

2026-2027

STUDENT and PARENT HANDBOOK

of the

Big Spring High School
100 Mount Rock Road
Newville, PA 17241
Phone: (717) 776-2434
Fax: (717) 776-2433
www.bigspringsd.org

The Big Spring School District is an equal opportunity education institution.

OFFICE HOURS/APPOINTMENTS

The high school office is open from 7:00 AM until 3:00 PM. All visitations and telephone calls to the office should be planned during these office hours whenever possible. Parents/guardians are encouraged to contact teachers, administrators, or other school personnel in advance to schedule appointments or whenever communication is appropriate.

FOREWORD

Welcome to Big Spring High School—home of the Bulldogs!

As a proud part of the Big Spring School District, we believe in fostering a school community where every student is supported, challenged, and inspired to grow. Our mission extends beyond academics. We are committed to helping every student become a thoughtful, resilient, and responsible citizen who is prepared to make a positive difference in the world. This handbook outlines the expectations, values, resources, and opportunities that define our school community. This handbook serves as your guide to understanding what it means to be a member of the Big Spring High School community, where respect, responsibility, and integrity are more than values—they are expectations.

At Big Spring, we are united under one powerful motto: **Ever, Always, Strong.**

These words reflect who we are and what we stand for:

- **Ever learning** — growing through curiosity, effort, and reflection.
- **Always committed** — to each other, to excellence, and to doing what's right.
- **Strong together** — as a Bulldog family, no matter the challenge.

As you begin (or continue) your journey through high school, we encourage you to take ownership of your learning, get involved, support your peers, and strive to be the best version of yourself—every day.

We encourage you to use this handbook as a resource throughout the school year. Together, let's make this a year defined by growth, achievement, service, and Bulldog pride.

Ever. Always. Strong.

The Administration of Big Spring High School

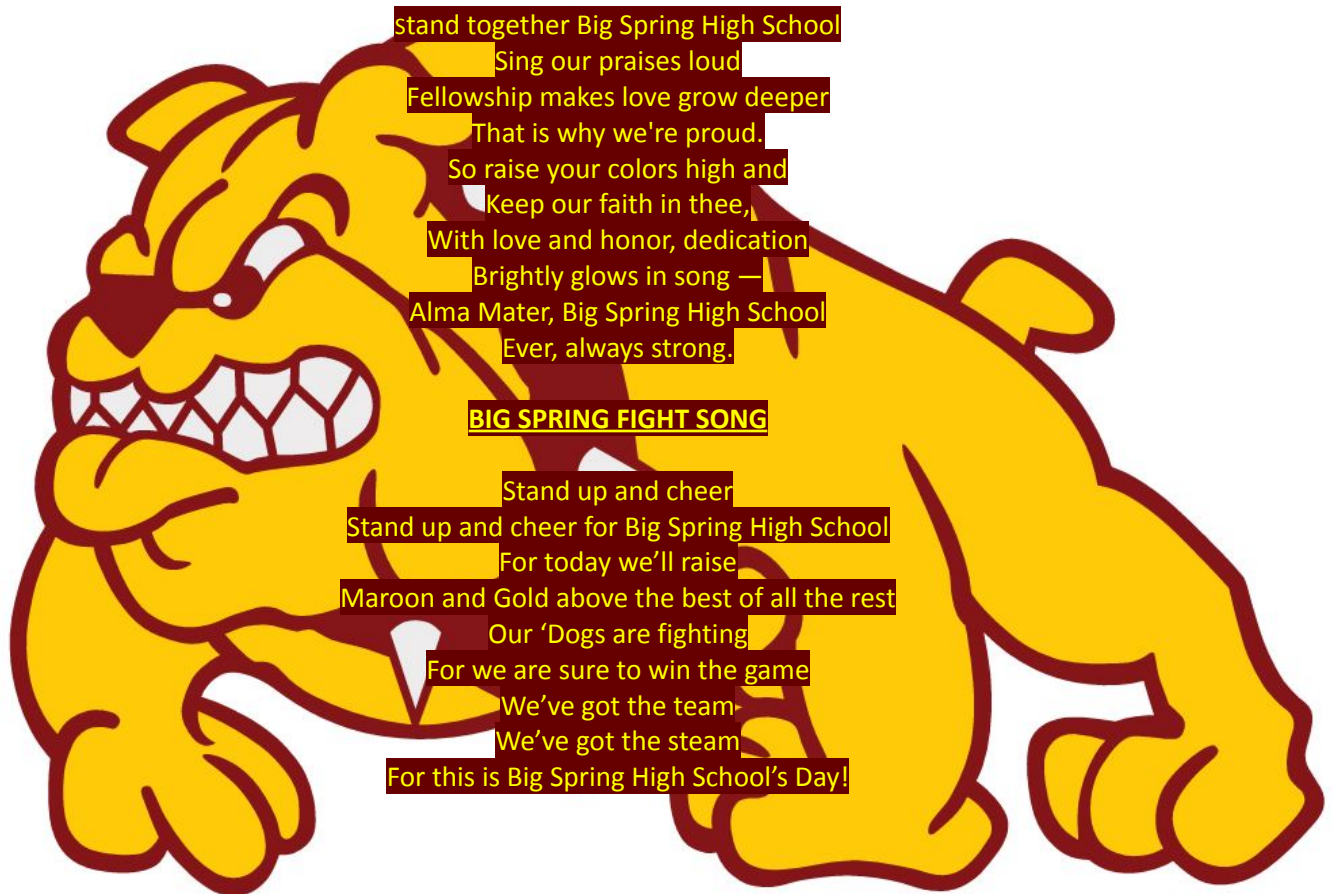
Table of Contents

OFFICE HOURS/APPOINTMENTS	1
FOREWORD	1
BIG SPRING HIGH SCHOOL ALMA MATER	5
STAFF & ADMINISTRATION DIRECTORY	6
SECTION 1: OPERATIONS	8
1. 2026-2027 HIGH SCHOOL DAILY SCHEDULES	8
ATTENDANCE PROCEDURES	9
GENERAL ATTENDANCE INFORMATION	9
SCHOOL ATTENDANCE	9
ACCEPTABLE WRITTEN VERIFICATION FOR ABSENCE	10
TARDINESS TO SCHOOL	10
LATE ARRIVAL/EARLY RELEASE	10
ABSENCES FOR HUNTING OR FISHING	10
OFFICIAL NOTICES	11
ABSENT FROM SCHOOL WITHOUT PERMISSION - TRUANCY	11
EARLY DISMISSALS	11
COLLEGE VISITATIONS, MILITARY PHYSICALS AND/OR JOB INTERVIEWS	11
Educational Trips	11
SCHOOL SPONSORED FOREIGN TRAVEL	11
HOMEWORK FOR AN ABSENT STUDENT	12
ABSENCE FOR FIELD TRIP/OTHER OFF CAMPUS ACTIVITY	12
CUMBERLAND PERRY AREA CAREER AND TECHNICAL CENTER	12
DAILY OPERATIONS	12
GENERAL STUDENT EXPECTATIONS	12
COMMUNICATION	13
TO AND FROM SCHOOL	13
BEFORE AND AFTER SCHOOL	13
GENERAL RULES AND SUGGESTIONS	14
PASSES AND PERMITS	14
ANNOUNCEMENTS/POSTINGS	14
USE OF SCHOOL PHONES	14
EXTRA HELP PERIOD / "FLEX TIME"	14
FLAG RESPECT	15
ASSEMBLY OR GYMNASIUM	15
LIBRARY	15
LOCKERS/PERSONAL PROPERTY	15
PERSONAL APPEARANCE	16
Dress Code	16
PHYSICAL EDUCATION ATTIRE	18
FACULTY ROOM	18
FIRE DRILLS	18
SECURITY CAMERAS	18
CAFETERIA	19
GROWLER	19
SCHOOL LUNCH/BREAKFAST PROGRAM	19
TRANSPORTATION	20
SCHOOL BUS REGULATIONS	20

SCHOOL BUS SUSPENSION	20
STUDENT TRANSPORTATION DRIVING/PARKING PRIVILEGES	21
PROCEDURE FOR REGISTRATION	21
TEMPORARY PARKING	22
LOSS OF DRIVING/PARKING PRIVILEGES	22
DRIVING/PARKING ENFORCEMENT	22
PARKING GUIDELINES	22
RETURNING TO PARKING LOT	22
CPACTC DRIVING/PARKING REGULATIONS	22
TECHNOLOGY	23
CELL PHONE USE GUIDELINES	23
COMPUTER NETWORK RESPONSIBLE USE POLICY	24
1:1 DEVICE PROGRAM	25
DISCIPLINARY CONSEQUENCES	25
TYPES OF DISCIPLINE	25
Detention-After-School/Lunch	26
EXCLUSIONS FROM SCHOOL	27
Exclusion from school may take the form of suspension or expulsion.	27
DISCIPLINARY CONSEQUENCES	27
USE OF REASONABLE FORCE BY SCHOOL PERSONNEL	30
BIG SPRING SCHOOL DISTRICT TOBACCO POLICY	30
DRUGS, ALCOHOL, PARAPHERNALIA AND LOOK-ALIKES	30
CHEATING/ACADEMIC DISHONESTY	31
UNLAWFUL HARASSMENT POLICY	31
WEAPONS POLICY	32
Philosophy	32
Parental and Employee Notification of Weapon Incidents (Act 44 of 2025)	32
TERRORISTIC THREATS	34
SECTION 2: BIG SPRING HIGH SCHOOL ACADEMICS	35
CURRICULUM—GENERAL INFORMATION	35
REQUIREMENTS FOR GRADUATION	35
CLASS STATUS	35
GRADUATION PARTICIPATION REQUIREMENTS	35
PROFILE OF A GRADUATE	38
GRADING SYSTEM	39
FINAL EXAMS	39
FINAL COURSE GRADE CALCULATIONS	39
INCOMPLETE GRADES	39
REPORT CARDS	39
HONOR ROLL	39
Bulldog Cyber Academy	39
ADVANCED PLACEMENT (AP), DUAL ENROLLMENT AND HONORS COURSES	39
TRANSCRIPTS/COLLEGE APPLICATIONS AND SCHOLARSHIPS	40
DRUG AND ALCOHOL ALTERNATIVES AND THE STUDENT ASSISTANCE PROGRAM	40
CRITERIA FOR SCHEDULE CHANGES ONCE THE SCHOOL YEAR HAS BEGUN	41
COURSE OVERRIDE PROCESS	42
OFF-CAMPUS/COLLEGE PROCEDURES	42
DUAL ENROLLMENT	42
CAREER INTERNSHIP PROGRAM	42
POLICY CONCERNING CONFIDENTIALITY OF STUDENT RECORDS	43

TRANSFERRING OF GRADES INTO BIG SPRING HIGH SCHOOL	43
SUMMER SCHOOL	43
STUDENTS ENTERING OR WITHDRAWING FROM SCHOOL	44
Big Spring School Police	44
SECTION III: STUDENT ACTIVITIES/EXTRA CURRICULARS/ATHLETICS	44
DANCES/PROM	44
CLUBS – BEFORE AND AFTER SCHOOL	45
STUDENT COUNCIL	45
NATIONAL HONOR SOCIETY C. E. HASSLER CHAPTER	45
AFTERSCHOOL PRACTICE OR REHEARSAL RULES	45
TRANSPORTATION TO EVENTS	46
ACTIVITY BUS	46
Athletics	46
SECTION IV: OTHER PROCESSES & PROCEDURES	47
Student Services	47
Student Assistance Program (SAP)	47
School Counseling Services	48
Health Services	48
Immunization Requirements for all School Children	48
Student Medication Procedures	49
GUIDELINES FROM OUR SCHOOL PHYSICIAN REGARDING ILLNESS	50
Special Education Services	50
Gifted Education Services	50
ANNUAL NOTICES	50
Family Education Rights & Privacy Act	50
Family Educational Rights and Privacy Act (FERPA) Annual Notice for Disclosure of School Directory Information	51
Parent/Student Procedural Safeguards Notice	51
Notice of Non-Discrimination	51
WORKING PAPERS	51
PENNSYLVANIA ACT 10 OF 1991	51
POLICY FOR THE USE OF SCHOOL PROPERTY FOR RECREATIONAL PURPOSES	52
POLICY CONCERNING SALES CAMPAIGNS	52
SENIOR PORTRAITS	52
STUDENT RECOGNITION OF FACULTY AND STAFF	52
VISITORS	52
HOMELESSNESS (Policy 251 – MCKINNEY-VENTO ACT)	52
Student Accident Insurance	53
* 2026 - 2027 STUDENT/PARENT HANDBOOK AGREEMENT	53

