty, sec. 504 coordinator, at 152 NBC Drive, Loysburg, PA 16659 (814) 766-2221. For information regarding services, activities and facilities that are accessible to and useable by handicapped persons, contact the District Superintendent, Todd Beatty, at the above address or telephone number.

**SCHOOL COUNSELING SERVICES**—The School Counseling Program is designed to help students with education achievement, career planning, and personal social development. Students needing to meet with the school counselor are encouraged to visit the guidance office before period one to schedule an appointment for that day. Students can also stop at the high school office to request a meeting. School Counselors are prepared to assist students with academic and career decisions as well as to provide help in overcoming the personal difficulties that come up from time to time.

**HEALTH SERVICES**— The Health Suite is located in Room 115 of the High School building. Students who become ill or who need to see the school nurse may report there after checking with their classroom teacher/supervisor for a pass. Before leaving the health suite, the nurse will issue a pass for re-entry into class. The school nurse is also available for medical consultation at times other than emergencies. Students should stop in the health Suite before homeroom.

A parent/guardian should administer medication at home whenever possible and should collaborate with their primary care provider to establish medication schedules that minimize administration at school. However, when the schedule coincides with the school day, medication will be given at school under the following guidelines, as established by state and federal laws governing medication administration in the school setting:

1. If medication is necessary during the school day, an “Authorization for Administration of Medication” form must be completed by the medical provider and signed by the parent/guardian.
2. All prescribed medication, including over-the-counter medication, **MUST** be in the original container. Prescription medication **MUST** be in the original pharmacy labeled container. The label must include the name, address, telephone and federal DEA (Drug Enforcement Administration) number of the pharmacy; patient’s name; directions for use; name and registration number of the licensed prescriber; prescription serial number; date originally filled; and name of medication and amount dispensed. Medications in plastic bags or containers other than their original pharmacy container are NOT acceptable.
3. No more than a thirty (30) school day supply for any one medication should be stored at school.
4. The school nurse or other administratively approved personnel is responsible for administering medication.
5. The parent/guardian or a responsible adult designated by the parent/guardian **SHOULD** deliver all medication to school. The medication must be in the original container.
6. Emergency medications (i.e., Epi-Pen, inhaler, Glucagon) may be carried by the student and self-administered, if the licensed prescriber indicates this need in writing and considers the student sufficiently responsible and parent/guardian authorizes. The student must also demonstrate to the school nurse the capability for self-administration and responsible behavior in the use of the emergency medication.
7. Except for emergency medications, **ALL** medication will be stored in a locked area and written documentation of the administration of medication will be kept.
8. The school district does not assume responsibility for any reactions that may occur following the administration of medication sent from home, nor can there be any responsibility assumed if the parent/guardian does not send sufficient medication and does not complete the proper medication forms.
9. The “Authorization for Administration of Medication” form must be updated with each new school year, with each new illness, and with any changes in dosage.

**INSURANCE (STUDENT)** — **Students are not permitted to participate in athletics or band without proof of insurance.** The school as an agency of the State is not responsible or legally liable for payment of claims due to injuries sustained by students in athletics or band. To provide a minimum of protection, student accident insurance is available through the Student Accident Insurance Program. Those students participating in the Student Accident Insurance Program should study the brochure to learn the coverage, limitations, and other details. The school does not carry medical insurance

coverage for students injured on or off campus for any school activity. All injuries, however slight, must be reported immediately to the teacher, director, or coach in charge of the class or activity. **Please note: The Student Accident Insurance Program cannot be used in place of personal insurance for students to participate in athletics or band.**

LOCKERS (STUDENT) - The school provides lockers to students for their convenience. The school will not provide locks for student corridor lockers. If students wish to secure their locker, they may bring a lock from home. However, if the student forgets the combination or key for their lock or the school needs to inspect the locker, the school maintains the authority to cut the lock off so the locker may be opened. Students may only use the locker assigned to them by the school. Lockers are not secure from-unauthorized entry. Items placed in lockers will not be secure from theft. The school cannot accept responsibility for items stolen from either corridor or gym lockers. In gym class, have your teacher hold valuable items or, better yet, don't bring them to school. Remember that the locker is school property and is subject to inspection under the terms of District Policy. Further, the school can assume no responsibility for items lost or stolen from lockers. Students are not to share lockers with anyone else. In the past, we have had a great deal of difficulty removing stickers and other adhesive items from lockers. Often paint has been removed with the sticker. Accordingly, students are not permitted to place any adhesive items on or in corridor lockers.

LOST AND FOUND— The lost and found service is maintained in the high school office. If you have lost any item, check with an office secretary. Items that you have found may be turned into the office. After a period of time items will be discarded or donated.

LUNCH SERVICE—Payments for lunch credits are accepted daily. Students may submit payment to the high school office or to the food service cashier at the end of the lunch line. Students may purchase ala carte items when they go through the serving line only if they have purchased the regular lunch. A student may not purchase ala carte items for other students. Those students who want a second regular lunch must pay cash for the extra meal. No cafeteria credit will be given for ala carte items or second lunches. The school reserves the right to restrict the types of food brought into the cafeteria, as it is not a restaurant. Soda is specifically prohibited. Students are expected to clean up any spilled food or other mess before leaving the cafeteria. The cafeteria supervisor has the authority to make seat assignments. Breakfast and lunch participation is recorded using student information cards (name and assigned food service number). The food service coordinator shall monitor deficient amount balances, with particular attention to balances which are increasing.

According to School Policy, deficient balance messages will be generated to parents weekly. For students whose balance has exceeded \$5.00, a telephone message will be generated stating that failure to pay the incurred debt within one week will result in the student receiving a cost-effective lunch. Secondary students will be placed on the ineligibility list and will not be eligible to participate in extra-curricular activities such as but not limited to athletics, dances, class parties, and musical performances. Continued failure to pay the balance outstanding, the Superintendent at his discretion will direct the Food Service Director to file a civil claim at the office of the local District Justice for collection of said account, plus collect the additional fees assessed by the District Justice's Office for the collection of said account.

Students receiving a cost-effective lunch will be served a lunch that meets all National School Lunch Program nutritional requirements with limited entrée choices. (Example meal: Chef salad, choice of fruit, choice of vegetable and white milk). Students placed on the cost-effective lunch program will not have limited entrée choices when participating in the breakfast program. Students may not purchase ala carte items if they are receiving a cost-effective lunch.

STUDENT RECORDS—Collection and maintenance of records are important functions in serving the educational needs and interests of students and society. Accordingly, the Northern Bedford County Schools keep records of students in the school where the student attends. Those records, which are under the custody of the principal, are open, upon reasonable notice, to the inspection of parents or guardians or eligible students in the presence of a principal or school counselor. The principal may require that the request for inspection be in writing. Also having access to students' records are the student's current teachers, school counselor, school nurse, school psychologist, principal, superintendent, or any other person duly authorized by position or task to review them. If there is an objection to any material in the student's record, a written statement of such must be filed with the respective principal, who will schedule a conference to resolve the objection.

Should the objection not be resolved at that level, the school district's policy regarding student records provides an appeal closure to the matter.

TRANSPORTATION - Transportation to and from school on buses provided by private contractors is a privilege extended to all students living in the district. Bus route information including the driver's name, bus number, and approximate pickup/drop off times is provided. Day-to-day bus transfers are not permitted. Families will be permitted to make permanent bus transfers that don't go to the family's home.

### Special Services

**Gifted Education:** The Northern Bedford County School District conducts screenings and evaluations for children who are thought to be gifted and in need of gifted education. The first contact for parents would be your child's teacher if there is a question about your child's abilities.

Gifted programming is operated by the school district and focuses on enrichment and acceleration activities that supplement the regular education program. Instructional services are provided through direct instruction, consultation, and classroom enrichment.

Copies of the parent rights and confidentiality issues are provided to parents when the evaluation process starts.

**Special Education:** The Northern Bedford County School District is committed to educating all special needs students by offering appropriate programming within the least restrictive environment. The Individuals with Disabilities Improvement Education ACT of 2004 (IDEIA) requires that every state and its localities make available a free appropriate public education for all children with disabilities aged 3 to 21.

If a parent has a concern regarding their child's educational abilities, the first contact would be your child's teacher.

The following services are provided by the Northern Bedford County School District.

Northern Bedford County School District currently operates the following programs:

- Elementary Learning Support
- Middle School Learning Support
- Secondary Learning Support
- Autistic Support
- Speech/Language Support
- Emotional Support
- Psychological Services
- Transition Program

Northern Bedford County School District contracts the following services through Appalachia Intermediate Unit 08:

- Hearing Support
- Visually Impaired Support
- Preschool Transition Program
- Consultations
- On-site Trainings

Northern Bedford County School District contracts the following services through CAMCO:

- Occupational Therapy
- Physical Therapy

Northern Bedford County School District works in conjunction with neighboring school districts:

- Life Skills Support (Primary)--Chestnut Ridge School District
- Life Skills Support (Elem/Middle) -- Bedford Area School District
- Life Skills Support (Secondary) -- Everett Area School District

English as a Second Language--The PA Department of Education requires that families of all public-school children respond to a Home Language Survey. If a language other than English is spoken in the home (English can be spoken in the home as well), the ESL teacher will evaluate the child's level of English proficiency in the domains of reading, writing, speaking, listening, and comprehension.

The W-APT (WIDA ACCESS Placement Test) is the tool used by Pennsylvania public schools to determine a student's level of proficiency in using English in academic settings. The teacher combines the results of this test with input from teachers and family to determine eligibility for ESL services.

**STUDENT ASSISTANCE TEAM**—The Student Assistance Team is available to help any student who may be experiencing certain difficulties including drug and alcohol use, or mental health problems. If you or a friend needs to talk with someone about a problem, see one of the team members or complete a referral form in the guidance office.

**TRAINER’S SERVICES**—The school district employs a part-time trainer who makes every attempt to attend athletic events. Students needing to see the trainer are to report to their coach and the coach will arrange a trainer examination if warranted. Students may only be excused from a study hall with a pass from their coach or the athletic trainer.

**WORK PERMITS**—Any student between the age of fourteen and eighteen wishing to be gainfully employed outside the home must obtain a work permit. In compliance with current Pennsylvania Child Labor Law, work permits may be denied or revoked for poor attendance and/or failure to maintain adequate academic achievement. Work permits are available at the High School office during regular school hours. Please contact the office for assistance.

## **STUDENT ACTIVITIES**

The Northern Bedford County High School sponsors several co-curricular/extra-curricular activities for students to provide educational growth in varied areas. Active participation in these activities will help to develop such character traits as cooperation, initiative, self-confidence, tolerance, creativity, and sense of accomplishment. Although we strongly encourage students to participate extensively in these activities, the activities must remain in the proper perspective to academics. We regard co-curricular/extra-curricular participation as a privilege earned by maintaining good academic standing. Procedures have been established to assure that participants maintain satisfactory academic standing while participating in these activities. In selecting activities remember there is sometimes conflict in meeting times etc. It is important not to “overextend” yourself to the point you can’t maintain the required commitment to your organization(s).

### **Activities and interscholastic athletic teams available at Northern Bedford County HS are:**

After 3 Program	Horticulture Club	Varsity Club
Art Club	Interact Club	Yearbook
Band	National Honor Society	Baseball
Band Front	Northern Lite	Basketball – B/G
Chess Club	Prom Committee	Cheerleading – Football
Chorus	SADD	Cheerleading – Winter
Classic Tractor Club	Scholastic Scrimmage	Football
FBLA	Show Choir	Golf
FCA	Ski Club	Soccer – B/G
FCCLA	SkillsUSA – Automotive	Softball
Fencing	SkillsUSA – Building Trades	Track & Field – B/G
FFA	Student Council	Wrestling
	PBIS – PRIDE	Cross Country - B/G

**ACTIVITY GROUP MEETING SCHEDULE**—Activity groups will meet periodically on a rotating basis. The beginning schedule of activity meetings by group is included with the initial Weekly Schedule. A monthly schedule will be created providing all groups the opportunity to meet. Group officers and advisors should plan their agendas to make use of the entire period. To avoid interruptions in the corridors, these groups will remain in their designated meeting room until the end of the period. Members should take study materials to these meetings.

Students attending scheduled activities are expected to sign out of the regular scheduled class designating where they will

be going. They are expected to be at the location indicated until the end of the activity period. Any other student who needs to be anywhere except in his/her assigned classroom, must present a pass to the homeroom teacher signed by the teacher who will be taking responsibility for supervision of the student.

ASSEMBLIES—We try to provide effective learning experiences along with interesting entertainment during school assemblies. Move promptly to the site of the assembly, usually the auditorium, at the appointed time. Once there, please sit according to the following pattern: Grade 10, front right; grade 9, front center; grade 11, front left; and grade 12, immediately to the rear of grades 9, 10, and 11. Students are not permitted to sit in the rear five rows of seats. For years, student conduct in assemblies has been excellent. Let's keep it that way. If you have suggestions for assembly topics, please make them known to the principal.

INTERSCHOLASTIC ATHLETICS—The following provisions shall govern a student's participation in interscholastic athletics:

1. Participants must have submitted properly signed forms attesting to a physical examination. The athletic director provides the form. It must be signed and submitted before the student may begin practice for any athletic activity including cheerleading.
2. Students must provide proof of insurance to participate in interscholastic athletic practices. Additionally, should a change in medical coverage occur during the year, the school must be notified immediately.
3. Participants must conform to all local and PIAA regulations.
4. Participants must comply with the provisions of the Eligibility Policy.
5. Participants and parents must sign the *Athletic Code of Conduct* before the participant may begin the season.

ATHLETIC INSURANCE PROVISIONS—Athletes are now covered by a catastrophic insurance policy carried through the state PIAA which provides coverage (on a deductible basis) for athletes injured during interscholastic practice or contest. Secondly, insurance for all athletic, band, majorette, and cheerleader participants is available through an independent provider. **The school no longer carries accident insurance coverage for those participating in extracurricular sporting activities.**

CLASS ADVISORS— Class advisors are listed below:

<u>Senior Class</u>	<u>Junior Class</u>	<u>Sophomore Class</u>	<u>Freshmen Class</u>
Mrs. Martin	Mrs. Pratt	Mrs. Lingenfelter	Mr. Barton
Mr. Yeatts	Mrs. A. Snyder	Mr. Black	Mr. Gable
Mrs. Clouse	Mrs. Frederick	Mr. Dutchcot	Mrs. Gartland
Mrs. Kensinger	Ms. Hagenbuch	Mr. Dibert	Mrs. Aungst
Mr. Keith	Mr. Crocker	Mr. Frederick	Mr. Curfman
Mrs. Snyder	Mr. Over	Mrs. Moyer	Mrs. Keifman
	Mr. Clark	Mr. George	

CLASS OFFICER ELECTIONS— Following are procedures to be followed for selection of class officers for this school year.

