

Message from the Principal

Welcome to Beaver Falls High School. I hope your experiences here will be both educational and enjoyable. We are proud of our school and its rich traditions, and we hope that your attendance here makes our school a great place to get an education. Be proud of our school, take good care of it, and be actively involved in improving it. Strive to become a person who recognizes the value of dedication, hard work, commitment, friendship, and academics. Our school district will provide you with numerous challenges and learning opportunities in academic areas, in the arts, and in athletics. Reach high, get involved, and be the best you can be. **BELIEVE** in Beaver Falls!

As the Principal of Beaver Falls High School, my goal is to put every student in a position to be successful when they leave here. I want all students to be able to define success for themselves on their own terms and to write their dreams and then make them a reality. The opportunity is there for all students to follow in the footsteps of Tigers who have come before them and gone on to achieve tremendous success. **BELIEVE** in your future!

This Student Handbook is provided to acquaint you with our school policies and regulations. In addition, the answers to many questions you and your parents may have about the school can be found in this book. As a citizen of this school, you are expected to follow the rules that have been established for the welfare of the entire student body. Following the rules will help all students become better school citizens and continue to make Beaver Falls High School a great school to attend.

Let's **BELIEVE** together that this will be a great year!

- Mr. Rowe

The Orange and The Black

Although Brighton always favors
The Crimson and the Gold
And Maroon and Gray are colors
That make the Beaver Bold
We will own the lilies slender,
Nor honor shall they lack,
While the Tiger stands defender
Of the Orange and the Black.

Through the four long years of high school
'Midst the scenes we know so well
As the mystic charms to knowledge
We vainly seek to spell,
We will win athletic victories On the football field or track;
Still we'll work for dear old high school
And the Orange and the Black.

When the cares of life o'ertake us,
Mingling fast our locks with gray, Should our dearest hopes betray
us,
False fortune falls away,
Still we banish care and sadness
As we turn our mem'ries back
And recall those days of gladness
'Neath the Orange and the Black.



Administrative Staff

Dr. Donna Nugent, Superintendent
Mr. Steve Wellendorf, Director of Student Services
Mr. Douglass Rowe, Principal
Mr. David Woods, Assistant Principal

Beaver Falls High School Staff

Digital Coordinator

Michael Kirschner

Guidance Counselors

Leslie Gossett Angela Manno

Mental Health Counselor

Elisia Holsinger

Nurse

Susan Swanson

Transition Coordinator

Jodi Cobb

School Police Officer

Scott Chichy

Secretaries

Patricia Couper

Kylei Miller

Jackie Turner

Rikki Karczewski

Beaver Falls High School Faculty

Art

Craig Lutzic

Business/Computer Education

James Carbone Lisa Markle Nick Nardone

Family /Consumer Sciences

Aaron Shakespeare

Foreign Language

Jada Chvilicek

English

April Gaul David Kunsman Sarah Massa Michelle Micija

Learning Support

Jamie Dando Brooke Hoffman Torre Johnson Rachel Prince
Teresa Randza Kelsie Blumette

Mathematics

Ryan Burger Darcy Clark Lauren Hahn Leslie Kisling

Music

Robert Goode Yvonne Martinez

Physical/Health Education

Bruce Davidson Dana Tessier

Science

Michele Benn Jessica Ezop David Graham Renita Wilson

Social Studies

Tyler Domenico Brian Farkas Bettina Nero Joe Verbosky

Technology Education

Tim Liller Josh Maruca

BEAVER FALLS HIGH SCHOOL

1701 8th Avenue, Beaver Falls, PA 15010
(724) 843-7470

Principal 1302	Assistant Principal 3333
Office 1301	Attendance 1304
Athletics 1320	Guidance 1305
Nurse 1311	Digital Academy 3229

Table of Contents

Emergency Operation Plan	5	Guidance	22
Acceptable Use Policy	7	Hall Passes	22
Announcements	8	Harassment	22
Assemblies	8	Health Services	22
Athletic	8	Homelessness	22
Attendance	8	Honor Roll	23
Automobiles-Students	10	Library	23
BCCT Center	10	Lockers	23
Bullying / Cyberbullying	10	Network Storage	23
Bus Regulations	10	Lost and Found	24
Cafeteria	11	Naloxone/Narcan	24
Change of Address	11	National Honor Society	24
Class Excuse	11	Release of School Records	24
Clubs	11	Searches	24
Compliance-Title IX	11	Schedule Changes	24
Disaster Plan	12	Security	24
Discipline	12	Smoking/Tobacco Use	25
Dismissal	15	Student Assistance Program	25
Discrimination	16	Student Rights / Responsibilities	25
Dismissal	16	Telephones	26
Dress Code	16	Title I	26
Drug Awareness	17	Tutoring	26
Electronic Devices	18	Vacation Absentee Policy	26
Fines	19	Vaccination Requirements	26
Field Trips	20	Visitors	26
Fire Drills	20	Weapons Policy	26
Grade Reporting	20	Work Permits	27
Grading	20	Work Release	27
Graduation for Juniors	21	Workshop	28

Addendum A – Title I	Page i
Addendum B – Athletic Handbook	Page xii
Addendum C – 1:1	Page xvii

Emergency Operation Plan

The Big Beaver Falls Area School District administration has developed an Emergency Operation Plan in partnership with community emergency responders which engage in emergency preparedness. Although it is impossible to anticipate every type of crisis that may occur, the district has developed many detailed procedures for use by employees in response to critical incidents. Planning includes:

- Procedures and equipment for emergency internal and external communications;
- Directions for the specific roles and responsibilities of all employees during a crisis;
- Procedures for delayed dismissal, in place and internal lock downs;
- Procedures for partial and total building evacuations, including the arrangement of alternate sites to shelter students until the end of the school day.

All necessary procedures are detailed in the *Big Beaver Falls School District Emergency Operation Plan* for use by administrators and the crisis response teams. In addition, every employee has a summary of emergency procedures in the *Emergency/Crisis Handbook* that is kept at his/her work station.

Parents are asked to do the following:

- Access the district website at www.tigerweb.org for accurate information about the situation. Do not rely on word-of-mouth or radio and TV news reports which may be inaccurate. The district will communicate with parents through the website and the automated phone system.
- Remember typically, that students will NOT be dismissed from school before the end of the school day. However, for special situations that will prohibit regular classes for the remainder of the school day, the school will require parent permission to release students. School personnel and community emergency correspondents will protect the students in the school setting or safely transfer them to a pre-arranged site until the end of the school day.
- Refrain from coming to school to get your child unless directed to do so by the district on the website or automated phone system. Do not call the school for information. These actions interfere with the district's ability to address and manage the situation. It will also disrupt our ability to communicate with the necessary emergency response teams that are addressing the crisis.
- Refrain from calling your child's cell phone. The use of cell phones can seriously limit communication with emergency personnel and threatens the school's efforts to maintain the calm environment that is needed for student safety during a crisis.

TIGER PRIDE RESPONSIBILITIES

EVERY Beaver Falls High School student has the responsibility to:

- Be aware of all rules and regulations for student behavior and conduct.
- Share a responsibility with the administration and faculty to develop a climate within the school that is conducive to wholesome learning and living.
- Respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- Be willing to volunteer information on matters relating to the health, safety, and welfare of the school community and the protection of school property.
- Dress and groom so as to meet fair standards of safety and health and not cause disruption to the educational process.
- Assume that until a rule is waived, altered, or repealed, it is in full effect.
- Assist the school staff in operating a safe school for all students enrolled.
- Be aware of and comply with state and local laws.
- Express their ideas and opinions in a respectful manner, so as not to offend or slander.
- Exercise proper care when using public facilities, materials, and equipment.
- Attend school daily, except when excused, and be on time for all classes and other school functions.
- Make all necessary arrangements for making up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
- Avoid inaccuracies and indecent or obscene language or communication in student newspapers, publications, or speech.