BIG SPRING HIGH SCHOOL ALMA MATER



STAFF & ADMINISTRATION DIRECTORY

Central Administration		High School Faculty (continued)	
Nicholas Guarente (Dr.)	Superintendent	Best, Heather	Learning Support
Nadine Sanders (Dr.)	Assistant Superintendent	Milnik, Bailey	English
Nicole Donato	Director of Curriculum and Instruction.	Matyszcak, Tyler	Tech Ed.
Vacant	Supervisor of Special Education	Chamberlin, Shawwna	Learning Support
Trisha Reed (Dr.)	Director of Student Services	Daugherty, Christa	Librarian
Cristy Lentz	Business Manager	Detwiler, Heather	Mathematics
Michael Fronk	Director of Instructional Tech.	Donaldson, Sean	Science
Cheri Frank	Director of Facilities Management/Plans	Edwards, Jill	Learning Support
Darryl Betts	Director of Mechanical Services/Building Systems	Miller, Carley	Business Education
Sara Bostic	Chartwells Director of Dining	Schaefer, Angelique	French/English
School Board Members		Foor, Brett	Mathematics
Lisa Shade	Treasurer	Frankford, Amanda	Science
Michael Hippensteel	Vice-President	Fulton, SaraBeth	Agriculture
Benjamin Brown	Board Member	Ginter, Michael	Mathematics
Alison Mellott (Dr.)	Board Member	Gleeson, Ashley (Dr.)	Learning Support
Frank Myers	Board Member	Gutshall, Nathaniel	Social Studies
Julie Boothe	Secretary	Nerone, Luke	District Distance Learning Coordinator
Seth Cornman	Board Member	Henry, Tyler	Mathematics
David Fisher	Board Member	Hernjak, Kelsey	English
John W. Wardle	President	Hetrick, Lauren	Social Studies
Administration		Katora, Christie	Learning Support
Michael Carnes (Dr.)	Principal	Mianulli, Anna	Social Studies
Charles Smith	Assistant Principal	Knol, Douglas	Mathematics
Joseph Sinkovich	Assistant Principal	Kucker, Joseph	Social Studies
Scott Penner	Athletic Director	Kump, Matthew	Swimming
Administrative Support		Kuntz, Dora	Phys. Ed/Health
Kimberly Sallie	Admin. Asst. to the Principal	MaCoy, Sara	Science
Leah Wilson	Admin. Asst. for Attendance	Maier, Alexa	Business Education
Beth Stewart	Administrative Assistant	Motter, Benjamin	Instructional Coach
James Miller	ISS/Resource Supervisor	Kuhns, Genevieve	Science
Doug Lautsbaugh	Custodian	McVitty, Michael	Art
Carissa Roberts	Admin. Asst. Counseling	Rojas, Justin	Social Studies
Kelsey Alleman	Admin. Asst. Counseling	Myers, Heath	Science
Randy Jones	Admin. Asst. for Athletics	Bear, Morgan	Agriculture
Student Services		Nobile, Adam (Dr.)	Music
Powell, Cherie	Career Coordinator	Oldham, Ashley	Spanish

Vacant	School Psychologist		McKeehan, Adam	English
Elizabeth Carns	Athletic Trainer		Sheriff, Kennedy	English
Kylie Shaul	School Counselor		Bortner, Jesse	English
Kim Egger	Health Room Aide		Robinson, Jordan	Art
Michael Sturm	School Police		Schenk, Kelly	Family and Consumer Science
Vacant	School Psychologist		Schneider, Angela	English
Darbie Miller	School Nurse		Velazquez, Lisa	Mathematics
Adam Oldham (Dr.)	School Counselor		Walden, Genelle	Learning Support
Jessica Winesickle	Home School Visitor		Weller, Stephanie	Life Skills
High School Faculty			Coyle, Austin	Emotional Support
Anderson, Megan	Spanish		Wilson, Edward	Music
Anderson, Scott	Social Studies		Ellerman, Greg	Learning Support
Artz, Micah	Phys. Ed/Health-Driver's Ed.		Robinson, David	Learning Support
Davidson, Nicole	Science			
Barnouski, (Joseph) Sam	Tech Ed.			
Bentz, Madelyn	Science			
Kelley, Ryan	Mathematics			



SECTION 1: OPERATIONS

1. 2026-2027 HIGH SCHOOL DAILY SCHEDULES

26-27 BIG SPRING HIGH SCHOOL BELL SCHEDULES

Regular Schedule

Monday and Tuesday (Day A)			Minutes		Wednesday (Day B) and Thursday (Day C)			Minutes		Friday (Day D)			Minutes			
Breakfast	7:05 AM	7:28AM	7:28 Bell		Breakfast	7:05 AM	7:28AM	7:28 Bell		Breakfast	Bus Arrival	7:28 AM	7:28 Bell			
Advisement/HR	7:30 AM	7:37 AM		0:07	Advisement/HR	7:30 AM	7:37 AM		0:07	Advisement/HR	7:30 AM	7:37 AM		0:07		
1	7:40 AM	8:32 AM		0:52	Period 1/2	7:40 AM	8:54 AM		1:14	1	7:40 AM	8:23 AM		0:43		
2	8:35 AM	9:27 AM		0:52	Period 3/4	8:57 AM	10:11 AM		1:14	2	8:26 AM	9:09 AM		0:43		
3	9:30 AM	10:22 AM		0:52	FLEX	10:14 AM	10:44 AM		0:30	3	9:12 AM	9:55 AM		0:43		
4	10:25 AM	10:55 AM	10:58 AM	11:50 AM		10:47 AM	11:17 AM	Lunch	0:30	Flex	9:58 AM	10:26 AM		0:28		
	10:25 AM	11:17 AM	11:20AM	11:50AM		11:20 AM	11:50 AM	Lunch	0:30	4	10:29 AM	10:59 AM	11:02 AM	11:45:00 AM	0:43	
5	11:53 AM	12:45 PM		0:52	Period 5/6	11:53 AM	1:07 PM		1:14		10:29 AM	11:12 AM	11:15AM	11:45:00 AM	0:43	
6	12:48 PM	1:40 PM		0:52	Period 7	1:10 PM	2:02 PM		0:52	5	11:47 AM	12:30 PM			0:43	
7	1:43 PM	2:35 PM		0:52	Flex (B)/Advisement (C)		2:05 PM	2:35 P M		0:30	6	12:33 PM	1:16 PM			0:43
										7	1:19 PM	2:02 PM				0:43
										Flex	2:05 PM	2:35 PM				0:30

2-Hour Delay Schedule

Monday and Tuesday (Day A)					Minutes	Wednesday (Day B) and Thursday (Day C)					Minutes	Friday (Day D)					Minutes
Breakfast	7:05 AM	9:30 AM				Breakfast	7:05 AM	9:30 AM				Breakfast	7:05 AM	9:30 AM			
Advisement HR	9:30 AM	9:38 AM	9:28 Bell		8	Advisement HR	9:30 AM	9:38 AM	9:28 Bell		10	Advisement HR	9:30 AM	9:38 AM	9:28 Bell		8
1	9:41 AM	10:16 AM			35	Period 1/2	9:41 AM	10:41 AM			60	1	9:41 AM	10:16 AM			35
2	10:19AM	10:54 AM			35	Period 3/4	10:44AM	11:44 AM			60	2	10:19 AM	10:54 AM			35
3	10:57 AM	11:32 AM			35	FLEX	11:47 AM	12:17 PM			30	3	10:57 AM	11:32 AM			35
4	11:35AM	12:05 PM			12:08 PM		12:43 PM	35			12:20 PM	12:50 PM	Lunch	30			4
	11:35 AM	12:10 PM	12:13 PM	12:43 PM	35	Period 5/6	12:53 PM	1:53 PM	60	11:35 AM	12:10 PM	12:13 PM	12:43 PM	35			
5	12:46 PM	1:21 PM			35	Period 7	1:57PM	2:35 PM			38	5	12:46 PM	1:21 PM			35
6	1:24 PM	1:59 PM			35	6	1:24 PM	1:59 PM			35						
7	2:02 PM	2:35 PM			33	7	2:02 PM	2:35 PM			33						

Early Release Schedule

Monday and Tuesday (Day A)			Minutes		Wednesday (Day B) and Thursday (Day C)			Minutes		Friday (Day D)			Minutes	
Breakfast	7:05 AM	7:30 AM	7:28 Bell		Breakfast	7:05 AM	7:30 AM	7:28 Bell		Breakfast	7:05 AM	7:30 AM	7:28 Bell	
Advisement/HR	7:30 AM	7:38 AM		8	Advisement/HR	7:30 AM	7:40 AM		10	Advisement/HR	7:30 AM	7:38 AM		8
1	7:41 AM	8:11 AM		30	Period 1/2	7:43 AM	8:44 AM		61	1	7:41 AM	8:11 AM		30
2	8:14 AM	8:44 AM		30	Period 3/4	8:47 AM	9:47 AM		60	2	8:14 AM	8:44 AM		30
3	8:47 AM	9:17 AM		30	Flex	9:50 AM	10:20 AM	Lunch	30	3	8:47 AM	9:17 AM		30
4	9:20 AM	9:50 AM		30		10:23 AM	10:53 AM	Lunch	30	4	9:20 AM	9:50 AM		30
5	9:53 AM	10:23 AM		30	Period 5/6	10:57 AM	11:57 AM		60	5	9:53 AM	10:23 AM		30
Flex/Lunch	10:26 AM	10:56 AM		30	Period 7	12:00 PM	12:22 PM		22	Flex/Lunch	10:26 AM	10:56 AM		30
	10:59 AM	11:29 AM		30							10:59 AM	11:29 AM		30
6	11:32 AM	12:02 PM		30						6	11:32 AM	12:02 PM		30
7	12:05 PM	12:22 PM		17						7	12:05 PM	12:22 PM		17

ATTENDANCE PROCEDURES

GENERAL ATTENDANCE INFORMATION

The complete Attendance Policy can be found on the High School page of the Big Spring School District website (www.bigspringsd.org) under the “[Parents](#)” tab.

SCHOOL ATTENDANCE

The Big Spring School District believes that regular daily attendance at school is important to student success in school. The laws of the Commonwealth of Pennsylvania make the parents responsible for a child’s school attendance. If a student is absent, the parents must furnish a written explanation for a child’s absence when the student returns to school. If a parent’s or doctor’s excuse is not returned within three (3) school days, the day will be designated unlawful/unexcused. Parents who have questions about student attendance are encouraged to contact the attendance contact in their child’s building during regular school hours. A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts. Please note that medical requirement letters can be issued at any time during the school year at the discretion of the building principal. Copies of the policies and procedures related to attendance can be found on the district’s website ([Policy 204](#)). Early dismissal for medical or dental appointments should be requested in writing prior to the time of the absence.

In addition, we want to make you aware that habitually truant students may not transfer during the school year to a cyber charter school unless a judge determines that the transfer is in the best interest of the child; and we are providing you with resources on our Student Assistance link which can be found on our district website <https://www.bigspringsd.org/services/student-assistance> (24 P.S. § 13-1333(a)(2.1)-(2.2)).

Attendance Contacts

Big Spring High School: Leah Wilson Lwilson@bigspring.k12.pa.us

District Office: Jessica Winesickle Jwinesickle@bigspring.k12.pa.us

Excused Absences: Impassable roads; quarantine; death in the immediate family; or other urgent reasons approved by administration. The reason must be serious and apply to the child and not, ordinarily, to other members of the family or home conditions. Exceptions to this policy may be made at the discretion of the administration.

Unexcused Absences: Overslept; missed bus; work at home; not returning excuses on time; truancy; and/or absent from school without the knowledge and consent of the parent and school. All unexcused absences for students of compulsory attendance age (under 18 years) are considered unlawful. After three (3) unlawful absences, a First Notice will be issued to parents.

Compulsory Attendance

Effective with the 2020-2021 school year, a child must comply with compulsory attendance requirements from age 6 to age 18. Specifically, a child who has attained the age of 6 on or before September 1 must enroll and attend school or begin a home school program that year. Additionally, any student less than 18 years of age must comply with compulsory school age requirements.

School Attendance Improvement Conference- SAIC

Parents will be invited to a School Attendance Improvement Conference when their child has accumulated 5 or more illegal absences. The purpose of the SAIC is to examine the student’s absences and reasons for the absences in an effort to improve attendance with or without additional services. A parent, school counselor or administrator may request a SAIC before a student accumulates 5 illegal absences. Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or does not attend the scheduled conference. If a student continues to accumulate illegal absences, district staff may file a citation with the magisterial district judge and/ or refer the student to the local children and youth agency for additional services and support.

Procedures:

1. Parents will be notified via automated attendance calls to verify when their child is absent.
2. All students desiring to take off school for a college visit, an educational trip, a job shadow, a hunting/fishing trip shall have their parent(s)/guardian(s) complete the appropriate permission form. These forms must be returned to the office for approval, before going on the trip. Approval is based on an existing good attendance record. Administrative approval allows a student to make up missed work. Parent(s)/guardian(s) and students are reminded that all absences for hunting or fishing are classified as unexcused or unlawful.

3. When a student of compulsory attendance age has accumulated 3 or more unexcused absences, parents/guardians will be mailed a notice of unlawful absence indicating that future unexcused absence will be subject to citation.
4. When a student has accumulated 10 absences (excused and unexcused combined), the parents/guardians will be issued a "concern" letter.
5. When a student has accumulated 13 absences (excused and unexcused combined), parents/guardians will be mailed a medical requirement letter. Students will receive a truancy citation when 13 unexcused days have occurred.
6. Any student who has been withdrawn from the Big Spring High School and fails to enroll in another district faces denial of credit should the student re-enroll. School days missed due to withdrawal are cumulative and need not be consecutive. School assignments and assessments missed during a withdrawal period may not be made up and will be assigned a zero in the calculation.

ACCEPTABLE WRITTEN VERIFICATION FOR ABSENCE

For an absence, tardy, or early dismissal to be excused, an acceptable written verification **MUST** be presented to the office (in person, by fax or emailed) within 3 school days.

TARDINESS TO SCHOOL

A student is tardy if he/she is not present within the period 1 classroom when the tardy bell rings. Students who enter the school any time after the tardy bell must report to the high school office. Tardiness to school will be classified as "excused" only if: The student is returning from a medical appointment and presents acceptable written verification of the time the appointment ended; or a parent or legal guardian provides acceptable written verification of illness, medical appointment, or other urgent reason approved by administration. Tardiness to school under any other circumstances will be classified as "unexcused." Car problems, oversleeping, working, missed the bus and personal reasons are not acceptable reasons for tardiness.