1. Students must be in good academic standing with a minimum cumulative GPA of 80.
2. Students must obtain a petition form from the office and then must obtain.
  - a. Twenty signatures of endorsement from fellow classmates in the same grade.
  - b. Five signatures from teachers.
  - c. The principal's signature.Petitions must be returned to the office by Tuesday of campaign week for preparation of ballots.
3. Students with a history of discipline problems will not be considered.
4. A closed ballot ensuring privacy will be conducted during homeroom on Friday.
5. The student receiving the second most votes for each office is the alternate, should the officer elected fail to perform satisfactorily on the job or fall into academic or disciplinary problems.
6. Write-in's will not be considered.
7. The senior class president selection will also be a graduation speaker



LATE BUSES— During the sports seasons, when a sufficient number of students can benefit, the school sponsors late transportation buses. The buses run to population centers rather than having a door to door route. The buses also run on the basis of demand for ridership. If the number of riders to a particular destination is too small to justify the run, the bus service will be discontinued. Only students remaining for school-sponsored functions may ride late buses. The late bus schedule is Monday thru Thursday only. Only students remaining for school-sponsored functions may ride late buses. Students staying for detention may not ride late buses and must have their own ride at 4:30 PM.

MARCHING BAND— Once students have made a commitment to the band, they are expected to not leave band for another school activity. The music department has made a commitment to and spends considerable resources in developing the musical ability of participants, and it's unfair to that department to discontinue that activity until a later time.

REQUEST FOR PARTIES, DANCES, AND RELATED ACTIVITIES— All school activities must be approved by the high school principal. Classes and groups planning activities are required to submit School Activity Request Forms to the office at least ten school days before the proposed activity date. It will be necessary to have school parties and dances supervised by no fewer than three members (including at least one man and one woman) of the high school faculty. Request forms will be given to and coordinated by the head advisor of the group sponsoring the planned activity.

Dances and parties may be held in the gymnasium, cafeteria, or designated areas off school property. Students will be expected to present themselves appropriately. To preserve the gym floor finish, it is necessary to dance in socks or appropriate athletic shoes. Hard soled shoes are not permitted. Students in grades 9-12 may attend senior high dances. Students wishing to bring an outside guest to a senior high dance must pre-register that individual at the office by the end of the lunch period the last school day before the dance. Any guest out of school is required to provide a photo ID during pre-registration. These guests must be accompanied by the host student when admitted to the building and dance. The host is responsible for the conduct of the guest. The guest may not have reached the age of 21. Students not attending an activity or who are ineligible to attend the activity but who are merely loitering on the campus are subject to disciplinary action, including trespassing sanctions.

Only NBC juniors and seniors and their guests may attend the annual prom and afterglow. The homecoming dance and prom are formal, and students should dress accordingly (i.e., Tux or Jacket/dress slacks with a tie; formal dresses/gowns). The guests must be in grade 9 or higher. This regulation also applies to students from other schools.

Anyone leaving the building during the dance or party will not be permitted to re-enter the building and must leave the grounds immediately. Faculty supervision is required during decoration for dances. Dances must end by 10:30 PM (9:30 PM on school nights) and the decorations removed by the sponsoring group before the next school day. Groups sponsoring dances where "live" music is required must work with the high school principal in scheduling and contracting the bands.  
**The school's eligibility policy applies to all dances.**

#### HOMECOMING COURT SELECTION

The following is the criteria followed for selection of Homecoming Court.

1. Students must be in good academic standing with a minimum cumulative GPA of 80%.
2. Students with a history of discipline problems will not be considered. Students may not accumulate more than 10 demerits beginning from the start of the previous school year through the completion of the Homecoming activities.
3. Students with attendance problems will not be considered. Students who finished the last school term on the doctor's list or currently on the doctor's list will not be considered.
4. Students must have attended NBC for at least the spring semester of the previous year.

The court will consist of:

Seniors—6 girls and 6 boys  
Juniors—1 girl and 1 boy

Sophomores—1 girl and 1 boy  
Freshmen—1 girl and 1 boy

## PROM COURT SELECTION

Following is the criteria followed for selection of Prom Court.

1. Students must be in good academic standing. The Ineligibility List applies.
2. Students with a history of discipline problems will not be considered.
3. Students with attendance issues or on the doctor's list will not be considered.
4. Students must have attended NBC for the full first semester.
5. Only students attending Prom will be listed on the ballots.

Seniors will nominate 6 girls and 6 boys to be on the Prom Court King and Queen Ballot.

Juniors will nominate 1 girl and 1 boy to serve as the Junior Class representatives on the court.

Juniors and Seniors will then vote for the Prom King and Queen. The top 4 senior girls and top 4 senior boys will be on the Prom Court. Those receiving the most votes will be crowned King and Queen. The second most votes will receive runner-up recognition.

STUDENT COUNCIL ELECTION - Our democracy is based on the principle of holding free elections. Student Council members serve as representatives of the student body. Therefore, any student council member who accumulates discipline referrals risks being removed from the office during the school year.

The following are procedures for the selection of student council members.

1. Students must be in good academic standing with a minimum cumulative GPA of 80%.
2. Students with a history of discipline problems will not be considered.
3. Students with attendance problems will not be considered. Students who finished the last school term on the doctor's list or currently on the doctor's list will not be considered.
4. Students must have attended NBC for at least the spring semester of the previous year.

SCHOLASTIC SCRIMMAGE GUIDELINES - Participation on the scholastic scrimmage team is based upon the following: Students grades 7-12 interested in joining the Scholastic Scrimmage Team must contact the advisor, Mr. Bollman, by September 15<sup>th</sup> of the current school year. Team members are determined yearly. Students must be available to practice during activity periods throughout the school year. If there is not enough student interest, teacher recommendations will be sought. Once students have shown interest, the following procedures will be completed: screening test, academic record review, discipline review, attendance review, and teacher input.

## **Student Rights and Responsibilities**

### **Title 22: PA Code Students' Rights and Responsibilities**

#### **Free Education and Attendance**

- A. All persons residing in this Commonwealth between the ages of 6 and 21 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 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student cannot be excluded from public school or extracurricular activities because of being married or pregnant.
- C. No student will be denied attendance at school or activities, participation in extracurricular activities or access to any facilities or programs because of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, or handicap/disability.

Discrimination—Consistent with the Pennsylvania Human Relations Act, a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, gender, ancestry, religion, sexual orientation, national origin, or disability.

## **Student Responsibilities**

- A. Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to 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 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.
- 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:
  - 1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a 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 standards of safety and health, and not to cause substantial disruption to the educational processes.
  - 4) Assist the school staff in operating a safe school for the students enrolled therein.
  - 5) Comply with Commonwealth and local laws.
  - 6) Exercise proper care when using public facilities and equipment.
  - 7) Attend school daily and be on time at all classes and other school functions.
  - 8) Make up work when absent from school.
  - 9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
  - 10) Report accurately in student media.Not use obscene language in student media or on school premises.
- E. All persons within the school, including students, faculty, administration, and support staff employees, who become aware of a person's intentions to commit bodily harm or damage to the property of another shall be obligated to reveal this information to the appropriate building administrator and/or civil authorities.

## **School Rules**

- A. The Northern Bedford County Board of School Directors has the authority to make reasonable and necessary rules governing the conduct of students in school and on school property. These rules are designed within statutory and constitutional restraints which are enumerated in laws of the Commonwealth, or which may reasonably be implied or necessary for the orderly operation of the school.
- B. The Northern Bedford County Board of School Directors will not make rules that are arbitrary, capricious, discriminatory or outside their grant of authority from the General Assembly. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.
- C. The Northern Bedford County Board of School Directors has adopted a code of student conduct that includes policies governing student discipline and a listing of students' rights and responsibilities as outlined herewith.

## **Freedom of Expression**

- A. The right of public-school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.
- B. Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.
- C. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and any other means of common communication, provided that the use of public-school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities (board policy 220).
  - 1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning

- of their expression.
- 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 posted or distributed materials.
  - E. School officials may require students to submit for prior approval a copy of materials to be displayed, posted, or distributed on school property.
  - F. Bulletin boards must conform to the following:
    - 1) School authorities may restrict the use of certain bulletin boards.
    - 2) Bulletin board space should be provided for the use of students and student organizations.
    - 3) School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
  - G. School newspapers and publications must conform to the following:
    - 1) Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (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 its administration.
    - 4) Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to decide. If the prescribed time for approval elapses without 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 non-staff members shall be developed and distributed to all students.
  - H. The wearing of buttons, badges, or armbands shall be permitted as 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. A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.
    - 1) The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

### **Flag Salute and the Pledge of Allegiance.**

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

- A. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag based on 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.

### **Hair and Dress** (see also page 27 for further details)

- A. The governing board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school buildings or to all school buildings.
- B. Students have the right to govern the length or style of their hair, including facial hair. Any limitation of this right must include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. When length or style of the hair presents a health or safety hazard, some types of covering shall be used.
- C. Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities, or other situations when special attire may be required to insure the health or safety of the

student.

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

### **Confidential Communications**

- A. Use of student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding.
- B. Information received in confidence from a student may be revealed to the student's parents or guardians, the principal or other appropriate authority when the health, welfare, or safety of the student or other persons is clearly in jeopardy.

### **Searches**

- A. The governing board of every school entity shall adopt reasonable policies and procedures regarding student searches. The local education agency shall notify students and their parents or guardians of the policies and procedures regarding student searches.
- B. Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.
- C. Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, or safety of students in the school, student lockers may be searched without prior warning.

## **Northern Bedford County Senior High School Student Code of Conduct**

### Authority

The Northern Bedford County Board of School Directors has the authority to make reasonable and necessary rules governing the conduct of students in school and on school property. These rules are designed within statutory and constitutional restraints which are enumerated in laws of the Commonwealth, or which may reasonably be implied or necessary for the orderly operation of the school.

### Introduction

Maximum learning takes place in an orderly atmosphere where each participant knows what conduct is expected. A code of conduct has been established to aid the student in developing the self-discipline that is necessary for successful living. This code of conduct is intended to strike a proper balance between control and freedom. Students must realize that your rights and freedoms are obtained by your responsible actions.

The high school consists of about three hundred people encountering one another frequently. Courtesy, honesty, and a respect for the rights and feelings of one another are essential to the harmonious working of the school. Violations of these basic standards of conduct are not only disruptive to the educational process but are also harmful to the emotional well-being of others.

It is the obligation of the professional staff of the school to see that student behavior remains within accepted standards. Our objective is to cultivate self-discipline through correcting unacceptable conduct. Punishment is not administered to be vindictive, but rather to encourage a proper pattern of behavior. The following list of school rules and regulations has been established for students. It is impossible to list every rule or policy infraction for which discipline may or may not be administered.

The building administrator or his designated representative will retain the right to assign discipline for infractions which are not specifically listed within these guidelines. Every student will be disciplined based on our knowledge of the current problem and past experiences with the individual involved. Every situation is different and after hearing all the facts involved in the case, an administrator will make a decision. The following rules and regulations are applicable for student behavior during school hours, on school property, at any school sponsored event, and on school provided transportation.

AFFECTION, DISPLAY OF—We realize that no matter what your age, caring for others and showing affection is important to you. The relationship between two people is and should remain private. There is nothing wrong with a simple show of affection such as holding hands, but any display beyond that is inappropriate in school and during school-sponsored activities.

ALCOHOL, DRUGS, OR DRUG RELATED PARAPHERNALIA —As a participant in the Drug Free School and Community program we believe that the possession or use of illicit drugs including alcohol and tobacco is both wrong and harmful. Accordingly, there are school policies providing guidelines and penalties for infractions. The policies specify that "no use" and "no possession" is expected of all students. Students are reminded that over the counter and prescription medications are included in the District's Controlled Substances/Paraphernalia Policy. ALL medications must be brought to the high school office, where they will then be given to the school nurse. Any exceptions MUST be approved by the principal or designee. Students may not provide medications to other students for any reason.

ANABOLIC STEROIDS —School board policy prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes. Anabolic steroids are classified as controlled substances and their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution. The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids: 1) For a first violation, suspension from school athletics for 90 calendar days. 2) For a second violation, suspension from school athletics for one calendar year. Successful completion of drug counseling may reduce the suspension to 6 calendar months. 3) For a third violation, permanent suspension from school athletics. No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

ASSAULT—Assaults against other persons are considered to be a very serious offense. A student is guilty of aggravated assault if he attempts to cause serious bodily injury to another, or causes such injury intentionally, knowingly, or recklessly under circumstances manifesting extreme indifference to the value of human life. Penalties range from detention to possible expulsion.

BACKPACKS/OVERSIZED PURSES—Because of the congestion and disruption created, backpacks/oversized purses are not allowed in classrooms. They must be left in your locker.

BUILDING USE DURING NON-SCHOOL HOURS—School Board regulations require that a custodian be on duty whenever anyone or any group is in the building.

BULLYING—Bullying will not be tolerated. Students who are being bullied or witness acts of bullying of other students are encouraged to report the incidents to a teacher, school counselor or principal. Students who are bullying others will be disciplined in accordance with guidelines stated in the student discipline code.

CAFETERIA REGULATIONS—Each class meeting during period 6 will be assigned to lunch either at the beginning or end of the period. You are required to go directly to the cafeteria at the beginning of your lunch period and remain in the lunch room until dismissed by the supervisor. Lockers may be visited only at the very beginning and end of period 6.

1. Students are expected to line up for service in the order that they arrive and remain in that order. Pushing, shoving, and other rowdiness is prohibited in line.
2. Students are required to stay in the lunchroom for the entire period.
3. Students are required to take trays to the dishwasher room as soon as they are finished with their meal.

4. Because of creating unsafe conditions and damage to chairs, students are required to always keep all four legs of the chair on the floor.
5. Students are required to remain seated and in the same place during the entire lunch period except as necessary to empty trays, purchase more food items, or retrieve books or book bags.
6. Assigned seating may be made as conditions indicate.
7. Students are expected to moderate voice volume to maintain a reasonably pleasant atmosphere.
8. Any kind of rowdiness or aggressive physical activity (such as arm wrestling) is prohibited.
9. Accidental spills will happen, and the student is expected to report any accident to the lunchroom supervisor and clean up any mess. A custodian will assist as needed. Disciplinary action will be taken for any deliberate messes caused by a student.
10. Soda and energy drinks are not permitted in the cafeteria.

CAMERAS (Security)—Video surveillance cameras on campus shall be used to promote the order, safety, and security of students, staff, and property. Any activities detected by video cameras that present a breach of security or possible criminal activity will be reported immediately to the building principal. The principal shall promptly report such activity to the Superintendent and an investigation shall be commenced. Video recordings may be used as a basis for any disciplinary action for any violation of law and/or school rules. Further, video recordings may be furnished to police regarding possible criminal violations.

