Burgettstown Middle High School

Student/Parent **Handbook**

2024-2025

Burgettstown Area School District:
***B**uilding **A**mbitious **S**tudents **D**aily*

Principal
Dr. Shaun Cooke

Assistant Principal
Mrs. Maria Shaffer

Revised: 8/12/2024

Mission

We, at Burgettstown Area School District, aim to create a better everyday life for students, empowering them to develop a curiosity for learning while discovering their interests.

Building Ambitious Students Daily: education for a lifetime of achievement.

Vision

Within a nurturing and supportive school community, Burgettstown Area School District's students will become confident, future-focused, lifelong learners who proudly provide meaningful contributions to society.

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****Changes for the 2024-2025 school year have been highlighted throughout the handbook.**

TELEPHONE DIRECTORY

Middle/High School
(724) 947-8100
(724) 947-8101

Middle/High School Office
Ms. Cheryl Christy
Ms. Debbie Mioduski

Principal
Dr. Shaun Cooke

Assistant Principal
Mrs. Maria Shaffer

Attendance Office
Ms. Rena Thomas

Athletic Director
[Insert Name]

Guidance Office
Mrs. Beth Roman (Grades 6-8)
(724) 947-8106

Mrs. Holly Riley (Grades 9-12)
(724) 947-8107

Mrs. Tiarre Bowersock - Secretary
(724) 947-8110

Nurse
Mrs. Zuri Vigliotti
(724) 947-8114

District Administration
(724) 947-8136

Superintendent
Mr. Stephen Puskar

Assistant to the Superintendent
Mrs. Melissa Ferencuha

Business Manager
Ms. Jamie O'Donnell

Supervisor of Special Education
Mrs. Michele Burton
(724) 947-8104

Mrs. Bernie Froats - Secretary
(724) 947-8103

Director of Transportation
Mrs. Cheryl Slay
(724) 947-8148

Director of Food Service
Mr. Harold Milford

HISTORY OF BURGETTSTOWN HIGH SCHOOL

Union High School originally represented the combined educational efforts of Burgettstown Borough and Smith Township. The two school boards met in 1917 and decided to erect a joint high school. Construction was started, but it was not until after the Christmas holidays of 1918 that the student body was able to occupy the building.

Approximately 150 students were enrolled in Union High School when it first opened and attendance increased year by year, the 1974-75 enrollment being over 1,350 students. Facilities at "Old U.H.S." included the main building, industrial arts, music building, mechanical drawing building, and home economics buildings under separate roofs. Special facilities included an auditorium and gymnasium, an administration office, an office of the supervising principal, a teacher's room, and a health room; however, neither a cafeteria nor a kitchen was provided for in the building.

After enduring forty-six years and perhaps ten thousand students, the school was completely destroyed by fire on Thursday, March 21, 1963, at 4:45 pm. The school was completely destroyed in less than three hours. The reported cause of the fire was faulty electrical wiring. The blaze was discovered by the janitor in the ceiling near the front of the auditorium.

Many important documents and records were saved, but thousands of other items were lost. Old Union High School died on a March day, but the memories associated with it live on.

Fortunately, the new Burgettstown Area Junior High School was in the process of construction. It would still retain the name of Union High School up until the '76-'77 school year. Even though the building was incomplete, occupancy was necessary, due to the disaster. Classes such as home economics, art, physical education, industrial arts, etc., could not be resumed. The school year was completed under this handicap. The 1963-64 school year saw the completion of the building. The joint efforts of Burgettstown Borough, Smith Township, and Jefferson Township were realized.

During the 1965-66 academic year, Hanover Township officially became part of this school district. At this time, students from this area became part of the "Blue Devil" team. With the beginning of the 1976-77 school year, the official name of the high school became Burgettstown Area Junior High School. During the school year 2000-2001, the District changed the instructional program of the school to address middle-level education. As of July 1, 2001, the school became Burgettstown Area Middle-High School.

The Middle-High School was fully renovated, finishing in September 2009. A new gym, auditorium, cafeteria, locker rooms, and bus lane around the school were added during the construction. The sixth grade was also moved up to the Middle School for the 2009-2010 school year.

I. ACADEMICS

CLASS RANK

Class rank shall be computed by the final grade in all subjects for which credit is awarded at the end of the first semester of the senior year. Beginning with the Class of 2022, class rank shall be computed by the final grade in all Burgettstown Area School District and Western Area Career & Technology Center courses for which credit is awarded. Any two (2) or more students whose computed grade point averages are identical shall be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of students proceeding and not by the rank of the proceeding position.

COLLEGE CREDIT TOWARD GRADUATION

Students may accrue credit toward graduation by taking college courses under the following provisions:

- Courses at any accredited institution of higher learning may be taken in place of a BASD course of the same content area (i.e. English for English, Calculus for Calculus.) These courses can be taken in high school classes under the requirements of the accredited institution of higher learning.
- Before taking any such course, the student must provide the principal and/or appropriate department chairperson with a description of the course to be taken to ensure that the course is an acceptable alternative to the Burgettstown High School course it is intended to replace.
- A one-semester college course may be equivalent to up to two semesters of the same course at BHS and will be awarded the number of Burgettstown graduation units deemed appropriate by the principal.
- Upon completion of each course, the student must present to the high school principal an official grade transcript from the college or university. This transcript is subject to verification by the Burgettstown Area School District. Student attendance in college courses is mandatory.
- Testing/Clepping out of a college course, even though college credit is earned, will not count as a required unit toward graduation from Burgettstown Area School District. The district reserves the right to require proof of student attendance at every class session.
- Upon verification by the district, the grade earned in the college course will be entered on the student's official transcript and will be identified as a college grade.

COURSE DROP/ADD POLICY

Schedule changes at the opening of school will be made only for students who have irresolvable conflicts in their schedules. No schedule changes will be granted to allow a change in class periods or teachers unless there are extenuating circumstances.

EDUCATIONAL TRIPS - NOT SCHOOL SPONSORED

Although the District is not required to excuse pupils for educational trips, the administration has the authority to approve such leaves of absence, making a case-by-case decision based on the following criteria:

- The request must be approved at least two weeks in advance by the Principal. All requests must be made in writing on the appropriate form and submitted at least 2 weeks prior to the trip.

- Depending on the student's attendance record, a student who has missed a total of ten days for the school year will be denied permission for a trip. Final approval is contingent on the student's keeping up with assignments during the trip.
- This policy shall not be used as a basis for approving family vacations during the school year. Trips shall be limited to one trip per school year. Students will be required to have all teachers initial a paper indicating that the student discussed upcoming assignments with each teacher and made arrangements to complete all work missed immediately upon return to school.
- Days missed due to an approved educational trip will be counted as an excused absence.

EMAILING FACULTY

All teachers and administrators can be reached by email. The e-mail address for all staff members is as follows:

First name initial, last name, followed by "@burgettstown.k12.pa.us"

Example: John Doe's email would be **jdoe@burgettstown.k12.pa.us**

FAILED COURSES

Students who fail required courses in grades 9, 10, 11 and 12, must repeat those classes or complete the classes in an approved summer school program. Information on summer school is available from the Guidance Office (see Summer School on page 12).

Students in grades 6-8 who fail one major subject will still be promoted to the next grade. Students failing 2 major subjects must make up one class in summer school or be retained. Students failing 3 major subjects must make up 2 classes in summer school or be retained. Students failing 4 or more major subjects will be retained.

Each student's retention will be looked at on a case-by-case basis.

GRADUATION REQUIREMENTS AND EXPECTATIONS

Students should prepare for course selection by discussing options with parents/guardians, counselors, and teachers. Parents may make arrangements to discuss course selections with a guidance counselor, principal, or teacher.

Students and parents need to be aware of homeroom assignments. These are made dependent upon the number of units earned prior to the start of each school year.

- To be advanced to a sophomore homeroom, a student must have earned at least 12 units.
- To be advanced to a junior homeroom, a student must have earned at least 26 units.
- To be advanced to a senior homeroom, a student must have earned at least 37 units.

Graduation Requirements

Burgettstown graduates must successfully accumulate 53 units for graduation purposes in accordance with the following requirements:

A Burgettstown Graduation Unit shall be identified as a one-semester course successfully completed in Grades 9, 10, 11, and 12.

A total of 37 units are identified as “required”* courses. A total of 16 additional units shall be selected from an approved list of electives for each curricular area. Required courses and approved elective courses are identified at the beginning of each curricular area. The following 37 units are required:

English- 8 units
Social Studies- 8 units
Science- 6 units
Math- 6 units
Business Ed/Information Technology- 2 units
Family & Consumer Science- 1 unit
Health/Physical Ed- 3 units
Fine Arts- 1 unit

Students must also take 2 additional units from either Math or Science.
**Credit substitutions may be granted on a case-by-case basis.*

To graduate from the Burgettstown Area School District, students must meet the graduation requirements as set forth in District policy. Successful completion of all required courses will ensure that students have fulfilled the requirements. Additionally, students must successfully complete the requirements set forth in Act 158 of 2018 in conjunction with Act 6 of 2017.

Accumulation of Units
Students should check with their guidance counselor on accumulated units to review progress toward graduation.

Students must realize that there is limited flexibility for dropping a course without taking another course in its place. Fifty-three graduation units in grades 9-12 leave limited opportunities for open slots in student schedules.

Students attending Western Area Career and Technology Center must maintain a “C” average or better in their vocational classes at Western Area and in their academic subjects at BHS or attendance at Western Area may be jeopardized. Attendance requirements must be met to maintain membership in the Western Area program.