The following policies are in effect:

1. Any tardy to school beyond the hour of 10:18 a.m. will be considered a half-day of absence. Students in extra-curricular activities must report to school prior to the beginning of 2nd period on a regular bell schedule school day and on a one (1) hour delay school day or they will be ineligible for practice, games, or performances. In the case of a two (2) hour school delay, students in extra-curricular activities must report to school by 10:24 a.m. or they will be ineligible for practice, games or performances.
2. Students who accumulate an excessive amount of unexcused tardy days will face disciplinary consequences which include detention, suspension, loss of late arrival/early release privileges, and loss of parking privileges.

LATE ARRIVAL/EARLY RELEASE

Students who wish to participate in late arrival/early dismissal for the first semester must apply when scheduling in the spring semester of their junior year. Second semester requests must be considered prior to the second semester. Senior students are permitted to arrive late OR leave early under the following criteria for eligibility:

1. Transportation to and from school is the responsibility of the student.
2. Students must enter and sign-in at the office or sign-out and leave at the office.
3. Students who arrive early must report to the library. Students who choose to remain at school after signing-out must indicate on the sign-out form and report to the library. The library closes at 2:10 PM. Students who remain in the building should report to the student services classroom (239) until dismissal.
4. Students must take and be passing the required number of courses set for graduation according to BSSD Board Policy. Seniors that have not taken or are not passing the required number of courses to graduate will NOT be eligible or will be removed from the program and enrolled into a regular full-day schedule of classes.
5. Students are not permitted to loiter in the parking lot or any other area of the school.
6. Students are responsible for reporting to school at the appropriate time in the event the Bell Schedule is adjusted for weather conditions, testing, etc. Failure to sign-in at the appropriate time will result in an unexcused tardy to school.
7. Students must have arrived tardy less than 3 times during the previous quarter.
8. Students can have no greater than 1 unexcused/illegal absence for the previous quarter.

The privileges stated above are extended to each senior with written verification of approval from a custodial parent/guardian and are subject to removal on an individual basis on each student's adherence to the conditions stated above. Should a student's privileges be revoked, the student will be informed of such at an informal meeting with the assistant principal, at which time a parent(s) will be contacted. Students arriving late and/or leaving early must sign in/out of the office. Failure to sign in/out at the office daily may result in the revocation of this privilege.

ABSENCES FOR HUNTING OR FISHING

Absences for hunting or fishing are classified as unexcused/unlawful absences. Students desiring to be absent for hunting or fishing shall have their parent/guardian complete the Hunting/Fishing Permission Form. This form must be returned to the office before going hunting or fishing for approval based on a good attendance record. The approval allows students to make up work but does not classify the absence as legally excused.

OFFICIAL NOTICES

FIRST NOTICE- The school district's official written notice of unlawful absence is mailed to parents of compulsory age students with three or more days of unlawful absence emphasizing that future unlawful absence will be subject to citation.

ABSENT FROM SCHOOL WITHOUT PERMISSION - TRUANCY

Definition: A student 18 years of age or younger shall be deemed absent from school without permission (ASWP) when a student is:

1. Absent from school without the knowledge or permission of the student's parents or guardian or:
2. Absent from school without the knowledge or permission of the school authorities.

"Absent from school" shall include leaving school during school hours without the permission of the school authorities. It is a violation of the policy of this District for a student to be truant or absent from school without permission. The following academic penalties are authorized whenever a student is truant or ASWP:

1. A student who is determined to have been truant (or ASWP) will not be able to make up classwork missed during truancy.
2. A student who is determined to have been truant (or ASWP) may receive a zero (0) for all classwork missed during the truancy.

If it is determined that a student was truant (or ASWP), a written notice of the violation will be sent to the parents or guardian. The enforcement of the foregoing policy shall not bar or stop the district from enforcing the compulsory attendance laws against the parents or guardian.

Students who are 18 years of age, and are habitually truant, risk losing extracurricular activities, but are not limited to, such as homecoming dance, prom, parking privileges, etc.

EARLY DISMISSALS

When it is necessary for students to leave school for medical or dental appointments that cannot be arranged outside of school hours, parent(s)/guardian(s) should preferably send an email to lwilson@bigspring.k12.pa.us or submit a written request to the high school office indicating the following:

1. reason for the early dismissal
2. time the student is to be dismissed from school.
3. name of the person submitting the dismissal request and relationship to the student to be dismissed

If email is not possible, parents may also call the high school office at 776-2434 to request an unexpected early dismissal. Early dismissals are subject to compulsory attendance laws and will be classified as either excused or unexcused. Students must return the Early Dismissal slip with a reason for dismissal (within 3 days) signed by a parent/guardian and/or authorized medical personnel. Accumulated time for unexcused early dismissals is subject to citation.

COLLEGE VISITATIONS, MILITARY PHYSICALS AND/OR JOB INTERVIEWS

Students may submit a request for an excused absence to visit a college, go for a job interview or take a military physical. A maximum of two excused absences per school year (i.e., 2 college visitations, or 2 job interviews, or 1 college visitation and 1 job interview) will be approved if the appropriate form is signed by a parent/guardian and submitted at least 2 days prior to the day of absence. Forms are available in the office or posted on the school website.

Educational Trips

Students may be granted an excused absence to participate in an educational trip, tour, or activity when the following conditions are met:

1. Parents must submit a written request at least two days prior to the absence. A form is provided by the school for completion by the parent.
2. Student participants must be under the direction and supervision of the parents or an approved adult.
3. Parents must supply an itinerary or list of places of educational value to be visited.

Prearranged educational trips in excess of five days for the same school year will be treated as unlawful absences. Thus, any absence in excess of five may be coded as unlawful and subject to the issuing of first notices and/or fining. The school reserves the right to limit the number of trips and/or the number of absences classified as excused for any one trip. Other exceptions and additions to this policy may be made by administrative personnel based upon the circumstances associated with the educational trip.

SCHOOL SPONSORED FOREIGN TRAVEL

The following criteria apply for all foreign travel:

1. Trips must be approved by the board of school directors, and participants must have the approval of the principal and the teacher coordinating the trip.
2. The student must be passing all courses.
3. The student must be a sophomore with 2 credits in that world language.

4. The administration reserves the right to approve students going on the trip on the basis of academic standing, conduct, and availability of space.
5. Should a limitation on the number of students desired to make the trip to a foreign country become necessary, priority will be given to seniors and juniors.
6. All school rules apply.
7. Parent(s)/guardian(s) will be responsible to pay any expenses should a student need to be sent home for a health reason or policy violations.

HOMEWORK FOR AN ABSENT STUDENT

When a student misses 2 or more consecutive days due to illness, parents may request homework through the counseling secretary or contact the teacher by email. Students should also use Google Classroom for their classes to see what work/assignments have been missed. Using Google Classroom should be the quickest and most efficient way to, make-up work, for a student that is absent due to illness, the student has one day for each missed day to make up the missed assignments. If a teacher decides that, due to special circumstances the student should have more time to complete specific assignments, the teacher may, by written contract with the student, provide specified additional time. A copy of the contract must be sent to the student's counselor. In cases of numerous absences, the administration reserves the right to establish a timeline for the completion of all academic work.

ABSENCE FOR FIELD TRIP/OTHER OFF CAMPUS ACTIVITY

Whenever a student will miss a class because of a school sponsored field trip or any other school sponsored off campus activity, it is the responsibility of the student to notify the teacher(s) the day before taking the expected absence. Students are responsible for submitting missed work and assignments upon their return to school.

CUMBERLAND PERRY AREA CAREER AND TECHNICAL CENTER

1. All CPACTC students who are bussed to school must report to classes and study halls on those days when Big Spring does not provide transportation to CPACTC. CPACTC students who drive to Big Spring on those days when Big Spring does not provide transportation to CPACTC should report to Big Spring shortly before the start of Advisement at 11:50 a.m. No CPACTC student is permitted to report to school and then leave school property unless permission, to do so, has been given by a high school administrator.
2. On those days when CPACTC is in session but Big Spring is not in session, the Big Spring School District will provide bus transportation from Big Spring to CPACTC and from CPACTC to Big Spring. On these occasions, CPACTC students must provide their own transportation from their home to Big Spring and from Big Spring to their home.
3. On those days when CPACTC is not in session but Big Spring is in session, CPACTC students must report to Big Spring by 11:50 p.m. so they are in attendance for all home school classes.
4. On days when CPACTC students do not report to CPACTC but do report to Big Spring, each student is responsible for signing into school at the high school office and attending school at 11:50 a.m. These students may attend Big Spring School the first three periods.
5. CPACTC students must turn in written excuses at both schools for each absence. An early dismissal prior to 11:59 a.m. will be classified as a full-day absence. CPACTC students arriving beyond the hour of 1:27 p.m. will be considered as a full-day absence.
6. CPATC students who miss the bus to CPATC are not to drive themselves, or any other students, to CPATC campus. Students should report to the office for further guidance from administration.
7. Students returning from CPATC are permitted to place tools in their vehicles and retrieve any materials needed for their Big Spring classes. However, students are not permitted to remain in their cars or in the parking lot to eat lunch, socialize, or leave campus upon their return. Once the final CPATC bus arrives, students will have 5 minutes to enter the building. Any student who fails to do so must report to the front office and will be marked late.

DAILY OPERATIONS

GENERAL STUDENT EXPECTATIONS

All Students enrolled in the Big Spring School District are expected to conduct themselves in accordance with the expectations of the system and individual schools. It is also expected that parents will cooperate with school authorities in helping students to maintain such conduct. Learning is extremely difficult unless basic rules and regulations are maintained. Therefore, the school district staff is empowered to maintain order in the schools that will be conducive with learning. Student responsibilities include regular attendance, conscientious effort in classroom work, and adherence to school rules and regulations. Most of all students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

It is the responsibility of the students to:

- Be aware of all rules and regulations for student behavior and conduct themselves accordingly.
- Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- Dress and groom themselves so as to meet fair standards of safety and health, and so as not to cause substantial distraction to the educational processes.
- Refrain from using inappropriate or obscene language.
- 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.
- Be aware of and comply with state and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily, except when excused, and be on time at all classes and other required school functions.
- Make all necessary arrangements for making up work when absent from school.
- Students are expected to take full advantage of the educational opportunity provided at Big Spring High School.
- School rules are assumed to be "reasonable" until they are rescinded or waived. Students, therefore, should obey school rules while working through channels to help change those with which they do not agree.
- The individual building principal shall be responsible for the dissemination of rules and regulations for students

COMMUNICATION

While the administration encourages open lines of communication with parent(s)/guardian(s), appointments with teachers and other school personnel must be scheduled in order to adequately meet the needs of all involved. Parents are asked to contact the high school office to establish meeting times. The student is provided many opportunities to communicate with the faculty and the administration. Most problems and questions can be satisfactorily solved through conferences with teachers or classmates. Questions concerning school policy may be referred to student council representatives or the officers of other major organizations (classes, honor society, etc.). The president of an organization is encouraged to discuss important problems, suggestions and organization business with the high school principal. It is assumed that these conferences have the prior approval of the sponsor and the membership. Another avenue of communication open to the student involves the student's counselor. The counselor usually counsels the student concerning personal and individual topics. The counselor may also be called upon to play the role of the student's advocate when the student feels that normal lines of communication are not functioning. After investigating all the above lines of communications, the student has several other options. She/He may make an appointment for a conference with the principal. With the principal's approval, she/he may make a presentation during a high school administration meeting or a department head meeting. Students must remember that the educational program is planned for a large student body. Policy must be established to meet the needs of the majority of students; however, an attempt is also made to meet the individual needs of each student. Individual requests and suggestions will be welcomed. Adjustments to meet these individual needs may be authorized provided the safety, welfare, and privileges of other students are not affected.

TO AND FROM SCHOOL

By law, professional members of the staff are generally responsible for their students' conduct to and from school while on school buses. Therefore, the following regulations shall be enforced. All students shall come directly to school and return to their homes without loitering on the school grounds or streets. Students who participate in scheduled after-school activities shall go directly home following the close of the activity unless permission is granted to remain at school. If circumstances make it necessary to deviate from this rule, a note from the parent or guardian explaining the reasons must be sent to the principal prior to the occurrence.

Student conduct enroute to and from school and home shall be such that it does not reflect adversely upon themselves, parents or the school.

BEFORE AND AFTER SCHOOL

No student will be allowed in the hallways without a signed note before 7:28 AM. No student is allowed in the classroom section of the building or lockers after 2:45 PM without a note unless the student is required to be in the building for a school activity or program. Anyone failing to comply with the above will be treated as a trespasser and punished appropriately (detention, suspension, or fine). Any student who reports to school before 7:28 a.m. MUST report to the commons area. Only students who have written prior permission from school personnel will be permitted in other parts of the building.

Students need to be in their homeroom class by 7:30 AM. If you are not in class by 7:30 AM it is considered "Tardy to Class." Being in the bathroom is not an excuse to be tardy. After 2:35 p.m., students are to proceed to exit the building or report to their scheduled after school activity. Students will not be permitted on the 2nd and 3rd floors after 2:45 p.m. without written permission from school personnel.