CAMPUS REGULATIONS—Once students have arrived on campus, whether via school bus or private transportation, they are expected to remain on campus except for participation in a school-sponsored field trip or some other school-regulated function. Regardless of age, students needing to leave the campus during the regular school day must have written permission from the parent or guardian and secure permission from the school administration. All early dismissal permission forms should be submitted to the office before morning homeroom.

CARE OF SCHOOL BUILDINGS—It is apparent that our buildings have received very good care by students and others who have used them. We all can be proud of them. Any damage done by intent or negligence will be dealt with severely both through the school's student discipline code and appropriate legal agencies.

CELL PHONES AND OTHER ELECTRONIC DEVICES – Students are not permitted to display and/or use cell phones or other electronic devices without teacher permission. If an emergency occurs at home the school needs to be notified and the student will be given the message. Students who display/use/possess such devices at school without teacher permission can expect to have them confiscated. **At no time shall cell phones/electronic devices be used in restrooms or locker rooms.** For the first office referral, the student will be placed on a cell phone suspension. For subsequent infractions, in addition to other disciplinary consequences, a parent/guardian may be required to pick up the device at the office during regular operating hours. For repeated offenses, the device may be confiscated for the remainder of the school year. Students will be disciplined according to the Student Discipline Code.

CHEATING—When an offense of cheating occurs, a zero grade may be given to the student for the test, quiz, or assignment. Plagiarism, blatant copying of information from a printed source on the internet without proper citation, will be considered to be cheating. The building principal may administer appropriate disciplinary action.

COMMENCEMENT, ATTENDANCE AT—Baccalaureate and Commencement are activities designed to bring closure to the high school academic experience. These services are as much a part of that experience as class attendance. Accordingly, attendance at baccalaureate is expected and attendance at commencement is mandatory. Failure to attend commencement without proper permission will result in appropriate action before the diploma is released.

CONDUCT AT EXTRA-CURRICULAR ACTIVITIES—Extra-curricular activities are defined as those activities of student life that are not part of the regular school day but are sponsored by the school or its affiliated agencies. Included are those activities in which the student is participating, whether actively or as a spectator. The standards of conduct expected of students at extra-curricular activities do not differ from those expected during the regular school program. School officials have the authority to discipline students for misconduct at extra-curricular activities and to prohibit students

from attending extra-curricular activities for misconduct.

**CLASS CUTS**—Students who cut class will not be permitted to make up a test, quiz, or work of any kind that was given or covered during the time of the cut. The building principal will administer appropriate disciplinary action.

**DISCIPLINE PENALTIES**—Penalties incurred for discipline infractions at the end of the school year must be served before a diploma is granted. Penalties against underclass students will be held over and served the next year if not completed as assigned for June.

**DISMISSAL**—Students are expected to remain inside the room and seated until dismissal. All students will leave the building and campus at dismissal time unless they are under the direct supervision of a faculty member or coach. When it is necessary for students to return to school for late practices, etc., they are not to enter until the supervisor arrives and will leave with, or before, the teacher or supervisor.

Additionally, students are required to abide by the following provisions:

1. The main part of the school building is off-limits to students after 3:15 PM except by written permission of a teacher or coach. Since entrance will not be permitted to the main part of the building after 3:15 PM, students will be required to carry necessary books and coats to the locker room before practice or events.
2. All students must leave the building at the normal dismissal time unless they are involved in a school or teacher-sponsored activity. Those wishing to attend events later in the evening must leave the building and grounds then return at the time of the later event. The school is not a loafing place for students with nothing else to do. Particularly, students must not loiter in the parking lot following dismissal. Penalties will be assigned accordingly.

**DOCTOR'S EXCUSES**—In order that an early dismissal or tardy arrival for a physician or dentist visit be counted excused, you must bring a note signed by the doctor or a completed early dismissal form to the office. Otherwise, those absences will be counted unexcused. The doctor's note should include the student's name, time of the appointment and the time of departure from the doctor's office, as well as the date the student is to return to school. Students are expected to be absent for only the part of the day necessary for the appointment. Any additional time absent will be counted unexcused. Students exhibiting excessive absences will be required to be seen by a doctor to be considered a valid doctor's excuse.

**DRIVING AND PARKING**—Students are only permitted to operate or ride in private motor vehicles on school property if proper permission has been obtained and according to the policy printed here.

1. The cost of a Parking Permit will be \$40.00 for the full year or \$13.00 per term.
2. Any student driving to school must have a valid parking permit on display. An improperly parked vehicle may be towed.
3. Students are required to park in the designated area in the gym lot during school hours.
4. Temporary (one day or short term) permits may be issued under the following conditions. Students needing to drive for an activity must submit a request signed by the activity advisor or coach **BEFORE THE DAY(S) OF THE ACTIVITY**.
  - A. Students with need to drive for an early dismissal or late arrival must apply for a temporary permit **THE DAY BEFORE**.
  - B. Students who need to drive because of unavoidable tardiness must have their parents phone the school for permission **before** they depart for school. They must stop in front of the building to be issued a temporary permit **before entering the student parking lot**.
5. All students riding as passengers must have approved forms on file. Penalties for violation will be incurred by the driver as well as the passenger. Driving and riding privileges may be lost.
6. Students driving to school are required to go directly to the parking area without driving around the building. The driver and all passengers must promptly leave the vehicle and enter the building. Driver and passengers are to exit the vehicle only in the student parking area. No student may enter or drive a vehicle between arrival and the general



student dismissal except by written permission from the high school office or the auto technology teacher or by early dismissal issued by the high school office.

7. Any unsafe operation of vehicles on school property (burnouts, excessive speed, "tailgating", etc.) will be dealt with severely under the discipline code. Parking lot supervisors will determine when unsafe operation has occurred. Any repeated serious offenses can result in permanent loss of driving privileges.
8. Students must exit the student parking area only from the drive designated by the parking lot supervisor. Students may not drive around the West side of the building at dismissal time. All stop signs must be observed.
9. Student vehicles may not hinder the smooth flow of school buses either on arrival or departure. As the school buses are leaving at dismissal, student motor vehicle operators may not enter the flow of buses but must wait until all buses have left to continue. Students may not loiter in the student parking area after school.
10. Students driving to school must operate their vehicles with all appropriate caution and regard for the safety of others. Any kind of unsafe driving practice will not be tolerated and will subject the operator to loss of driving privilege, disciplinary action, and/or arrest by legal authorities (See also, Student Discipline Code).
11. Any violation of the preceding motor vehicle operation regulations will subject the operator and possibly passengers to restriction of driving/riding privilege for a period from one week for a minor first violation to permanent suspension of driving privilege for serious and/or repeated violations. See the applicable section of the Discipline Code.
12. Repeated, excessive attendance violations (i.e. unexcused tardiness, skipping school, doctor's list, etc.) could result in the restriction or permanent suspension of driving/riding privileges.
13. Students who have lost their driving/riding privileges must travel to school-by-school bus or parents. For safety reasons, students are not permitted to park off-campus and then walk to school.

EARLY ARRIVERS—Students are not permitted to arrive at school before 7:45am. Those who, due to special circumstances, need to be in the building before 7:45am. shall report directly to the cafeteria. This applies to all students except those coming for a teacher-sponsored activity who may be in the building under the teacher's supervision.

EARLY DISMISSAL— An Early dismissal is possible for necessary reasons provided a student presents an excuse to the office prior to 7:57am and obtains an early dismissal form from the office when leaving. Students leaving without proper written excuses are considered truant. More specific procedures for early dismissal are outlined in the attendance policy. Students are expected to have a written excuse in the office on the morning of early dismissal days. Phoning or just stopping in to pick up students during the school day causes undue interruption to classes.

FIGHTING – All students involved in a physical fight will receive discipline that best fits the situation. Disciplinary action could range from suspension for up to 10 days to permanent expulsion from school attendance. We view physical fighting as something that can never be justified. Also, students must be prepared to assume the responsibility for the financial and the emotional ramifications when injuring someone during a physical fight. In some cases, notification of civil authorities may be warranted.

FINANCIAL OBLIGATIONS—Students failing to make payment when participating in fundraisers, or failing to fulfill other legitimate financial obligations by the designated deadlines shall be ineligible for extra-curricular participation (including fundraisers) and field trips until the obligation is satisfied.

FIRE DRILLS—Periodic fire drills are conducted in the interest of practicing rapid and efficient building evacuation. The practices learned during fire drills may save your life in the event of an emergency.

Please observe the following rules during fire drills:

1. Be always quiet and attentive to your teacher during the drill.
2. Exit the building by the route designated on the bulletin board in your room. If the exit is blocked, take the next nearest exit.
3. Follow your teacher in a single file to the exit. Move quickly without running or pushing. Leave books and other such items behind.

4. After exiting the building, move away from the building and listen for further instructions from those in charge.

FORGING OR ALTERING NOTES, EXCUSES, PASSES, OFFICIAL RECORDS OR GRADE BOOKS—Any alternation of any of these in any manner will result in the student being disciplined according to the student discipline code.

FUNDRAISING PARTICIPATION—All students who participate in fundraisers sponsored by any school organization inherently agree to abide by the rules established to protect the financial integrity of the sponsoring organizations and the reputations of the funding sources. Parents and/or the student may be required to sign a binding contract which specifies the terms and conditions of the fundraiser. Students are prohibited from participating in fundraisers and field trips until financial obligations are met.

GIFT PRESENTATIONS—To avoid embarrassment to the recipient and financial obligation or hardship to students and their families, the presentation of material gifts by student groups to teachers, coaches, directors, etc., is discouraged. Individuals and groups can show their appreciation and gratitude to these devoted faculty members adequately through the expression of work and deed. Additionally, gifts will not be presented or delivered to students during the school day.

HAIR AND DRESS—We expect students to dress in a manner consistent with the educational purpose of the school. Any clothing displaying obscene, suggestive, or offensive messages is prohibited. Additionally, clothing that promotes tobacco, alcohol, or drugs is prohibited. You may wear shorts of reasonable length to school on hot days. Short shorts, miniskirts/dresses, tank tops, tube tops, midriff tops, muscle shirts, shirts with spaghetti straps or low necklines are prohibited. Shirts must have straps at least 1 inch wide. Additionally, all undergarments must be completely covered at all times. Generally speaking, jeans, shorts, or pants with holes exposing flesh or undergarments should not extend above fingertip length. Clothing shall be worn in the manner for which it is designed. For safety reasons, students are prohibited from wearing outdoor coats or jackets in the building. Clothing worn to the point of restricting movement is also prohibited for safety reasons. This would include pants or slacks worn in such a manner they would interfere with walking quickly and safely in the event of an evacuation or fire drill, including, but not limited to, pants that drag on the floor. Non-compliant students will be disciplined accordingly.

1. Students have the right to govern the length, color, and style of their hair including facial hair except as the length, color, and/or style would cause a disruption of the educational process or pose a hazard or health risk as, for instance, in technology education or family consumer science. Dyed hair must be of natural color.
2. Students also have the right to govern their dress within the standards of public decency unless that mode of dress would disrupt the educational process.
3. Students may be required to wear certain clothing appropriate to classes such as during shop and physical education activities and in other situations where particular clothing is necessary for health and/or safety reasons. Students will receive a failing grade for the class/day if they fail to dress appropriately.
4. Students are responsible for maintaining proper hygiene in grooming and clothing. School officials may impose limitations on participation in the instructional process where there is evidence that improper hygiene poses a health hazard.
5. Except for tasteful earrings, body-piercing jewelry is prohibited. Students are permitted to use clear studs to conceal piercings.

HALL REGULATIONS— The following regulations are provided to promote the safe and efficient movement of traffic through the halls:

1. Walk at a normal pace to the right-hand side of the hall. DON'T RUN!
2. Keep moving toward your destination as quietly as possible.
3. No loitering, pushing, shoving, or slamming of locker doors.
4. Students moving to or from the technical building may only use the exit near Room 206. Any student moving to the Technical School must have exited the high school building by the time the high school late bell rings.
5. During the lunch periods, students are directed to move to the cafeteria by the art-room corridor and leave the cafeteria by the music-room corridor.

6. The exit doors at the bottom of the ramps are for emergency use only.
7. Students are permitted in the corridors only during the times designated by the student handbook except as specifically authorized. A student arriving at school before the beginning time must report directly to the cafeteria. All students must leave the building at the end of the school day unless directly under the supervision of school personnel.
8. High school students are only permitted to pass through the Middle School Wing at arrival/dismissal times and during the change of high school classes. Students may only pass through the middle school during the school day between the bell marking the end of one class period and the beginning of the next class period. **THIS AREA IS A QUIET ZONE AND STUDENT BEHAVIOR AND USE WILL BE MONITORED CLOSELY. ADDITIONALLY, STUDENTS ARE NOT PERMITTED TO LOITER OR USE THE MIDDLE SCHOOL AS A SHORTCUT TO OR FROM LUNCH, CLASS, LOCKER, RESTROOM, OR THE LIBRARY WHEN HIGH SCHOOL CLASSES ARE IN SESSION.** Students who must enter the middle school on legitimate business **MUST** have a pass signed by a teacher or appropriate staff member. Violations will be dealt with in accordance with the discipline code.

HOMEWORK—Homework is an integral part of the learning process and an important component of the curriculum of the Northern Bedford County School District. Students are expected to complete homework assignments as directed by their teachers. Refer to the homework guidelines for details.

INAPPROPRIATE USE OF COMPUTERS/INTERNET—The Internet is an electronic highway connecting thousands of computers worldwide and millions of individual subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of the school setting. Northern Bedford County School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information.

To monitor and control access to sites that are controversial, the district has taken every precautionary measure to prevent inappropriate access through the installation of a filter system. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Access to network services is given to students who agree to act in a considerate and responsible manner. Students must have a signed form on file at the school to be eligible to use the school’s technology resources. Access is a privilege – not a right. Access entails responsibility. Therefore, the district reserves the right to monitor network use and monitor file server space.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. General school rules for behavior and communication apply. It is presumed that users will comply with district standards and will honor the agreements they have signed. Violations may result in a loss of access as well as other disciplinary or legal action as per Board Policy. Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials.

As outlined in Board policy and procedures on students’ rights and responsibilities, the following are not permitted:

- ◆ Sending or displaying offensive messages or pictures
- ◆ Using obscene language
- ◆ Harassing, insulting, or attacking others
- ◆ Damaging computers, computer systems, or computer networks
- ◆ Violating copyright laws
- ◆ Using another’s password.
- ◆ Trespassing to another’s folders, work, or files.
- ◆ Intentionally wasting limited resources
- ◆ Employing the network for commercial purposes
- ◆ Other similar violations of computer usage

INELIGIBILITY LIST - Teachers will submit grades on Thursday each week to produce the ineligibility list. Students are expected to submit any work that needs grading by the end of the day Wednesday, prior to teacher submission of grades.