ACCEPTABLE USE POLICY

No student may use the School District computers to access the Internet unless an Acceptable Use Policy has been read and signed by the student and his/her parent/guardian. The Acceptable Use Policy is available on the district's website. Students are not permitted to connect to the district's Local or Wide Area Network, including wireless, using any personal, non-district owned, technology equipment. If a student is in violation of the Acceptable Use Policy, that student may not use school or personal technology equipment in or on school property.

ANNOUNCEMENTS

All notices of club meetings, athletic and social events, general information for the day, and specific instructions are announced on Tiger TV each morning during the morning announcements. All announcements must be emailed to Tiger TV before 7:00 a.m. each day. Students responsible for these announcements must have the form signed by the advisor of the activity. Announcements must be kept to a minimum and be of concern to a large number of the students or faculty. Announcements will not be made which could be handled individually in a more efficient manner.

Announcements will also be communicated on hallway monitors located on the 1st and 3rd floor. These requests must be emailed to the assistant principal.

ASSEMBLIES

Assemblies are provided by the Student Council, Administration, and School Departments. Student attendance is required at all assemblies and pep meetings. Remember that the people who are performing for the student body must be treated in the same respectful and courteous manner that has always been the tradition of our school. Students who do not act in a respectful, appropriate manner at assemblies will be dealt with accordingly.

ATHLETICS

See Addendum B on "Athletics" in the back of this handbook.

ATTENDANCE

A good attendance record is important to all students. The military and employers carefully evaluate this record. Also, punctuality and being ready to learn are essential virtues. All students should strive to "Be Present, Be On Time, and Be Ready To Learn." NOTE: The high school administration neither approves nor condones skip days of any nature.

All other procedures in the Attendance Policy 204 as passed by the School Board are still in effect.

In addition:

- I. Regular attendance is required of the student and will be considered part of the student's performance when determining grades. Work missed because of excused absences must be made up within the number of days that he/she was absent. The student is to initiate the process by making a request upon his/her return to school. Work that is not completed satisfactorily could result in an "N" for the grading period. If this work is not completed by the end of the course, it could result in an "I" (Incomplete) and lost credit for the course.
- II. Any absence from school for which a student does not present to his/her report room teacher a written bona-fide excuse signed by a parent or guardian, will be considered an unexcused absence. Students have three school days to bring in a written excuse for the absence. If a written and signed excuse is not presented within the three-day period, it will be considered an unexcused absence.
 1. **3 days of absences**- A notice will be mailed home to inform you that your child is *truant*. A letter to parents/guardians outlining possible referral to the District Magistrate and the CYS Truancy Intervention Program (TIPs).
 2. **6 days of absences**- A conference with CYS TIPs will be scheduled to develop an Attendance Improvement Plan to help improve your child's attendance.
 3. Once the Attendance Improvement Plan has been implemented, the school may refer the matter to the local magistrate if the student's attendance does not improve.

III. Procedures for:

A. Absences

1. After an absence, a student must present to the attendance office or his/her 1st period teacher, within three school days, an excuse signed by a parent/guardian. Failure to present a bona-fide excuse will result in an unexcused absence.
2. A bona-fide excuse is defined as inclement weather, sickness, court hearing, or death in the family.
3. A class absence will be counted anytime a student is not in class.
4. Students who plan to be excused for school activities must obtain prior approval from all subject teachers. Students will not be released from any class without prior approval from the Principal or Assistant Principal.
5. Suspended students must request assignments from the teachers upon notice of the suspension. Completed work must be presented to the teachers within the number of days equal to the number of days suspended.

B. Tardiness

All students must be past the second set of doors of the main entrance before the late bell sounds at 7:45 AM. A tardy will be assessed to a student if he/she comes into school between 7:45 AM and 11:00 AM. Each tardy will be marked on the attendance card and will be posted daily on the absentee list. In addition, any student arriving after 11:00 AM will be ineligible for any extracurricular activities that day. This includes but is not limited to athletic practices and contests, performances, and rehearsals.

All tardies will be identified as unexcused unless a valid excuse is submitted to the attendance office. A valid excuse for tardiness is illness or inclement weather. The excuse must be in writing and must come from the student's parent/guardian or it will be considered unexcused and work cannot be made up. Excused and unexcused tardies will count toward the following procedure: A student who is tardy to school after the late bell must report directly to the attendance office where a tardy slip will be issued to be given to the student's teacher for admittance to class.

The high school administration understands that due to extenuating circumstances, students may be late to school. Therefore, each student will be granted four tardies per semester without penalty. Such tardies will be at the discretion of a school administrator. After the fourth tardy per semester, administrative detentions and suspensions will occur.

1. Tardies 5 – 9 will result in a 30-minute after-school detention.
2. Tardies 10 – 14 will result in a 1-hour after-school detention.
3. Tardies 15 – 24 will result in one 2-hour after-school detentions.
4. Tardies 25 – 29 will result in a Saturday Detention
5. Tardies 30+ will result in an In-School Suspension

No student is permitted to enter school after 11:00 AM unless he/she was out on an early dismissal, is returning from a medical or court appointment, and has an officially signed admittance slip from the attendance office. Exceptions will be at an administrator's discretion.

C. Early Dismissal

Early dismissals will be granted for the same reasons allowable for legal absences. Medical appointments should be scheduled outside of school hours when possible. There will be a limit of four early dismissals a semester and any beyond four must have administrative approval or it will be deemed unexcused.

EARLY DISMISSAL PROCEDURE

1. To obtain an early dismissal, a student must bring, before the tardy bell, a written note with a specific reason for dismissal, signed by his/her parent/guardian to the attendance office. Sometime prior to the dismissal, it must be verified with a phone call by the parent/guardian or, the student will not be released. When the student requests the early dismissal, he/she will be issued a pink slip in the attendance office. This slip must be presented to the teacher of the class that he/she is leaving at the time of the dismissal. The slip must be returned to the attendance office and the student must sign out before leaving the building.
2. If the student returns the same day, he/she must provide a medical/court excuse for readmission to the building.

D. Special Dismissals

1. The principal or assistant principal authorizes a special dismissal from school. It is used for those activities that are directly sponsored by the school. The student is marked present for school, but is absent from class. Excused absences of this type do not count against a student's "total days of absence" for loss of credit for the class.
2. The Guidance department will authorize college and vocational school visits. Student requests must be made 24 hours in advance, and are limited to three visits per school year, and are for 12th grade students only.
3. Excused absences for "special dismissals" are permissible only if the student is within his/her 30-day limit.

E. Funerals

If a student attends a funeral, a written excuse from the student's parent/guardian is required for the absence to be deemed "excused." Three days of excused absence will be allowed for the death of a family member, unless an administrator grants additional days of absence due to travel or other extenuating circumstances. One day of excused absence will be allowed for the death of a friend.

F. Eligibility

Students will become ineligible for extracurricular participation if they exceed 10 unexcused absences in the fall semester or 15 days after the 3rd grading period. This includes: athletics, band, musical, dances (semi, prom), senior trip, field trips, etc.

Once a student has surpassed 10 unexcused absences in the fall semester or 15 days after the 3rd grading period, he/she may attend 1 hour of the afterschool program to "earn back" an absence. Only one absence can be earned back per day, and students cannot "bank" times in the program.

AUTOMOBILES (STUDENT)

When driving on campus, speeding will not be tolerated. The 15-MPH speed limit must be observed on school grounds, including Tiger Alley. Violators will have their campus driving privileges temporarily suspended or permanently removed, based on the discretion of the administration. For the safety of everyone, please observe the 15-MPH speed limit designated in front of the school and obey the crossing guards when present. Students that plan to park on campus must complete the Student Parking Application Google Form and obtain a parking permit placard from the assistant principal.

BEAVER COUNTY CAREER & TECHNOLOGY CENTER

The program at the Beaver County Career & Technology Center is an elective one. It is two (2) years in length covering the 11th and 12th grade years. In the spring of the sophomore year, the student can apply for admission to the program. Criteria used to determine who will be admitted are as follows:

1. Differential Aptitude Test scores
2. Academic record
3. Attendance record
4. Experience in the field of interest

Upon passing the course, the student is awarded three credits toward graduation each year they attend. Students are assigned to the morning session.