GENERAL RULES AND SUGGESTIONS

1. All students will remain in their classroom, at the end of each period. Teachers, not the bell dismiss class. Consequently, teachers will not allow students to gather at the door anticipating the bell.
2. Once a student enters the classroom, he/she shall take his/her seat and may not leave the room without the permission of the teacher and completing sign-out on e-hallpass.
3. Objects not contributing to classroom instruction should not be brought to class. Exceptions can only be approved by a high school administrator.
4. Students will not use nicknames or first names when referring to teachers. Students who fail to comply with this request will be subject to appropriate disciplinary action.
5. Not more than one person from the same class may be excused at any one time to go to the lavatory. Students should be excused to go to the rest rooms at the discretion of the teacher and signed out through e-hallpass. Students who habitually use the restroom may need a doctor's note. Teachers will contact parents with this information. Students may be required to use the bathroom in the nurse's office.
6. Public display of affection is not appropriate and will be addressed accordingly.
7. Deliveries of flowers and food/candy for students from outside vendors is highly discouraged. If received, it will be held until the end of the school day in the office.
8. School bags and backpacks may be used to carry necessary items to class during the school day.
9. All students are responsible for following Board Policy and school rules and regulations during school hours and school functions as well as while traveling to and from school.
10. No outside food should be brought in and given out to other students unless it is for a class and permission was given by administration or teacher. Students are permitted to bring in food for lunch but homemade treats and such are not permitted to be passed out to other students.
11. Students out on an e-hallpass are required to use the bathroom in their designated area. Students are not permitted to use the bathroom in another part of the school. If a bathroom is closed then the next closest facility should be used.

PASSES AND PERMITS

Passes will be issued only in cases of necessity. Students traveling throughout the building must have a completed and active e-hallpass. If a teacher feels the necessity to excuse a student due to illness, the student will go directly to the nurse's office. In an emergency, teachers may send student(s) directly to the nurse's office. Being out for an excessive amount of time, on a pass, may result in disciplinary consequences or limits placed on passes.

The personnel in the high school office are available to assist students who have genuine problems. All students reporting to the office must have a completed and active e-hallpass.

ANNOUNCEMENTS/POSTINGS

Student announcements must be approved by a faculty member and the administration. Students seeking approval to post signs/messages must submit the poster/sign to the principal's secretary for administrative approval at least one week in advance of the desired posting date.

USE OF SCHOOL PHONES

All school phones are off limits to students except during an emergency. In such a situation, permission may be given by an administrator or his designee. Only messages related to emergency situations will be delivered to students. Parents need to contact the main office if communication is needed with a student.

EXTRA HELP PERIOD / "FLEX TIME"

WEDNESDAY				THURSDAY			FRIDAY	
A Flex	B Flex	C Flex	D Flex	A Flex	B Flex	C Flex	A Flex	B Flex
10:14 - 10:44	10:47 - 11:17	11:20 - 11:50	2:05 - 2:35	10:14 - 10:44	10:47 - 11:17	11:20 - 11:50	9:58 - 10:26	2:05 - 2:35

Flex Time is designed to provide students with opportunities to receive academic support, participate in enrichment activities, and become involved in school organizations.

Students are expected to:

- Register for each Flex period using **FlexTime Manager**.
- Select either:
 - A teacher they currently have on their class schedule, or
 - A school club or activity of which they are a member.

- Attend the Flex session for which they are registered.
- Arrive on time and participate appropriately.

Teachers may also assign (plus-add) students to attend their Flex period when additional academic support, make-up work, testing, or other instructional activities are needed. Students who are assigned to a Flex period are expected to attend that assignment. Students may **not** attend the Flex period of a teacher who is not on their schedule unless they have been assigned or approved by a staff member.

Flex Time is an instructional period and should be used productively. Students should expect to participate in activities such as:

- Academic intervention and remediation
- Enrichment opportunities
- Homework or classwork completion
- Make-up tests, quizzes, labs, and assignments
- Small-group or individual instruction
- Research, reading, or studying
- Group projects
- Progress monitoring
- Keystone Exam and SAT preparation
- School clubs and activities
- Academic acceleration and enrichment

Students are expected to follow all school rules and expectations during Flex Time, just as they would during any other instructional period.

FLAG RESPECT

It is the responsibility of every citizen to show proper respect for his/her country and its flag. Students who refrain from respecting the flag due to personal belief or religious convictions must respect the rights of classmates who wish to participate.

ASSEMBLY OR GYMNASIUM

When reporting to a pep rally or assembly, students will sit as directed. Students will not leave the auditorium or gymnasium during a program without permission. Students are expected to demonstrate the behavior appropriate for that assembly.

TEXTBOOKS/LAPTOPS

1. Textbooks are furnished free of charge to all students.
2. Each pupil has an obligation to keep books in good condition while they are in his/her charge.
3. Pupils who do not return assigned books, regardless of reason (lost, stolen, or otherwise), must reimburse the school for the loss at the current catalog price. Students accept responsibility for books given to them. Students with outstanding obligations with the district are not permitted to participate in Commencement activities.
4. Books shall be issued to students on a loan basis. Teachers issuing books must keep a record of book numbers issued to individuals.
5. The cost of a book lost, stolen, or damaged beyond use (as determined by the principal), will be the current catalog price. Replacement of a Chromebook, that is damaged or lost, will be determined by Big Spring Tech Department.
6. Laptops are not to be used as an alternative to texting or cell phones. Communications should only pertain to school appropriate discussions.

LIBRARY

Circulation Policies:

- Library books are checked out for two weeks at a time.
- Except at the end of the school year, books can be renewed in person or by emailing the librarian.
- So that obligations can be reported to the office and a yearly inventory can be done, all items must be returned by a date in mid-May that will be announced.
- Students and staff are encouraged to check out up to six books for summer reading. These items will be due on the last day of school in August of the next school year.
- As with all financial obligations, students must pay for lost or damaged books before being permitted to participate in commencement exercises.

LOCKERS/PERSONAL PROPERTY

Every student will have the option to be assigned a hall locker. A combination lock for the locker will be given to each student without charge. Any student losing a combination lock must pay eight dollars (\$8.00) for a replacement combination lock. A student who does not return his/her assigned combination lock at the end of the school year must pay for the combination lock. Only locks distributed by the high school office may be used on hallway lockers. All others will be removed. Any student who does not return his/her assigned key lock with key at the end of the school year must pay \$16.50 for a replacement key lock with key.

Students are prohibited from sharing lockers and/or combinations. Each combination lock is to be secured to its assigned locker at all times.

The locker will be left free of marking, writing, tape, stick-ons, etc. Students who abuse or vandalize school property will be dealt with according to school policy and handbook procedure. All lockers are school property. Students are discouraged from having large sums of money or valuable items in their possession during the school day. If students must bring valuables to school, it is suggested that these valuables be turned in to the office for safekeeping. It is also suggested that students use checks instead of cash when paying bills.

ACCORDING TO A COURT MAJORITY, A STUDENT DOES NOT HAVE AN INHERENT, ABSOLUTE PRIVACY RIGHT IN HIS OR HER SCHOOL LOCKER. ALL STUDENT LOCKERS MAY BE SEARCHED AT ANY TIME AND FOR ANY REASON, WITH NO QUALIFICATIONS OR EXCEPTIONS.

[Big Spring School Board Policy 226](#) addresses searches of lockers, personal property, and vehicles on school grounds. Searches of lockers may include but are not restricted to sweeps performed by drug dogs. Additionally, any vehicle, book bag, or container brought onto school grounds may be searched at any time with reasonable suspicion.

Students may not go to their lockers before 7:23 AM. Exceptions may be made for students due to transportation issues. Students in the building after the 2:52 PM dismissal are not permitted to visit their lockers after 3:00 PM without approval from appropriate school officials.

PERSONAL APPEARANCE

Big Spring High School's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently.

Our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), vocational (steel-toed boots, overalls), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.

Dress Code

Big Spring High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the district's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. Basic Principle: Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that all private parts are fully covered with opaque fabric. The bottom of the tops must be at minimum touching the top of the bottoms the whole way around the body when standing. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

2. Students Must Wear*, while following the basic principle of Section 1 above:

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes

*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

3. Students May Wear, as long as these items do not violate Section 1 above:

- Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
- Fitted pants, including opaque leggings, yoga pants and fitted jeans.
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire

4. Students Cannot Wear:

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping, tobacco, or paraphernalia (or any illegal item or activity).
- Bullet proof vest, body armor, tactical gear, or facsimile.
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments.
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).
- “Onesies,” pajamas, costumes, and face paint

5. Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:

-Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.

-Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.

-If necessary, students’ parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

Teachers have the right to request students to wear attire appropriate for their class, which could restrict some things that may be worn in Section 3. Additionally, a teacher may ask a student to remove his or her hat or to lower his or her hoodie. Failure to do so could be considered insubordination.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact the High School office.

PHYSICAL EDUCATION ATTIRE

All students will be expected to wear safe, movement friendly clothing. This clothing must allow you to sit, bend, crouch, run, jump, spin, roll, and even be upside down and still remain covered and comfortable. Wear footwear that is athletic in nature. Specific expectations for P.E. attire will be presented on the first day of P.E. by each Health and Physical Education Teacher.

Physical Education Expectations:

Dressing for PE classes is imperative to ensure a successful completion of the course. All students who forget their clothing will be afforded the opportunity to use clean clothing of appropriate size provided by the physical education department in order to satisfy their academic obligation.

If student does not have safe and movement friendly clothing:

1. Students will be offered clothing that is safe and movement friendly.

Student accepts the clothing offered		Student refuses the clothing offered	
1st time	Communication to parents Student participates and loses no points.	1st time	Warning Communication with parents Alternate written assignment
Any time after that	Students participate but can only earn up to 80% of their daily points.	2nd time	Communication with Parents Alternate assignment - but can only earn up to 50% of their total points
		3rd Time	Lunch Detention/Office Referral (MS) Communication with parents Alternate assignment - but can only earn up to 50% of their total points

FACULTY ROOM

No students are permitted in the faculty room, IPC and Mailroom without administrative approval.

FIRE DRILLS

Fire drill evacuation maps are posted in every room. The first week of school every teacher will explain thoroughly the bell signal system and the methods of exit. During the fire drill, follow the instructions of your teacher. Move quietly and quickly, but do not run. In case of fire, all persons will leave the building according to the following procedure:

1. Students will leave the classroom as per posted instructions. Form a single file on the grass along the outside edge of the macadam area. Walk rapidly to the proper exit.
2. Keep the road open for traffic.

SECURITY CAMERAS

The Big Spring High School administration does use security cameras in the district's ongoing efforts to enhance security and to discourage inappropriate behavior by anyone on school district property. The security cameras in operation at the high school are used to document activity in the event there is ever a problem inside or outside the building where security cameras are in use. Additionally, audio and video recording devices may be used on buses for monitoring safety and behavior.

Although the monitors used with the security cameras are available at all times for use by the building administrators and their designees, the monitors are not used to anticipate inappropriate behaviors or to prevent such behaviors from ever taking place. For those who behave properly in and around school, the security cameras are intended to provide support and some degree of comfort.

CAFETERIA

- Students will remain in the cafe until dismissed or given permission to leave by a supervisor.
 - Parties will not be allowed in the cafe.
 - Backpacks, books, coats and other items are not allowed in line or in the food court area.
 - Deliveries of food to the school without administrative approval are forbidden. Delivered material will be confiscated.
- Students are responsible for maintaining a clean area. All trash is to be disposed of properly.

GROWLER

The Growler is open at the following times:

Normal Day

8:20am-10:15am Breakfast

12:15pm-1:45pm Lunch

Early Release

8:05am-10:15am Breakfast (Day A,D)

8:30am-9:45am Breakfast (Day B,C)

2 Hour Delay

9:30am-10:30am Breakfast

10:30am-11:30am Lunch

1:00pm-1:55pm Lunch

Students may visit in between classes, during the hours above, or when permitted by faculty or administration. Students are expected to return to class immediately after making their purchase in the Growler. On early release days, the Growler closes the period prior to lunches or flex beginning.

*You can get your Reimbursable Breakfast and Lunch there!

*The Growler is no different than any other convenient store. You must have money or money on account to buy a product.

* You must put all items on the counter when checking out.

*If you are caught stealing, you will be banned for the remainder of that school year.

*You can only exit from the door closest to the ice machine. There is no exiting from the door in the book nook.

*The ice machine is for Growler cold drinks only.

*The Growler is NOT somewhere for you to go to get out of class. If you are not buying anything or are found coming down repeatedly for no reason, you will be asked to leave and a principal will be notified.

*If you make a mess, please clean it up or notify the Growler worker.

*Reminder. The Growler is in the library, please be quiet and respectful to those using the library.

SCHOOL LUNCH/BREAKFAST PROGRAM

Big Spring participates in the National School Lunch and Breakfast Program (NSLP). The NSLP operates in public and private schools, providing nutritionally balanced meals each school day.

Webpage

All policies and information related to the operation of the District's cafeterias can be viewed at [Big Spring Food Services](#), go to departments and select Food Service.

Point of Sales System (POS)

Parents are encouraged to make online deposits to their student's account using <http://www.myschoolbucks.com/>. A service fee is charged by the company for use of this service. The school does not receive any of these funds.

Refunds from the POS system will only be made if a child withdraws from school, transfers, or graduates. Year end balances, including negative ones, will be transferred to the next school year. Once money has been deposited to a student's account it can only be used for cafeteria sales.

All students withdrawing from the Big Spring School District are required to contact Shelli Kent(skent@bigspring.k12.pa.us) at the district office for settlement of his/her account.

The district is not responsible for controlling student lunch and breakfast purchases. The point of sales can offer you a means to limit your student's daily purchases and assist you with this, but parents and students are responsible for controlling all lunch and breakfast purchases. We encourage you to discuss with your student his/her purchase limits. If this fails, contact us and we will assist you as best we can.

Vending Machines

Vending machines are available all day.

Handling of Students with Insufficient Point of Sales Funds

- A written copy of this policy will be distributed to parents and students prior to the beginning of the school year and is applicable to all students.
- Students are never allowed to change Al La Carte items.
- Any money given at the cash register will be deposited into the student's account. Change will not be given back.

- Administrators may request a consultation with parents to discuss payment of delinquent funds. Past due accounts may be turned over to the proper legal authority for collection.