Students who are failing two or more subjects as reported by teachers on Thursday will be ineligible the following Sunday through Saturday. The administration has the authority to modify this based on school vacations or other modifications to the school calendar.

Further, students who are ineligible may not participate in field trips or athletic events or contests that would cause them to miss classes in which they were reported as failing.

ITEMS NOT PERMITTED IN SCHOOL WITHOUT AUTHORIZATION –Any skateboards, lighters/matches, roller blades, wallet chains, or other materials that cause a disruption or affect the health and safety of the students will be confiscated. The items will be returned to the student or his/her parent when and as deemed appropriate. Non-compliant students will be disciplined accordingly.

LATE TO CLASS –If a student is late to class because a teacher detained the student, the student must take a pass from that teacher to the next class. This is not considered as late to class. If a student is late to class for any other reason disciplinary action is administered as appropriate.

LAVATORIES—Lavatories are conveniently located throughout the school for student use. The lavatories along the music room corridor are reserved for adult use and are off limits to students. Your cooperation in keeping our restrooms in tidy condition will be appreciated by other students. Lavatory enclosures are designed to accommodate only one individual. Therefore, only one person is permitted there at a time. Violators of this provision will be subject to disciplinary action accordingly. Lavatories that are vandalized by students may be locked for a period of time.

LEAVING CAMPUS—Regardless of age, students are not permitted to leave campus at any time other than the regular dismissal time except by proper parental consent and permission from the high school office.

LOCKER ROOMS—The locker rooms are provided for the use of students during scheduled physical education activities and for athletic events. Students are not permitted to be in the locker rooms unless scheduled for those particular activities except by permission of the proper authority. Additionally, only the participants of the event are permitted in the locker room during athletic events. The visitor's locker room is always off-limits to Northern Bedford students during contests. **At no time shall cell phones/electronic devices be used in restrooms or locker rooms.**

LOCKERS/DESKS –Lockers, locks and desks are school property. Lockers and desks are subject to search at any time. Each student is assigned his/her own locker. Students are not permitted to use unassigned lockers. It is recommended that students not keep valuables or money in their lockers. Students should report malfunctioning lockers immediately to the high school principal's office. Students are expected are expected to keep lockers closed when not in use. Failure to follow locker expectations may result in disciplinary action being taken.

LOITERING—Students are not permitted to be in any of the school buildings or on the school grounds after school hours without a valid reason for being there. Those who violate can expect to receive detention and may be fined for trespassing. Late buses are provided for those who stay late for a school activity only.

LYING/FALSE ACCUSATION – Any student who is deliberately untruthful or makes false accusations will be disciplined accordingly.

MESSAGES DURING SCHOOL HOURS—As general practice, only emergency messages will be taken to students. Convenience messages will not be delivered. Please plan accordingly.

OBSCENE OR ABUSIVE LANGUAGE—If a student uses vulgar, offensive, indecent, lewd, obscene, sexually explicit, or profane language or gestures, the incident will be reported to a building administrator, and the discipline administered will be determined by the nature and the degree of the offense. In instances where a student uses obscenity or gesture toward another person the penalties are more severe.

PASSES—Students wishing to visit areas of the school such as the technical building, locker room, or weight room must have a pre-approved pass signed by the teacher in charge of the area to be visited. Study room supervisors or other teachers will not excuse you unless you have this pass.

Students needing to be excused should plan ahead and obtain the pass from the teacher, who will then be responsible for them during the period of excusal. All students must report to their study room as assigned then be excused by the study room teacher after signing out. It is important that your study room teacher has a written record of where you are going. Students must carry their approved pass on their way to and from their destination. Those visiting the shops, or on the Library Pass will remain in these areas the entire period--being excused with others at the end of the period.

PERFORMANCE ENHANCING SUPPLEMENTS - Dietary supplements should not be used by students for performance enhancement due to safety and purity concerns and the lack of published scientific research documenting their effectiveness and confirmation of the absence of long-term health concerns with use. Dietary supplements should only be used upon the advice of one's health care provider for health-related reasons. Students found in possession or in use of performance-enhancing supplements may be subject to disciplinary action.

POSTERS AND DISPLAYS—Posters, displays and exhibits must be approved by the high school principal before being displayed. When displaying posters in the corridors, tape the poster to glazed tiles only, using masking tape available at the high school office. Do not use tape on painted walls as it often damages the paint when removed. All posters displayed in the school must have the initials of the principal, or they will be removed. It is the responsibility of the student(s) who displays posters to remove them (and the tape) immediately after the event has been held.

PREGNANCY—Pregnancy, in and of itself, does not constitute excusal of the student from participation in required school activities. On the other hand, the pregnant student cannot be prohibited from participating in any school activity for the reason of pregnancy alone. The student will be excused from activities involving physical exertion such as physical education upon written documentation from a physician. The school then is obligated to restrict the pregnant student's participation in all similar activities including band front, intramural and interscholastic athletics, and cheerleading.

PUBLIC ADDRESS ANNOUNCEMENTS—The Public Address System is used to announce general information of interest and concern to all students. Advisors of classes and activity groups are urged to encourage capable students to assist in writing their announcements. Students are responsible to listen to, know about, and comply with directions and instruction aired over the PA system.

SALE, SOLICITATION AND DISTRIBUTION OF ITEMS—All solicitations, sale of merchandise, placement of orders, school activities, etc., requiring payment/contributions from students or the public shall have prior approval of the Principal. The principal shall have the right to set the conditions under which these activities may be held.

SCHOOL BUS CONDUCT—The following rules and regulations are provided to promote the safety and welfare of all bus passengers. It is expected that all riders observe them at all times, including all field trips and athletic trips, in order to maintain their bus riding privilege.

1. Every student who rides a bus must get on and off at an assigned stop on an approved route. The appropriate school administrator can make exceptions upon parental request and approval.
2. A student who wishes to ride a bus other than his own regular bus must have a written parental request signed by the appropriate school administrator.
3. Students may be assigned to a special seat by the driver. Seating charts will be available for inspection by school administrators.
4. Students are expected to be seated while the bus is in motion.
5. The following acts are prohibited on the school bus:
  - a. The possession or use of drugs, alcohol, and all tobacco products.
  - b. Throwing objects on the bus or from the bus.
  - c. Any unnecessary noise that may distract the driver.

- d. Profane or objectionable language or obscene gestures.
  - e. Extending arms, legs, or head out the windows.
  - f. Causing damage to the bus. (Students will be billed for the cost of damage repair.)
  - g. Opening the emergency exit except by direction of the driver or in emergency when the driver is incapacitated.
  - h. Carrying live animals, firearms, or anything else of an objectionable nature on the bus.
  - i. Fighting or hitting other students.
  - j. Eating or drinking on the bus except at approved times.
  - k. Carrying objects aboard the bus that cannot be conveniently held on the lap.
6. Any student who violates bus safety regulations can expect to receive a minimum one-week suspension of bus riding privileges. Longer suspensions will be enforced for serious and/or repeated violations.
  7. Bus violations will usually, but not always, be dealt with in the following order: detentions/suspensions; three-day bus suspension plus school detentions/ suspensions; one-week bus suspension and school actions; two weeks bus suspension, etc. Students who ride or attempt to ride the school bus while under suspension of bus privileges are subject to prosecution under the state code governing such acts. Further disciplinary action may also be taken.

SCHOOL VISITATIONS—Generally, students are not permitted to bring guests to school. The principal may approve a visit under special circumstances, such as when a student may be hosting a visitor from a foreign country. The host student is always then responsible for the conduct of the guest.

SECURITY OF PROPERTY—Unfortunately, theft occurs in the school. Stolen property is usually not recovered. Students need to take precautions to protect themselves from having their property stolen. Following are some precautions you can take:

1. Don't bring valuable property to school. If you must bring valuable property, keep it on your person at all times. Specifically, don't leave it in your corridor or gym locker.
2. Report all missing property to the teacher in charge immediately. Once others leave the area, the property usually goes with them.
3. Report those whom you know have taken property.

Please remember that the school can assume no liability for stolen or vandalized property. Additionally, students are asked to refrain from leaving possessions including textbooks on top of lockers overnight. Items picked up by the custodian in the evening after school is over will be taken to the high school office.

SEXUAL HARASSMENT—Sexual harassment toward any individual is prohibited by law and can be a very serious legal matter for the offender, even if a juvenile. The school's sexual harassment policy is available in the principal's or superintendent's office. Discipline penalties are severe for violation of this policy.

SPECTATOR CONDUCT AT ATHLETIC EVENTS—Attending an extra-curricular event is a privilege provided 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 game officials and police.
2. Remain in the spectator areas at Panther Community Stadium; stay outside the fence around the track.
3. During events held in the gym, stay clear of the playing area and doorways and do not cross the gym floor at any time.
4. Do not leave your seat to approach the court or wrestling mat for any reason.
5. The back halls are off-limits during basketball games and wrestling matches.
6. Students are not permitted to continually walk back and forth in front of the gym bleachers.
7. Remain in the gym lobby area with food or drink.
8. Refuse should be deposited in waste cans and any messes should be cleaned up, if necessary.
9. Respect the visiting fans and players; after all, they are only trying to accomplish the same goals which we are

seeking.

10. Taunting of opponents, officials, or coaches is prohibited and will result in ejection from the event. Noisemakers (cow bells, etc.) are prohibited at indoor events. Signs are permitted with the approval of the game manager.
11. 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.
12. Any misconduct at an athletic event may result in that student being barred from all other athletic events as a spectator for a portion or remainder of the year.

According to the PIAA Constitution and By-Laws, Article XII, Section 2, “A school may be suspended when the conduct of its administration, faculty, coaches, team, students, or team followers is unsportsmanlike and results in actions which are detrimental to the individual, school, and public welfare and which are prejudicial to the purpose of this association.”

1. There is no such thing as a “right” to participate in inter-scholastic athletics or to attend games.
2. Your team does not belong to the community. It belongs to the school, and the school has voluntarily agreed to abide by a certain set of rules, so that all athletes may compete under the same standards. If these rules offend any special interest groups or individuals to the point where they cannot conduct themselves in a rational and courteous manner, then these persons should direct all their energies towards some other level of athletics, but not at the high school level.
3. Accept the fact that all high school athletes, coaches, and officials make mistakes. They are not perfect and never will be. There is compensation, however; for these same mistakes that make high school athletics exciting and unpredictable.
4. Remember that your coach is also a teacher. He is a teacher first and coach second, and any time you join the misguided souls in trying to reverse this order, your program is in the first stages of collapse. Remember, no coach, player, administrator, or school board member wants to see a program fail. In many cases, failure can be attributed to the unrelenting pressure of fans who have played little or no part in building the program. It is no wonder the interscholastic coaching field has the highest turnover of any coaching level.
5. Make an attempt to learn the rules of the game and then let the officials alone. Unending time and effort are spent in the training of these officials so that a contest may proceed smoothly. Historically, the spectator who constantly criticizes game officials is ignorant of the rules under which the game is played.
6. Finally, keep in mind that you are a guest of the school, and that while winning is certainly an admirable goal, victory is hollow if it comes at the expense of morals, ethics, and just plain common sense and decency.

STUDENTS REPRESENTING NORTHERN BEDFORD—Dress for students representing the school at school contests, on school trips, etc., reflects one's attitude toward self and school. It is the responsibility of the faculty member in charge (coach, director, advisor, instructor, etc.) to see that all students representing Northern Bedford in any public activity are appropriately dressed and groomed. Absolutely no one will be allowed to represent the school otherwise.

TARDINESS—Students who are persistently tardy for school can expect to be assigned detention and demerits as per the Discipline Code. The only valid excuse for arriving to school late is that the school bus has run late or you had an appointment. Late arrivers due to appointments must have a note from the physician, dentist, or other person requiring the appointment.

TELEPHONE USE - Students may use a phone in the high school office for emergency calls only.

TERRORISTIC THREATS OR TERRORISTIC ACTS –Terroristic threat shall be defined as any threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause a serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic act shall be defined as any offense against property or involving danger to another person. Any student who commits these acts will be subject to disciplinary action which could range from suspension to expulsion. Civil authorities may be notified.

THEFT—Anyone found guilty of theft will be disciplined according to the student discipline code. Major offenses may be handed over to the civil authorities. Restitution must be made to the satisfaction of the administration.

TOBACCO—Tobacco use and possession at any time in a school building and on any school-owned property, buses, vans, and vehicles that are owned, leased, or controlled by the school district is prohibited. Tobacco use is defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe, other lighted smoking product, and smokeless tobacco in any form. The school district will initiate prosecution of anyone who violates the tobacco use policy.

Additionally, the possession or use of e-cigarettes, vape pens, or other similar devices is prohibited on school property. Students will receive discipline similar to a tobacco violation as specified in the Student Code of Conduct.

TRUANCY—Truancy procedures will be followed according to state law.

UNLAWFUL HARASSMENT—The Board of School Directors strives to provide a safe, positive learning climate for students in the schools. Therefore, it is the policy of the district to maintain an educational environment in which harassment in any form is not tolerated. The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. Refer to the unlawful harassment policy herewith.

VANDALISM—The offending student will be required to pay for the correction of the damaged property. The student will be administered disciplinary action accordingly and civil authorities may be contacted.

WEAPONS AND DANGEROUS ITEMS—Students are not permitted to possess dangerous items (such as but not limited to guns, knives, bow and arrows, air guns/pistols, and facsimiles thereof.) on school property. Further, cigarette lighters, matches, chains, or other similar devices are strictly prohibited in the school or on school property. Possession, display, and/or use of unapproved items which could inflict injury are considered a serious infraction of regulations and will be dealt with in accordance with the District Weapons Policy, where applicable. **THREATS, ESPECIALLY THOSE INVOLVING DANGEROUS ITEMS, WILL NOT BE TREATED AS JOKES OR PRANKS.**

WEEKLY SCHEDULE—A schedule of the next week's activities is published during the school year. A copy should be posted in each room as well as in the hallway outside the office. Many very important announcements are included on the Weekly Schedule. You are responsible to know and respond to information included there.

## **ATTENDANCE POLICY**

### **PART I**

#### Philosophical Statement on Attendance

A proper attitude toward regular school attendance is one of the most valuable lessons students carry into life. The lesson of regular attendance is learned much as many of the other lessons of schooling - by habit development through practice. The development of good attendance practice involves a close partnership between the home and the school.

The school district recognizes the importance of good home-school communications in preventing and solving attendance problems. The district will make every reasonable effort to communicate with the home and expects the parents and guardians to react positively and cooperatively in promoting good attendance.