GRADING POLICY

Purpose of Evaluation
The purpose of student evaluation is to determine the progress of the student over a given period of time, to identify student needs and areas of remediation, and to afford the instructor the opportunity to evaluate and rethink instructional methodology.

Grade Point Average (GPA)
(Based upon semester averages; used for class rank)

Letter Grade	Percentage	Unweighted QPE	Weighted QPE
A	93-100	4.0	5.0
A-	90-92	3.7	4.7
B+	87-89	3.4	4.4

B	83-86	3.0	4.0
B-	80-82	2.7	3.7
C+	77-79	2.4	3.4
C	73-76	2.0	3.0
C-	70-73	1.7	2.7
D+	67-69	1.4	2.4
D	63-66	1.0	2.0
D-	60-62	0.7	1.7
F	0-59	0.0	0.0

GPA is listed at the bottom of the report card under the attendance box.

Basis for Grades

It is the philosophy of the Burgettstown Area School District that the students should be graded on the skills and concepts learned over a given period of time and on the application of those skills and concepts in varied practical experiences and participation in the learning process.

The honor roll for the Middle/High School is prepared and posted at the close of each grading period. The scale is as follows: High Honors – 4.0 and up; Honors – 3.4 to 3.9 inclusive; and Honorable Mention – 3.0 to 3.3 inclusive.

GUIDANCE DEPARTMENT

Guidance and counseling programs function to assist all students in the following:

- Assessing and understanding their abilities, aptitudes, interests, education, and career needs.
- Increasing their understanding of educational and career opportunities and requirements.
- Helping them make the best possible use of opportunities through the formulation and achievement of realistic goals.
- Helping students maintain normal personal-social adjustments.
- Providing testing and test interpretation including PSAT, ASVAB, SAT, ACT, Keystone, and PSSA.

HOMEBOUND INSTRUCTION

Homebound instruction is provided by the district only in cases where serious illness or injury prevents a student from attending school in a regular classroom setting.

Applicants for individual instruction must submit a copy of the doctor's medical request for homebound instruction certifying the nature of the illness or disability and stating the probable duration of the confinement to the Principal for consideration. To be eligible for homebound instruction the district shall require that the student be absent from school for fifteen (15) consecutive school days. The maximum period of homebound instruction per state law is three (3) months.

Additional information is available upon request.

HOMEWORK REQUESTS

In the case of an absence of three days or more, homework assignments may be requested through the attendance secretary. Please allow two days for this material to be compiled.

INCOMPLETE GRADES

An incomplete grade (I) for a nine-week grading period indicates that the work from that specific period has not been completed. If the student has not completed the work by the end of the next grading period, the incomplete work will be awarded zero (0) points and be counted in the calculation for the quarter grade.

LIBRARY PROCEDURES

The main purpose of the library is for academic research and inquiry-based learning.

- The area will not be used for socialization.
- No one may be excused from the library once there without permission.
- A fine will be charged for each overdue book. There is no charge for days when school is not in session.
- Borrowing privileges will be suspended if money is owed to the library.
- Students are responsible for any damage done to library books and other items located in the library. This includes tampering with barcodes on books.
- Students may check out two magazines overnight. Magazines must be returned to the library no later than the homeroom period of the following day.
- Xeroxed copies are not free.
- There will be a charge for each magazine lost or intentionally damaged.

NATIONAL HONOR SOCIETY

The National Honor Society and Junior National Honor Society are selected societies of pupils with outstanding qualities of scholarship, character, service, and leadership. The purpose of this organization is to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, develop character, and encourage citizenship. Students must have at least a 3.0 grade point average to be considered for membership. Specific membership information may be obtained from the Honor Society sponsor.

PARENT CONFERENCES

Parents are encouraged to contact the school about concerns regarding their son's/daughter's school work. Appointments for conferences with teachers or counselors may be made by calling *or emailing the teacher* or guidance office. Parents can regularly check their son's/daughter's grades by using Alma. All teacher emails are in this format:

firstinitiallastname@burgettstown.k12.pa.us.

PHYSICAL EDUCATION

If you have an illness or injury which prohibits you from participating for an extended period of time, you are to present a physician's excuse to the appropriate Physical Education teacher. The excuse must contain the following information: the nature of the illness or injury and the length of time you will need to be excused from physical education classes. Any limited activities in which you may be unable to participate.

PROGRESS REPORTS

Progress reports can be accessed via the internet using Alma. Burgettstown Area School District will no longer be mailing paper progress reports or report cards. *In order to access your son's/daughter's grades, progress reports, and report cards, you must provide the school with a working email address on the emergency contact form*. The progress report is to inform parents of the reasons for their son's/daughter's success or failure and particular strengths or weaknesses in those subjects listed on the report and will be emailed. Parents are encouraged to consult with the child's counselor and/or teacher concerning progress reports.

REPORT CARDS

Report cards are available online at the end of each nine-week grading period and will be emailed home.

SUMMER SCHOOL *(Credit Recovery)*

Summer school is available to students who have failed a course and wish to enroll to obtain credit for the failed course. A transcript of completed coursework must be forwarded to the Guidance Office before any credit is awarded. A list of course offerings and registration materials is provided by the Guidance Office. Students, who do not take summer school courses, may take Internet courses. Inquire with the guidance office for an approved list of internet courses.

Students who fail a course at BMHS may earn credit toward graduation by taking summer school courses under the following provisions:

Summer school courses must be approved by the high school principal or superintendent. Programs conducted by colleges or universities are pre-approved summer school programs.

- Course descriptions must include course content and the number of hours of instruction.
- Courses must be taught by a PA-certified instructor.
- For remediation purposes, 30 hours of instruction may be equal to up to two Burgettstown graduation units.
- Upon verification, the grade earned in the summer school course will be entered on the student's official transcript and will be identified as a summer school grade.
- Failed courses at BMHS will also remain on the student transcript and will count towards GPA and class rank**.**

*****Middle School Students may enroll in summer courses in order to advance to their next grade level.***

STUDY HALL

Study halls are primarily for academic purposes only. Disruptive behavior will not be permitted. Students are not permitted to play cards or non-academic games. Students are only permitted

to take one study hall per day. If a student wants to take additional study halls, they must meet with the Principal.

WEIGHTED COURSES

Beginning with the class of 2022, the weighted class designation shall be used for determining honor roll and class rank. Advanced Placement, designated honors classes and BHS classes for which college credit is awarded shall be identified as weighted classes for the purposes of determining class rank and honor roll.

For determining honor roll and class rank, weighted classes will be calculated on a 5.0 - point scale.

Course credit toward graduation will be granted to any 7th- or 8th-grade student who successfully completes any high school class.

WESTERN AREA CAREER AND TECHNOLOGY CENTER

Students who qualify academically and attendance-wise in grades ten (10), eleven (11), and twelve (12) have an opportunity to participate in the Western Area Career and Technology Center. Scheduling is done through the Guidance Office. Burgettstown students attend WACTC for a half-day in the morning.

WITHDRAWAL FROM SCHOOL

All students are encouraged to remain in school. Before you decide to withdraw, we require that you meet with your guidance counselor to look into your potential options. For those choosing to withdraw, the services of the Guidance Office are made available to provide assistance in pursuing a Commonwealth Secondary School Diploma through the General Educational Development (G.E.D.) Program. The Commonwealth Diploma cannot be converted to, nor exchanged for, the diploma from the Burgettstown Area School District.

II. ACTIVITIES & ATHLETICS

ATHLETICS

All athletics at Burgettstown Middle/High School are governed by the Athletic Committee. This committee determines the athletic policy at the high school. The Athletic Director arranges schedules, sets the athletic budget, and awards letters in the various sports. Burgettstown Middle/High School participates in various forms of varsity athletics.

Pay to Participate Activities Offered at Burgettstown:

- Band (Drumline/Devilettes)
- Softball
- Baseball
- Cross Country
- Football
- Track & Field
- Basketball
- Golf
- Volleyball
- Cheerleading
- Wrestling

ATHLETIC ATTENDANCE

The PIAA requires that all participants in athletic programs be full-time students at the school where they participate. In addition, our students must attend school for at least a half-day to be eligible for practice or competition that day. The cut off for a half day is 11:00 am.

According to PIAA rules, any athlete who misses 20 school days in a semester is ineligible until they have attended 45 school days following the 20th absence.

ACADEMIC ELIGIBILITY

Any student participating in any of the school's athletic programs will be subject to a weekly performance review by his/her teachers. This policy will also apply to all cheerleaders. Any athlete who is noted as failing two courses will be declared ineligible to practice or play in any contest the week following the performance review.

ACTIVITIES AND CLUBS

Clubs are organized for the purpose of giving students experience in planning and promoting activities of a literary and social nature. All clubs will devote a portion of their time to at least one activity that benefits the entire school in some way. Students desiring to form a club must complete a "club creation form" found in the main office and submit it to the Assistant Principal. The club must be approved by the Student Council prior to a School Board vote.

Club Hope
Comic Book
Guitar
Media
National Honor Society
Peer Jury
PJAS
Pep
Physics
Pickleball
Principal's Advisory
Prom Committee
Spanish
STEAM
Student Council
Table Top
TSA
Women's Student Union
PLD - Peace, Love, & Diversity

CONCUSSION MANAGEMENT

Each school year, prior to participation in athletic activity, every student-athlete and his/her parent/guardian shall sign and return the acknowledgment of receipt and review of the Concussion and Traumatic Brain Injury Information Sheet.

Removal from Play: A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist or other official designated by the district, exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed by the coach from participation at that time.