Nutritional Information

All portion sizes and components for the days published meals are mandated by the Pennsylvania Department of Education. Please visit <http://bigspringsd.nutrislice.com/> for monthly detailed nutritional information.

Food Allergies

All food allergies must be diagnosed and reported by a licensed physician. This information must also be shared with the school's nurse and cafeteria manager. The Pennsylvania Department of Education (PDE) form for reporting food allergies can also be found on www.bigspringsd.org. The PDE form is the only form the school district will accept when reporting student food allergies.

Wellness Policy

In December 2010 President Obama signed into law The Healthy, Hunger-Free Kids Act. In accordance with this law the Big Spring School District is required to ensure the health and well-being of all students by providing the following:

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

The entire Wellness Policy can be viewed visiting www.bigspringsd.org, go to departments and select Food Service.

The High School menus can be viewed at <http://bigspringsd.nutrislice.com/>.

For questions concerning Food Service, please call Michelle Morgan at 717-776-2423. For questions concerning your free and reduced meal benefits, please call Jessica Winesickle at 717-776-2446. For Point of Sale and account questions, contact Shelli Kent 717-776-2408

BREAKFAST PRICES

Secondary	At No Cost to Students
Adult	\$3.05

LUNCH PRICES

Secondary	\$3.00
Adult	\$5.10

We offer an ever-changing variety of a la carte items. Please visit www.bigspringsd.org, go to Services and select Food Service.

Additionally, all a la carte items are priced in the café.

TRANSPORTATION

Riding the bus is a privilege that can be removed at any time for negative behavior. Permanent bus changes must be submitted 3-5 days before any change can occur. Forms can be found on the Big Spring Website. Bus passes will only be issued in emergency situations and must be sent, by email, to the transportation department. If a student is to be dropped off with another student, a note must be submitted by a parent of both students.

SCHOOL BUS REGULATIONS

- NOTICE: AUDIO AND VIDEO RECORDING DEVICES MAY BE USED ON BUSES FOR MONITORING SAFETY AND BEHAVIOR
- PDE GUIDELINES STATE A STUDENT CAN WALK UP TO 2 MILES TO A BUS STOP
- 1. Pupils shall not be permitted to leave their seats or get off the bus while it is still in motion.
- 2. Passengers shall pass in front of the bus to cross the highway.
- 3. Each pupil shall be assigned a regular seat in the bus.
- 4. Only assigned students shall ride on any bus. Any student desiring to ride on any bus other than the one assigned must submit an email request from his parent or guardian to the supervisor of transportation the day prior to the desired change. Requests will be approved only for emergency situations.
- 5. Pupils shall be permitted to leave the bus only at the stop nearest their home unless written permission is secured from the office.
- 6. Students will not eat or drink on the bus.
- 7. Fighting, swearing, smoking, vaping, the use of improper or unnecessarily loud language, and possession or use of water paraphernalia can lead to suspension.
- 8. Students will respect the property of other people.
- 9. Merchandise will not be sold on the bus.
- 10. No large items will be allowed on the bus. Students will need to have an alternate way to get the item to and from school.

SCHOOL BUS SUSPENSION

1. If a student is to be excluded from riding the bus, he/she will be taken home. When he/she is delivered to his/her destination, he will be informed that a suspension will be recommended.
2. A student being excluded from a bus on a first offense will not be permitted to ride the bus for a period of at least three (3) school days. Usually he/she will not be suspended from school but will be required to furnish his/her own transportation to school for this period of suspension.
3. If a student is excluded a second time, it will be for an indefinite period. The parent may request a hearing by a committee of school officials to determine whether the student may regain bus-riding privileges. The student, parents, and the bus driver will be heard before a decision is made.
4. Because of the serious and disruptive nature of the use of water and water paraphernalia on the school buses, the following policy is in effect: ANY STUDENT FOUND IN POSSESSION OF OR INVOLVED WITH WATER OR WATER PARAPHERNALIA WILL RECEIVE A MINIMUM OF THREE DAYS SUSPENSION. (Other liquids used in an inappropriate manner will follow this regulation)

STUDENT TRANSPORTATION DRIVING/PARKING PRIVILEGES

Bus transportation is provided for all students in the district; the use of cars for transportation is discouraged. Because of limited student parking spaces, parking privileges are granted only to 11th and 12th grade students who have a licensed and registered motor vehicle with up-to-date insurance. The parking policy adopted by the school board will be enforced, and all students driving will be notified of said policy. Parking privileges on school property may be revoked immediately if this policy is violated. All drivers are subject to the regulations of the school as well as the laws of the Commonwealth and the Pennsylvania Motor Vehicle Code. Violators will be reported to the appropriate Police Department.

The following driving regulations will be enforced:

1. No student may drive or park vehicles on property owned by the Big Spring School District at any time without authorization of the building administration. No adult may park on school grounds during school hours without notification to school staff.
2. Parking hang tags must be clearly displayed and the placement of hang tags will be on the rear view mirror.(Staff & Students) The office should be notified if the hang tag is not properly displayed or the vehicle may be ticketed/fined.
3. Students must email the high school office if they are in need of a temporary parking tag for a single day. Students with a current Big Spring Parking hang tag are the only people that can request a temporary parking hang tag for the day.
4. Students are not permitted to drive through the faculty parking lot when arriving or departing from school.
5. Students may only park in student assigned parking areas. Student parking is designated by WHITE parking stalls. (White parking stalls in the lot directly outside of the commons/cafeteria area can only be utilized after school hours)
6. Students will park and exit their vehicle immediately upon entering the parking lot.
7. "Circling" the parking lot is a safety hazard that will not be permitted.
8. High school students providing transportation to younger siblings at the middle school will pick them up at the middle school after school hours.
9. Students may not transfer parking hang tags to anyone. (Automatic suspension of privileges)
10. Any student needing to obtain forgotten items from his/her vehicle must report to the office with a written pass from their teacher to obtain permission. Students are permitted to make only two trips to the parking lot per school year. Students may only exit and reenter the building through the main office entrance.

Seniors and Juniors may apply for parking privileges. Others must meet one of the following criteria:

1. Work experience students
2. Students with valid early dismissals for jobs.
3. Students who report directly to a job following school.
4. Involvement in extracurricular activities.
5. Handicapped/special medical needs students.
6. AM Band students
7. Special situations as determined by school administration.

Sophomores may ask for a parking permit at the start of the second semester and permission will be granted based on spaces available.

PROCEDURE FOR REGISTRATION

In order to register a vehicle, a student must complete the online registration form on the high school website for registration and submit proof of the following items:

1. A valid registration card for the primary vehicle to be driven.
2. A valid Pennsylvania Driver's license
3. Proof of up-to-date insurance for the primary vehicle driven.

One parking hang tag will be issued per student at the cost of \$10. Replacement hang tags will be issued on a case-by-case basis and at full replacement costs.

TEMPORARY PARKING

Temporary daily parking permits are issued only to 11th and 12th grade students. Students who anticipate driving to school three (3) or more times are encouraged to register their vehicles by purchasing the yearly parking permit.

LOSS OF DRIVING/PARKING PRIVILEGES

If a student with a parking/driving permit misuses the privilege by skipping any part of the school day and leaving school premises and/or if a student with a parking/driving permit is discovered to have provided transportation for another student to leave school grounds without permission, the student faces immediate revocation of his/her parking/driving permits in addition to the regular sanctioned punishment.

Excessive unexcused tardies will result in a suspension/loss of parking privileges.

Students who violate the district's drug and alcohol policy will lose their driving privileges for one calendar year beginning upon their return to school.

Students who fail to comply with the Parking Guidelines below will have their privilege revoked. Permits revoked for any reason will not be reinstated for that school year and the fee will not be refunded.

Students who drive to school after having their parking privileges suspended will face the following consequences:

First offense- Fine and in-school suspension

Second offense- Fine and out-of-school suspension

Third and subsequent offenses- The student's vehicle will be towed from school property at the student's expense and out-of-school suspension.

DRIVING/PARKING ENFORCEMENT

Penalties and payments for violations:

1. Persons who park vehicles without a permit on school property are subject to school fines of \$10 as indicated on the issued ticket.
2. All fines must be paid within FIVE days. All unpaid fines will result in a traffic citation being filed with the District Justice which will contain court costs and fees for collection and cost of prosecution.
3. Fines may be paid by enclosing the proper payment in the envelope and remitting to the secretary at the counter in the high school office.
4. Fines may be mailed by enclosing proper payment in the envelope, affixing proper postage, and mailing the pre-addressed envelope.
5. Any person who has a question regarding a ticket must see a building administrator.
6. Enforcement may be provided by the school police officers, the parking lot attendant, administration, or school security.

PARKING GUIDELINES

The "middle section" of the student parking lot will be closed to thru traffic during arrival/dismissal (7:00 a.m. -7:30 a.m. and 2:35 p.m.-3:05 p.m.) This closed "middle section" includes the area from the students with special needs drop/pick up circle to the far student parking lot entrance closest to the softball field. Students may enter and exit from either end of the campus, but will be restricted to how they access and exit the student lot. They will only be able to use the two current end entrances to their lot.

Enforcement action will be supported by the PA School Code of 1949 Section 779 and PA Vehicle Code Title 75. Persons who drive and park on school premises must:

- a. obey traffic and speed regulations. (15 mph)
- b. drive safely and courteously.
- c. enter the parking lot and immediately park. (Do not go around cones used to block off various sections.)
- d. not interfere with the progress of school buses.
- e. not park on the grass.
- f. not allow a permit to be transferred to another student's vehicle.
- g. wear seatbelts.
- h. leave the car as soon as it is parked. Students may not loiter in the parking lot.
- i. follow the direction of all parking lot and traffic staff.

RETURNING TO PARKING LOT

Any student needing to obtain forgotten items from his/her vehicle must report to the office to obtain permission. Students will need to be escorted to their vehicle for safety purposes. Students are permitted to make 2 trips to the vehicle/parking lot per school year. All permissions to return to the parking lot are granted through the High School Office and students must use the main office doors to exit and re-enter the building.

CPACTC DRIVING/PARKING REGULATIONS

Transportation is provided for all students by their sending school districts. Students are expected to ride provided district transportation to CPACTC. If there is an extenuating circumstance where a student needs to drive to CPACTC, he/she must first report to the Big Spring High School Office to get permission from an administrator. The student's parent(s)/guardian(s) will also need to provide permission. When travelling, the student must travel alone and will need to secure a daily permit from the

CPACTC office upon their arrival. If a Big Spring student does not follow this procedure, they may have their parking privileges at Big Spring revoked.

Students must obtain permission to drive and park on CPACTC property. Restrictions are placed on student driving for the safety of all students. The following parking and driving regulations apply to all CPACTC students:

1. All vehicles must have a valid permit displayed. Daily permits may be obtained in the Principal's Office upon registering the car.
2. Student passengers are not permitted with student drivers. Drivers AND passengers will face disciplinary action.
3. Daily permits may be obtained from the office for certain situations including field trips, doctor visits, and program requirements with submission of a note from a parent/guardian. Permits granted without a note from a parent will be considered unexcused.
4. Students with more than four unexcused permits will result in disciplinary action.
5. All permits must be visible from outside the car, including the school year the permit is valid.
6. Travel on school property is limited to 15 mph.
7. Students are not permitted in their vehicles during the school day without permission from the principal.
8. Students must travel directly between the sending school and CPACTC. Students must come to and from CPACTC at the same time as their classmates who travel by bus.
9. Drivers are to remain in class until the last dismissal bell for their session.
10. Reckless or unsafe driving will not be tolerated and may be reported to the police.
11. CPACTC students are not allowed to leave school grounds upon returning from CPACTC. Students who violate this will lose parking privileges.

Permanent Parking Pass: Students may apply for a permanent parking permit. Permanent Permits are reserved for students with unique circumstances. After school employment is not a special circumstance. Students are expected to arrange work schedules around district provided transportation. Administrative approval is dependent upon the nature of the extenuating circumstance requiring the need to drive. Attendance and discipline records will also be considered before granting a parking permit. Violations of parking or driving rules will result in disciplinary action that may include: requiring students to ride the bus and return with a parent to retrieve the vehicle, placement of a wheel lock, fines, towing, future denial of parking privileges or other disciplinary action as determined by the principal. Students with Permanent Passes will be required to immediately surrender their passes for violating Student Driving Regulations.

TECHNOLOGY

CELL PHONE USE GUIDELINES

Cell phone use is permitted during the following times: before school, passing time (between classes), at lunch, and after dismissal. The following conditions apply:

- At no time should students use cell phones to capture images (camera or video) unless with specific permission from a teacher or administrator. (Violation will result in disciplinary consequences-3 Days ISS to start)
- At no time should cell phones be seen, heard, or used during academic classes, unless for instructional purposes with specific permission by the teacher. Using a cell phone as an alternative to a laptop is not acceptable.
 - Phones should be set to silent (not vibrate) or turned off during all classes and resource periods.
 - Students who leave classes, resource period, or lunch on a pass are not permitted to use cell phones at that time.
 - Checking the time is not an acceptable reason to access a phone during class time.
- Cell phone use is not allowed in the Detention, ISS or in other disciplinary settings.
- Cell phones may be connected to Guest WiFi.
- Cell phones are not to be connected to the Campus Chrome WiFi.
- Cell phone use is not allowed during assemblies, class meetings, etc.
- Cell phones must be turned off and stored when students are in restrooms, locker rooms, and in other areas where individuals would have similar expectations of privacy.
- Cell phones may not be used to conduct any activities which violate state and/or federal law, Board policy or school rules.