BULLYING/CYBERBULLYING

See board policy 249 on "Bullying/Cyber bullying" available at Tigerweb.org

BUS REGULATIONS

The Big Beaver Falls Board of Education has adopted the following policy:

In the interest of a safe, orderly and pleasant ride on the school bus, students are expected to maintain self-control, be courteous and cooperative.

The following regulations must be upheld:

1. Ride only the bus to which you have been assigned.
2. Enter and leave the bus in an orderly manner.
3. Stay in your seat when the bus is in motion.
4. No swearing, no smoking and no fighting.
5. Loud and boisterous talk is forbidden.
6. Throwing of any objects is forbidden.
7. Do nothing that will distract the driver.
8. Defacing or damaging bus property is forbidden. (Financial responsibility for any damage done to the bus rests with the student.)
9. The bus driver is in full charge of the bus. Any situation that needs attention on the bus should be reported to the driver at once. He/she will bring the infraction to the attention of the assistant principal as soon as reasonably possible.
10. Failure to abide by the foregoing rules and regulations may result in loss of bus privileges for various periods of time, as determined by an administrator.
11. Bus evacuation drills are held as mandated by state laws.

McCarter Transit, our busing contractor, uses video and audio recordings for the safety of our students.

Students needing or wishing to ride a different bus to or from the school must submit a request from a parent or guardian to the assistant principal with the bus number, date, and reason for the request.

CAFETERIA

To encourage good nutrition, a well balanced breakfast and lunch is offered in the school cafeteria. All students are expected to exhibit good manners and consideration in the cafeteria. Each student is assigned a lunch period. There are two lines with a variety of choices for student meals. During the first week of school, students are to select the table and seat they want to use for the entire semester. Changing seats is discouraged. When the student has finished his/her lunch, he/she is to dispose of ALL garbage in the proper receptacles. Eating or drinking is discouraged outside of the cafeteria. Ala cart and extra items are cash only.

CHANGE OF ADDRESS

Students are required to inform a secretary in the office of any change of address or telephone number. Students must provide proof of residency.

CLASS EXCUSE

Every teacher is in charge of his/her class and makes the decision about excusing a student from class. No one is authorized to excuse a student from another teacher's class without permission of an administrator. Teachers should refuse to permit students to leave class unless the student has written permission of an administrator.

CLUBS

Our school has an active club program that we hope will meet the interests of all the students. Registration for clubs is in early September, and announcements concerning sign-ups are made over the public address system. If students request additional clubs or activities, every effort will be made to add them to the program. The following clubs are presently active in school: Art, Black Student Union, Bible, Club Hope, Digital Media, Card Club, FBLA, FOR, Gay Straight Alliance, Health Careers, Key, Law, Leo, Mentor, National Honor Society, SADD, Service Learning, Ski Club, Spanish, STEM, Student Council, Tiger Productions, Ushers, Youth Ambassadors, and Varsity.

COMPLIANCE STATEMENT – TITLE IX

It is the policy of the Big Beaver Falls Area School District not to discriminate on the basis of gender in the educational programs or activities, which operate as required by Title IX of the 1972 Educational Amendments. This policy extends to employment in, and admission to, such programs and activities.

DISASTER PLAN BIG BEAVER FALLS AREA SCHOOL DISTRICT HIGH SCHOOL

In the event of a district wide disaster, such as a tornado, chemical spill etc. the Superintendent shall decide which disaster plan will be implemented.

Evacuation Plan with Ample Warning:

1. Determine when buses will arrive.
2. Notify parents through school district message system, website, and Facebook page that students will be dismissed from school. Give approximate time of dismissal in this announcement.
3. Use school intercommunication to inform students of dismissal plans.
4. Activate the following dismissal plan:
 - a. Walkers dismissed immediately.
 - b. Bus students dismissed as buses arrive.
5. Make provisions for handicapped students.

Non-evacuation Plan: used when there is minimal warning or it is in the best interest of the students to remain in the school.

1. Notify the parents through the radio and cable television that children will remain in school until further notice. Subsequent announcements will be broadcast over radio and cable television. Include in announcement that parents should not come to school to pick up children. No incoming calls from parents will be accepted in order to keep phone lines open for emergency calls.
2. Announce on P.A. System that students should report to gym with their classroom teachers. Rooms 300 to 376 will report first, Rooms 217 to 273 will be next, and first floor rooms will report last. In case of power failure, student messengers will be used. Teachers should take role and account for all students upon arrival to the gym.

All teachers and other faculty who do not have regular classes at the time of the emergency will report to the principal. The nurse will report to the gym area with first-aid supplies. The L.G.I will be utilized as a first-aid station if necessary.

In addition, all teachers should do the following:

1. Make provisions for transportation of handicapped students in case of elevator failure.
2. Initiate evacuation plans when information is received from proper authority to send students home.
3. If information is received to evacuate to an area other than pupils' homes, initiate evacuation plan to designated area.
4. Teach students to use crouch position (on floor on hands and knees with hands and arms over head) if the emergency warrants it.

DISCIPLINE

POSITIVE BEHAVIOR SUPPORT PROGRAM

The Big Beaver Falls Area School District has implemented a Positive Behavior Support program district wide. It is a team-based framework for creating and sustaining safe and effective schools. A set of TIGER TOOLS for behavior are established for all students K-12 in all locations of the schools. Every student must...

BE RESPONSIBLE

BE RESPECTFUL

BE SAFE

Periodic rewards may be given to students who demonstrate positive behavior.

POLICIES AND GUIDELINES

Source of authority; Sec. 6, 510, 511, 777, 1317, 1318, 1338, of the School Code, Student Rights and Responsibilities as adopted by the Pennsylvania Department of Education. **Authority of teachers over pupils:** “Every teacher in the public school shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them.” (Section 1317 School Law of Pennsylvania, Bulletin 2, 1953).

When violations occur, building administrators have the right to refer the student offender to the Board of Education for a hearing and subsequent action. The Board has the right to exclude the student for a period exceeding ten school days and may vote to permanently expel the student offender.

School administrators also have the right to refer the offense to the appropriate civil authorities if the offense constitutes a violation of the laws of the Commonwealth of Pennsylvania. And it shall be understood that offenses resulting in personal injury and property damage shall result in the student and the parents being held responsible for all damages to the extent provided by the laws of the Commonwealth of Pennsylvania.

HIGH SCHOOL DISCIPLINE POLICY

Referral of the student(s) to the office for discipline should be used as a last resort, except in cases of serious violations, after teachers have exhausted all other appropriate preventive and corrective measures. The problem will be dealt with as rapidly, firmly, and fairly as possible. Referrals will be handled in the following manner:

CLASS DISCIPLINARY PROBLEM – MINOR INFRACTIONS

1. Teachers will notify the office of the behavior incident.
2. Phone call or contact with the parents/guardians must be made by the teacher.
3. The first offense, depending on the nature, will normally result in a warning and pending action if the behavior continues.
4. The second offense, depending on the nature, will result in teacher detention.
5. The third and subsequent offenses, depending on the nature, will result in Administrative Detention
6. After teacher detentions and administrative detentions have been given and the behavior continues, In School Suspension will be given.
7. After all measures have been taken to correct the behavior of the student, he/she will be issued an out of school suspension. The parents, guardians or persons responsible for the child must arrange for a conference in order to have the student readmitted, unless some other arrangement has been made with the administration. If problems persist, after having been suspended, action may be taken with the Board of Education to have the student expelled from school.

DETENTION

1. **Teacher Detention:** The teacher may detain a student for disciplinary reasons. Twenty-four hour notice is given so the student can make any necessary arrangements and notify his/her parents or guardians. Other disciplinary measures may be taken, in lieu of detention, as deemed appropriate. Length of time of the detention is at the teacher’s discretion. Conduct warranting detention includes but is not limited to the following:
 - a. Tardiness in arriving to class. The student must be in his/her seat when the late tone sounds.
 - b. Lack of preparation for class (teacher discretion).
 - c. Infractions of teacher and/or classroom rules.
 - d. Failure to adhere to a reasonable request.
2. **Administrative Detention:**
 - a. Assigned only by the administration and for repeated classroom disruptions and more serious problems extending beyond the classroom.