Return to Play: The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by an appropriate medical professional. The board may designate a specific appropriate medical professional(s) to provide written clearance for return to participation.

Students who sustain a concussion will be overseen by the BMHS Concussion Management Team. If your child sustains a concussion please contact Mrs. Zuri Vigliotti, BMHS School Nurse and Concussion Management Coordinator.

DANCE GUIDELINES

1. Any student organization (club or class) may sponsor a dance.
2. Dances are to be scheduled through the Principal, followed up by a Building Use Form.
3. Dances are usually scheduled for a semester at a time and are usually scheduled for Fridays. Some Saturdays may be used.
4. Length of dances:
    i. High School - 3 hours (maximum), with the exception of Prom
    ii. Middle School - 2 hours (maximum)
5. Chaperones for dances:
    a. A **total of six (6) chaperones** is required, three of which must be teachers.
    b. A list of chaperones must be given to the Principal by 2:30 pm on the day of the dance or by 2:30 pm on Friday for a Saturday dance.
    c. Failure to meet the chaperone requirements will result in the dance being canceled.
6. All dances are closed to outsiders/non-students unless otherwise notified.
7. Tickets must be purchased by the student attending; non-Burgettstown students are not permitted to purchase a ticket.
8. Middle School students may **not** attend High School dances.
9. High School students may **not** attend Middle School dances.
10. Students are **not** permitted to re-enter the dance once they leave. There will be **no** exception to this rule.
11. All school rules and policies are in effect for school dances and apply to all participants.
12. Security must be present during Dance hours.

PROM and GRAND MARCH

The Burgettstown Junior-Senior Prom is held for students in grades 11-12. A sophomore may only attend if invited by a junior or senior. Underclassmen in grades 7, 8, and 9 from Burgettstown or any other school district may not attend the Prom. Foreign Exchange students in grades 10 -12 may attend Prom. All students & their guests attending the Prom must register with the Prom advisor. Students going to the Prom are requested to attend and actively participate in the Grand March.

Prom Rules:

- All rules and regulations outlined in the Student Handbook must be adhered to for all school functions.
- Law enforcement will address any presence of alcoholic beverages, controlled substances, or students under the influence.
- Smoking is strictly prohibited inside and outside the facility.
- Parents will be promptly informed of any incidents, and citations may be issued.
- Only students in grades 11 and 12 are eligible to participate in the Prom.

- 10th-grade students may attend if invited by a junior or senior, while freshmen are not permitted to attend.
- Students attending the Prom must participate in the Grand March actively.
- Individuals over 20 years of age (as of the day of the Prom) are only allowed to attend if married to a junior or senior student.
- All school rules and policies apply to all Prom participants, including chaperones.
- Participants must attend school until the conclusion of the first lunch period on the day of the Prom. Prom participants, to be dismissed, must have written permission from their parent/guardian to leave at that time. These slips must be presented to the Attendance Office the day before the Prom.
- Chaperones will greet participants upon arrival.
- Graduates or students from other schools must present a valid ID or driver's license for age verification.
- Burgettstown students are required to sign in upon entry.
- Backpacks or bags are not allowed at the Prom venue.
- Purses and pockets of participants will be searched during registration.
- The dress code for the event is formal, and all attendees must be dressed appropriately.
- Non-Burgettstown High School students must submit a signed information form from a parent/guardian and their high school principal to Mr. Fadden, the Burgettstown High School Principal.
- Students who have been expelled or are on suspension from any school district are not permitted to attend. The Administration reserves the right to verify the status of Prom guests with other school districts.
- Students on suspension from Burgettstown or another school district on the day of the Prom will not be permitted to attend. Any student absent five consecutive days before the Prom will not be permitted to attend and/or actively participate.
- Non-cooperative participants will be dealt with by law enforcement if necessary.
- In case of uncertainty, the Principal (or designate) will make the final decision.
- No open containers are permitted at the Grand March or Prom Venue under any circumstances.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities support the concept of student organizations for such purposes as building social relationships, developing interests in a specific area, and gaining an understanding of the elements and responsibilities of good citizenship. Extracurricular activities are programs that are sponsored or approved by the Board and are conducted wholly or partly outside the regular school day and are equally available to all students who voluntarily elect to participate. All students participating in extracurricular activities must adhere to the Code of Student Conduct. Students enrolled in the District cyber learning option, Burgettstown Academy of Learning may participate in extracurricular activities as long as and the student fulfills all eligibility criteria required for participation in.

STUDENT COUNCIL

The Student Council represents the student body at Burgettstown Middle/High School and is the heart of student involvement. The Burgettstown Student Council is a very active and dedicated group of young people who are involved in many different school and community projects. There are many benefits to be derived from a group of this nature. Student council:

- Provides a platform for student concerns and ideas.
- Offers students opportunities to develop their leadership abilities.
- Helps to create a positive school climate.

Any student can be nominated for Student Council leadership by filling out a nomination petition. Members are then elected by the student body. Specific membership information may be obtained from the Council's sponsor.

SUDDEN CARDIAC ARREST

Each school year, before participation in athletic activity, every student-athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.

Removal from Play: A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, or other official designated by the district, exhibits signs or symptoms of sudden cardiac arrest while participating in an athletic activity shall be removed by the coach from participation at that time.

Any student known to have exhibited signs or symptoms of sudden cardiac arrest before or following an athletic activity shall be prevented from participating in athletic activities.

Return to Play: The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by a licensed physician, certified registered nurse practitioner, or cardiologist.

YEARBOOK

Burgettstown Middle/High School's yearbook is published by members of the yearbook staff. The cost of the yearbook is announced each year. Yearbook orders are taken during the first semester.

III. ATTENDANCE

ATTENDANCE POLICY

The Public School Code of the Commonwealth of Pennsylvania requires the regular attendance of all pupils in public schools. These requirements are found in the Pennsylvania School Code, and they are repeated below.

"A child must attend school regularly from the time (s)he enters, which shall not be later than at the age of six (6) years until the age of eighteen (18) years or graduates (whichever is sooner).

Every parent, guardian, or other person having control or charge of any child or children of compulsory school age is required to send such a child or children to a day school continuously through the entire term, during which the public schools in their respective districts.

The Board of School Directors of any school district may, upon certification by a licensed practitioner of the healing arts or upon any other satisfactory evidence being furnished to it, show that any child or children are prevented from attending school, or from applying to study, on account of any mental, physical, or other urgent reasons shall be strictly construed and shall not permit irregular attendance. In every such case, such action by the Board of School Directors shall not be final until the approval of the Department of Public Instruction has been obtained. Every principal or teacher in any public, private, or other school may, for reasons enumerated above, excuse any child for non-attendance during temporary periods.

The Burgettstown Area School District Board of School Directors believes that regular attendance in the classroom is conducive to learning and that frequent absences of pupils from regular classes disrupt the continuity of the instructional process. The school cannot teach students who are not present. Poor attendance limits accomplishments and reinforces a habit that will handicap the individual in future education or employment. Therefore, the Burgettstown Board of Directors requires the regular attendance of all students each day that school is in session.

ABSENCES FOR SCHOOL ACTIVITIES

Students who know in advance of any absence because of a school-related activity must see the teachers of the classes that will be missed before the absence to make arrangements to complete missed class work/assignments.

AUTOMATIC WITHDRAWAL FOR EXCESSIVE UNLAWFUL ABSENCES

Following the Attendance Laws of the Commonwealth of Pennsylvania, any student who is absent for ten (10) consecutive days will be automatically removed from the school rolls by the Administration, except for students with IEPs or service agreements. The parent/guardian of the student who is removed from the school rules will be notified by certified mail.

CHILDREN OF SEPARATED/DIVORCED PARENTS

If a separated/divorced parent having custody of a child desires that the child not be released in the care of the other parent, the school will comply with his/her wishes provided she/he files with their school a copy of the court order mandating compliance with that request.

CLASS CUTS

Class Cuts are considered unlawful absences from a particular class. Disciplinary action for cutting class will be per the Disciplinary Policy. If a student needs to see a school counselor or the school nurse, they must first check in with their teacher (unless an emergency arises that prevents them from doing so).

Students who violate this policy may receive a behavioral referral and may be subject to:

- 1st Offense - 2 Hour Saturday Detention
- 2nd Offense - 4 Hour Saturday Detention
- 3rd Offense - 1 Day ISS/OSS

COLLEGE REPRESENTATIVES IN SCHOOL

- Guidance will announce when a college representative will be in the school.
- Students must sign up in the guidance office to meet with representatives.
- A student who is not academically on track will not be permitted to attend. Guidance will verify that the student is on track academically for graduation.
- Eligible students will be issued a pass-by guidance to be excused from class on a day of visitation.
- Students must follow appropriate procedures for "absences from class" or absence will be unlawful and make-up privileges will be denied.

COLLEGE VISITS/COLLEGE FAIR

We recognize the need for seniors to visit prospective college campuses. The student will also recognize his/her obligation to his/her classes. Therefore, the following policy will be in effect for those who wish to arrange for college visitations.

College visitations will be limited to a maximum of three (3). These will be excused absences from school with make-up privileges provided that all provisions of this policy are fulfilled by the student. The only exception to this will be for an additionally required interview by college officials and proof of the appointment/interview must be provided by the student in advance of the interview.

Procedure to follow

- Students must notify the faculty involved of the upcoming absence at least one day before the scheduled visit.
- All make-up work for the day missed must be returned to the teacher within a reasonable amount of time as determined by each teacher.
- A note from the college on its letterhead must be presented to the attendance office upon the student's return to school.
- Failure to adhere to any or all parts of this policy will result in an unlawful absence for the visitation day.