CONSEQUENCES

- Students who violate the above conditions will receive consequences according to discipline policy.
- If asked by an adult to turn over a phone, students are expected to comply respectfully. Failure to relinquish the phone, disrespectful interactions, and/or repeated violations will result in additional and progressive disciplinary consequences.

The school is not responsible for cell phones that are damaged, lost or stolen on school property.

COMPUTER NETWORK RESPONSIBLE USE POLICY

Purpose – The Signature Page supplements should be read in conjunction with Board Policy 815, Responsible Use of Computer Networks/Technology Resources/Internet and Internet Safety.

The purpose of computer network use, including Internet access, shall be to support education and academic research in and among the schools in the Big Spring School District by providing unique resources and the opportunity for collaborative work.

Network facilities shall be used to support the district's curriculum and to support communications and research for students, teachers, administrators, and support staff.

Authority – The Big Spring District reserves the right to monitor and log network use and file server space utilization by District users without prior warning or notice. It is often necessary to access user accounts in order to perform routine maintenance and security tasks. User accounts are therefore the property of the Big Spring School District. Students should have no expectation of privacy or confidentiality in the content of electronic communications, Internet access, or other computer files sent and received on the school computer network or stored in his/her directory. The school computer network's system operator, or other authorized school employee may, at any time and without prior warning, review the subject, content, and appropriateness of electronic communications, Internet access or other computer files and remove them if warranted, reporting any violation of rules to the school administration or law enforcement officials. The district reserves the right to remove a user account from the network to prevent further unauthorized or illegal activity if this activity is discovered.

Responsible use – The technological resources and Internet access available through BSSD are available to support learning, enhance instruction, and support school system business practices. Use of network and computer resources must comply with the Responsible Use Policy. BSSD information systems and technology resources are operated for the mutual benefit of all users. The use of the BSSD network and equipment is a privilege, not a right. Users should not do, or attempt to do anything that might disrupt the operation of the network or equipment and/or interfere with the learning of other students or work of other BSSD employees. Students are required to submit an acceptable use agreement signed by the student and a parent at the beginning of each school year. The acceptable use agreement shall remain in effect until a new agreement is signed.

The determination as to whether a use is appropriate lies solely within the discretion of the Big Spring School District.

Standards for Responsible Use:

1. School district technological resources are provided for school-related purposes only. Acceptable use of such technological resources is limited to responsible, efficient, and legal activities that support learning and teaching. Use of school district resources for political purposes or commercial gain or profit is prohibited.
2. School District technological resources are installed and maintained by members of the Technology Department. Students shall not attempt to perform any installation or maintenance without permission of the Technology Department.
3. Under no circumstance may software purchased by the school district be copied for personal use.
4. Students must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as outlined in the Student Code of Conduct.
5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics, sound files, text files, documents, messages or other materials that are obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful of minors.
6. Users may not use 3G/4G networks or encrypted VPNs, browser extensions, residential proxy networks, and cloud-hosted bypassers (like Unblocker sites to circumvent content filtering).
7. Users may not install any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
8. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
9. Users must respect the privacy of others. When using e-mail, social networking, blogs, or other forms of electronic communication, students must not reveal personally identifying information, or information that is private or confidential.
10. Those who suspect that someone has discovered their password shall change it immediately. Students and staff shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
11. Users may not intentionally or negligently damage district equipment or data belonging to another user of the district's technological resources.
12. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
13. Users are prohibited from using another individual's ID or password without permission.
14. Users may not, read, alter, change, block, or delete files or communications belonging to another user.
15. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator.
16. Students who use district owned computer devices must also follow the guidelines provided in the Computer Device Agreement.

17. Students should at all times respect the privacy of the community. Do not divulge or post online personal information about any members of the school community without permission. High standards for appropriate online communications must be maintained. Digital information may leave a long-lasting or even permanent record with the possibility of becoming public without your knowledge or consent.

Consequences – The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Failure to follow the procedures and prohibited uses previously listed in the Responsible Use Policy may result in loss of network access.

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

Violations of this policy by a student may result in corrective action up to and including suspension, expulsion, or criminal action.

1:1 DEVICE PROGRAM

Every student will be issued a computer device for his/her exclusive use at school and home. The purpose of this initiative is to fully engage students and create a learning environment that fosters critical thinking, collaboration, communication, and creativity.

Parents and students must sign and return a Computer Device Agreement and Acceptable Use Agreement before a device will be issued for use. Any student who transfers out of BSHS will be required to return their device and accessories. If the device and accessories are not returned, the parent/guardian will be responsible for payment in full.

Students are responsible for bringing their device to all classes, unless specifically advised not to do so by their teachers. Devices must be brought to school each day in fully charged condition. Cell phones are not to be used as a replacement for school provided devices.

While enrolled at BSHS, the District maintains ownership of the device. If requested by the Technology Department or High School Administration, students may be required to turn in their device for maintenance or inspection. Additionally, the District utilizes an Internet Content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All devices, regardless of physical location, will have Internet activity filtered.

Students are responsible for the general care of the device they have been issued and are required to purchase a protection plan. The cost of this plan is \$25. It provides one-time repair/replacement coverage in the event of accidental damage. Damage caused by intentional misuse or abuse will be the responsibility of the student. All issues and/or damages should be reported to the Student Services Room (239) to be logged for repair.

For more information about the Computer Device program, please consult the Big Spring High School Computer Device Guide and the Big Spring School District Acceptable Use policy located on the district website.

DISCIPLINARY CONSEQUENCES

TYPES OF DISCIPLINE

In-School Suspension

No student may receive an in-school suspension unless the student has been informed of the reason for the suspension and has been given an opportunity to respond before the suspension becomes effective. Communication to the parents and guardian shall follow the suspension action taken by the school. When the in-school suspension exceeds ten (10) consecutive days, an informal hearing with the principal or designee shall be offered to the student and student's parent or guardian prior to the eleventh (11th) school day in accordance with the procedures established under the section hearings. The student's school district has the responsibility to make some provision for the student's education during the period of the in-school suspension. A successful day of ISS includes completion of work assigned and the adherence to ISS guidelines. If dismissed from ISS due to refusal to adhere to ISS guidelines may result in OSS and the make-up of that day.

Out-of-School Suspension

Suspension is exclusion from school for a period of from one (1) to ten (10) consecutive school days.

Suspension may be given by the Principal/Assistant Principal or designee.

No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.

The parents and the Superintendent of the district shall be notified in writing when the student is suspended.

When the suspension exceeds three (3) days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in the section relating to hearings.

Suspension may not be made to run consecutively beyond the ten- (10) school day period.

Students shall be held responsible for making up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments by guidelines established by the Board of School Directors.

Expulsion

Expulsion is exclusion from school by the Board of Education for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing.

During the period beyond the initial ten- (10) day suspension but prior to the hearing and decision of the Board of School Directors in an expulsion case, the student will be placed in his normal class as set forth in subsection 2.

If it is determined by the Superintendent after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety, morals or welfare of others, and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than ten (10) school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education, which may include home study as per Board policy. Students who are less than nineteen (19) years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided an education.

The initial responsibility for providing the required education rests with the student's parents or guardians through placement in another school, through tutorial or correspondence study or through another educational program approved by the district's Superintendent.

If the parents or guardians are unable to provide for the required education, they must within thirty (30) days submit to the Superintendent written evidence so stating. The district then has the responsibility to make provision for the student's education. If thirty (30) days pass without the district receiving satisfactory evidence that the required education is being provided to the student, it will contact the parent and, pending the parents' or guardians' provision of such education, the district must make provision for the student's education or proceed under paragraph 3, or do both.

If the parents/guardians have not complied with the approved educational program, the school district may take action in accordance with Chapter 63 of the Juvenile Court to ensure that the child will receive a proper education.

Detention-After-School/Lunch

Big Spring High School has a detention period for students who deviate from the rules.

When a student is placed on detention, he/she will be required to work in an assigned room after school closes. A letter will be sent to the home notifying the parent. The purpose of the letter is to notify the parent of a school violation and the date of the detention. Students may serve detention prior to the letter being sent home to the parent. It is the responsibility of the student to immediately notify the parents of the misbehavior and detention.

Lack of transportation or involvement in extracurricular activities will not be an excuse for not attending detention when assigned. Students are not permitted to ride the activity bus home when they have detention. If the student has a transportation problem, he or she can eliminate the possible conflict by avoiding behaviors which warrant his or her assignment to detention.

Students refusing to appear for detention will be assigned in-school suspension. Detention responsibilities take precedence over all other school activities including field trips, athletics, band, chorus, organizational meetings, and work. On a detention day, students must fulfill any detention obligations before being eligible to participate in any extracurricular activity.

In the event the student is absent on detention day, the student will automatically be reassigned to the next detention day for which the student has not been previously assigned. No additional notification will be given. The student is responsible for verifying with the office the new detention date.

Lunch detentions will occur during the school day. Students will report to the Student Services Room (239). Lunch Detention will encompass all flex periods(A,B,C). Students should report to the Student Services room at the start of A-Flex and remain till the end of C-Flex. Students will be escorted to the cafeteria to get lunch and take it back to eat in the Student Services room to eat. Cell Phones are not permitted during this time. Students may do classwork on their school provided devices. Students are not permitted to be on any websites that do not pertain to school work.

Community Service

As an alternative form of discipline, students may be assigned to perform community service in conjunction with or in place of a suspension or detention. Any assigned community service will be monitored by school employees or the school resource officer. When assigning community service, the student will be provided with a written contract that will detail the number of hours, the employee responsible for supervision, and the nature of the community service. The High School Principal's or designee's approval is needed to begin community service.

A parent or guardian must agree to the terms of the community service contract. All community service must be completed outside of the school day.

Failure to complete the community service contract in terms of time and cooperation will result in additional discipline.

Utilizing community service as a learning experience will be at the sole discretion of building and district administration. Certain infractions and/or situations may not be eligible for consideration of community service as an option.

EXCLUSIONS FROM SCHOOL

Exclusion from school may take the form of suspension or expulsion.

Non-Reported Codes	Reported codes
0.11 Acts of Misconduct	1. Simple Assault on Student
0.12 Tardy	2. Aggravated Assault on Student
0.13 Late to Class	3. Simple Assault on Staff
0.14 Truancy	4. Aggravated Assault on Staff
0.15 Altercations	5. Rape
0.16 Bus Referral	6. Involuntary Sexual Deviate Intercourse
0.17 Possession of a non-prescription drug, a drug look-a-like, or drug paraphernalia	7. Statutory Sexual Assault
0.18 A series of minor school violation	8. Sexual Assault
0.19 Skipping classes or part thereof	9. Aggravated Indecent Assault
0.20 Skipping day	10. Indecent Assault
0.21 Skipping detention	11. Indecent Exposure
0.22 Skipping Saturday school	12. Open Lewdness
0.23 Profanity, vulgarity, and/or obscenity	13. Obscene and other sexual materials and performances
0.24 An act of misconduct that is interpreted by the admin to be of a serious or unusual nature	14. Sexual Harassment
0.25 All other types of harassment/Intimidation	15. Racial/Ethnic Intimidation
0.26 Propelling or throwing objects	16. All Other Forms of Harassment/Intimidation
0.27 Indecent, disruptive or unsanitary dress or grooming	17. Fighting
0.28 An unusual/unrequested act or display that serves no purpose toward the education process	18. Minor Altercation
0.29 Misuse of computers and cellular telephones during the regular school day	19. Stalking
0.30 Sexual Offenses	20. Kidnapping/Interference with Custody of Child
	21. Unlawful Restraint
	22. Threatening School Official/Student
	23. Reckless Endangering
	24. Robbery
	25. Theft
	26. Attempt/Commit Murder/Manslaughter

DISCIPLINARY CONSEQUENCES

Students Rights and Responsibilities will be adhered to by Big Spring High School. All suspensions and expulsions will follow Due Process procedures. The punishments which follow are representative, but more severe punishments may be initiated depending on the individual and the situation. All detentions for similar offenses will be progressive (i.e. Lunch Detention, 1 hour detention, 2 hour detention). All suspensions for similar offenses will be progressive (i.e. 1, 3, 5, 7, 10).

A behavior contract may be instituted if a student if a student meets one of the three criteria:

1. Accumulates 10 days in ISS or OSS in a school year
2. Accumulates 10 separate incidents in a school year
3. At the recommendation of Administration

During this contract period the student will schedule a meeting with the school counselor, participate in the Student Assistance Program (SAP), earn the privilege of attending extra-curricular events by completing community service hours with the Student Resource Officer. In addition, during the contract period the student is subject to increased penalties for noncompliance with school rules and/or District policy.

This list is not intended to be all-inclusive, and appropriate disciplinary action will be taken for other incidents that violate school policy. Community Service may be utilized in coordination with or in substitution of the consequences listed below. All community service must be approved by Administration or their designee. Any serious infraction of school policy or violation of law will be reported to the police. Students may have their privilege of attending school events revoked. When this happens, students are denied access to all school grounds during those hours specified by the administration. Students violating this mandate will be turned over to the local magistrate for defiant trespass. **In all cases, students suspended from school, either in-school suspension or out-of-school suspension, are specifically denied admittance and/or participation to all school events until the day following the final day of suspension.** Students will be provided school work during suspensions. In order to receive credit for the work it must be

completed upon return to class. Issues of discipline will be communicated to parents by letter. Parents can view disciplinary records via Aspen. Major violations will require at least a phone conference.