There are several reasons to promote good school attendance:

1. Many extensive studies have been completed on the relationship between attendance and academic achievement. Invariably, achievement is positively correlated with attendance. The provision of costly school programs is wasteful of precious school resources when students are not present to benefit. Also, the higher achieving student is better able to take advantage of post-high school education and employment opportunities.
2. Attendance habits learned early in a child's life carry over into employment. Employers are very interested in the



school attendance record of their perspective employees. Generally, employees that have developed good attendance practices in school also have good attendance practices in the workplace.

3. The Pennsylvania School Code mandates school attendance.

The following policy governing school attendance has been adopted by the Northern Bedford County School District in accordance with the Pennsylvania School Code. The enforcement of the compulsory attendance laws in the Northern Bedford County School District shall be in strict accordance with the Pennsylvania School Code and the regulations of the Pennsylvania Department of Education.

## **PART II**

Definitions:

- A. **Excused/Lawful Absence:** The following conditions or situations may constitute reasonable cause for absence from school:
  1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
  2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth, or territory.
  3. Quarantine.
  4. Family emergency.
  5. Recovery from accident.
  6. Required court attendance.
  7. Death in family.
  8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
  9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit for an event or funeral.
  10. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.
  11. Non-school-sponsored educational tours or trips, if the following conditions are met:
    - a. The parent/guardian submits a written request for excusal prior to the absence.
    - b. The student's participation has been approved by the Superintendent or designee.
    - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
  12. College or postsecondary institution visit for juniors and seniors, with prior approval.
  13. Other urgent reasons as approved by the principal.

The district may limit the number and duration of non-school-sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

- B. **Unexcused/Unlawful Absence:** Absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence. An out-of-school suspension may not be considered an unexcused absence.
- C. **Tardy** shall mean a student arriving to school after the designated starting time.
- D. **Early dismissal** shall mean a student who leaves before the regular dismissal time.
- E. **Truant** shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.
- F. **Habitually truant** shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

## **PART III**

Attendance Guidelines, Procedures, and Penalties

A. Upon return to school following an absence, a student is required to report immediately to the office with an excuse for the absence. The excuse must contain the student's name, grade, date(s) of absence, specific reason for absence, and parent or guardian signature. A form is provided in the office for this information, but it can be written on plain paper as long as the information is complete.

All absences are considered unexcused until a valid excuse is submitted to the office. In order to have the absence changed from "unexcused" to "excused", the student must bring an excuse from home or other valid excuse within three school days from the date of return to school or the absence will be permanently marked "unexcused."

B. Excessive absence is defined as:

- Five or more days absent within the first 45 days of school,
- Ten or more days absent after the 45<sup>th</sup> day of school.

A student whose total number of days of absence becomes excessive will be required to submit a physician's excuse along with the parent's or guardian's excuse for each subsequent absence. If a physician's excuse (or other documentation of legitimate absence, e.g., required court hearing, etc.) is not submitted as required, the absence will be considered unexcused and appropriate truancy action will be taken. Due consideration will be given for periods of extended illness that have been verified by a physician or for chronic conditions of illness. The principal may require a physician's excuse for any absence. Notice of the requirement for a physician's excuse will be made from the principal to the student and to the parent or guardian.

C. The principal may require that a physician's note be submitted along with the parent's or guardian's excuse in order that an absence of three or more consecutive days be marked as excused on the basis of illness.

D. Excused absence may be granted for family travel and other educational experiences planned by the family provided the following guidelines are followed:

1. Trips may only be approved for students **who have fewer than three unexcused absences and who do not exhibit excessive absence** as defined in section C of this part (Part III).
2. **Students who are currently failing two or more classes will not be eligible for Educational Field Trips.**
3. Educational trips must be limited to a maximum of five (5) school days missed per year.
4. The parent must submit the "Educational Trip Application Form" form to the principal no fewer than five (5) school days prior to the first day of absence for the trip. The principal must sign the form for the trip to be approved as an "excused" absence. **No approval will be granted following an absence for an educational trip.**
5. The student is responsible for procuring assignments before departing for the trip and to make up all work missed while away from school according to the guidelines in section J of this part (Part III).
6. Arrangement for alternative educational activities may be agreed upon by the principal, teacher, and parents.
7. Educational Field Trips of more than one day may not be excused during finals.
8. Educational field trips of more than one day may not be excused during the last ten days of school.
9. Educational Field Trips may not be granted during standardized testing windows

***Keystone Winter Testing:***

Grade 11 Keystone Literature .....	December 4-18, 2024
Grade 9-11 Keystone Algebra 1.....	January 6-17, 2025
Grade 10 & 11 Keystone Biology .....	January 6-17, 2025

***Keystone Spring Testing:***

Grades 9 - 11 Keystone Algebra 1, Biology and Literature.....	May 12-23, 2025
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E. Northern Bedford County School District permits a military-connected student whose parent or legal guardian has been called to duty for, is on leave from, or immediately returned from deployment to be granted five (5) additional excused absences with prior approval by the principal and not during standardized testing dates.

F. Unexcused/Unlawful absences will be handled in the manner prescribed by the Pennsylvania School Code in cooperation with proper legal authorities. Consistent with the penalties of the School Code, the following action

will be taken for unexcused absence:

1. If the student is younger than seventeen years of age, then the unexcused absence is also illegal, and the parent or guardian is liable for legal action in accordance with the Pennsylvania School Code.
2. If the student is seventeen years of age or older, the absence is counted as unexcused.

G. Truancy from school is considered an unexcused absence and handled according to the provisions of the school's Discipline Policy. The school, in serious truancy cases, will contact the proper legal authorities.

H. A student arriving at school after the beginning of the reporting room period (7:59 AM) is considered tardy and must report to the office for attendance accounting. The student is expected to have a written excuse signed by the parent or guardian stating the name, grade, date, and reason for being tardy. Tardiness to school is handled according to the provisions of the school's Discipline Policy.

1. Since bus transportation is provided for all students, a breakdown or delay of private transportation is not a legal excuse for tardiness. **In order to participate in any after-school extracurricular activity including practice or games, a student must be at school by 11:30 AM of that day.** An exception can be allowed by the principal for such reasons as an appointment that can't be scheduled at any other time if evidence of attendance at that appointment is presented (i.e. appointment card signed by physician or dentist), or other valid reasons.
2. Teachers are asked to report students who have been tardy to class without good reason three or more times to the principal for action according to the provisions of the Discipline Policy.

NBCSD will follow an aggregated detention procedure for tardies to school:

- a. 1-3 tardies = warning
- b. 4-6 tardies = 1 detention
- c. 7-9 tardies = 2 detentions
- d. 10-12 tardies = 3 detentions
- e. 13-15 tardies = 4 detentions
- f. And so forth

I. Students who must leave before the regular dismissal time may do so by requesting an early dismissal. The student must submit a written request that contains the student's name and grade, the parent or guardian's signature, and the reason for the early dismissal. Students who leave school early due to illness are not permitted to attend or to participate in any school-sponsored, after-school activity. Additionally, any student who leaves prior to 10:00am is considered absent for the entire day.

The student must bring an excuse from the physician or dentist when excused early from school for an appointment. A student having early dismissal must be picked up by the parent or guardian or another person specifically authorized by the parent or guardian. Students are expected to meet that person in the office.

If a student becomes ill or must go home for some reason during the school day, the school will first determine that the parent, guardian, or some other responsible adult is at home before the student is permitted to go home. Failing that, the school will attempt to contact the stated emergency contact or a close relative. As a last resort, the student will be kept in school and allowed to return home on the bus at the end of the day. If the student is too ill to ride the bus, he/she will be transported home by school personnel. Additionally, if a student becomes ill during the school day, he or she must first report to the nurse. The school nurse will make a determination if the student should remain in school or go home. If the student needs to leave school, the school nurse will then contact the parent or guardian to arrange transportation home. **If a student contacts his or her parent without following the above procedure, it will be considered a cellphone/technology violation and dealt with accordingly.**

- J. In cases of excused absence, the student will be permitted to make up work and/or tests missed during the time of absence. The teacher will establish reasonable guidelines for the make-up of schoolwork missed due to absence. The student will generally be allowed the number of school days equal to the duration of the absence plus one day for the make-up of schoolwork and/or tests missed unless otherwise governed by teacher policy. The amount of time allowed for make-up may be extended beyond the guideline given for exceptional cases. In all cases, it is the student who must take the initiative to contact the teacher to arrange for make-up. Absence, whether excused or not, does not excuse a student from having a long-term assignment such as a term paper submitted by the specific due date.
- K. The parent or guardian of a student who has been absent more than ten consecutive school days may contact the principal to request homebound instruction for the child. With proper medical documentation, the school can provide a teacher who will cooperate with the regular teacher(s) in providing instruction on an interim basis until the student is able to resume regular instruction. Homebound instruction is provided pending the availability of a teacher willing to serve in that capacity.
- L. To continue participation in extracurricular activities, a student is expected to maintain a good attendance record. The principal has the authority, upon examination of a student's attendance record, to prohibit extra-curricular participation for reasons of poor attendance. Before the student becomes ineligible, however, the principal shall notify the student and the parents or guardians that ineligibility will occur after a specified number of additional absences. If the student becomes ineligible due to absenteeism, the student and the parents or guardians will be notified of the same. Notice will also be given at that time of the procedure to re-establish eligibility. Students who exhibit excessive absence (defined in section B of this part {Part III}) may be restricted from field trips.
- M. Students may not receive academic credit for school days or classes if twenty-five or more days are missed. Accordingly, students in grades six, seven, and eight will be required to repeat the grade, and students in grades 9 through 12 will be required to repeat all classes. Students beyond the age of compulsory attendance will be dropped from the roll. Students missing fewer than twenty-five days of school, but who miss twenty-five classes of a particular course will not receive academic credit for the course. Parents will be informed of attendance status by mail following the fifteenth, twentieth and twenty-fifth days of absence. A parent conference will be offered following the twentieth day. In the case of persistent tardiness to class, actual minutes of tardiness may be accumulated and equated into class periods according to the prevailing length of the class period.

The first line of appeal of denial of credit under this section must be made to the principal within ten school days of the final letter. Students and parents will be required to show the reason why days missed should be considered legitimate absences under the considerations of excused absence given in section B above. The principal's decision will be communicated to parents within ten school days by letter. The principal's decision must be appealed to the superintendent within ten school days of the principal's decision.

## **STUDENT DISCIPLINE CODE**

### Introduction

The development of discipline is a major function of the curriculum at the Northern Bedford County Secondary School. It is not only a desired outcome of schooling but also a means to enhance learning experiences throughout life and to enable the student to deal with the challenges of adulthood. A system of well-disciplined young people will provide a school environment in which effective learning can take place. The following statement of policy is intended to ensure that such a system is maintained at Northern Bedford.

The process of achieving self-discipline is twofold. The first aspect is a statement of desired and expected behavior. The common rules of courtesy and respect for the rights of others govern in this matter. Beyond this consideration, there are certain rules and regulations that must be stated to further govern the behavior of individuals in institutions such as schools.

The rules and regulations set forth in this statement are intended to supplement the common rules of courtesy and respect. We believe that the process of achieving good discipline consists primarily of teaching, directing, and reinforcing good behavior rather than correcting unacceptable behavior.

The second aspect of the development of self-discipline is the provision for the correction of unacceptable behavior. While a degree of tolerance is necessary for any social system, this policy also provides procedures for behavior that disrupts the educational process or violates the common-sense rules of courtesy and respect for others. The corrective measures provided are progressive in severity, beginning with informal warnings and ending in possible expulsion from school.

Most students behave within acceptable standards and are aware of and support the rights of all students to have the best possible educational environment. It is necessary for clarity, however, to define acceptable and unacceptable conduct. The rest of this discipline policy is devoted to the statement of rules and regulations that govern student behavior along with the penalties that accompany infractions. Because discipline is considered a curricular matter, all discipline obligations must be satisfied before a student's school year is complete.

### ACCEPTABLE STUDENT BEHAVIOR

When students exhibit positive behaviors and meet expectations they are often rewarded. In the school setting, students exhibiting these behaviors are more likely to: succeed academically; receive positive reinforcement and recognition; and transpose positive behavior and work ethic into post-secondary and work placement settings. In other words, when students follow the rules and expectations good things happen.

The high school has adopted the (PBIS) Positive Behavior Interventions and Supports model for promoting acceptable student behavior. PBIS is an evidence-based, cost-effective, systems approach for establishing the social culture needed for schools to be effective learning environments for all students. PBIS eliminates barriers to learning, creates and maintains a safe and effective learning environment in schools, and ensures that all students have the social and emotional skills needed to succeed in school and beyond. PBIS helps schools teach students expected behaviors and social skills, creates student behavioral health and academic support systems, and applies data-based decision-making to discipline, academics, and social/emotional learning. PBIS uses the three-tiered approach of universal interventions (for all students and settings), secondary interventions (for students who are at-risk), and tertiary interventions (for individual students needing specialized assistance).

The chart below depicts some of the positive behavior expectations for students in high school.

	<b>Expectation 1 Positive</b>	<b>Expectation 2 Respectful</b>	<b>Expectation 3 Involved</b>	<b>Expectation 4 Dependable</b>	<b>Expectation 5 Excellent</b>
<b>Location 1 Classrooms</b>	Be pleasant and participate  Use your manners	Respect your education, teachers, guests, and classmates	Be actively engaged  Pay attention	Be present and prepared  Do your homework	Always do your personal best
<b>Location 2 Halls/Stairs/ Sidewalks</b>	Be patient and polite	Respect school property and others	Be helpful Report issues to staff	Take the quickest route Quiet zone	Leave it better than you found it
<b>Location 3 Office/Nurse</b>	Be polite	Be patient and follow procedures.	Be responsible and mature.	Be prompt and helpful.	Have positive interactions with others.

<b>Location 4</b> <b>Cafeteria</b>	Be polite	Clean up after yourself Respect sound level	Sit with someone who doesn't have anyone	Use cell phones appropriately Ask permission to leave	Thank the cafeteria staff
<b>Location 5</b> <b>Bus/Drivers</b>	Be polite	Use appropriate language Stay in your seat!	Be helpful	Follow bus rules	Thank the bus driver when you exit
<b>Location 6</b> <b>Bathroom</b> <b>Locker room</b>	Use facilities appropriately	Respect the privacy of others	Get in and get out	Return to class promptly	Leave it better than you found it
<b>Location 7</b> <b>Community</b>	Be sportsmanlike	Use appropriate language. Be respectful of others	Attend events and support participants Unplug and participate	Participate in community events	Show school spirit

### PENALTIES FOR INFRACTIONS

This section of the Discipline Policy spells out the penalty that students can expect to receive for violations of the proper conduct code. The latter part of this section prescribes penalties according to the number of accumulated demerits. The authority of the school to impose these rules and all the other rules governing proper student conduct begins when the student leaves home destined for school and continues until the student returns home following school activities and at all school-sponsored activities.