DUE DATE FOR WRITTEN EXCUSES

- Excuses for student absences are due at the time of the student's return to school.
- A grace period of three (3) days to submit the excuses will be extended to parents and students. Absences for which excuses are not received after three (3) days will be classified as unlawful.
- Excuses can be submitted to Mrs. Thomas, attendance secretary, in written format OR by filling out the **BMHS Absentee Excuse Form** located on the BMHS Homepage. *(**IMPORTANT**: BMHS will no longer be accepting excuses via email)*
- Parents will be notified when their child is absent from school. Unexcused absences beyond 3 days may result in either a School Attendance Improvement Planning (SAIP) meeting or referral to the Magistrate for legal action on behalf of the School District.

EARLY DISMISSAL

The procedure for early dismissal for medical appointments shall be the same as the procedure identified in "Absences with prior knowledge." Students needing an early dismissal from school shall provide the school office with a written request from a parent. The student will then be given a pass to leave class early. The early dismissal form must be returned to the Attendance Office before the early dismissal is granted. Students must have a parent/guardian sign him/her out of school at the main office.

- No absence shall be charged for students whose early dismissal is after 1:30 pm for secondary students for reasons deemed acceptable by the principal and/or his/her designee.
- One-half unlawful day of absence shall be charged to secondary students who leave school between the times of 11:05 am and 1:30 pm without a medical excuse or administrative approval.

Students who require an early dismissal for medical appointments must return with written evidence of having kept the appointment for the absence to be considered excused.

ELIGIBILITY GUIDELINES - SCHOOL-SPONSORED TRIPS/ACTIVITIES

Excessive discipline, academic, or attendance issues **will** prohibit participation in school-sponsored activities or trips. Collaboration among the sponsor/teacher and the administration will determine a student's eligibility.

EXCUSAL FROM ATTENDANCE

The Board shall excuse students in the following situations from the requirements of regular attendance of the schools of the District, on a permanent basis, with the provision that if conditions change such that the identified situation no longer exists, students may once again be subject to the compulsory attendance laws:

- On certification by a physician, psychiatrist, or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental or physical reasons so urgent as to preclude regular attendance;
- Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except these students and students attending college who are also enrolled part-time in the schools of the District shall be counted as being in part-time attendance in this District;
- Students receiving tutorial instruction in a field not offered in the district's curriculum from a properly qualified tutor approved by the superintendent, when the excusal does not interfere with the student's regular program of studies.
- Students fifteen or sixteen years of age whose enrollments in a private trade or business school have been approved;
- Students fifteen years of age, and fourteen years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits;

- Students sixteen years of age regularly employed during the school session and holding a lawfully issued employment certification.

EXCUSED VS. UNLAWFUL ABSENCES

There shall be a distinction between what shall be termed excused and unlawful absences.

Excused Absences will include the following:

1. Illness, as certified by a written explanation signed by a licensed practitioner of the healing arts.
2. Death in the Family.
3. Impassable Roads.
4. Religious Holidays: as certified by a written explanation signed by the student's minister, or religious leader.
5. Urgent Reasons, which shall be strictly construed and do not permit irregular attendance.
6. Sent home by the school nurse.
7. District Transportation Issue; as communicated by the District

Unlawful Absences will include absence for *any reason* not listed under excused absences. In addition, absences not listed above that are not verified by a written excuse within (3) school days of return will be considered unlawful absences.

EXCUSES FOR RELIGIOUS INSTRUCTION

Any excuse for religious instruction shall be in accordance with the School Code. The District shall require the submission of a written request from the parents or guardians of the student prior to the release of the student to attend and/or participate in religious instructional programs.

An identification of the dates and hours for which the absence is requested and a statement following such instruction from the organizers of the instructional program that the student did, in fact, attend the instruction and the dates and hours upon which such attendance took place must be provided. The School District, however, shall not provide transportation to and/or from said religious instruction.

FULL-DAY ABSENCES

- Students who arrive after 11:05 am will be charged with a full day of absence.
- One day of absence will be charged to students who leave school before 11:05 am
- When a student is absent, a phone call is made to the student's home to verify the absence.
- Students who are assigned to the Alternative Education Program and who fail to report will be charged one (1) day of unlawful absence for each day missed.

HALF-DAY ABSENCES

A student will be charged with one half-day absence under the following conditions. Early dismissals are discouraged by the district and shall be only approved for documented reasons such as doctors or dental appointments. Other reasons for dismissal must have prior approval from the building principal.

- A student arrives at school between 9:00 am and 11:04 am.

- A student departs school between 11:05 and 1:29

HOMEROOM ATTENDANCE

Daily attendance is recorded during the homeroom period. It is the responsibility of each student to ensure that his/her homeroom teacher is aware that he/she is present in school when attendance is taken. Any student who fails to report to homeroom for any reason and who is marked absent by the homeroom teacher, and whose name appears on the daily absentee list, will be marked as unlawful until the student reports to the Attendance Office. Students must be in homeroom by 7:40 am.

PENALTIES FOR ABSENTEEISM

Absences that are not accompanied by one of the written excuses before excused absences *will* be considered *unlawful*. Following one, two, and three days of *unlawful* absence, the school will send an *Official Notice of Unlawful Absence* to the parents/guardians. If the student should be unlawfully absent at any time after the third notice is sent to the parents/guardians, an attendance hearing may be conducted at the school. If the student continues to be unlawfully absent, a private criminal complaint form shall be filed by the administration with the District Magistrate for disposition. If after the Private Criminal Complaint has been submitted to the District Magistrate, the student continues to be unlawfully absent, the school will complete another Private Criminal Complaint Form to be filed by the administration with the District Magistrate. At any point in this process, the student may be referred to Children and Youth Services or other outside agencies for truancy intervention.

Following ten days of absence, a certified letter will be sent to parents/guardians requiring a medical practitioner's excuse for any further absences. The same letter may be forwarded to Children & Youth Services, who will provide appropriate support to the family.

The Burgettstown Area School District Board of Directors retains the right to require that any student frequently absent and abusing the privilege of turning in doctors' excuses for those absences from school be examined by a medical doctor chosen by the School District.

***High School* (Grades 9-12) / *Middle School* (Grades 6-8)**

Additionally, the following penalties may be imposed by the building Principal once a student has missed a total of five (5) or more days of *Unlawful Absences* from school or any individual semester class.

- Loss of privilege of participating in the programs at Western Area Career and Technology Center per the District policy governing attendance at Western Area.
- In all cases where the student is under the age of 18, where and when applicable, charges will be filed with the District Magistrate.

PERFECT ATTENDANCE

Students will be awarded perfect attendance if they have no absences from school, no late to school, and no early dismissals.

TARDINESS TO SCHOOL

Students who are tardy to school arrive between 7:40 am and 8:59 am, and are required to sign in through the main office.

Penalties for tardiness to school will be imposed. High School students may have their driving privileges suspended for excessive tardiness under the Student Driving Policy and adopted by the Board of Directors. Students who violate this policy will receive a behavioral referral and may be subject to:

- 6 Tardies - 2 Hour Saturday Detention
- 12 Tardies - 4 Hour Saturday Detention
- 18 Tardies - One (1) Day In-School Suspension

TARDINESS TO CLASS

A student is tardy to class if he or she is not in the assigned room before the late bell rings. Students who are late for class should not be sent to the office. The student must have a written excuse or is subject to a penalty for tardiness by the teacher. If a student becomes habitual in his/her tardiness, the teacher may report the incident to the office for appropriate disciplinary action. When a student is tardy three (3) times in one month to the same class he or she is subject to disciplinary action.

IV. REGULATIONS / NOTIFICATIONS:

DISCIPLINE

At Burgettstown Middle High School, there are four (4) main forms of discipline:

- Lunch Detention
- Saturday Detention
- In-School Suspension
- Out of School Suspension

Lunch Detention

Teachers, Principal, and/or the Assistant Principal may assign this type of detention for cafeteria misconduct or some minor disciplinary infractions. Lunch Detention is held in a designated area for 30 minutes concurrent to lunch periods. Students are permitted to eat lunch during Lunch Detention.

Saturday Detention

The Principal and/or Assistant Principal may assign this type of detention for minor or repeated minor disciplinary infractions and/or more serious disciplinary infractions. Saturday Detention is held at the Middle High School. A student may be assigned a two (2) or four (4) hour Saturday detention, dependent on the incident and severity level.

In-School Suspension

The Principal and/or Assistant Principal may assign In-School Suspension, or ISS, for the repetition of minor infractions or any major infraction, as appropriate. ISS is held during the school day in the designated High School ISS Room or any supervised room deemed appropriate by the Principal or Assistant Principal. The student's teachers will provide the appropriate assignments and/or assessments to be completed during the school day. Academic

assistance and support will be provided to the student as needed throughout the day. The student will eat lunch in the ISS Room.

Out of School Suspension

The Principal and/or Assistant Principal may assign Out of School Suspension, or OSS, for the repetition of minor infractions or any major infraction as appropriate. Students on OSS have lost their privilege of attending school on the days determined by the BMHS Administrative Team. On days of OSS, students are not permitted on school district property until the following school day following a suspension.

For more information on suspensions/expulsions, you may refer to Policy #233.

Administration reserves the right to modify any form of corrective action as they deem necessary.