<i>Violation</i>	<i>Offense</i>	<i>Consequences</i>
<i>Truancy/Absence from school without permission/Leaving school property during school hours without permission</i>	1 2 3	1 day in-school suspension 3 days in-school suspension - parent conference may be requested 5-7 days in-school suspension with parent conference
<i>Unexcused Tardy Days to School</i>	3 4 9 12	Warning Lunch Detention Detention In-school suspension and loss of driving privileges
<i>Tardiness to Class</i>	1 2 3 4	Warning Lunch Detention After-school Detention In-school suspension
<i>Skipping Detention</i>	1 2 3 4	In-School Suspension 2 days In-School suspension 3 days in-school suspension Out of school suspension
<i>Disciplinary removal from detention</i>	1 2 3	2 days in-school suspension 4 days in-school suspension Out of school suspension
<i>Skipping Class / Out of Assigned Area</i>	1 2 3 4 5	Detention 1 day in-school suspension 3 days in-school suspension 5 days in-school suspension Out of school suspension
<i>Forgery/Submission of altered documentation</i>	1 2 3 4 5	Detention 1 day in-school suspension 3 days in-school suspension 5 days in-school suspension Out of school suspension
<i>A series of minor school violations</i>	1 2	1 day in-school suspension All other instances will be progressive
<i>Violation of Internet Access & Usage Procedures</i>	1	Suspension, expulsion, criminal action and/or restitution
<i>Cell Phone Violation (See cell phone use guidelines)</i>	1 2 3 4	Warning Lunch Detention After-school detention 1 day in-school suspension - confiscation of phone
Fighting and Unlawful Harassment —Harassment and fighting are violations of the Crime Code of Pennsylvania. These unsafe activities have no place in school or society. Students and parents are hereby informed that incidents of unlawful harassment and/or fighting will be reported to the appropriate police authorities for prosecution. Police will treat these situations either as summary offenses, misdemeanors, or felonies. Any person who repeatedly violates this policy or who becomes a threat to the safety of other students or to the educational process because of the unacceptable practices of unlawful harassment and/or fighting will also be suspended from school. All incidences of disorderly conduct will be turned over to the appropriate law enforcement authority.		
<i>Fighting</i>	1	Police referral and Out of School suspension
<i>Attempted Physical or Verbal Intimidation Directed towards Another Student</i>	1	Police referral and Out of School suspension
<i>Profanity and/or Attempted Physical or Verbal Intimidation Directed Toward Staff</i>	1	Police referral and 3 days out of school suspension

<i>Profanity (Accidental)</i>	1 2 3	Warning Detention After-school detention
<i>Profanity Intentional and/or directed at a student or Staff</i>	1 2	1 day in-school suspension 3 days in-school suspension
<i>Racial/Ethnic Slurs</i>	1 2	In-school suspension Out of school suspension
<i>Racial/Ethnic Slurs Directed at Another Person</i>	1	Out of school suspension
<i>Hazing</i>	1	Minimum 3 days out of school suspension & immediate dismissal from the extracurricular activity
<i>Unlawful Harassment</i>	1 2	Warning Police referral and suspension (in-school or out of school suspension)
<i>Possession of Lighters and/or matches</i>	1	1 day in-school suspension
<i>Possession and/or use of Tobacco Products, electronic cigarettes, Vapes or similar device (Juul or other)</i>	1 2 3	Police referral and 3 day in-school suspension Police referral and 5 days in-school suspension Police referral and 3 days out of school suspension
<i>Possession and/or use of Alcohol, Drugs, Look alike Drugs, and/or Paraphernalia</i>	1	25-day expulsion (may be reduced by 15 days with SAP & other stipulations) Extra-curricular probation Police referral
<i>Distribution of Alcohol, Drugs and/or Look alike Drugs</i>	1	45-day expulsion (may be reduced by 15 days with SAP& other stipulations) Extra-curricular probation Loss of driving privileges for 1 calendar year Police referral
<i>Possession of Knives, Guns, Ammunition, and/or other Weapons</i>	1	Police Referral Expulsion Loss of driving privileges for 1 calendar year
<i>Throwing Snowballs</i>	1 2	Lunch Detention After-School Detention
<i>Vandalism /Destruction of School Property (includes but not limited to writing on desks, lockers, and walls, placing stickers anywhere)</i>	1	Suspension/Expulsion/Loss of Privileges Police Referral
<i>Firecrackers and/or Smoke Bombs</i>	1	Police Referral Suspension/Expulsion
<i>Water and Water Paraphernalia</i>	1 2	1 day in-school suspension 3 days in-school suspension
<i>Water and Water Paraphernalia (Transportation)</i>		Refer to Bus Policy
<i>Laser Pointers and/or Other Distracting Objects</i>	1	1 day in-school suspension
<i>Shooting objects with a rubber band or other type of propulsive instrument</i>	1	1 day in-school suspension
<i>Insubordination</i>	1 2 3	1 day in-school suspension 3 days in-school suspension Out of school suspension
<i>Any act of misconduct which is interpreted to be a serious or unusual nature</i>	1 2	1 day in-school suspension 3 days in-school suspension
<i>Any unusual or unrequested act or display that serves no purpose toward the educational program</i>	1 2	1 day in-school suspension 3 days in-school suspension

<i>Parking While Privileges Under Suspension</i>	<i>1</i> <i>2</i>	<i>3 days in-school suspension & loss of driving privileges</i> <i>Out of school suspension</i>
<i>Stealing/Theft</i>	<i>1</i>	<i>Suspension/Expulsion</i> <i>Police referral</i>
<i>Cheating/Academic Dishonesty</i>	<i>1</i> <i>2</i>	<i>Parent/Administration notification</i> <i>Redo of complete alternative assignment</i> <i>Detention</i> <i>Parent/Administration notification</i> <i>Redo of complete alternative assignment</i> <i>In-school suspension</i>
<i>Cafeteria Misbehavior / Throwing Food in Cafeteria</i>	<i>1</i>	<i>1-5 days of in-school suspension</i>
<i>Inappropriate Show of Affection</i>	<i>1</i> <i>2</i>	<i>Warning</i> <i>Detention</i>
<i>Indecent, disruptive or unsanitary dress or grooming</i>	<i>1</i> <i>2</i>	<i>Warning</i> <i>Detention/Suspension</i>
<i>Pornography</i>	<i>1</i> <i>2</i>	<i>In-school suspension</i> <i>Out of school suspension</i>
<i>Taking Pictures without Permission</i>	<i>1</i> <i>2</i> <i>2</i>	<i>3 Day of In-school suspension</i> <i>5 days of In-school suspension</i> <i>3 days Out of school suspension</i>
<i>Multiple People in Bathroom Stall (Door open or closed)</i>	<i>1</i> <i>2</i> <i>3</i>	<i>1 day of In-school suspension</i> <i>3 days of In-school suspension</i> <i>1 day of Out of school suspension</i>

USE OF REASONABLE FORCE BY SCHOOL PERSONNEL

The use of reasonable force is permissible under the following circumstance: when a student is a danger to self or others. The use of such force should be in accordance with Safe Care Training and philosophy.

BIG SPRING SCHOOL DISTRICT TOBACCO POLICY

The [Big Spring School Board Policy 222](#) recognizes that smoking on school property presents a health and safety hazard, which can have serious consequences for the smoker and the nonsmoker and the safety of the District and is, therefore, of concern to the Board.

1. All use of tobacco products and smoking materials is strictly prohibited at all times on grounds owned or leased by the Big Spring School District.
2. The violation of the above policy will be handled as a violation of the Indoor Clean Air Act, and all violators will be reported to the appropriate authorities for prosecution and fines.
3. Students involved in extracurricular activities who violate this tobacco policy are also subject to appropriate disciplinary action as outlined in the Extracurricular Policy.
4. Given their nature and potential to negatively impact student health, possession of an electronic cigarette or similar device (Juul or other) will result in progressive discipline as outlined in the Disciplinary Consequences section.

For the purpose of this policy, smoking shall mean all uses of tobacco and unregulated nicotine products, including cigars, cigarettes, electronic cigarettes (i.e. Juul and other), pipes, smokeless tobacco. Smoking materials such as pipes or electronic cigarettes used to smoke or found to contain illegal or controlled substances will be considered a violation of the Drug and Alcohol Policy.

The Board strictly prohibits all use of tobacco products and smoking materials at all times on property owned or leased by the Big Spring School District, on school buses, and during school-sponsored activities.

DRUGS, ALCOHOL, PARAPHERNALIA AND LOOK-ALIKES

The Big Spring School District recognizes that substance abuse is one of society's greatest problems. Since the school is an integral part of society, substance abuse must be addressed by a comprehensive discipline code.

The following definitions shall be understood:

Drug: any controlled substance included in Regulations of controlled substance as declared by law.

Alcohol: any alcoholic or malt beverage or substance (the sale or distribution of alcohol to minors is prohibited by law)

Paraphernalia: any pipe, electronic cigarette (ie. Juul or other) if used or found to contain illegal or controlled substances, rolling papers, bong, bowl, roach, clip, syringe or other instrument used or potentially used to smoke or otherwise consume dangerous drugs.

Look-Alikes: un-controlled substances which are look-alike drugs, over-the-counter or prescription drugs which are abused or not handled by students in accordance with the district's policy on medication.

[Big Spring School Board Policy 227](#) details the district's position on controlled substances and paraphernalia.

CHEATING/ACADEMIC DISHONESTY

Academic Dishonesty at Big Spring High School includes but is not limited to:

- A. Copying assignment/test and submitting as his/her own.
- B. Allowing one to copy or providing someone with assessments or materials which are submitted as his/her own.
- C. Unauthorized possession of teacher materials.
- D. Sharing the content of assessments with other students verbally, in writing, or through any other means, if the work was meant to be done individually.
- E. Communication via electronic means: cell phone, email, shared documents, etc. for the purposes of collecting/disseminating information to submit as his/her own during prohibited times (i.e. exams, quizzes, assessments).
- F. The use of Artificial Intelligence (AI) will fall under the standards based on "Academic Dishonesty" listed in this section.

Plagiarism

"According to the Merriam-Webster Online Dictionary, to "plagiarize" means: to steal and pass off (the ideas or words of another) as one's own; to use (another's production) without crediting the source; to commit literary theft; to present as new and original an idea or product derived from an existing source. In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward." (<http://www.plagiarism.org/plagiarism-101/what-is-plagiarism/>).

Plagiarism at Big Spring High School is considered a similar offense to Academic Dishonesty and thus shall be treated in a similar fashion. Plagiarism shall include but not limited to: copy/paste sections of someone else's work into one's own paper, project or similar document without proper citation; utilizing internet sources without proper citation; paraphrasing without proper citation; utilization of another person's written, oral or programming language without proper permission and citation. Students' unsure of how to avoid plagiarism should consult their content teacher.

Artificial Intelligence

The use of Artificial Intelligence (AI) in the classroom will be guided by both district policies and individual classroom expectations. As AI technology continues to evolve and expand in society, its integration into education may be allowed in specific situations to support learning and instruction.

The extent to which AI is permitted will vary depending on the nature of the assignment, the subject area, and the teacher's instructional goals. In some cases, AI may be used as a tool for brainstorming, practice, or skill reinforcement. In others—particularly during assessments or tasks requiring original student work—AI use may be limited or prohibited.

Clear guidelines will be provided by the teacher regarding when and how AI tools can be appropriately used. All students are expected to follow these guidelines, maintain academic integrity, and use AI in a responsible, ethical manner that supports their learning.

UNLAWFUL HARASSMENT POLICY

Purpose

It is the policy of the Big Spring School District to maintain a working and learning environment free from all forms of intimidation, abuse, hostility, offensive behavior, sexual harassment and unlawful discrimination, hereinafter referred to either individually or collectively as "unlawful conduct." By way of example, and not limitation, such improper conduct may take the form of unwarranted verbal or physical conduct, verbal or written derogatory or discriminatory statements, racial slurs, or unwelcome sexual remarks or advances. Any such behavior violates the policy of the district and is hereby prohibited. Any student in the district who engages in such improper conduct shall be subject to discipline up to and including expulsion. The [Big Spring School Board Policy 248](#) details unlawful harassment, including sexual harassment.

Any student who believes that she/he is or may be the victim of any improper conduct by any employee of the district or by any student may file a complaint with a guidance counselor, principal, or with the Superintendent's Office. The complaint may be filed by the student or on behalf of the student by the student's parent or guardian. The complaint will be processed in accordance with the procedure specified in School Board Policy No. 248, "Prohibition of Improper Conduct and Student Complaint Process."

Authority

The authority for this policy is the United States Constitution, the Pennsylvania Constitution, Title IX and Title VII of the United States Code, The Equal Employment Opportunity Commission and the Human Rights Commission, and the Amendments and Regulations pursuant to those laws. Sexual harassment lowers morale and is damaging to the educational and work environment; it is also illegal. Therefore, the Big Spring School District will treat sexual harassment like any other form of student or employee misconduct. It shall be a violation of this policy for any individual in the school environment to harass another individual in the school environment through conduct or communications of a sexual nature as defined below.

Definition

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

The term ethnic harassment includes the repeated, unwelcome and offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational environment.

Sexual harassment shall consist of unwelcomed sexual advances, requests for sexual favors, and other inappropriate written or printed material, verbal or physical conduct of a sexual nature when:

- A. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when:
- B. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when:
- C. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment, as defined above, may include but is not limited to the following: verbal harassment or abuse, including jokes, name-calling, and sexual rumors; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implications; unwelcomed touching, pulling clothes; pictures; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, evaluation, assigned duties, etc. This conduct can be made by any member of the school staff to a student, by any member of the school staff to another staff member, by any student to another student, or by any student to a staff member.

Procedure

Any person who alleges sexual harassment by any staff person or student shall report the allegations directly to the Superintendent or his designee in each building and use the district's complaint procedure. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades or work assignments.