- b. When school is in session: Thirty minute PM Detention runs from 2:30 – 3:00 PM. One-hour PM detention is from 2:30 – 3:30 PM. Two-hour PM Detention occurs from 2:30 – 4:30.
- c. Saturday Detention runs from 9:00 AM – 12:00 PM.
- d. Lunch detention will occur during the student’s lunch period and is specific to minor incidents that occur while in the cafeteria.
- e. Any student reporting late to detention will not be admitted. This will count as a detention cut.
- f. Any disciplinary problems in detention may result in an In-School Suspension or additional detention time.
- g. Early dismissals do not excuse detentions. Early dismissals due to medical appointments, court dates, or similar appointments will be accepted. Documentation must be presented to the assistant principal the next day to reschedule a detention. Detentions missed due to unexcused early dismissals will count as a skipped detention.
- h. Missed detentions due to absences will automatically be rescheduled for the next school day or the next available school day. It is the responsibility of each individual student to track this. Any student that has questions about scheduled detentions may contact the attendance secretary or assistant principal.
- i. Failure to report for an after-school detention will result in the following:
 - 1. The first missed after-school detention will result in an additional 30-minute detention.
 - 2. The second missed detention will result in an additional 1-hour detention.
 - 3. The third missed detention will result in an additional 2-hour detention.
 - 4. The fourth missed detention will result in a Saturday Detention
 - 5. The fifth missed detention will result in suspension.

IN SCHOOL SUSPENSIONS (ISS)

In-School Suspension exists to increase the effectiveness of disciplinary action, while maintaining a more wholesome learning situation for everyone.

In School Suspension will be assigned at the discretion of the administration for, but not limited to, the following offenses:

- 1. Chronic tardiness.
- 2. Illegal absences from classes or school.
- 3. Failure to serve assigned detentions.
- 4. Class disruptions (after measures have been taken to correct the problem).
- 5. Failure to follow school policy.
- 6. Disorderly conduct.
- 7. Failure to adhere to reasonable requests by school personnel.

Guidelines for In School Suspension (ISS):

- 1. The student will be given notice prior to the ISS.
- 2. On the date(s) of the suspension, the student is to report to room 333 prior to reporting to ISS. The student must be on time or he/she may not be admitted and disciplinary action may be taken by the administration.
- 3. Dismissal is at 2:26 p.m.
- 4. The teachers will be given notice to gather assignments and deliver or email them to the student in ISS.
- 5. Students are under the supervision of the teacher supervisor in charge. Any infraction of the rules may result in additional discipline.
- 6. It is the responsibility of the student to complete the assigned work and turn it in to his/her teachers.
- 7. Students that receive ISS may not participate or attend activities during or after school hours on the day of the suspension. This includes games/practices for student athletics and rehearsals/performances for student performers.

SUSPENSION

Discipline violations such as, but not limited to, repeated minor infractions, insubordination, defiance, theft, vandalism, the use of vulgar and/or abusive or obscene language or actions, fighting, disorderly conduct, intimidation, extortion, harassment, chronic absenteeism (including tardies and/or class cuts), possession of weapons and dangerous objects, making terroristic threats against individuals or school property, forgery, other such disruptions of the educational process, or any action deemed to be a violation of the laws of the Commonwealth of Pennsylvania, will be dealt with on an individual basis, and will normally result in an In School Suspension and/or out of school suspension.

Depending on the nature and severity of the offense, students may also be referred to the Board of Education for expulsion. If the student is suspended out of school, the parents, guardians, or persons responsible for the student must arrange for a conference with the administration before the student can be readmitted to school, unless some other arrangement has been made with the administration. In addition, students must be aware that they may be recommended to the Board of Education for appropriate action, including expulsion, for serious infractions or repeated minor infractions.

In all suspension cases, the student has the responsibility to make up work missed and must be permitted the right to complete the assignments under the guidelines set by the School District. Completed work must be presented to the teachers within the number of days equal to the number of days suspended.

Students caught smoking, using or being in possession of tobacco products to include E-Cig vapors and vapor cigarettes, on school grounds/property, will be suspended from school for three days and have charges pressed against them at the District Magistrate's office. The sidewalk in front of the school along 8th Avenue is considered to be school property.

Students caught using or being in possession of drugs or alcohol, or found to be in violation of the Weapons Policy will be disciplined according to the appropriate policy as adopted by the Board of Education.

Students engaged in a fight will be suspended from school and may have disorderly conduct charges pressed against them at the District Magistrate's office.

Students on suspension may not participate or attend activities during or after school hours on the day of the suspension. This includes games and practices for athletics. Students are also not permitted on school grounds on the days they are suspended. If the suspension extends to school days over a weekend, the student is not permitted on school grounds on the weekend.

Students may also face suspension for speaking or communicating in a manner that does, or is likely to, substantially disrupt or interfere with the orderly function of the school or the rights of other students.

Students may also face suspension and/or expulsion from school for communications on the Internet, even if such communications arise from a home-based computer. Off-campus activities on the Internet may be the subject of discipline if the communications have the potential to create a serious threat of harm or serve to create a material and substantial disruption to the school program.

Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens serious harm to the school or school community, encourages unlawful activity or interferes with another's individual rights. This includes verbal or written expression, including messages on student apparel.

NOTE: The high school administration neither approves nor condones pranks of any nature.

Repeated Discipline Referrals: In an attempt to encourage all students to act appropriately in school, any student receiving repeated discipline referrals may warrant a formal expulsion hearing before the board of education and/or an alternative educational placement.

Suspension and Commencement

Students who are suspended from school for a length of time that includes the day on which Commencement is held may not be permitted to attend or participate in Commencement exercises. This is at the discretion of the High School Principal.

DUE PROCESS FOR SUSPENSIONS

1. For out of school suspensions not exceeding 3 days:
 - a. The student is informed orally of the reason for the suspension and is given a chance to respond.

- b. The parents/guardians and the superintendent of the school district are notified, in writing, of the suspension. Additional efforts will be made to contact the parent/guardian by phone.
2. For out of school suspensions exceeding 3 days and up to 10 days:
 1. The student is informed orally of the reasons for the suspension and is given a chance to respond.
 2. The parents/guardians and the superintendent of the school district are notified in writing of the suspension.
 3. Sufficient notice will be given of the time and place of an informal meeting.
 4. The student has a right to speak, and produce witnesses on his/her behalf.
 5. Efforts will be made to hold the informal meeting within the first 3 days of the suspension.

CHEATING

Cheating (including plagiarism) is defined as knowingly misrepresenting, or assisting another student in misrepresenting, his/her actual achievement on an assignment or test. This also includes violating the District's Acceptable Use Policy (AUP), using another student's computer account, I.D., files, or password and/or cutting and pasting information from an electronic source. In circumstances in which a teacher believes that a student's behavior violates the definition above, or any clarifying statements regarding cheating made by the teacher at the beginning of the course, the following procedure should be followed:

1. The teacher will share his/her observation with the student.
2. The teacher will make a referral to the assistant principal, including all pertinent information.
3. The teacher will review the data and make a decision based on that information.
4. Actions may include assignment failure, re-submitting the assignment, or completing alternative assignments.
5. If it is determined that cheating has occurred, parents will be notified by the teacher.
6. Repeated academic integrity offenses may result in a failure for the grading period or loss of course credit.

DISCRIMINATION / SEXUAL HARRASSMENT / BULLYING / HAZING / DATING VIOLENCE / RETALIATION INFORMATION

The BBFASD Board of Education declares through the district's Policy 103 to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability. Through policy, the district strives to maintain a safe positive learning/working environment for all students/staff that is free from bullying, hazing, dating violence, sexual harassment, and other discrimination and retaliation. If you have experienced or have knowledge of any such actions, we encourage you to complete the report form, which can be found on the BBFASD website, tigerweb.org, under the *Administration* tab, on the *School Board* page, under *District Policy Manual* - attached to *Policy 103*. The BBFASD Board of Education has designated the Business Manager as the district's Compliance Officer, who will consult the district's solicitor. Please contact the district's Compliance Officer with any questions about the completing and/or submitting report form.