DRESS CODE

At Burgettstown Middle High School, we believe in fostering an inclusive and respectful environment for all students. Our dress code policy reflects our commitment to accommodating diverse gender identities, promoting equality, and encouraging personal expression. We aim to create a safe and comfortable learning environment where all students can thrive. The following guidelines apply to all students:

1. General Guidelines:
    - ❖ Clothing should be clean, in good condition, and appropriate for a school setting.
    - ❖ Clothing must not promote or display offensive language, symbols, or images, including those that promote discrimination, violence, drugs, or hate speech.
    - ❖ Clothing must not be overly revealing, including tops that expose the midriff or clothing that exposes undergarments.
    - ❖ Coats and similar outer garments should be stored in the students' assigned locker during the school day.

2. Tops:
    - ❖ Tops may include t-shirts, blouses, shirts, sweaters, or other similar garments.
    - ❖ Tank tops are permissible as long as they meet the following requirements:
        - ➢ Straps must be at least two inches wide.
        - ➢ Necklines must not plunge excessively low.
    - ❖ Halter or see-through tops, or tops that expose under the arms are not permitted without an appropriate camisole or similar clothing covering the skin underneath.
    - ❖ Both long and short sleeves are acceptable.

3. Bottoms:
    - ❖ Pants, trousers, shorts, skirts, and dresses are all permissible.
        - ➢ Shorts, skirts, and dresses must not expose undergarments or genitalia and must cover the entire back side of the student.
        - ➢ "Finger-tip length" is a good approach to determine acceptableness, however changing styles, body types and individual stature may not always make this approach practical.

- ➢ Leggings, yoga pants, and similar form-fitting bottoms are permissible.

4. Footwear:
    - ❖ Students are required to wear footwear at all times for safety and hygiene purposes.
    - ❖ Footwear should be safe and suitable for school activities. Slippers & open-toed shoes are not permitted in the wood shop area.

5. Headwear:
    - ❖ Hats, caps, hoods, headgear that covers the entire head, and non-health-related face masks are not permitted to be worn during instructional hours unless it is part of a celebration pre-approved by the administration. With the exception of health-related face masks, masks are also prohibited.
    - ❖ Headbands used to hold back hair is permissible
    - ❖ Facial coverings are prohibited with the exception of those used for religious or health reasons.

6. Jewelry and Accessories:
    - ❖ Students may wear jewelry and accessories of their choice, as long as they do not pose a safety risk or disrupt the learning environment.
    - ❖ Sunglasses are not to be worn in the school building unless medically prescribed.
    - ❖ The wearing of wallet chains or jewelry with spikes is prohibited due to their potential use as weapons.
    - ❖ Bookbags may not be carried during instructional hours.
    - ❖ Blankets are prohibited.

7. School-Issued Uniforms:
    - ❖ Participants are permitted to wear their school-issued uniform garments throughout the instructional day when requested by their coach(es)/sponsors.

8. Situations/items not identified above will be assessed case-by-case by the school administration.

We encourage parents, students, and staff to engage in open and respectful dialogue regarding dress code choices. If any concerns or questions arise, we encourage open communication to address and resolve them in a supportive manner.

This dress code policy aims to create an environment where students can express their individuality while respecting the rights and comfort of others. Students who are in violation of the student dress code may be subject to change into more appropriate attire and/or disciplinary action. We appreciate your cooperation in adhering to these guidelines and fostering a positive school community.

Please note that this dress code policy is subject to periodic review and may be updated as needed to ensure its effectiveness and relevance.

CELLULAR PHONE, ELECTRONIC DEVICES, LASERS, AND FIDGET SPINNERS:

The possession and Silent Use of Electronic Communication Devices, including Personal Electronic Communication Devices, by district students when in compliance with district policies, regulations, rules, and procedures, ISP terms, and local, state, and federal laws, and supportive of the educational program of the district, is permitted.

However, the possession and use of Electronic Communication Devices, including Personal Electronic Communication Devices, by students that are found to be disruptive to the educational process and/or environment can be abusive in ways that negatively affect students, employees, and the district's mission and environment will be considered a violation of the electronic communication devices policy.

Laser pointers are not permitted to be used by students at any time.

COMPUTER / INTERNET NOTIFICATIONS

COMPUTERS/NETWORK: The Burgettstown Area School District has provided its students and staff with an outstanding opportunity to experience the benefits of computer technology through its wide area and local area networks. All students and staff will be issued accounts on the network and will be expected to access those accounts in a responsible manner. Failure to do so may result in loss of privileges.

PROPER AND ETHICAL USE: In that, the computers and networks have been put in place for the educational benefit of the students and staff and to facilitate the educational process, the use of district equipment must be consistent with district educational and technology policies. Any user who violates said district policies will be subject to disciplinary actions at the discretion of the district administration and/or board of directors.

INTERNET: The Burgettstown Area School District has actively pursued making advanced technology and increased access to learning opportunities available to our students and staff. To that end, we offer Internet services throughout the district. We believe this computer technology will help propel today's schools into the information age by allowing students and staff to access and use information sources from distant computers, communicate and share information with individuals or groups of other students an,d staff, and significantly expand their knowledge base.

PROPER AND ETHICAL USE: In that, the Internet provides access to a vast array of materials, and in that some of the content available on the Internet is not appropriate for use by staff and is students on school equipment, the district has taken appropriate measures to ensure that such material is not accessible within the school district network. However, since filtering efforts are seldom foolproof, the district has also established this "Acceptable Use Agreement" for all students and staff, who must understand and practice proper and ethical use of the Internet. All

students and staff must read this policy and must attest, in writing, to an understanding of its contents prior to being granted permission to access the district network and the Internet.

CONDITIONS AND RULES FOR USE:

1. Acceptable Use:

   a) The purpose of computer technology and the Internet is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of the District. Access to the Internet is made possible through an appropriate provider to be designated by the Burgettstown Area School District at its sole discretion. Burgettstown Area School District and all users of the Internet must comply with existing rules and Acceptable Use Policies, which are incorporated into the district policies, and are available from the District.

   b) Transmission of any material via the Local Area Network (LAN), Wide Area Network (WAN), or the Internet in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighting material, transmitting or receiving threatening or obscene material, or material protected by trade secret.

   c) Use for commercial activities is not acceptable. Use to produce advertisements or political lobbying is also prohibited.

2. Privilege:

   The use of the network and the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in user cancellation of the privilege. The Burgettstown Area School District under this agreement has delegated the authority to determine appropriate use and may deny, revoke, suspend or close any user account at any time based upon its determination of inappropriate use by the account holder or user.

3. Monitoring:

   The Burgettstown Area School District reserves the right to review any material on user*accounts and to monitor fileserver space in order for the district to make determinations on whether specific uses of the network are inappropriate. In reviewing and monitoring user*accounts and fileserver space, Burgettstown Area School District shall respect the privacy of user*accounts as appropriate: however, all users should recognize the fact that materials generated, received, or stored on school district equipment are not private property and may be accessed by school district administrative personnel.

4. Network Etiquette:

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

a) Be polite. Do not get abusive in your messages to others.

b) Use appropriate language. Do not swear, or use vulgarities or other inappropriate languages. Do not engage in activities that are prohibited under state or federal law.

c) Do not reveal your personal address or phone number or that of your peers or colleagues to any other user.

d) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities and may result in the loss of user privileges.

e) Do not use the network in such a way that you would disrupt the use of the network by other users.

f) Do not attempt to circumvent safety or security measures that the district has in place.

g) Do not attempt to access Internet sites that contain information or materials of an adult or controversial nature.

5 No Warranties:

The Burgettstown Area School District makes no warranties of any kind, whether express or implied, for the service, it is providing. The Burgettstown Area School District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no deliveries, misdirected deliveries, or service interruptions caused by the Burgettstown Area School District or the District's negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The Burgettstown Area School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain, and consider how valid that information may be.

6. Security:

a) Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password. Users should also protect their passwords to ensure system security and their own privilege and ability to continue the use of the system. Allowing someone to use their password may result in loss of user privileges for both individuals.

b) If you find you have identified a security problem on the Internet, you must notify a system administrator or school principal. Do not demonstrate the problem to other users. Failure to notify the district may result in loss of user privileges.

c) Do not use another individual's account.

d) Attempts to log on to the Internet as a system administrator will result in the cancellation of all user privileges.

e) Any user identified as a security risk for having a history of problems with other computer systems may be denied access to the Internet by the Burgettstown Area School District.

f) Any user identified as attempting to use the system for illegal and/or illicit purposes may lose all privileges and may be reported to the proper authorities for legal action.

7. Vandalism and Harassment:

a) Vandalism and harassment will result in the cancellation of user privileges.

b) Vandalism is defined as any malicious attempt to harm, modify, or destroy district computers and/or data of another user. This includes, but is not limited to, the uploading or creating of computer viruses.

c) Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.

8. Procedures for Use:

a) Student users must always get permission from their instructors before using the network or accessing any specific file or application. FOLLOW WRITTEN AND ORAL CLASSROOM INSTRUCTIONS!

b) Student users must have an Internet use form to access the Internet on any computer other than in a classroom lab situation.

c) All users have the same right to use the equipment. Therefore, users shall not play games or use the computer resources for other non-academic activities when other users require the system for academic purposes. In addition, users shall not waste nor take supplies, such as paper, printer supplies, and file storage devices that are provided by the District. All users agree to talk softly and work in ways that will not disturb other users.

d) No user (student or staff) shall change computer settings or configuration without the consent of the network administrator or Technology Coordinator.

e) Students are prohibited from accessing live streams or recordings for classes in which they are not enrolled or scheduled.

f) Accessing, sharing, or submitting all information, assignments, videos and all other school-related materials and functions must use the district-provided platforms and software. This includes communications with and between staff and students.