The following is a guideline to penalties for offenses. The school administration has discretion to adjust consequences according to the circumstances of the offense. Additionally, this section cannot possibly account for all offenses. If an offense is committed that is not specifically addressed in this section, the school administration has inherent authority to deal with it, in accordance with this policy statement. In the event an infraction involves a criminal act, the student is liable to criminal prosecution by the appropriate authority, and the school will cooperate fully with such prosecution. Criminal penalties are imposed separately from and in addition to school discipline.

#### Category 0 infractions - Each infraction carries one detention, but no demerits.

1. Persistent failure to attempt to complete assigned schoolwork (Written warning must have been sent to the home.)
2. Three unexcused tardies to class

#### Category I Infractions - Each infraction carries a minimum of one demerit and one detention.

1. Repeated teacher managed behaviors
2. Vulgar and/or profane language
3. Abusing hall pass privilege.
4. Being in an unassigned area including locker rooms
5. Inappropriate display of affection
6. Three unexcused tardies to or early dismissals from school. Driving/riding privileges will be suspended for a minimum of one week.
7. Misconduct on the school bus

8. Consuming food or beverage in other than properly designated area
9. Tardiness in reporting to detention
10. Tampering with school equipment or controls
11. Classroom disruption.
12. Disrespectful actions toward other students
13. Running or rowdiness in the hall
14. Throwing snowballs or any other objects
15. Failure to comply with handbook or other school regulations.
16. Failure to obey the directions of school staff.
17. Unauthorized riding of motor vehicles on school property
18. Cell phone/electronic device violation
19. Other similar infractions

Category II Infractions - Each infraction carries a minimum of one demerit and two detentions.

1. Destruction of another student's personal property. Restitution must be paid.
2. Falsifying or using forged school documents or excuses
3. Plagiarism and cheating. (Credit will be disallowed.)
4. Abuse or misuse of school equipment or property
5. Endangering the health or welfare of others
6. Harassment of other students
7. Lying to school personnel
8. Skipping class or leaving assigned area
9. Unapproved absence from detention
10. Ineligibility violation (Extended ineligibility may also result.)
11. Other similar infractions

Category III Infractions - Each infraction carries a minimum of one demerit and three detentions.

1. Harassment of other students with physical contact
2. Disrespectful actions towards faculty or school personnel
3. Unauthorized presence in the Middle School wing
4. Other similar infractions

Category IV Infractions - Each infraction carries a minimum of two demerits and four detentions.

1. Skipping school without knowledge or permission of parent and school personnel or leaving campus without proper permission. Driving/riding privileges may also be suspended for a minimum of thirty days.
2. Possession of obscene, inappropriate, or pornographic materials.
3. Violation of Internet/Technology Policy.
4. Other similar infractions.

Category V Infractions - Each infraction carries a minimum of two demerits and five detentions.

1. Fighting involving physical contact
2. Threats towards other students
3. Possession or use of tobacco. Offenders may be referred to the District Magistrate for further action. Other features of the Tobacco Policy apply.
4. Insubordinate action towards school faculty or school personnel.
5. Other similar infractions.

Category VI Infractions - Each infraction carries a minimum of three demerits and six detentions.

1. Stealing
2. Vandalism, defacing, damaging, or destroying school property. The student will pay the cost of repair or replacement and police may be notified.
3. Abuse/Misuse of internal school telephone system

4. Persistent disruption of educational process
5. Leaving a supervised school activity without proper permission. Removal from the sponsoring organization and/or forfeiture of honors earned in that activity may also result.
6. Other similar infractions

Category VII Infractions - Each infraction carries a minimum of four demerits and six detentions and one day of ISS, OSS, or Office Supervision.

1. Fighting with apparent intent to injure. **Police notified on first offense. For any subsequent offense, the matter will be referred to the authorities for prosecution.**
2. Threats towards faculty and/or other school personnel. Police may be notified.
3. Sexual Harassment/Unlawful Harassment (see District policy).
4. Other similar infractions.

Category VIII Infractions - Each infraction carries a minimum of six demerits and six detentions, plus suspensions, office supervisions and other sanctions in accordance with adopted school policy.

1. Possession of dangerous weapons including knives of any configuration
2. Possession of explosive devices, including fireworks
3. Willful destruction of computer hardware, software, and/or data or the intentional attempt to access restricted resources.
4. Other similar infractions.

Category IX Infractions - Each infraction carries a minimum of eight demerits (Law enforcement agencies are likely to be involved.) The following infractions will receive an immediate three-day suspension with parental notification to appear at an informal hearing as specified under the section on suspensions. If the student is found guilty at the hearing, the student's suspension will be extended to ten days. The student will additionally be referred by the superintendent to the school board to be considered for expulsion. The student remains liable for criminal action, and the school will cooperate fully in prosecution.

1. Assault and battery on school personnel or other students with malicious intent
2. Arson
3. Terroristic threats
4. Other criminal acts, as defined by the Pennsylvania Crimes Code
5. Use or possession of any drug or related paraphernalia as defined by the school district's policy.
6. Serious vandalism of property.

DRIVING VIOLATIONS—Students who drive to school inherently assume the responsibility for practicing safe driving techniques and displaying courtesy towards other drivers. The safety of the drivers, passengers, pedestrians, and the students on the buses is of paramount concern to the school. A second responsibility of operating a vehicle is the courtesy one must show to both other motorists and pedestrians. Accordingly, the parameters governing student driving conduct are designed to encourage students to drive safely and courteously. Driving/riding to school is a privilege and not a right. As such, driving/riding privileges will be revoked once student's exhibit excessive absence ("doctor's list") as defined under Section III, Part C of the Attendance Policy.

Students parking without authorization are subject to the following penalties:

- First Offense: 2 demerits, 2 detentions, 60-day restriction from parking at school.
- Second Offense: 4 demerits, 4 detentions, 1-year restriction from parking at school.
- Third Offense: 6 demerits, 6 detentions, permanent restriction from parking at school.

Category I Infractions- Each infraction will result in a minimum of a one-week suspension of driving/riding privileges.

1. Failure to park in student parking spaces
2. Exiting school via the elementary parking lot or the north high school parking lot.
3. Excessive noise from engine, horn, stereo, etc.



4. Driving inattentively
5. Excessive speed
6. Failure to yield right of way to school bus (cutting in as the buses leave/enter)
7. Burnouts
8. Failure to yield right of way.
9. Tailgating
10. Failure to properly display parking permit/decal as issued.
11. Driving/riding without permission
12. Driving a vehicle to school that is not registered with the school.
13. Other similar infractions

Category II Infractions - Each infraction at this level will result in a minimum of thirty days suspension of driving/riding privileges, subject to extension by the principal. Repeat violations in this category may result in permanent suspension of driving privileges.

1. Multiple infractions from Category I
2. Unsafe speed
3. Reckless driving

The principal has the authority to assign demerits, etc., for any driving violations and to extend the length of the driving/riding suspensions or to revoke driving/riding privileges completely as the situation warrants. The parking lot monitor will make the determination as to the types of violations, especially those pertaining to speeding. A good rule of thumb for students is not to drive any faster than a casual jogger would run, and to drive even slower at the times of student arrival and departure.

SPECIFICATION OF CONSEQUENCES - The number of demerits charged for each violation may be compounded when the student's particular act of misconduct involves more than one infraction. The following additional actions are taken as a student's demerit total progresses into different levels. The additional punishments are one-time actions as a student's demerit total enters another level.

	<b>Demerits</b>	<b>Consequences</b>	<b>Interventions/ Supports</b>
<b>Level I</b>	1-3	<ol style="list-style-type: none"> <li>1. Minimum of 1 detention for each demerit</li> <li>2. Parent contact is made by phone or mail for each referral</li> </ol>	<ol style="list-style-type: none"> <li>1. Re-teaching and reflection assignment. Students will watch appropriate PBIS video and refer to expectation from video.</li> <li>2. ES teacher notified as appropriate.</li> <li>3. Teacher mentor assigned as appropriate.</li> <li>4. Student may be referred to the SAP team.</li> </ol>
<b>Level II</b>	4-6	<ol style="list-style-type: none"> <li>1. Additional disciplinary consequences may be issued when moving from Level I to Level II.</li> <li>2. Contact with parents is made to explain the possibility of a developing discipline problem.</li> <li>3. A meeting may be scheduled to discuss the problems occurring.</li> <li>4. Students may receive restrictions on school privileges and participation in co-curricular or extra curricular activities.</li> </ol>	<ol style="list-style-type: none"> <li>1. School Counselors, School Psychologist and Director of Special Education (as appropriate) receive notification (Copy of Parent Letter)</li> <li>2. If parents schedule a meeting, School Counselors, School Psychologist and Director of Special Education are invited to attend.</li> <li>3. Student is referred to the SAP team.</li> <li>4. If there is a parent meeting, there will be discussion for identifying and implementing support services as necessary.</li> <li>5. A Behavioral Contract may be</li> </ol>

			developed.
<b>Level III</b>	7-9	<ol style="list-style-type: none"> <li>1. Additional disciplinary consequences may be issued when moving from a Level II to a Level III.</li> <li>2. Contact with parents is made to explain the possibility of the development of a significant discipline problem.</li> <li>3. It is likely a meeting will be scheduled to discuss the ongoing concerns.</li> <li>4. Students at this level should continue to expect restrictions of school privileges and participation in co-curricular and extra-curricular activities.</li> </ol>	<ol style="list-style-type: none"> <li>1. Consideration given to complete a FBA and complete an evaluation for ES services.</li> <li>2. A meeting with student, parents, school counselors, school administrator, school psychologist, and Director of Special Education is held.</li> <li>3. Implement additional support services as discussed in the parent meeting. OR The student is transferred to our Alternative Education program.</li> </ol>
<b>Level IV</b>	10 or more	<ol style="list-style-type: none"> <li>1. Additional disciplinary consequences may be assigned.</li> <li>2. A letter is sent to parents, warning of the need for specific changes to be made in the student's behavior and requiring a student/parent conference.</li> <li>3. Students at this level are prohibited from parking on school property, are ineligible under the Ineligibility Policy, restricted from attending field trips, and should expect other privileges to be limited.</li> </ol>	<ol style="list-style-type: none"> <li>1. Consideration given to complete a FBA and complete an evaluation for ES services.</li> <li>2. A meeting with student, parents, school counselors, school administrator, school psychologist, and Director of Special Education is held.</li> <li>3. The student and parents are offered an alternative education program which generally requires students to be at school for a restricted amount of time and in a restricted area of the school. A student declining the offer of an alternative education program is referred to the superintendent for action leading to expulsion.</li> </ol>

The school may require student attendance at an alternative education site for reasons of persistent disruption of the educational process, or if a student's demerits have accumulated out of proportion to the length of time elapsed in the school year (e.g., nine or more demerits at/before ninety days of school). Additional detentions beyond that generally given may be assigned for repeat offenses of similar nature. The specific details of the detention are covered in a section with that heading elsewhere in the discipline policy.

A student's demerit total is reduced by one demerit for thirty consecutive calendar days of no referrals, two are eliminated at sixty days, and three more at ninety days. Thereafter, the reductions would be in units of three for additional blocks of thirty days. For example, a student's demerits would be reduced by a total of three after sixty consecutive days, a total of six at ninety days, and a total of nine at 120 days.

Students are expected to make up any un-served detention time during the first week of the summer vacation by reporting to the school during the regular day. Since discipline is considered a curricular outcome, a student's school year is not considered completed until all disciplinary consequences are satisfied.

Students who commit discipline infractions of a significant nature may, at the discretion of the principal, be barred from attending or representing Northern Bedford in extra-curricular activities on or near the day of the infraction.

### CORPORAL PUNISHMENT

A. Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of

corporal punishment is prohibited.

B. Teachers and school authorities may use reasonable force under the following circumstances:

- 1) to quell a disturbance
- 2) to obtain possession of weapons or other dangerous objects
- 3) for the purpose of self-defense
- 4) for the protection of persons or property

## DETENTION

Detention is the usual form of punishment and requires that the student remain after school for a specified period of time. The following rules apply to detentions:

1. Detentions are scheduled for the next available meeting. Written notice will be given to the student at least 48 hours before the time a detention is to be served. Detentions are intended to be served at the time assigned and will not normally be rescheduled. The parent or guardian must make arrangements for the student's transportation home after the detention. Detention servers must leave the building immediately following detention and may not ride the late activity bus. Students are not permitted to ride the school bus home or drive to school on the day that their detention is assigned. Students violating this provision will be suspended from riding the bus mornings and evenings for five school days for the first detention skipped, ten days for the second detention skipped, and twenty days for each subsequent detention skipped. Students driving in violation will receive one month of driving suspension for the first offense and suspension until the end of the school year for the second offense.
2. The student is required to report to the designated detention room promptly at the end of period nine and stay until excused, usually at 4:30. Students arriving late for detention will be assigned additional detention time.
3. The student is required to bring schoolwork to complete during the detention session. The detention supervisor may assign work to a student who is not constructively busy.
4. Students skipping detention will receive one demerit and one day of in-school suspension for the session missed. Persistent skipping of detention will result in increasingly severe discipline responses.
5. Students misbehaving in detention will have to re-serve the detention and will face additional punishment of at least two days of in-school suspension or its equivalent.

## IN-SCHOOL SUSPENSION

An alternative to an out-of-school suspension is the in-school suspension (ISS). ISS is held during the regular school day and does not exclude the student from school attendance. The following rules govern ISS:

1. The student is required to report to the designated ISS room by the appointed time and may not eat breakfast in the cafeteria. Students eating breakfast in the cafeteria on ISS days can expect to receive additional discipline.
2. The student is expected to have contacted his/her teachers prior to the suspension to obtain assignments to work on during the suspension. The student is expected to use the time of the suspension constructively on schoolwork. The suspension supervisor may assign work to the student if the student brings insufficient work.
3. Students' conduct at ISS is expected to be exemplary at all times. Misconduct at ISS will be treated in a manner like misconduct during a regular class.
4. Students in ISS will be able to have a school breakfast and lunch brought to them.
5. Students needing to use the lavatory during in-school suspension must secure permission of the supervisor.
6. Students having in-school suspension may not participate in any extra-curricular activities on the day of the suspension. This restriction includes both practice and performance.
7. Students must serve all assigned ISS days unless written release is given by authorized school personnel.
8. Students who violate the Discipline Code during the last week of school can expect to receive ISS instead of detention.