DISMISSAL

Daily

Students are dismissed at 2:26 PM each day and all students are to leave the building immediately after dismissal unless attending the afterschool program. Students are not permitted in the building after 2:45 PM unless under employee supervision. Students involved in after-school activities must report to the activity by 2:30 PM. The teachers or coaches involved in the activities are responsible for supervision and will inform the students as to where they must report.

DRESS POLICY

The following policy has been devised to serve as a guide to maintain a high standard of dress for Beaver Falls High School students.

1. Any clothing worn to school should be of reasonable modesty, and good judgment should govern what a student wears to school. No clothing may be worn which would disrupt the normal educational process of the school or constitute a health or safety hazard. **The administration and the Board of Education reserve the right to determine what clothing is deemed detrimental to the educational functions of the school.**

2. Clothing determined not proper includes but is not limited to the following: hats of any kind (this includes head wraps, do-rags, and bandanas), sunglasses, clothing that exposes bare midriffs, spaghetti strap tops or dresses, tank tops, short skirts or short shorts (no more than 6 inches above the knee), pants with holes higher than 6 inches above the knee, pajama pants, Clothing determined not proper includes but is not limited to the following: hats of any kind (this includes head wraps, do-rags, and bandanas), sunglasses, clothing that exposes bare midriffs, spaghetti strap tops or dresses, tank tops, slippers, short skirts or short shorts (no more than 6 inches above the knee), pants with holes higher than 6 inches above the knee, pajama pants (this includes flannel or fleece pajama bottoms, lounge pants with cartoon prints or bedtime patterns, pants made of thin or see-through materials intended for sleep, clothes designed to expose the body, shirts that have obscene words, pictures, or phrases on them, clothes that display advertisements for or statements about tobacco products, alcohol, drug related items, or, items deemed to be disruptive to the educational process.
3. Students are not permitted to wear their pants or shorts hanging below the waistline regardless of clothing worn beneath the pants (ex. Boxer shorts or gym shorts).
4. Students are not permitted to possess chains in school, or wear chains on their clothing. This includes, but is not limited to, chains to which keys are attached. Students are also not permitted to wear clothing or bracelets of any sort that have “spikes” attached to them or protruding from them.
5. Students may be required to wear certain types of clothing, such as uniforms, while participating in school activities. Special attire, such as lab coats, may be required to insure the health or safety of the student.
6. Students have the responsibility to keep themselves, their clothes, and their hair clean. The administration reserves the right to impose limitations on student participation in the regular instructional programs when there is evidence that the lack of cleanliness constitutes a health hazard.
7. Headphones, ear buds, or headsets of any kind are not to be worn in school. This includes headwear that possesses headphones. These will be confiscated and can be picked up in the assistant principal’s office at the end of the day. A second offense will result in disciplinary action from school and a parent/guardian must retrieve the item from the office. Hoods must remain down and are not permitted to cover any part of a student’s ear.
8. Blankets may not be worn or draped over shoulders, bodies, or carried around during the school day. This includes wearing them like capes, wraps, or over clothing while in hallways, classrooms, or common areas. Blankets must be kept inside book bags or lockers during school hours. If a student is cold, they are encouraged to wear appropriate clothing such as sweaters, jackets, or hoodies that follow the school dress code.

Students will be asked to change their clothes to something that is school appropriate. If an administrator is unable to contact the Parent/Guardian, clothes may be provided. In addition, the student may be retained in the office or ISS until proper attire can be acquired. Multiple infractions may result in disciplinary action.

DRUG AWARENESS

School Board Policy 227

The following is an abridged version of Policy 227. Big Beaver Falls School District policy 227 on Drug Awareness can be viewed in its entirety in the high school library or principal’s office.

Purpose:

The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. For purposes of this policy, drugs shall mean all controlled substances prohibited by law; all "look-alike" drugs; all alcoholic beverages; any drug paraphernalia; and any prescription or patent drug; and anabolic steroids, except those for which permission to use in school has been granted pursuant to Board policy. The Board prohibits the use, possession, being under the influence or distribution of any drug during school hours, on school property, on school transportation and at any school-sponsored event.

Guidelines:

Procedures Following the Use/Possession of Any Drugs

1. The building principal shall confiscate any evidence.
2. The building principal shall immediately issue a temporary suspension to the student.
3. The building principal shall promptly notify the Superintendent of the suspension.
4. Law enforcement authorities may be notified of the violation, and appropriate officials will be notified by the administration. In that event, all information and evidence pertaining to the violation will be turned over to

- appropriate authorities with whom the school personnel shall cooperate.
5. The parents/guardians of the student shall be notified of the violation(s) and suspension.
 6. The parents/guardians will be required to meet with the building principal.
 7. The student shall then be suspended for up to ten (10) days and he/she will participate in a drug and alcohol assessment at a licensed drug and alcohol agency. The suspension will be an out of school suspension.
 8. The student will be placed on a six (6) week probationary period. During this time:
 - a. The student will meet with the Student Assistance Program Team or principal's designee at least weekly.
 - b. Parents/Guardians must meet with the Student Assistance Program Team or principal's designee at least once.
 - c. Based on the cooperative nature of the student, at the discretion of the administration, the student may be excluded from extracurricular activities for a period not to exceed six (6) weeks (thirty (30) school days).
 9. School officials, on a need-to-know basis, will be notified of the suspension and probationary period.
 10. If the student is uncooperative the Board may, after a proper hearing, expel the student for this violation.

Procedures Following Any Subsequent Use/Possession Violation

1. The building principal shall confiscate any evidence.
2. The building principal shall immediately suspend the student for three (3) days, notify student/parents/guardians, and provide a due process hearing followed by a possible additional seven (7) days suspension.
3. The building principal shall promptly notify the Superintendent of the suspension.
4. Law enforcement authorities may be notified of the violation and appropriate officials will be notified by the administration. In that event, all information and evidence pertaining to the violation will be turned over to appropriate authorities with whom the school personnel shall cooperate.
5. The Board may, after a proper hearing, expel the student for this violation.

Procedures Following the Act of Furnishing Drugs to Others

1. The building principal shall confiscate any evidence.
2. The building principal shall immediately suspend the student for three (3) days, notify student/parents/guardians and provide a due process hearing/rights followed by a possible additional seven (7) days suspension.
3. The building principal shall promptly notify the Superintendent of the suspension.
4. Law enforcement authorities may be notified of the violation and appropriate officials will be notified by the administration. In that event, all information and evidence pertaining to the violation will be turned over to appropriate authorities with whom the school personnel shall cooperate.
5. The Board may, after a proper hearing, expel the student for this violation.

Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

ELECTRONIC DEVICES

Personal Devices (cell phones, smartphones, smartwatches, tablets)

Beaver Falls High School understands and appreciates the importance of communication between our students and their parents. District personnel

1. Students will not use devices during instructional periods. This includes hallways and restrooms. Students must have their devices off and stored in the classroom's device caddy prior to the beginning of class. Devices will be retrieved when the bell rings and not before. Refusal to submit a device will result in disciplinary action.
2. Students may use devices in between periods and during their assigned lunch period. Cell phone use is prohibited during study hall periods and Workshop.
3. All devices are to be kept on silent mode when in use.

4. Camera use and video recording are strictly prohibited unless prescribed for educational purposes.
5. Students are not to call, text message, email, or electronically communicate with others from their devices including other students, parents, guardians, friends, and family during instructional time.
6. Phone calls during the school day are not to be made from devices. Students may use the main office phone with the permission of the classroom/study hall teacher.
7. If a student chooses to bring a device to Beaver Falls High School, they agree to full transparency and will be prepared to show their device to any school personnel when there is reasonable suspicion that a discipline policy violation has occurred. Administrators and the school police officer have the right to confiscate a student's cell phone and/or other personal technology for improper use and/or policy violations.
8. Students are not permitted to use devices during any detention or ISS.
9. Maintenance, repair, updates, or any technical difficulties related to devices are the sole responsibility of the owner, not District personnel.