9. Encounter of Controversial Material:

Users may encounter material that is controversial and which users, parents, teachers, or administrators may consider inappropriate or offensive. However, on a global network, it is impossible to control effectively the content of data, and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material. Any decision by the Burgettstown Area School District to restrict access to Internet material shall not be deemed an attempt to regulate the content of material on the Internet, or to infringe upon Academic Freedom or Students' Rights.

10. Assignment of Network Access Password:

Each user (student or staff) will be issued a password upon initial registration on the network. This password will remain in effect as long as the individual is an authorized user of the district's network. Should the user wish to change his/her password, or should the password be compromised in any way, the district's network administrator will issue a new password to the user upon reasonable request.

PENALTIES FOR IMPROPER USE:

Any user violating these rules, applicable state, and federal laws, or posted classroom and district rules are subject to loss of network privileges and any other District disciplinary options up to and including legal actions.

DATING VIOLENCE

When a student believes that s/he has been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the building principal, guidance counselor, or classroom teacher. The principal will conduct an investigation of the alleged dating violence and will share the outcome with the complainant and the accused.

INDIVIDUAL CLASSROOM REGULATIONS

Classroom teachers may impose upon the students in their classes additional rules and regulations - as well as penalties for failure to adhere to them - that address issues specific to their particular class structure, content area, or teaching styles. Such rules and regulations, when initialed by the Principal and distributed to the students, become an enforceable part of this policy handbook for the purposes of that particular class, and students in that class will be held responsible for those additional rules and regulations.

Such rules and regulations may deal with, but are not limited to, issues such as specific project or assignment guidelines, student responsibilities for class work, disciplinary actions for minor classroom offenses, or extra credit guidelines.

PROCEDURES FOR STUDENT COMPLAINTS

Students should first make a complaint known to the staff member most closely involved or, if none is identifiable, a school counselor and both shall attempt to resolve the issue informally and directly.

For complaints that must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth:

1. Specific nature of the complaint and a brief statement of relevant facts.
2. Manner and extent to which the student believes he/she has been adversely affected.
3. Relief sought by the student.
4. Reasons why the student feels entitled to the relief sought.

The complaint may then be submitted, in turn, to the building principal, the Superintendent, and the Board, with a suitable period of time allowed at each level for hearing of the complaint and preparation of a response. At each level, the student shall be afforded the opportunity to be heard personally by the school authority. The student may seek the help of a parent/guardian at any step.

SCHOOL PROPERTY

Students are responsible for taking proper care of school property including all books, supplies, and furniture supplied by the school. Any student who willfully destroys school property through vandalism, arson, or larceny or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency. Some general regulations are:

a) Place all waste paper and refuse in the proper receptacles.
b) Drinking fountains should be kept clear of debris.
c) Observe laws of sanitation and hygiene throughout the building and especially in the restrooms. Flush commodes and urinals after use.
d) Do not mark school furniture, walls, ceilings, floors, or equipment with a pen, pencil, paint, or any other instrument. This will be considered as the defacing of school property.
e) Windows and drapes will be regulated by teachers only.
f) Do not tamper with fire alarms, fire extinguishers, or any electrical systems
g) Skateboarding is not permitted on school property at any time.

SOCIAL PROBATION

Any student suspended for 10 school days or more at one time or placed in an alternative education program shall also be prohibited from participating in any school-sponsored extracurricular, social, or athletic event for additional school days immediately following the 10 days of suspension, for a duration period determined at the discretion of building administration. Some mistakes are so serious that they may result in the student being suspended (out-of-school) for up to ten (10) days.

While a student is under social probation, he/she is forbidden to attend any extracurricular school function such as dances and athletic events. Repeated suspensions and any particularly

serious offense may result in a recommendation through the superintendent's office to the school directors for expulsion.

V. STUDENT SERVICES

ADDRESS/TELEPHONE NUMBER CHANGE

Students having a temporary or permanent address change during the school year or a change in their telephone numbers must notify the Attendance Office.

ANNOUNCEMENTS

The announcements for the day are made over the public address system in the morning. Afternoon announcements will be made by an administrator or his/her designee on a restricted basis.

BUSES

Bus transportation to school is a privilege to all eligible students by the Burgettstown Area School District and the Commonwealth of Pennsylvania. All bus students are charged with the responsibility of showing proper respect. School vehicle regulations have been established for the safety and well-being of the riders. Students will **not** be permitted to ride another bus unless arrangements have been made with the Director of Transportation, Mrs. Slay, in advance. All CDC, DOH, and PDE guidelines as they pertain to public transportation may apply. Additionally, the District's Health and Safety Plan may impact transportation.

CAFETERIA REGULATIONS

Students are to remember that the cafeteria is the school's dining area. Free or reduced-price lunches are available to all students who qualify under the guidelines for this program (see "Free/Reduced Lunches" Section). In order to provide for efficient cafeteria operation, the following rules must be observed:

- Always report to the cafeteria during your assigned lunch period.
- All students must eat in the cafeteria, including those who carry their lunches.
- Always use a tray and keep milk cartons, food, and waste paper on the tray.
- During lunch, students may socialize, but this should be conducted in an orderly manner. Talking in a loud voice, and screaming is not acceptable. No pushing or running will be tolerated.
- After eating lunch, each student is responsible for returning trays, milk containers, lunch bags, and other debris to the proper disposal areas.
- Keep tables, chairs, and floor clean. Pick up any food that you drop or spill.
- Food and/or drinks are not permitted in areas outside the cafeteria.
- The lunch period is a closed lunch period meaning that no one is permitted to leave the cafeteria area during his/her lunch period unless excused by a teacher or administrator.
- There will be absolutely no food thrown in the cafeteria. (Refer to discipline policy.)

Your student may give the cafeteria cashiers their money. They will deposit it into your student's account. Please have the monies in an envelope marked with the Student's Name, Grade, and Homeroom Teacher. If you are writing a check, please make the check payable to BASD

Cafeteria. This process will help to deter lines at the cash register during student lunches and during our breakfast program. If you would like to open an account with the online lunchtime web portal, please go to our district home page and click on **Lunchtime Account Access** and it will walk you through the steps to create an account for your child. You will need to know your child's school ID number. You can attain this from our High School office.

Children need healthy meals to learn. The Burgettstown Area School District offers healthy meals every school day. Breakfast is free for the 2024-2025 school year for all students; lunch costs $2.90 at the Middle/High School. Your children may qualify for free meals or for reduced price meals. Parents must complete a **confidential** form in order to qualify for free/reduced lunches.

NATIONAL SCHOOL LUNCH PROGRAM (Free/Reduced)

Many families may find it difficult to pay full price for breakfast and lunch. This is why the B.A.S.D. participates in this exceptional State and Federal Program. The application to request free or reduced breakfast/lunch can be downloaded from our district website: (**www.burgettstown.k12.pa.us)**. Applications are also available in our school office. Households qualifying for this program should utilize the program. This program not only assists you and your children but all the students by keeping the cost of school breakfast and lunch as low as possible. Applications for the National School Breakfast and Lunch Program should be completed and returned as soon as possible to the Cafeteria personnel.

All information is confidential. All students MUST fill out a new application before returning to school. New school year applications need to be completed by the start of the new school year. If you have any questions about filling out the application or the program itself, please call the cafeteria secretary Toni Bartoletti at (724)-947-8100 ext. 414. In the operation of the breakfast/lunch program, no child will be discriminated against because of race, sex, national origin, age, or handicap. You may contact the Food Service Director, Mr. Harold Milford, at any time with questions concerning your student at Milford-Harold@aramark.com.

DELIVERIES FOR STUDENTS

Deliveries to students that are left in the main office are not the responsibility of the office staff. Students will be notified that an item has been delivered to the office for them and are responsible for retrieving it as soon as possible after notification. Items not retrieved before the end of the school day are left in the office at the student's risk. Flowers, balloons, etc. that are delivered to students must remain in the office until the end of the school day.

DISTRIBUTION/POSTING OF STUDENT MATERIALS

Should a student desire to post or distribute informational flyers for school-sponsored activities (ex. Advertisements for a fundraising event for a student club), they must first receive prior approval from the Building Principal. Postings or distributions are limited to school-affiliated clubs, sports, events, and activities. The principal's approval will be represented with their signature. Any postings or distribution without the Principal's signature are prohibited.
Approved postings can only be displayed in designated posting areas (bulletin boards and tack strips).

EMERGENCY DRILLS

Emergency drills are serious business and should be treated as though a genuine emergency exists.

- Students are to move to the designated area with their instructor without running, pushing, or talking.
- If certain exits are blocked, **DO NOT PANIC**. Your teacher will direct you to the next nearest one.
- The administration will notify staff and students when they can return to their rooms, at which time the students will return quietly and in an orderly fashion to their assigned classrooms.

FUNDRAISING

Collection of money by approved school organizations may be permitted by the building principal or Assistant Principal. Collections by students on behalf of organizations from outside the school may be permitted only by the school and District administration.

Once fundraisers are approved, the administration will provide rules and regulations for the fundraiser which shall: specify the times and places in which funds may be collected; describe permitted methods of solicitation that do not place undue pressure on students or patrons; and limit the kind and amount of advertising for solicitation.

Funds solicited shall be controlled by Student Activity Accounts.

The Board prohibits the collection of money in school or on school property, or at any school-sponsored event by a student for personal benefit.

GIFTED EDUCATION

In accordance with the Board's philosophy to develop the special abilities of each student, the district shall provide gifted education services and programs designed to meet the individual educational needs of identified students. If you believe that your child is in need of gifted education services, please contact the special education offices.