## OFFICE SUPERVISION

School officials have the option of assigning office supervision restrictions in lieu of in-school suspension. In these instances, all rules which govern student behavior for ISS will apply. Special education services will be provided for any special education student, with appropriate documentation kept by the special education department.

### EXCLUSIONS FROM SCHOOL

Education is a statutory right, and all students must be afforded the appropriate elements of due process of law to be excluded from school. An exclusion from school may be in the form of a suspension or expulsion. In cases involving temporary suspension of more than three days or expulsion from school, a student is entitled to a hearing as part of due process rights.

1. Suspension is the exclusion from school for a period of one to ten consecutive school days.
  - a. A suspension may be given by the principal or other person in charge of the public school.
  - b. No student shall be suspended without first being informed of the reason(s) for the suspension and given an opportunity to respond. Prior notice need not be given when the continued presence of the offending student would create a health, safety, or welfare hazard for the school community.
  - c. The parents and the superintendent of schools shall be notified immediately in writing by the principal of a suspension.
  - d. For a suspension exceeding three days, the student has the right to an informal hearing consistent with state regulations governing student rights and responsibilities. The parent or guardian shall be notified of the informal hearing and the student shall have the right to be represented by counsel. The student may, at that time, present whatever exhibits and/or witnesses that are considered necessary for defense.
  - e. Suspensions may not be made to run beyond the limit of ten consecutive school days.
  - f. Once the period of suspension has ended, a parental conference with the principal may be required before the suspended student is re-admitted. School days missed after a suspension has ended due to the neglect of a parent or guardian to appear for a conference are considered unexcused.
  - g. Under the same rules governing excused absences, upon return to school following suspension, students have the responsibility to make up schoolwork missed during the time of suspension.
  - h. Students may not participate in any extra-curricular activities or be on any school property on the day of suspension.
2. An expulsion is an exclusion from school by the Board of School Directors for a period of more than ten days and may be permanent. Referral of the student for expulsion will be made only after the student has demonstrated behavior seriously disruptive to the educational process or hazardous to the health, safety, or welfare of the school community. The expulsion hearing and other related proceedings will strictly conform with the regulations of law.

The provisions for excluding a student who is considered exceptional under the Pennsylvania Department of Education Special Education Regulations is governed by those regulations. (Ch. 14.35, 14.36; Ch. 342.36)

### RESTRICTIONS FROM SCHOOL-RELATED ACTIVITY

The principal has the authority to restrict the participation of any student from school-related and/or extra-curricular activities for disciplinary reasons. The length of the restriction may be for whatever period of time judged appropriate by the principal. While under disciplinary restriction, the student may neither participate nor practice with, nor in any way be considered a part of the school-related activity.

### HEARINGS

Education is a statutory right, and all students must be afforded the appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion from school, the student is entitled to a formal hearing as part of due process rights. The hearing may be held before the entire Board of School Directors, a committee selected by the Board, or a qualified hearing officer appointed by the Board. In any case, a majority vote of the Board of School Directors is required for expulsion.

## SEARCHES

School officials have a right and responsibility to search a student's locker, handbags, or person upon a reasonable suspicion and seize any illegal or prohibited objects or materials. These objects or materials may be used as evidence against the student in any disciplinary or criminal proceedings. The student shall be notified of and given the opportunity to be present at a locker search. However, if there is reasonable suspicion that the locker may contain objects or materials that may endanger the health, welfare, or safety of students, the locker may be searched without prior notice.

## **ELIGIBILITY PROCEDURES**

Student activities are provided to broaden, expand, and enrich the educational experience. While these activities are important, it must be recognized that the academic phase of school life is most important and must be given top priority. Since most activities require considerable time, it is important that study time be adequate to guard against poor classroom achievement. Accordingly, students must give evidence of satisfactory achievement in the classroom to earn the privilege of participation. It is in recognition of the foregoing that this policy is established.

Extra-curricular activities are those activities taking place outside the regular school time in which the student is neither required nor expected to participate as part of the regular educational program. Co-curricular activities are those activities that take place during or outside of school time in which the student is required and expected to participate as part of the program. To participate in and maintain participation in any extra-curricular activity or co-curricular activity, a student must be passing all but one subject. Students must comply with all school and PIAA policies in regard to academic eligibility. If a student's cumulative or marking period grade drops below passing in more than one subject, the student becomes ineligible for participation in both extra-curricular and co-curricular activities for the period of seven calendar days. This includes all sports, clubs, student organizations, and band/chorus. Teachers will submit grades on Thursday each week to produce the ineligibility list. Students are expected to submit any work that needs graded by the end of the day Wednesday, prior to teacher submission of grades. Students who are failing two or more subjects as reported by teachers on Thursday will be ineligible the following Sunday through Saturday.

If the student is failing more than one subject as indicated on report cards the student will be ineligible for fifteen (15) school days. Furthermore, if a student is failing more than one subject at the end of the 4<sup>th</sup> marking period or has failed more than one subject for the year, the student will be ineligible for fifteen (15) school days at the start of the next school year. The student will be reinstated to the activity or activities if he or she is meeting the academic requirements at the end of the ineligibility period. If, however, the progress is not satisfactory, the ineligibility will continue for the next seven calendar days. During the period of ineligibility, the student may continue to practice at the activity supervisor's discretion but may not participate in public performances, competitions, or otherwise represent the Northern Bedford County School District in any manner. The ineligible student is permitted to travel with the team/organization as long as he/she is not dismissed prior to the end of the school day. Additionally, if a student ends the term with an incomplete grade, the student is not placed on the report card ineligibility list at that time. If this student ends up with a failing grade, the 15-day ineligibility period begins with day one when the grade is finalized.

Further, students who are ineligible may not attend field trips or athletic events or contests that would cause them to miss classes in which they were reported as failing. Additionally, a student found guilty of a second offense punishable by detention in a marking period will be ineligible for participation in extra-curricular activities for a period of seven calendar days. Upon the third offense punishable by detention, the student becomes ineligible for the rest of the marking period not to be less than seven calendar days. Ineligibility imposed for disciplinary reasons excludes students from participating in all field trips.

## **SPECIAL REGULATIONS GOVERNING STUDENT ATHLETES AND EXTRACURRICULAR/CO-CURRICULAR ACTIVITIES**

1. To participate in a practice, contest, or event, a student must be present for at least one-half day of school. This means students must arrive no later than 11:30 AM on the day of the contest, event or practice. The student must be at school by 11:30 a.m. on the last day of the school week to participate in a weekend contest, event or practice. Exceptions are made for doctor or dental appointments, funerals, pre-approved educational field trips, or other reasons approved by the principal or in the absence of the principal, the athletic director.
2. Students who leave school early due to illness or are sent home by the school nurse may not participate or attend any contest or practices that day. If this occurs on the last day of the school week, the student may not attend or participate in a weekend contest, event, or practice. Exceptions are made for doctor's or dental appointments, pre-approved educational field trips or other reasons approved by the principal or in the absence of the principal, the athletic director.
3. Students may not participate in practice, events, or contests on the day of suspension from school.
4. Student athletics, extracurriculars, and co-curriculars are governed by the school's Ineligibility Policy.
5. Coaches and advisors may establish and impose reasonable rules of discipline. While coaches and advisors are expected to establish and communicate regulations and consequences prior to the start of the season, discretion is allowed for situations that are not reasonably anticipated.
6. Sunday practices are strictly prohibited except by specific permission from the superintendent.
7. Students are not excused from participating in school events to attend a non-school sponsored event.
8. A student who commits a significant disciplinary infraction, as determined by the principal, on the day of a contest or event will not represent Northern Bedford that day without specific administrative approval. A Friday infraction may impact the weekend games at the discretion of the principal.
9. A student found guilty of a second offense punishable by detention in a marking period will be ineligible for participation in extra-curricular activities for a period of seven days. Upon the third offense punishable by detention, the student becomes ineligible for, at minimum, the rest of the marking period.
10. An athlete that joins a team mid-season must attend/participate in a minimum of five practices before representing our school in an athletic scrimmage or contest. Additionally, an athlete that quits a team for an extended period (more than two weeks) and later re-joins the team must also attend/participate in a minimum of five practices before representing our school in an athletic scrimmage or contest. It is the responsibility of the head coach to meet with the athletic director at the conclusion of the five days to place the athlete on the PIAA Eligibility List.
11. Student athletes not riding school provided transportation must either have their parent/guardian sign them out with the coaching staff after an event or have a preapproved written note from their parent/guardian that allows them to ride home with another adult as specified by the parental note who is 21 years of age or older. Any preapproved notes must be approved and initialed by either the Athletic Director or Principal and then given to the head coach prior to the team departing for away events.

### **HOMEWORK GUIDELINES**

By definition, homework is that study taking place outside the time allotted for classes that supports the learning taking place in class. We recognize homework as a logical extension of classroom activity. The time scheduled for classes is inadequate to permit all the activities necessary to effective learning, making the work done outside the classroom an integral part of the learning activity. There are several purposes served by homework, namely:

1. To provide practice in the use of skills and concepts learned in scheduled class time. Teachers would be expected to provide practice exercises to further develop learning from the classroom.
2. To provide preparation for further scheduled class activity. Teachers could reasonably be expected to require students to have studied new material before it is dealt with during scheduled class time.
3. To provide extension of learning into new areas. Teachers could reasonably expect students to individually study certain skills, concepts, and segments of knowledge that have not been formally taught in scheduled class time.
4. To provide practice in creativity. Teachers could reasonably expect students to apply thinking abilities to existing knowledge, skills, concepts, and attitudes to the solution of problems and the development of creative expression.

We recognize that students, parents, teachers, and administrators have separate responsibilities in making homework of

maximum value to the learning process. These guidelines are provided to assist each group in assuming its responsibility.

1. Responsibilities of Students

- A. Be sure to understand the directions given by the teacher giving assignment.
- B. Develop a system for recording assignments made by teachers.
- C. Each student shall be responsible for completing homework assignments as directed.
- D. Budget time to complete homework assignments.
- E. Seek help from the teacher, parents, or other students when needed to complete assignments.
- F. Promptly arrange for and complete make-up assignments when absent from class.
- G. Complete homework assignments without copying from others.

2. Responsibilities of Teachers

- A. Be familiar with school policy related to homework.
- B. Evaluate homework assignments considering school policy, course objectives, and desired outcomes of learning.
- C. Be sure that all students understand what is expected from homework assignments and how they relate to scheduled class activity.
- D. Develop clear and consistent criteria for the evaluation of homework and carefully explain them to the students.
- E. Establish appropriate penalties for not completing homework assignments.
- F. Be sure that all homework given is checked or otherwise recognized as having been completed. Use feedback in planning further scheduled class activity.
- G. Attempt to assign homework with progressively more difficult exercises to allow students to have at least some success in completing assignments.
- H. Develop an efficient record-keeping system to evaluate students' progress in homework assignments.
- I. To the extent possible, provide adequate means for students to obtain necessary supplementary help in completing assignments.
- J. Communicate unusual homework difficulties of your students to parents.
- K. Be considerate of the student's age and level of maturity when making assignments.
- L. Expect a reasonable time commitment from your students for homework but be considerate of the students' other activities.
- M. Individualize homework assignments, as much as possible, and avoid unnecessary repetition in skill practice activities.
- N. Never use homework as a punishment.

3. Responsibilities of Parents

- A. Provide an area at home with the usual resources for study.
- B. Set aside a regular, designated period of time each evening for homework.
- C. Set an example for study by turning off the television and reading during study time.
- D. Show an interest by inquiring about your child's homework.
- E. If possible, work along with your child when help is needed, but don't do the work for him/her.
- F. If your child continually has difficulty with homework, consult the teacher or guidance counselor.
- G. Contact the guidance counselor or teacher(s) for assignments if your child is absent for extended periods of time.

4. Responsibilities of School Administrator

- A. Continually monitor the application of this policy and evaluate its effect.
- B. Take necessary measures to alter and improve this policy in a systematic manner.
- C. Be available to discuss homework concerns with students, parents, and teachers.

### **UNLAWFUL HARASSMENT POLICY**

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated. The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools.

The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees. The Board directs those complaints of harassment be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. Neither reprisals nor retaliation shall occur because of good faith charges of harassment.

For purposes of this policy, harassment of a student consists of verbal, written, graphic or physical conduct relating to an individual's race, color, religion, ancestry, national origin/ethnicity, sexual orientation, gender, age, or handicap/ disability when such conduct:

1. Is sufficiently severe, persistent, or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment of a student shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, 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 academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services, or treatment.
4. Such conduct is sufficiently severe, persistent, or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive education environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

To maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the superintendent as the district's Compliance Officer. The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer. The compliance officer shall annually inform students, staff, parents, independent contractors, and volunteers that unlawful harassment of students will not be tolerated, by means of the following: publication in the district's News Bulletin, distribution of written policy; publication in handbooks, and presentation at an assembly.

The administration shall be responsible for providing training for students and employees regarding all aspects of unlawful harassment. Each staff member shall be responsible for maintaining an educational environment free from all forms of unlawful harassment. Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment. Students shall be informed that they may choose to report harassment complaints to building principals, teachers, counselors, nurse, and administrators.

All employees who receive harassment complaints from a student shall report such to the building principal. The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment.

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.



3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the compliance officer if the building principal is the subject of the complaint.

### Complaint Procedure–Student/Third Party

#### **Step 1 – Reporting**

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee. 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.

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 is encouraged to use the report form available from the building principal, (reference addendum), but oral complaints shall be acceptable.

#### **Step 2 – Investigation**

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the compliance officer. The compliance officer shall authorize the building principal to investigate the complaint unless the building principal is the subject of the complaint or is unable to conduct the investigation. The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation. The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

#### **Step 3 – Investigative Report**

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint. The findings of the investigation shall be provided to the complainant, the accused, and the compliance officer.

#### **Step 4 – District Action**

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Disciplinary actions shall be consistent with the Student Code of Conduct, board policies and district procedures, applicable collective bargaining agreements, and state and federal laws. If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

#### **Appeal Procedure**

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the compliance officer within fifteen (15) days.
2. The compliance officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The compliance officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complaint, the accused and the building principal who conducted the initial investigation.

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

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, including children with disabilities attending private schools, regardless of the severity of their disabilities, and who need special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Act Amendments of 2004 (IDEA '04).

The IDEA '04 requires each state educational agency to publish a notice to parents, in newspapers or other media, before any major identification, location, or evaluation activity. The IDEA '04 requires this notice to contain certain information. Another federal law, the Family Educational Rights and Privacy Act of 1974 (FERPA), which protects confidentiality, requires educational agencies to notify parents annually of the confidentiality rights (FERPA regulations have been amended 9 times). Pennsylvania special education regulations require each school district to fulfill the IDEA '04 notice requirement by providing an annual public notice. To comply with the above requirements, the following is the annual public notice for the school districts in the accompanying list.