First Offense - One (1) hour detention, confiscation of the device, notification to parent/guardian and provided the option to pick up the device.

Second Offense - Two (2) hour detention, confiscation of the device, parent/guardian required to pick up the device.

Third Offense - Saturday detention, confiscation of the device, parent/guardian required to pick up the device, and the student loses device privileges for forty-five (45) school days.

Fourth Offense - One (1) day of in-school suspension (ISS), confiscation of the device, parent/guardian required to pick up the device, and the student loses device privileges for the remainder of the school year. [6]

Refusal to relinquish a device upon request by a teacher or administrator will result in one (1) day of ISS and loss of device privileges for forty-five (45) school days.

Extreme caution must be exercised in regard to the content stored in students' PEDs. Serious offenses can arise with the possession of PEDs on school grounds containing inappropriate or pornographic pictures/video clips, inappropriate or harassing text messages, illegal activity, and information stored for the purposes of cheating academically.

Cell phones, tablets, headphones, and other personal electronic devices are solely the responsibility of the student. Administrators, teachers, the school police officer and other school personnel take no responsibility for loss, damage, theft or otherwise affected cell phones or personal devices. The District will not be held responsible for any lost or stolen electronic devices.

***** Recording in any manner, including but not limited to video recording, photographing and audio recording is strictly prohibited. Wiretapping is any interception of telephone or electronic transmitting to monitor conversations without the consent of the parties. Please refer to School Board Policy #907*****

FINES

All fines will accumulate through the elementary, middle and high school years and will be attached to the permanent record card each year. At the end of the school year, students may request a statement of all money owed for books, Chromebooks, library fines, industrial arts, sales, etc. It is the responsibility of the student to make sure that this money is

paid. If not paid, the student will not have completed graduation requirements, and will not be permitted to participate in Commencement exercises.

FIELD TRIPS

Students must submit parental permission slips for all field trips. Phone calls from a parent/guardian will not be accepted as permission to attend. In addition, permission trips and applicable funds must be received by the deadline set by the sponsor or administration. Rosters for all field trips will be examined and approved by administration. Students who do not meet their school responsibilities (academic or attendance) and/or submit permission slips prior to set deadlines may be prohibited to attend field trips.

All school rules are in effect during the school-sponsored field trip, and students are responsible for classwork missed during the trip.

FIRE DRILLS

Fire drills are required by law and are an important safety precaution. When the first signal is given, everyone must obey the orders promptly and clear the building by the prescribed route given by the teachers. **REMEMBER THAT ALL FIRE DRILLS ARE TO BE TAKEN SERIOUSLY.**

GRADE REPORTING

Grading periods will be 9 weeks in length. Thus, report cards will be issued on a 9-week basis. Mid-point progress reports will be sent home approximately 4½ weeks before the end of a grading period.

GRADING

Letter Grade	Percent Grade	4.0 Scale
A+	100-97	4.0
A	96-93	4.0
A-	92-90	3.7
B+	89-87	3.3
B	86-83	3.0
B-	82-80	2.7
C+	79-77	2.3
C	76-73	2.0
C-	72-70	1.7
D+	69-67	1.3
D	66-63	1.0
D-	62-60	.07

For Full-Credit Courses:

- 50% lowest possible grade (floor) a student can earn
- 50% floor applies to first three nine-weeks grading periods
- In the fourth nine-weeks, the grade earned is the official grade (no floor)

For Half-Credit Courses:

- 50% lowest possible grade (floor) a student can earn
- 50% floor applies to first nine-weeks grading period
- In the second nine-weeks, the grade earned is the official grade (no floor)

Final Exams -- A cumulative final exam will be given in the last nine-weeks grading period of all courses. The final exam will count as a grade in the last nine-weeks grading period of the course.

Final Grade -- The final grade for a full-credit course will be based on four grading periods valued at 25% each. The final grade for a half-credit course will be based on two grading periods valued at 50% each.

Incomplete Grade -- An incomplete grade (I) will be assigned to a student who has not completed all required work during a grading period at the discretion of the teacher. The student will be allotted ten school days to complete and submit work designated by the teacher. After ten school days, the grade will change from I, to what the student has earned.

Students withdrawing from a course later than the 10th day of the start of the course (5th day for semester courses) will receive a withdraw/failure (WF) for the entire course. The “WF” is equivalent to a failing grade and will be counted in a student’s Quality Point Average and Cumulative Point Average.

GRADUATION REQUIREMENTS

To graduate from Beaver Falls High School, all dues and fines owed must be paid in full by each student.

No student will graduate, nor will they be permitted to participate in Commencement, if he/she has not cleared all debts owed the school. No student may participate in Commencement unless all graduation requirements have been met. To graduate from Beaver Falls High School, a student must meet all requirements for graduation with respect to completing all coursework, a Graduation Project and demonstrating an acceptable level of proficiency with respect to the Pennsylvania Academic Standards for Mathematics and Reading, Writing, Speaking and Listening.

To graduate from Beaver Falls High School, a student must earn credits as stated below:

Courses	Credits	Courses	Courses	Credits
English	4	Social Studies	Math	4
Science	3	Computer	Phys. Ed.	2
Creative Arts	1	Communications	Health	.5
Electives	6			

Students will be required to score advanced or proficient on the Algebra, Literature, and Biology Keystone Exams or complete a pathway prescribed through Act 158 for students to meet Pennsylvania’s assessment requirement.

Total Academic Credits: 26 Credits

Graduate with Honors: Student must earn six credits in courses designated as “Honors Courses” and must complete an Honors Interview

For record keeping purposes related to state assessments, a 10th grade student must have earned 10 credits prior to the start of the school year in order to be promoted to an 11th grade report room. An Eleventh grade student will be promoted to a 12th grade report room only if he/she has accumulated 18 credits prior to the start of the school year.

Promotions will be made at the discretion of the Building Administration.

All students are required to take 8 credits per year unless approved by the Principal.

GRADUATION FROM A JUNIOR REPORT ROOM

A student in a junior report room can graduate if he/she is in the fourth year (or more) of high school, provided he/she has enough credits and has passed all the necessary required courses.

GUIDANCE

Guidance services are available for every student in the school. These services include: assistance with educational planning, interpretation of test scores, occupational information, study help, home, school, and/or social concerns, scheduling, or any other question a student may have.

A student wishing to visit a counselor should contact the guidance secretary to arrange to see his/her counselor. A pass will be given to the student so he/she can be excused to talk with a counselor.

HALL PASSES AND HALL CONDUCT

Hall Pass -- Students who are out of a class must have a teacher-issued hall pass in his/her possession. Students are not permitted on any floor other than the floor for which the hall pass is intended. Hall Pass usage is at the discretion of the teacher. No hall passes may be given during the first 5 minutes of any class period, after 2:15 PM, or during lunch periods. Students seen in the hallway during class without an orange classroom hall pass or a pink "Corridor Pass" will be referred to the assistant principal.

Between Classes -- While in between classes, students may stop at their locker or the bathroom. All other loitering is prohibited. No shouting is permitted, and neither trash nor debris is to be thrown on the floors or the rails.

HARASSMENT

See Board Policy 248 on "Harassment" available at Tigerweb.org

HEALTH SERVICES

A student who is ill in school should report to the nurse with a clinic pass signed by the classroom teacher. The nurse will decide what should be done. Ill students are not permitted to leave the building unless a parent or other authorized guardian can be reached for permission. If the nurse is not in, the students are to report to the office. Students not ill enough to be sent home will be sent back to class. Students who do not follow these procedures will be disciplined accordingly.

All students **MUST** have a physical on record in the nurse's office by the end of their **JUNIOR YEAR**. The physical may be submitted anytime during the student's sophomore or junior year and may include physicals conducted by a private physician or conducted in school as a requirement for participation in athletics.