LOCKERS AND DESKS

Homeroom teachers will assign a locker to each student. Student lockers and desks are school property and are for the convenience of the students. A building administrator may visually and physically inspect a student's desk or locker where there exists reasonable suspicion that the student in question has violated the law or the rules, regulations, or policies of the Burgettstown Area School District, and that the desk or locker is being used for the storage of objects, substances or other evidence of such activities or contains items which constitute a threat to the health, safety, or welfare of the student or other occupants of the school building or the building itself. The search shall follow the procedures outlined in District Policy no. 226. In addition, desks may be searched or lockers may be opened at any time when there is evidence that they are dirty or unsanitary. All locks will be cut and removed at the end of the school year if left on the locker. Any materials found in the locker will be removed or destroyed.

The privilege of using a locker can and will be removed if the student abuses the privilege by damaging the locker or by using it to hide alcohol, tobacco, drugs, stolen items, weapons, or any other material that does not belong in school.

If there is a reasonable suspicion that a locker contains materials that pose a threat to the health, welfare, and safety of students and others in the school, the students' lockers may be searched without prior warning.

STUDENTS ARE NOT TO SHARE LOCKERS. Any student found to be doing so will be dealt with accordingly and could lose their locker privileges. The school is not responsible for lost or stolen items.

LOST AND FOUND

Students who find articles are asked to take them to the main office where they can be claimed by the owner.

NONDISCRIMINATION OF STUDENTS

The district declares to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics, and extracurricular activities. The equitable distribution of district resources is one means the district shall use to ensure all students receive a quality education. The district should make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations. Any complaints of discrimination should be reported to the Superintendent.

NURSE'S OFFICE

A student who becomes ill during the school day must report to the school nurse. All students reporting to the nurse must have a signed hall pass or they will be sent back to the classroom. Students are not to stop in between periods unless medical care is needed. If it is necessary for a student to go home, the nurse will inform the parent/guardian of this. Should a student leave without permission, he/she will be considered truant. When the nurse is not available, students who are ill should report to the office. Student absences that occur when students are sent home by the nurse will be considered excused absences.

Students are not permitted to use cell phones while in the nurse's office due to maintain privacy of other students.

Medications

Students requiring prescription medication during school hours must have a Medication Form completed and signed by a parent and the ordering Physician. Medications must be in original pharmacy bottles, labeled, and must be kept in the nurse's office. Students will report to the nurse to receive their medication.

Over-the-counter medications such as Tylenol must be in original, factory-sealed, unopened bottles. A medication form must be completed and signed by a parent and physician. The over-the-counter medication and form (with the physician's signature) must be given to the

nurse upon arrival at school and will be dispensed from the nurse as needed. No medication will be permitted to be carried by the students at any time unless the medication is pre-approved by the Doctor and the school nurse. An example would be an asthmatic inhaler.

If a medication is sent to school and the physician's signature is still needed, the nurse will contact the physician for a signature.

Violations of the medication policy will be subject to disciplinary action.

- **SUNSCREEN**
  Act 105 of 2018 Sunscreen self-carry and self-apply was signed into law on October 24, 2018. Parents and students must each submit a permission form to the school for a student to self-carry and self-apply sunscreen. Students who are unable to self-apply sunscreen must have an order from the school physician or their primary care provider along with parental permission as with any other over-the-counter medication.

- **IMMUNIZATION REQUIREMENTS**
  In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that established policy and administrative regulations be followed by students, parents/guardians, and district staff. All students shall be immunized as part of their health records for each student, as required by the Pennsylvania Department of Health. A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend district schools unless exempted for medical or religious reasons provisionally admitted by the Superintendent.

- **AED – Automated external defibrillator:** A device that automatically analyzes the heart rhythm and if it detects a problem that may respond to an electrical shock, it delivers a shock to restore a normal heart rhythm. The Burgettstown Area School District has three such devices located in the following areas: The middle/high school performing arts center lobby (BPAC), the middle/high nurse's office, and the elementary center main lobby near the cafeteria.

PARENTS'/STUDENTS' RIGHTS TO PREVIEW/REVIEW INSTRUCTIONAL MATERIALS

Parents have a right under federal law to inspect all instructional materials that will be used in connection with any survey, analysis, or evaluation as part of any applicable federally funded programs. Parents ordinarily also may review all other instructional materials used in a student's educational program. The term "instructional materials" does not include academic tests or assessments. Some materials available through the Internet and used in individual classes to provide up-to-date information or information on current events may not be available for advance review; however, all materials used in reproductive health and safety education shall be available for review. "Instructional material" means any instructional content, regardless of the format (i.e., printed, audiovisual, electronic, or digital). "Instructional material" does not include academic tests or academic assessments. Requests to review instructional materials should be made to the principal of the student's school. Parents or guardians will be provided with reasonable access to the material within a reasonable period of time after the request is received by the principal. Any objections to materials should be made to the school principal.

RESTROOM PRIVILEGES

Restrooms are to be used only for the purpose intended. Any other usage such as smoking, loitering, purposeful meeting, or hiding from school personnel will not be tolerated.
Students will use only the restroom closest to their classroom and are asked to use the restrooms between class periods. If an emergency arises during a class, the student is to have the teacher's permission and a hall pass.

Show respect for others who may wish to use the facility by keeping the restroom clean by observing the following common-sense rules:

- Always flush after using the facilities.
- No vandalism on bathroom walls.
- Do not use toilet tissue as paper towels or paper towels as toilet tissue. If the containers are empty, please notify the office.
- Never place items in the toilet that could clog it.
- Report any restroom damage immediately to the office.

SAFETY OF STUDENTS

The district facilities shall be maintained and operated in a condition that is safe for students, staff, and visitors. A safety program will provide instruction for students and staff in safety and accident prevention; protective devices where they are required for safety; and suitable and safe equipment necessary for the conduct of the educational programs and operation of the schools.

SPECIAL EDUCATION SERVICES

If a parent would like to request a special education evaluation for his/her, son/daughter, the request may be made orally or in writing to the classroom teacher, guidance counselor, building principal, or supervisor of special education. If the request is being sent to the supervisor of special education, please use the below contact information:

Mrs. Michele Burton
Supervisor of Special Education
Burgettstown Area School District
104 Bavington Road, Burgettstown, PA 15021
(Phone) 724-947-8104
(Fax) 724-947-3325

Within 10 calendar days of receiving the oral/written request, the school district will mail the parent a Permission to Evaluate (PTE) - Evaluation Request Form. Once the school district receives the PTE- Request Form, the district will complete the following:

- Send the parent, within a reasonable amount of time, the PTE-Consent Form, in order for the parent to give consent for the evaluation.
- The parent will also be asked to complete a "Parent Questionnaire" and will receive a copy of the "Procedural Safeguards."
- If the district agrees to the evaluation and the parents give consent, the school district will have 60 calendar days (not including the Summer months) to complete the evaluation. More detailed information about the "Special Education Parental Evaluation Request Procedures" can be found on the district's website under "Special Education." To access the school web address, please follow the below directions:

1. Type in the following URL: www.burgettstown.k12.pa.us
2. Hover your cursor on “Programs” which is located in the center of the web page.
3. Click on “Special Education.”

Chapter 15 and Section 504 of the Rehabilitation Act of 1973
Children who have disabilities that substantially limit their participation in or access to school programs, but do not need special education, may qualify for reasonable accommodations in the regular education classroom under Section 504 of the Rehabilitation Act of 1973 and Chapter 15. These rules that apply are different from those for students needing special education. For further information on the evaluation procedures and provisions of services for Chapter 15
Contact: Mrs. Burton, Supervisor of Special Education, at 724.947.8104.

Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are as follows:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write to the school principal (or appropriate school official), clearly identify the part of the record they want to be changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. 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. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or a student serving on an official committee, such as 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 in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW Washington, DC 20202-5920

HOMELESS ASSISTANCE ACT

The term homeless children and youth is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individual:

- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
- Living in a motel, hotel, trailer park, or campground due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings;
- Living in substandard housing (no running water or working utilities, infestations, etc).

Children who are experiencing homelessness may qualify for assistance with free school lunch, school supplies/materials, and transportation so that they can remain in their school of origin throughout the duration of their homeless episode. If you believe your child(ren) may qualify for this service, please contact Mrs. Melissa Ferencuha, Assistant to the Superintendent.

BURGETTSTOWN AREA SCHOOL DISTRICT

100 Bavington Road, Burgettstown, PA 15021-2730
Admin: (724) 947-8136–MS/HS: (724) 947-8100 - Elem: (724) 947-8150

Admin Fax: (724) 947-8143 - HS Fax: (724) 947-3325

August 1, 2024

Dear Parents and Guardians:

In compliance with the federal McKinney-Vento Homeless Assistance Act, Burgettstown Area School District is attempting to identify all children within the district who may be experiencing homelessness.

The term homeless children and youth is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals:

- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
- Living in a motel, hotel, trailer park or campground due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Living in cars, parks, public spaces, abandoned buildings, bus or train stations, or similar settings;
- Living in substandard housing (no running water or working utilities, infestations, etc.).

Children who are experiencing homelessness may qualify for assistance with free school lunch, school supplies/materials, and transportation so that they can remain in their school of origin throughout their homeless episode.

If you believe your child(ren) may qualify for this service, please contact Melissa Ferencuha, Assistant to the Superintendent at 724-947-8136 ext. 3318.

If your living situation changes during the school year, and you and your children become homeless, please be sure to contact the school. We will work with you so that your child(ren)'s education is disrupted as little as possible.