The school districts in the accompanying list are required by IDEA 04 to provide a free appropriate public education to children with disabilities who need special education and related services. (Note: the duty to identify, locate, evaluate, and provide special education services to school-age individuals incarcerated in local correction institutions rests with the school district within whose boundaries such an institution is located.) School age children who need special education and related services are identified as children with disabilities. These students have been identified as needing specially designed instruction and have one or more of the following physical or mental disabilities:

- \*Autism
- \*Emotional Disturbance
- \*Deafness
- \*Hearing impairment
- \*Specific learning disability
- \*Intellectual Disability
- \*Multiple Disabilities
- \*Other Health Impairment
- \*Orthopedic Impairment due to chronic or acute health problems
- \*Speech and language impairment
- \*Visual impairment including blindness
- \*Deaf-blindness
- \*Traumatic Brain Injury
- \*Developmental Delay

### **Early Intervention**

IDEA 04 requires the provision of a free appropriate public education to children with disabilities between 3 years of age and the school district's age of beginners. In Pennsylvania, a child between 3 years of age and the school district's age of beginners who has a developmental delay or one or more of the physical or mental disabilities listed above may be identified as an "eligible young child."

Eligible young children are afforded the rights of school age children with disabilities, including screening, evaluation, individualized education program planning, and provision of appropriate programs and services.

Potential signs of developmental delay and other risk factors that could indicate disabilities and the possibility that a child is an eligible young child could include: **By the age of 3:** not saying many words; not using 2 or 3 word phrases and sentences; not walking; awkward gait (walking); drooling; not able to answer who or what questions; not using utensil to feed self; **By the age of 4 (all of the above included):** not toilet trained; difficulty with directional words (in, on, under, out); not playing with other children; not able to draw a circle, cross or imitate a vertical line; not able to understand the child's speech most of the time; difficulty following simple two-step directions (pick up the paper and put it in the garbage); **By the age of 5 (all of the above included):** unable to answer where questions; unable to recall details from a story; not drawing a person with at least 6 parts; immature speech patterns (me instead of I); not able to hop forward with one foot without support; **Other warning signs-at any age:** Little or no eye contact; over/under sensitivities to pain, light, noise; hand flapping; no awareness of space-always bumping into other people or things; awkward hand or foot positioning; won't touch or eat certain textures; child no longer can do things he/she used to do; developed normally, then stopped; echoes what is said; plays with toys inappropriately (watches wheels spin on the car but doesn't play with the car).

The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System Act. The Intermediate Unit 8 provides programs and services to eligible young children on behalf of the Pennsylvania Department of Education. For more information, contact the IU8 Preschool Office at (800) 228-7900.

### **Screening**

Intermediate Unit 8 and each school district in Bedford, Blair, Cambria, and Somerset counties has established and implemented procedures to locate, identify, and evaluate students and young children suspected of being exceptional. These procedures include screening activities which include but are not limited to review of group-based data (cumulative records, enrollment records, health records, and report cards); hearing screening (at a minimum of kindergarten, special

ungraded classes, first, second, third, seventh, and eleventh grades); vision screening (every grade level); motor screening; and speech and language screening. In schools which have a Pre-Referral, Child-Study, Early Intervening or Instructional Support Team, the above screening activities may lead to consideration by the teams to move to the next level of screening activities.

Intermediate Unit 8 and each school district has an established annual schedule to conduct screening activities. The screenings are conducted at specific times during the school year in designated school buildings and community sites. Screening may also be conducted in the student's home school unless other arrangements are necessary. **Parents, guardians, or surrogate parents may contact their local school district or Intermediate Unit 8 contact person if they wish to learn more, have questions, believe their child may need to be identified or to obtain specific information about the times and locations of screening activities.** The contact person for each school district and their phone number is listed at the end of this notice.

Except as indicated above or otherwise announced publicly, screening activities take place in an ongoing fashion throughout the school year. Each educational agency has a system for annually evaluating the effectiveness of its screening process.

### **Evaluation**

When screening indicates that a student may be a child with a disability, the school district will seek parental consent to conduct an evaluation. Evaluation means procedures used in the determination of whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and does not mean basic tests administered to or procedures used with all children.

This evaluation is conducted by a multidisciplinary team (MDT) that includes the parent and a group of qualified professionals. The process must be conducted in accordance with specific timelines and must include protection-in-evaluation procedures. For example, tests and procedures used as part of the evaluation may not be racially or culturally biased.

The evaluation process results in a written evaluation report. This report specifies a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction. The evaluation report also makes recommendations for educational programming. Once parental consent for evaluation is obtained, the school district has timelines and procedures specified by law which it must follow.

Parents who think their child is exceptional may request that the school district conduct an evaluation. This request should be made in writing to the contact person in the accompanying listing. If a parent makes an oral request for an evaluation, the school district shall provide the parent with a form for that purpose. Pre-Referral, Child-Study, Early Intervening, or Instructional Support Team activities do not serve as a bar to the right of a parent to request, (at any time, including prior to or during the conduct of instructional support activities, an evaluation.)

Parents also have the right to obtain an independent educational evaluation. The school district must provide parents, on request, information about where an independent educational evaluation may be obtained. Under certain circumstances, such an independent educational evaluation may be obtained at public expense.

### **Educational Placement**

The IEP team develops a written education plan called an Individualized Education Plan (IEP). The IEP is based on the results of the evaluation. Required members include at least one regular education teacher of the child (if the child is, or may be, participating in the regular education environment), at least one special education teacher, or where appropriate, at least one special education provider, a local educational agency, the child, whenever appropriate, or beginning at age 16. Parents may agree, in writing, to excuse a team member or members.

An IEP describes a student's current educational levels, goals, objectives (when required), and the individualized programs and services that the student will receive. IEPs are reviewed on an annual basis. The IEP team will make decisions about the type of services, the level of intervention, and the location of intervention. Types of services include:

1. Autistic Support
2. Blind and Visually Impaired Support

- |                                     |                                  |
|-------------------------------------|----------------------------------|
| 3. Deaf and Hard of Hearing Support | 7. Multiple Disabilities Support |
| 4. Emotional Support                | 8. Physical Support              |
| 5. Learning Support                 | 9. Speech and Language Support   |
| 6. Life Skills Support              |                                  |

Level of support options include:

- \* Itinerant Special Education supports and services provided by special education personnel for 20% or less of the school day.
- \* Supplemental Special Education supports and services provided by Special Education personnel for more than 20% but less than 80% of the school day.
- \* Full-time - Special Education supports and services provided by Special Education personnel for 80% or more of the school day.

Placement must be made in the least restrictive environment in which the student's needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

### Services for Protected Handicapped Students

Students who are not eligible to receive special education programs and services may qualify as protected handicapped students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that protected handicapped students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for each individual student. In compliance with state and federal law, the school district will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services, or accommodations needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. To qualify as a protected handicapped student, the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students may be distinct from those applicable to exceptional or thought-to-be exceptional students. The school district or the parent may initiate an evaluation if they believe a student, is a protected handicapped student. For further information on the evaluation procedures and provision of services to protect handicapped students, parents should contact the Special Education Contact in the accompanying listing.

### Confidentiality

Each school district protects the confidentiality of personally identifiable information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws, policies, and regulations. Education records means those records that are directly related to the student, including computer media and videotape, which are maintained by an educational agency or by a party acting for the agency. Educational agency, for purposes of this notice, means the local school district and/or the Intermediate Unit 8. For all students, the educational agency maintains education records that include but are not limited to:

- Personally, identifiable information - confidential information that includes, but is not limited to, the student's name, name of parents and other family members, the address of the student or student's family, and personal information or personal characteristics which would make the student's identity easily traceable.
- Directory information - information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is **not limited** to, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records.

They are:

1. Parents have the right to inspect and review a child's education record. The school district will comply with a request to inspect and review education records without unnecessary delay and before any meeting regarding an IEP or any due process hearing, but in no case more than 45 days after the request has been made. Requests should be submitted in writing, indicating the records the parents wish to inspect, to the school principal or other appropriate school official. Parents have the right to a response from the school district to reasonable requests for explanations and interpretations of the records. Parents have the right to request copies of the records. While the district cannot charge a fee to search for or to retrieve information, it may charge a copying fee if it does not effectively prevent the parents from exercising their right to inspect and review the records. Parents have the right to appoint a representative to inspect and review their child's records. If any education record contains information on more than one child, parents have the right only to inspect and review the information relating to their child.
2. If parents think information in an education record is inaccurate, misleading, or violates the privacy or other rights of their child, they may request amendment of the record. Requests should be in writing and clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. The school district will decide whether to amend the record and will notify the parents in writing of its decision. If the school district refuses to amend a record, it will notify the parents of their right to a hearing to challenge the disputed information. Additional information regarding the hearing procedures will be provided to the parents or student when notified of the right to a hearing.
3. Destruction of information means physical destruction or removal of personal identifiers, so the information is no longer personally identifiable.  
Whenever information is no longer needed to provide educational services to a child or after a former student 24<sup>th</sup> birthday, the information in their education record will be destroyed by the educational agency, if there is not a current request to inspect and review or a request for copies. However, a permanent record of a former student's name, telephone number, grades, achievement, attendance, classes attended, grade level completed, year completed, Evaluation/Re-evaluation Reports, last three (3) IEPs, and last Notice of Recommended Educational Placement will be maintained in an electronic form without time limitation.  
  
Information no longer needed to provide educational services must be destroyed if requested by a parent. However, a permanent record of a student's name, address, phone number, grades, attendance, classes attended, grade level completed, year completed may be maintained in an electronic form without time limitation.
4. The school district will provide, upon request, a listing of the types and locations of education records maintained, the school officials responsible for these records, and the school personnel authorized to see personally identifiable information. Such personnel receive training and instruction regarding confidentiality. The school district keeps a record of parties obtaining access to education records, including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.
5. Parents have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. "Consent" means: the parent(s) have been fully informed regarding the activity requiring consent, in their native language or other mode of communication; they understand and agree in writing to the activity; and they understand that consent is voluntary and may be revoked at any time. Information may be disclosed without consent to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another

school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

Directory information may be released without parent consent unless the parent has exercised their right to opt out of disclosure of directory information. Parents have the right to refuse to let an agency designate any or all the above information as directory information.

Upon request, the district discloses education records (including disciplinary records) without consent to officials of another school district in which a student seeks or intends to enroll.

6. Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. Complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.
7. NDAA of 2002 also requires districts to give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and provide students names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information.

### **Mode of Communication**

The content of this notice has been written in straightforward, simple language. If a person does not understand any of this notice, he or she should contact the school district or Intermediate Unit 8 and request an explanation.

The school district will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language, the school district will arrange for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication).

### **Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students is required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
  1. Political affiliations or beliefs of the student or student's parent.
  2. Mental or psychological problems of the student or student's family.
  3. Sex behavior or attitudes.
  4. Illegal, anti-social, self-incriminating, or demeaning behavior.
  5. Critical appraisals of others with whom respondents have close family relationships.
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of*
  1. Any other protected information survey, regardless of funding.
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use.
  1. Protected information surveys of students.
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Districts will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Districts will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Districts will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. Districts will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided with an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

A parent may file a written complaint alleging that the rights described in this notice were not provided:

Pennsylvania Department of Education  
Bureau of Special Education  
Division of Compliance  
333 Market Street  
Harrisburg, PA 17126-0333

## **Homeless Initiative Information**

The Homeless Children's initiative ensures homeless children and youth a free and appropriate public education on an equal basis with all other children of Pennsylvania. Program objectives and activities are intended to remove barriers to enrollment and educational success, and to ensure that education is as uninterrupted as possible while students are homeless.

If you have any questions please contact our Homeless Liaison:

Mrs. Stacy Pressel, 814-766-4702, [spressel@nbcsd.org](mailto:spressel@nbcsd.org)

### **Definitions of Homelessness**

A child is considered homeless if he or she is living with or without a parent:

- In a homeless or domestic violence shelter
- In a public or private place not designated as regular sleeping accommodation, such as a vehicle, park, hotel or campground
- With relatives or friends due to lack of housing ("doubled up")
- Outside of his or her home as a runaway or because he/she has been forced out of the home
- In a house for unwed mothers with no other options for living accommodations
- In any of the situations listed above as a child of a migrant family
- Homeless children reside in situations that are not fixed, regular or adequate.

### **Barriers Facing Homeless Children**

Homeless children face a variety of legal, social and emotional barriers that may interrupt their education. They include:

- Lack of school supplies and clothing
- Residency and guardianship requirements
- Lapses in program continuity
- Delays in educational evaluations
- Lack of transportation to school
- Missing academic and health records
- Lack of awareness regarding the extent and effects of homelessness

- Inadequate parental resources
- Social stigma attached to homelessness

### **How Homeless Children’s Initiative Coordinators Can Help**

- Assisting with school enrollment and placement
- Providing referrals for clothing, food, shelter, rent, medical services, preschool, housing, advocacy, counseling, etc.
- Coordinating transportation to and from school
- Implementing tutoring and enrichment services in shelters and other settings
- Coordinating support services
- Distributing literature regarding homeless children
- Providing training and in-service related to the McKinney-Vento Act
- Increasing public awareness of homelessness
- Assisting with obtaining school clothing, shoes and supplies for homeless students

### **How School Personnel Can Help**

- School administrators can help by knowing the rights of the homeless and encouraging sensitivity
- Identified Homeless Liaisons can identify and track homeless students, train district staff on Federal and State policies, and contact HCI staff with questions and requests for technical assistance
- Principals can create a welcoming environment for homeless families
- School secretaries can discreetly assist parents with forms and paperwork
- Counselors can refer for needed services
- School Nurses can expedite immunization and health record transfers
- Transportation staff can arrange for children to attend their school of origin

**Right to Know Request** - As a parent of a student in the Northern Bedford County School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Every Student Succeeds Act (ESSA) federal law allows you to ask for certain information about your child’s classroom teachers and paraprofessionals qualifications and requires us to give you this information in a timely manner. If you would like to receive additional information about any teachers or paraprofessionals who work with your child, please contact the superintendent at the following address:

Todd B. Beatty, Superintendent  
 Northern Bedford County School District  
 152 NBC Drive  
 Loysburg, PA 16659  
 Phone: (814) 766-2221 x4702  
 Email: [tbeatty@nbcasd.org](mailto:tbeatty@nbcasd.org)

Northern Bedford County School District, along with our Career and Technical Education (CTE) programs, 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 as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact Mr. Todd Beatty, sec. 504 coordinator, at 152 NBC Drive, Loysburg, PA 16659 (814) 766-2221. For information regarding services, activities and facilities that are accessible to and useable by handicapped persons, contact the District Superintendent, Todd Beatty, at the above address or telephone number.



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