See Board Policy 209 on "Health Examinations/Screenings" available on Tigerweb.org

HOMELESSNESS

A Definition of Homelessness

A family or student is considered homeless under the McKinney-Vento definition if they are in any of these places or situations:

- Public or private shelters
- Public or private places not designated for, or ordinarily used as regular sleeping accommodations such as vehicles, parks, motels, campgrounds, etc.
- Living with a parent in a domestic violence shelter
- Living with relatives or friends due to lack of housing
- Living in transitional housing programs
- Runaway children (under 18 years of age) and children and youth who have been abandoned or forced out of their home by parents or other caretakers (unaccompanied youth). These children may be in temporary shelters awaiting assistance from social service agencies, or may live alone on the street or move from place to place among family members, friends or acquaintances
- Children of migrant families who lack adequate housing
- Children abandoned in hospitals or awaiting foster care

McKinney-Vento Eligibility and Identification

The McKinney-Vento Homeless Assistance Act defines "homeless children and youths" as "individuals who lack a fixed, regular and adequate nighttime residence." However, because the circumstances of homelessness vary with each family's or unaccompanied youth's situation, determining the extent to which the family or youth fits the definition must be applied on a case by case basis. The liaison must gather and analyze information from the family or youth and make an

appropriate determination of eligibility. Expedient determination of eligibility and immediate school enrollment are critical to the child's educational continuity and future success.

Per the McKinney-Vento Act, Pennsylvania's primary goal for its ECYEH Program is to educate local education agencies (LEA) and other entities who work with children, youth and families, on the rights of children and youth experiencing homelessness. They should also work collaboratively to eliminate barriers that may impede enrollment, attendance, or receipt of services that support academic success – including special student populations such as preschool-aged children experiencing homelessness, unaccompanied youth and out-of-school youth experiencing homelessness. The ECYEH Program provides support for activities or services that enable these children and youth to enroll in, attend, and succeed in school.

School District Homeless Liaison

Per the federal law, every school district must assign a person (a liaison) to ensure that students experiencing homelessness are identified, enrolled and able to succeed in school. The liaison is responsible for identification of McKinney-Vento eligible students and supporting the needs of these students. The liaison also acts as a resource to school staff to inform, facilitate and support appropriate services.

At BBFASD, the Homeless Coordinator is the *Director of Student Services*, who works with the school *guidance counselors*. These district staff members work together to provide support and services for students experiencing homelessness.

Please contact your child's school or visit the BBFASD website at www.tigerweb.org for more information.

HONOR ROLL

The high school honor roll is computed at the end of every grading period. All grades are averaged together and the quality point average computed. A student with a Q.P.A. of 3.6 or better will have high honors status. A student with a Q.P.A. of 3.0 – 3.59 will have honors status. For honors status, all grades in all classes must be a "C" or better.

LOCKERS

See Board Policy 226 on "Searches" available on Tigerweb.org

Lockers will be assigned at the request of the student. Students will not be automatically assigned a locker, nor are they required to take one.

NETWORK STORAGE SPACE

The district provides each student with a digital storage space on our networked servers and local computers. Any files stored on the district servers or workstations are not the property of the individual student. They are the property of the Beaver Falls School District. These files are not private. Staff members will have the ability to access any student file.

Storage space and student files will be randomly scanned for inappropriate material and files that violate the school's AUP. Any student who is found to be in violation of the law, School District Policy, or school procedures will be subject to disciplinary action under school policy.

The Big Beaver Falls Area School District will be utilizing Google Apps for Education for students, teachers, and staff starting this year. As with any educational endeavor, a strong partnership with families is essential to a successful experience. Using these tools, students collaboratively create, edit and share files as well as websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet connected device. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

Big Beaver Falls Area School District maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.

Big Beaver Falls Area School District cannot and does not guarantee the security of electronic files located on Google Systems. Although Google does have a powerful content filter in place for email, the school system cannot assure that users will not be exposed to unsolicited information. The general right of privacy will be granted to the fullest extent possible in the electronic environment. Big Beaver Falls Area School District and all electronic users should treat

electronically stored information in individuals' files as confidential and private. **Users of student email are strictly prohibited from accessing files and information other than their own.** The school system reserves the right to access the student's Google Apps for Education Account including current and archival files when there is reasonable suspicion that unacceptable use has occurred.

LOST AND FOUND

All lost or found articles are to be taken to the main office. The school is not responsible for any loss incurred by pupils. However, all losses should be reported promptly to the office; every effort will be made to find the article. To reduce the number of losses, students should always keep lockers locked and combinations confidential. Money or jewelry should not be left out in the open and large amounts of money should not be brought to school.

At the end of each month, all unclaimed goods and articles in the "lost and found" will be disposed of.

NALOXONE/NARCAN

Naloxone, commonly known by the brand name Narcan, is a safe and effective medication that can reverse the effects of opioid overdose. It is injected, often through the nasal passages, into a person experiencing an overdose and blocks the opioid and can reverse respiratory depression that could otherwise lead to death. Symptoms of an opioid overdose may include severe physical illness, coma, mania, or hysteria. Those who believe someone is experiencing an opioid overdose, or may be presently using an opioid, should immediately report this to an administrator, nurse, or teacher.

If you believe someone is experiencing an overdose, the law provides for protection from criminal prosecution for anyone who reports a suspected overdose, uses their real name, and remains with the person who is overdosing until help has arrived. Additionally, anyone reporting an overdose and/or administering Naloxone to someone suspected of overdosing is protected from civil liability as provided by law. The District now has Naloxone stocked in the High School Nurse's Office for use in the event of an emergency. If you have any additional questions please contact the school nurse.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is based on Scholarship, Service, Leadership, and Character. To be eligible for induction into the NHS, a candidate must be at least a sophomore. Candidates must have been enrolled at Beaver Falls High School for at least one semester.

Candidates for the National Honor Society must also have a cumulative scholastic average of at least 3.5. A list of eligible students is posted at the close of the second nine weeks grading period.

After the names are posted, a meeting with each grade level will be held with the chairperson of the National Honor Society and the administration. The students will be informed of what must be done to complete the necessary forms, plus any other information that the students need to know to apply.

RELEASE OF SCHOOL RECORDS

In order for students to have records sent to employers or post-secondary institutions, the student or his/her parent/guardian must sign an authorization form. This form is available in the guidance office or from a school counselor. As per BBFASD Board of Education Policy 250, post-secondary institutions and military recruiters shall have access to secondary students' names, addresses and telephone numbers, unless the student or parent/guardian requests that such information not be released with prior written parental consent.

SEARCHES

See Board Policy 226 on "Searches" available at Tigerweb.org

SCHEDULE CHANGES

Schedule changes will be made only in exceptional circumstances and must be made prior to the start of school. Schedule change requests need to be made by Friday, August 29, and will only be granted with a parent conference or phone call. Any change in schedule that occurs after the first two weeks of school will be considered as a failure in the course and will be listed as such on the student's transcript.

SECURITY

In recent years the issue of safety and security has become more pressing than any other issue related to schools. All parties with a vested interest in Beaver Falls High School including students, parents, staff, and community members have

a responsibility and play an integral role in helping provide for a “SAFE SCHOOL”. The best way to do this is to establish, in the High School, an environment and attitude of mutual respect and concern by all individuals, for all individuals in the high school. With this in mind, it is expected that all individuals will report, to a responsible adult or school administrator, any concern dealing with an issue relating to school safety. This includes, but is not limited to, reports of weapons possession, planned acts of violence, threatening statements, etc.

Additionally, mechanisms have been added to all perimeter doors that will enable the perimeter doors to be locked for the majority of a school day. Visitors to the school and students reporting to school, when doors are locked, will be able to enter the school from the south entrance only. During the times when the doors are locked, students are NOT PERMITTED to open doors for individuals trying to enter the school from a door other than the front entrance.

For the safety of all students and staff, all students and visitors will be required to pass through a metal detector upon entering the building.