Sincerely,

Melissa Ferencuha

Mrs. Melissa Ferencuha
Assistant to the Superintendent

STUDENT ASSISTANCE PROGRAM (S.A.P.)

The mission of the Burgettstown Area School District's Student Assistance Program is to develop an action plan for any student, in grades K-12, who is identified as engaging in behavior that is endangering the health, safety, and welfare of themselves or others.

The Student Assistance Program is a way to identify students who are having problems in school and refer them for help. It is an intervention, not a treatment program. The heart of the program is the Student Assistance Program team (SAP team), comprised of a core group of specially trained members of the professional staff. The team members receive referrals from administrators, faculty and staff, parents, and students themselves. Referrals can be initiated by the Drug and Alcohol Policy violations; but more commonly, they happen because of observed changes in behavior or performance - which may or may not be drug related. These behavior/performance changes may include problems of an emotional, physical, mental, social, legal, sexual, medical, or familiar nature.

The team's job is to conduct a pre-assessment to determine if the student can be helped within the school or if the student needs to be referred to appropriate outside agencies and/or treatment facilities.

Goals of the BASD Student Assistance Program include:

- To provide a systematic, comprehensive, and effective mechanism to students, parents, and school staff that addresses the realities of alcohol and other drug abuse and other critical issues among adolescents that interfere with learning.
- To work cooperatively with parents to assist students by gathering pertinent information on behavior and performance.
- To develop a personalized action plan that utilizes in-school services and to provide follow-up.
- To offer information regarding community resources when appropriate and/or requested.
- To increase student and community awareness regarding issues that affect a student's ability to learn.
- To ensure quality prevention, intervention, and aftercare in school in accordance with the Commonwealth of Pennsylvania Standards and Guidelines for Student Assistance Programs.

If you feel that your child/ren may benefit from the Student Assistance Program, please contact Mrs. Beth Roman (broman@burgettstown.k12.pa.us), the SAP team coordinator.

STUDENT FEES

Parking Pass: (See Student Driving) $20 payable in the main office at the time of parking permit registration.

Lost/Damaged Textbooks: When textbooks are distributed, students are required to inspect the book and report any damage to the teacher. They must sign the list saying that they have done so. Students are responsible for any damage that occurs to the book after the initial inspection. Books that are deemed to be in "Good" or better condition at the time of return will not be assessed a fee. Books that are deemed to be in any condition less than "Good" will be assessed a fee for repair or replacement. If a student loses a book, the price of the book will

be assessed. All unpaid book fees will be added to their overall student bill and must be paid before graduation.

STUDENT TRANSPORTATION

Any students being picked up at dismissal time must arrange to be met at the cafeteria exit. Non-student vehicles are not permitted in the student parking lot at arrival or dismissal time as they interfere with the movement of buses.
Students being driven to school by family or friends must immediately enter the building by the south entrance (towards the bus garage).
Students may purchase a parking pass that would permit them to drive to school. This is a privilege and may be suspended at the discretion of the administration.

STUDENT DRIVING

To drive to school, students must obtain a parking pass from the main office. Students and parents must read and sign the student driving application. All documentation requested on the application must be provided.

Student driving contributes to the possibility of accidents, tardiness, truancy, and parking problems. Therefore, no student will be permitted to drive to school without having obtained a permit from the high school office or without the permission of the Principal.

Permission to drive a licensed vehicle to school shall **not** be extended to motorcycles, motorbikes, or similar vehicles.

Those students granted permission to operate a vehicle should understand that driving their vehicles to school is a privilege that may be revoked by the school authorities in the event a student violates any of the guidelines pertaining to the Student Driving Policy or the Student *Code of Conduct*.

Those students granted permission to operate a vehicle or park a vehicle on school property do so with the understanding that vehicles may be searched by school officials upon reasonable suspicion that said vehicle may contain contraband or illegal substances. The District adopts this aspect of the student Driving Policy because contraband and illegal substances interfere with the District's duty to provide a safe, drug-free environment conducive to education and to maintain discipline in the classroom on school grounds. The District will not tolerate such interference.

Student drivers are not permitted to transport other students unless the proper permission forms have been completed and returned to the main office.

STUDENT EXPRESSION / DISTRIBUTION AND POSTING OF MATERIALS

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Commonwealth. The school district respects the right of students to express themselves in words or symbols and to distribute and post materials in areas designated for posting as a part of that expression. The district recognizes that the exercise of that right must be limited by the district's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community.

The District may discipline students for in-school communications that:

1. threaten violence or harass others, that are vulgar, lewd, or plainly offensive (subject to certain protections for political and/or religiously-oriented speech);
2. cause, or are likely to cause, a substantial disruption of, or material interference with, school operations and/or instruction, and
3. advocate the use of alcohol or illegal drugs.

The District may also discipline students for off-campus or out-of-school speech which threatens violence to a specific person or persons, and/or the school community, and/or which constitutes unlawful bullying or harassment of a specific member of the school community (students and/or staff members).

All school-related or nonschool materials must be approved by the principal before posting or distribution on school property.

SURVEYS

The Board has set guidelines in regard to the conduct of surveys and collection and use of information for marketing purposes. Protected information, as addressed by the Protection of Pupil Rights Amendment will be sheltered. Surveys conducted by outside agencies, organizations, and individuals shall be approved by the Board, based on the Superintendent's recommendations, prior to administration to students. Parents/guardians will be informed of the nature and scope of individual surveys and their relationships to the educational program of their child and the parent's/guardian's right to inspect, upon request, the survey.

VISITORS

All visitors who enter the main office will be required to be processed through the Raptor System. Visitors will be required to show and leave a driver's license or PA identification card with the office.

WELLNESS GUIDELINES

The district recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition education, and regular physical activity as part of the total learning experience. The district will provide students:

- A comprehensive nutrition program consistent with federal and state requirements;
- access at reasonable cost to foods and beverages that meet established nutritional guidelines;
- physical education courses and opportunities for developmentally appropriate physical activity during the school day;
- and curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity.

WORK PERMITS

Working papers may be obtained from the office. The applications must be taken to the employer and a physician to be filled out. The completed application must be returned to the office for final processing.

TRANSPORTATION

Safety is the main priority in the Burgettstown Area School District. We also strive to provide a transportation schedule that is both efficient and convenient. Bus schedules are/have been carefully prepared to accommodate the transportation needs of the district. The times are approximate and subject to revision. The district is not responsible for the transportation of students to locations other than the student's home residence. Students are to ride the bus to which they are assigned. Only in emergency situations will students be permitted to ride another bus. Permission to ride a different bus will be obtained from the school. The students must first bring a note from either home or email must be sent to the school. Upon approval, the school will issue a note to the transportation department, which the bus driver will accept and allow the student to ride their bus. Bus drivers will not accept verbal confirmation from the parent and there must be space on the bus to accommodate the request. For the purpose of accommodating child care arrangements, each student is eligible to roster one (1) additional bus. The request must be submitted prior to the start of the school year. After initial routes and runs have been established for the school year, adequate seating space must be available to accommodate requests. Pennsylvania law does not require a school district to provide transportation to its students. Any student whose conduct on a school vehicle is found improper will be subject to disciplinary procedures. Smoking, throwing objects from the bus or window, rowdiness, standing while the bus is in motion, deliberate delays in boarding, unauthorized transferring to another bus, the opening of emergency doors without the driver's permission (except in emergencies), distracting the attention of the driver, failure to cooperate with the driver, or any other conduct detrimental to safe bus operation will result in a review of the offending student's opportunity to continue to ride the bus, and may cause temporary and/or permanent loss of this privilege or suspension from school. Damage to the vehicle will be charged to the student responsible. All buses serving Burgettstown Area School District needs are subject to be video recorded to assist in ensuring that the students are transported in a manner that protects them as well as the vehicle operator from physical injury, verbal abuse or threats. Such recordings may be utilized in all disciplinary investigations of students and employees of Burgettstown Area School District and its contracted service providers.

Students are required to be at the bus stop at least ten minutes prior to the designated time.

MEDIA RELEASE POLICY

Activities within the district are showcased on our website and social media channels. It is our goal to recognize and share the accomplishments and experiences of our students as much as possible. We feel that displaying student images helps strengthen the partnership between our school and the community. To facilitate this process, the district does not utilize a "media release" form. Parents maintain the right to decline the use of their student's images, but this has been a rare occurrence. Rather than collect hundreds of forms from parents who are in agreement and slow down the ability to share images, we only collect documents from parents/guardians who **DO NOT** want their student's images used.

Our students participate in a variety of athletic and academic activities throughout the school year, and it is our intention to share these moments whenever possible. Parents and/or guardians who do not wish to have their student's photograph used in district publications, social media channels, or on the website, should notify their child's building principal in writing stating this objection. The district does not utilize a specific form for this process. Parents must submit a letter to decline photo publications. These letters will be kept on file at the school so that all requests are honored. They will be effective the school year for which they are written and must be submitted each year.

Burgettstown Area Middle/High School
104 Bavington Road, Burgettstown, PA 15021
724-947-8100
www.burgettstown.k12.pa.us

Dear BMHS Student,

Please complete the below form which certifies your understanding of the expectations and procedures detailed in the 2024-2025 Parent/Student Handbook. Once complete, please have your child/ren return the verification form to the main office.

Thank you.

Sincerely,

BASD Administration

Parent Notice Verification Form for the 2024-2025 Parent/Student Handbook	
Student Name (Last, First):	Homeroom Teacher:
By signing below, I certify that I have received and reviewed a copy of the 24-25 Parent/Student Handbook. Student Name (Print): _____ Student Signature: _____ Date: _____	