SMOKING AND THE USE OF TOBACCO

By State Law no student is permitted to use or possess tobacco products, including smokeless tobacco products, E-Cig Vapors, and/or vapor cigarettes in a school building, a school bus, or on school property including property leased by the school district. A student found guilty of breaking the smoking/tobacco policy will be suspended and reported to the local magistrate. The magistrate will issue a fine and the student is responsible for court costs. (Senate Bill 1315, Act 145). School property includes the sidewalk in front of the High School and Middle School, along 8th Avenue.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) provides a way to identify high-risk teenagers who are having school-related problems because of alcohol or drug use, suicidal tendencies, or mental health problems. The Student Assistance Team is composed of trained personnel consisting of the SAP Coordinator, Teachers, Guidance Counselors, School Nurse, and Administrators. Any student, concerned adult outside the school community, or teacher may refer any student in Beaver Falls High School who he/she thinks may be experiencing difficulty of some nature to a member of the SAP Team. All information is kept confidential. The intent of the SAP Team is to help when needed.

STUDENT RIGHTS AND RESPONSIBILITIES

Laws and rules are made to protect the individual and groups of individuals as they function in society. The application and enforcement of the district's policies and guidelines are dependent upon the individual student's acceptance of responsibility for the well being of his/her fellow students. Therefore, each student has a right to an education to the extent that fulfills his/her responsibilities to the success of the total educational program. As per BBFASD Board of Education Policy 235, it shall be the responsibility of the student to:

1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school.
5. Comply with federal, state and local laws.
6. Exercise proper care when using district facilities, school supplies and equipment.
7. Attend school daily and be on time to all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.

11. Not use obscene language in student media or on school property.

TELEPHONES

The office telephone is a business phone and may be used by pupils for emergencies only. Parents should not call the school except in cases of a real emergency. Only under extreme emergencies will students be called from a class to receive information in the office from a parent/guardian. Students are not permitted to use classroom phones, nor cell phones for calls, text messaging, picture taking, etc during the school day.

TITLE I

Title IA schoolwide plan is in the office for review and can also be found on www.tigerweb.org. The plan can be translated into other languages on our website.

TUTORING

Assistance with course work and overall course comprehension is available to all students upon request. Students should contact their teacher(s) and guidance counselor for further assistance. Peer tutoring is also available upon request through the National Honor Society and Mentor Club.

When requesting tutoring, students should attempt to schedule the session during Workshop.

VACATION ABSENTEE POLICY

Students requesting permission to vacation during the school year with parents must complete a vacation approval form, which must explain the reason for the request and the duration of the trip. Only the principal or assistant principal may approve the request. When the teachers of the student are notified, assignments for the period of time the student will be absent will be given to the student. The student is responsible for all class work missed. Be advised that some vacation trips may not be approved. Attendance in class is of such importance that all requests will be scrutinized. If approved, the absence(s) will be excused absences. The student will have as many days as they were absent to complete their makeup work.

VACCINATION REQUIREMENTS

FOR ATTENDANCE IN 12TH GRADE: One (1) dose of MCV on the first day of 12th Grade. If one dose was given at 16 years of age or older, that shall count as the 12th grade dose. On the first day of 12th grade, unless the child has a medical or religious/philosophical exemption, a child must have had the 1 dose of MCV or risk exclusion. Even if your child is exempt from immunizations, they may be excluded from school during an outbreak of vaccine preventable disease.

VISITORS

Parents and those interested in the school from a professional point of view may consult with the teachers, Principal, or Assistant Principal after arrangements have been made for the visit. No individuals may enter the building and walk through the school without first reporting to the office. **For the safety of all students and staff, all visitors will be required to pass through a metal detector and show proper ID upon entering the building.**

Recording in any manner, including but not limited to video recording, photographing and audio recording is strictly prohibited. Wiretapping is any interception of telephone or electronic transmitting to monitor conversations without the consent of the parties. This could be considered wiretapping which is a Felony. The Police will be contacted. Please refer to School Board Policy #907

WEAPONS POLICY

Students are not permitted, under any circumstances, to carry firearms/weapons on school grounds, at school sponsored activities, in their personal vehicles, or on buses or other vehicles provided by the school district.

Any student bringing firearms/weapons to school shall immediately be suspended for ten days pending a disciplinary hearing. Parents/guardians will be notified of this suspension. The weapon will be turned over to the Beaver Falls Police Department and a determination will be made regarding criminal charges. The superintendent's office will be notified, and disciplinary hearing for expulsion shall be arranged.

Firearms/weapons shall be defined as, but not restricted to, those items identified as weapons under the Pennsylvania Criminal Code. Examples of such firearms/weapons shall include guns of any type or facsimile, knives, razors or cutting instruments, pipes, clubs, brass knuckles, chains, tazers, shockers, and any implement that may be used for the infliction of serious bodily injury and/or which serves no common, useful, or lawful purpose in school. Inappropriate use or possession of mace will also be considered under this provision. Specific citations regarding firearms/weapons can be found in the Pennsylvania Criminal Code Section 6102, Section 6106 and 908.

WORK PERMITS

CHILD LABOR LAW, PENNSYLVANIA - EMPLOYMENT CERTIFICATES

Students aged 14 to 18 years of age who wish to work must obtain an employment certificate. Certificates are issued in the main office of the High School. The student must be accompanied by a parent or guardian and have the student's birth certificate when applying.

1. Hours of Employment:

A. Minors 14 and 15 years old

1. During the school term: a maximum three hours on school days, eight hours on non-school days, not more than 18 hours per school week, and only at a time that does not interfere with school attendance.
2. During school vacation: a maximum of eight hours a day and 44 hours per week.
3. During the school term: no minor under the age of 16 shall be employed or permitted to work in, about or in connection with any establishment or in any occupation before 7:00 a.m. or after 7:00 p.m. A minor may work the hours of 7:00 a.m. to 10:00 p.m. during summer vacation between June and Labor Day.
4. Minors over the age of 14 may be employed for the distribution or selling of newspapers, magazines, or other publications between 6:00 a.m. and 8:00 p.m.
5. A student 14-15 years of age may not work more than 6 days per week and must have a 30-minute meal period after five hours of work.

B. Minors 16 and 17 years old

1. During the school term: a maximum 28 hours per school week (Monday through Friday) if enrolled in regular school day and an additional eight hours on Saturday and eight on Sunday to a maximum of 44 hours per week.
2. During school vacation, and at any time for minors with a General Employment Certificate: a maximum of eight hours per day and 44 hours per week.
3. During the school term: no minor under the age of 18 shall be employed or permitted to work in, about or in connection with, any establishment between the hours of 12:00 midnight and 6:00 a.m. if he/she is enrolled in a regular school day. Students may work the night preceding a school holiday until 1:00 a.m. the next morning. Students may work Friday night until 1:00 a.m. Saturday morning, and Saturday night until 1:00 a.m. Sunday morning.

To be eligible for work release, a student must have attained senior status and maintain a grade average of at least a "C" in all subjects. All applications for work release must be turned in to the guidance office and approved by August, so that schedule changes can be made. It may not be possible to make the necessary changes if the school year has already begun. Application forms are available in the guidance office.

WORK RELEASE

An employed senior, having scheduled necessary courses to meet graduation requirements, may have one study period at the end of the school day if the student's employer permits him/her to begin work before the regular school dismissal. Such a student may then be released at 1:00 p.m. providing that the student maintains passing grades and no negative disciplinary actions have been taken.

A guidance counselor will check with the parent and employer prior to the work release and continue checking periodically on the student's work and attendance. The work release will continue only as long as the student is employed. If the student loses the job or fails to live up to the requirements of the school, he/she will be assigned to a study hall for the last period of the day.

WORKSHOP

Workshop will occur each school day from 10:40 – 11:05 AM. Workshop is a daily opportunity for students to remain current with their academic studies and receive valuable remediation and enrichment. In addition, this time period will be utilized for school sponsored clubs and athletic meetings.

Students are required to check their school email each school day prior 7:50 AM for remediation or enrichment invites from core teachers. Students receiving invites must attend and be on time for these tutoring sessions. Students may also request tutoring during these times.

Students that are failing a class on their current schedule will report to the LGI during Workshop to work with their guidance counselors.