The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred

A substantiated charge against a staff member in the district shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a student in the school district shall subject that student to student-to-student disciplinary action including suspension or expulsion, consistent with the student discipline code.

Because of the serious nature of sexual harassment allegations and the prospective legal and personal implications, any person who makes false allegations of sexual harassment intentionally should understand that he/she is subject to severe disciplinary penalties, including discharge or expulsion, for making such false allegations.

Publication

The administration is charged with informing professional employees, staff, students, and parents with the content of this policy.

Such publication may include, but is not limited to, providing a copy of this policy to all employees, including new employees.

Parents and students will be advised of this policy through the Parent/Student Handbook.

Responsibility

The Superintendent shall develop procedures outlining the process of filing a sexual harassment complaint and investigating such a complaint.

WEAPONS POLICY

Philosophy

The Big Spring School District recognizes that the possession of weapons on school property is a criminal offense in the Commonwealth of Pennsylvania. The Big Spring School District also recognizes that the use of weapons has become a serious problem in schools and in society. Weapons in the schools present serious legal, safety, and welfare problems to the school community. As an educational institution, the district will strive to prevent the presence of weapons in the schools. However, when weapons are found in the schools, the district will intervene to remove the weapons and prosecute those individuals responsible for handling the weapon. School personnel will be instructed regarding the Pennsylvania law regarding weapons on school property. Also, personnel will be instructed regarding the handling of weapons situations.

Parental and Employee Notification of Weapon Incidents (Act 44 of 2025)

Beginning January 6, 2026, Pennsylvania Senate Bill 246 (Act 44 of 2025) requires schools to notify families within 24 hours whenever a weapon or potential weapon is found on school property, at school events, or on school transportation. The law requires notification even when there was no intent, the situation was minor, or the item was immediately secured.

[Big Spring School Board Policy 218.1](#) addresses weapons on school grounds, buildings, or on school transportation. Possession of a weapon on school grounds, in school buildings, or on school transportation is a crime in the Commonwealth of Pennsylvania. Possession of a weapon at school sponsored activities also presents serious legal, safety, and welfare problems to the school community. Therefore, the Big Spring School District emphasizes that possessing a weapon or knowing and not reporting, before or during the course of District investigation, the possession of a weapon in the buildings of, on the grounds of, at school sponsored activities of, or in any conveyance providing transportation to or from any elementary or secondary educational institution of the Big Spring School District, is a serious violation of the rules and regulations of the Big Spring School District. Additionally, because of the potentially harmful effect on the school community and the strong public policy of preventing persons from possession objects which have the appearance or characteristics of weapons in the buildings of, on the grounds of, at school sponsored activities of, or in any conveyance proving transportation to or from any elementary or secondary education institution, for purposes of this policy, objects which have the appearance or characteristics of weapons shall be considered weapons and possession of such objects or knowledge without proper reporting of possession of such objects also shall be a serious violation of the rules and regulations of the Big Spring School District.

Any student who violates the district's weapon policy may be expelled from school permanently.

Definitions

"Possession"—An individual possesses a weapon in violation of this policy when the weapon is found on his/her person.

Additionally, an individual will be deemed to be in possession of a weapon if the weapon is found in his/her personal property (for example, book bag, gym bag, purse) or in a place where the individual exercises exclusive control (for example, a vehicle or locker). Any person who has a permit to carry a concealed weapon will not be permitted to carry a concealed weapon on Big Spring School District property, excluding law enforcement personnel.

"Weapon"—For purposes of these rules and regulations, the term "weapon" shall include but not be limited to any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, bb gun, pellet gun, shotgun, rifle, and/or any other tool, instrument, or implement capable of inflicting serious bodily injury. The term weapon also shall include objects that have the appearance or characteristics of weapons as defined above, or objects that are intended and capable of producing bodily injury. Weapons also shall include lookalike or replica weapons that are not necessarily operable.

Staff & Student Expectations—Procedures

Staff members and students observing or otherwise becoming aware of weapons on school property, at school activities, or on school transportation shall report the same to the administration immediately. Administrators shall report individuals suspected of possessing weapons on school property, at school activities, or on school transportation to the appropriate law enforcement officials immediately, such duty to report being subject to review by the District's Solicitor. Staff members shall cooperate with law enforcement officials in the detection and prosecution of all violators of this policy.

The district shall inform students of the policy regarding weapons. School personnel who supply information relating to this policy are immune from prosecution as defined in Commonwealth law. This immunity is guaranteed even if the information is determined to be inaccurate, if the information provided was given in good faith and with the best interest of the school community in mind.

Discipline

Persons found to be in violation of this rule by possessing a weapon shall be denied access to the schools and school related property of the district and shall be denied the opportunity to participate in student activities.

Persons found to be in violation of the aforesaid rules and regulations regarding the possession of weapons or knowledge and failure to properly report the possession of a weapon in the buildings of, on the grounds of, at school sponsored activities of, or in any conveyance providing transportation to or from any elementary or secondary educational institutions of the District may be immediately suspended for a period not to exceed ten (10) school days or until such a time as the Board of School Directors conducts a hearing on the matter, whichever period is shorter. The Board of School Directors, after a hearing on the matter, may permanently expel a student for violating the aforesaid rules and regulations regarding weapons.

The administration shall report every violation of the district's weapons policy to the Board of School Directors.

Because violation of this policy may result in the expulsion of a student, students subject to discipline for violation of the Weapons Policy shall be entitled to a formal hearing pursuant to the hearing policies of the district.

Persons found to be in violation of the District's Weapons policy will lose their driving privileges for one calendar year beginning upon their return to school.

Defenses

It shall be a defense that the weapon is possessed and used in conjunction with a lawful supervised school activity or course. Staff members are to keep supervised school activities or course requirements involving the possession of weapons to a minimum. To that end, staff members are encouraged to find alternate means of conducting activities or courses where weapons might be brought to school or school sponsored activities. For example, rather than allowing "props" to be brought for a speech assignment, teacher should have the student bring a picture of the item.

If weapons are to be brought to school for an approved school or school-related activity, students must follow District procedure. The student's parent or guardian must bring the weapon to the school office to be left with an administrator. The parent or guardian must return at the end of the day to retrieve the weapon from the school office.

TERRORISTIC THREATS

Purpose

The Board recognizes the danger that terroristic threats by students presents to the safety and welfare of District students, staff and community. The [Big Spring School Board Policy 218.2](#) addresses this concern. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Definitions

Terroristic threat - shall mean a threat communicated either directly or indirectly to:

1. Commit any crime of violence or to terrorize another;
2. To cause evacuation of a building, place of assembly or facility of public transportation;
3. To cause a reasonably foreseeable substantial disruption of school operations;
4. To otherwise cause serious public inconvenience; or
5. Cause terror with reckless disregard of the risk of causing such terror or inconvenience.

The Board prohibits any District student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member, or school building.

This policy applies to on-campus and/or off-campus communications, including but not limited to, social media content or messages posted using private devices after school hours.

For purposes of this policy, the subjective intent, motivation, or purpose of the student is not relevant in determining whether the student's actions constitute a terroristic threat as defined herein. It shall be no defense to a violation of this Policy that the student was joking when he/she communicated the threat.

The district reserves the right to obtain repayment or restitution from the student and/or the student's parents/guardians for any direct or indirect costs to the district that resulted from the student's violation of this policy.

The Superintendent or designee shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulation and with the procedures set forth in the memorandum of understanding with local law enforcement officials.

The Superintendent shall annually, by July 31, report all incidents of terroristic threats to the Office of Safe Schools on the required form in accordance with state law and regulation.

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat.

The building principal shall immediately inform the Superintendent or designee after receiving a report of such a threat.

When an administrator has evidence that a student has made a terroristic threat the following guidelines shall be applied:

1. The building principal may immediately suspend the student.
2. The building principal shall promptly report the incident to the Superintendent or designee.
3. Based on further investigation, the Superintendent or designee may report the student to law enforcement officials.
4. The building principal or Superintendent may inform any person directly referenced or affected by a terroristic threat.
5. The Superintendent or designee may recommend expulsion of the student to the Board.

If a student is expelled for making terroristic threats, the Superintendent or designee may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

In the case of students with disabilities, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act and follow Board policy.

References:

School Code – 24 P. S. Sec. 1302.1-A, 1303-A State Board of Education Regulations – 22 PA Code Sec. 12.2 Terroristic Threats – 18 Pa. C.S.A. Sec. 2706 R.L. v. Central York Sch. Dist., 183 F. Supp. 625 (M.D. Pa. 2016); A.N. By and Through Niziolek v. Upper Perkiomen Sch. Dist., 228 F. Supp. 3d, 391 (E.D. Pa. 2017) Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq. Individuals With Disabilities Education, Title 34, Code of Federal Regulations – 34 CFR Part 300 Board Policy – 000, 113.1, 233, 805

SECTION 2: BIG SPRING HIGH SCHOOL ACADEMICS

CURRICULUM—GENERAL INFORMATION

Each student will select a course of study as printed in The High School Course Description Guide available in the counseling office. The number of credits required to graduate from Big Spring High School is changing with the 26-27 academic year. Credits requirements to graduate are as follows:

- Class 2027 - 27 credits
- Class of 2028 - 26 credits
- Class of 2029 and beyond - 24 credits

REQUIREMENTS FOR GRADUATION

Students attending Big Spring High School must take a combination of core academic subjects and electives to complete the Department of Education and school district's minimum credit requirements. Academic core subjects are based on the basic skills needed by all students. Students work with their counselors, advisors, and parents to develop their programs of study and schedule all classes needed for graduation. Detailed Graduation Requirement information is contained in the BSHS Course Selection Guide.

Class	Credits Required to Graduate	Credits Possible	Adjustment	Tracking Form
2027	27	31	Removal of one elective credit requirement. Maintaining competencies.	Continue with original Diploma Tracking Form
2028	26	30	Removal of two elective credits and modifications to core course and competency requirements.	Continue with original Diploma Tracking Form with modifications
2029	24	29	Will have one additional credit possible in 4 years.	New Diploma Tracking - BSHS or CPACTC
2030	24	28	Full roll out of new requirements	New Diploma Tracking - BSHS or CPACTC

All students must earn the credits indicated above to graduate. All waivers of graduation requirements must be approved in written form by the principal. In those rare instances in which a student has been approved to graduate mid-year, students may not participate in any athletic or extracurricular activity whose official starting date starts after completing academic requirements or the date of withdrawal except senior trip, baccalaureate exercises, graduation, and prom.

CLASS STATUS

To be on track to graduate at the conclusion of a fourth year of high school, students must have acquired 20 CREDITS by August of 2026 and be scheduled for all courses necessary to graduate in June 2027.

To be a JUNIOR in good standing for graduation, students must have acquired 12 CREDITS by August of 2026.

To be a SOPHOMORE in good standing for graduation, must have acquired 4 CREDITS by August of 2026.

Exceptions may be granted to students who have transferred to Big Spring from schools with different credit requirements.

GRADUATION PARTICIPATION REQUIREMENTS

In order for seniors of the Big Spring High School to participate in Graduation exercises, they must have satisfactorily fulfilled all requirements of the Department of Education and of the local school district by the close of the regular school term. STUDENTS WHO HAVE NOT MET STATE AND SCHOOL DISTRICT REQUIREMENTS WILL NOT BE PERMITTED TO PARTICIPATE IN THE GRADUATION EXERCISES EVEN THOUGH THEY INTEND TO COMPLETE REQUIREMENTS DURING THE SUMMER SCHOOL SESSIONS. Eligible students will be permitted, however, to attend summer school classes to fulfill graduation requirements and receive the Big Spring High School diploma upon the successful completion of Summer School.

COMMENCEMENT PARTICIPATION

- As noted above, all graduating seniors must adhere to all prescribed graduation requirements to be eligible to walk at graduation.

- Any student who receives out of school suspension or is expelled from school prior to or during the week of graduation or on graduation day, will not be permitted to participate in the graduation ceremony.
- Any student who receives in school suspension days during the week of graduation or on graduation day must satisfy those days in their entirety before receiving a Big Spring diploma.
- All students shall have fulfilled all financial obligations (ex. library, cafeteria, lost book, other fines/fees) and complied with all policies pertaining to student discipline as adopted by the Board before being permitted to participate in commencement exercises, and receive his/her diploma.
- Seniors must participate in all graduation practices in their entirety to be eligible to be a part of the graduation ceremony unless prior approval has been given by the building principal.
- Required apparel for the commencement exercises will be announced by the Senior Class advisor. This announcement will be issued to all seniors well in advance of commencement. Failure to adhere to this code will result in the student's non-participation in the exercise.
- Valedictorian and Salutatorian honors are awarded to the two students who earn the highest weighted cumulative grade point averages that are calculated at the completion of the senior year.

STATE HIGH SCHOOL GRADUATION PATHWAYS

[Act 158 of 2018](#) (Act 158), which was signed into law by Governor Tom Wolf on October 24, 2018, shifts Pennsylvania's reliance on high stakes testing as a graduation requirement to provide alternatives for high school students to demonstrate readiness for postsecondary success. This legislation expands the options for students to demonstrate postsecondary readiness through four additional pathways that more fully illustrate college, career, and community readiness.

Therefore, in addition to earning sufficient credits and meeting all competency areas, students graduating as part of the Class of 2023 and beyond must satisfy one of the five state graduation requirement pathways as outlined below in order to earn a diploma from the Big Spring High School:

 PENNSYLVANIA STATE GRADUATION REQUIREMENT PATHWAYS				
Keystone Proficiency Pathway	Keystone Composite Pathway	Career and Technical Education Pathway	Alternative Assessment Pathway	Evidence Based Pathway
Student passes all three Keystone exams with a score of proficiency or advanced	- Student passes at least ONE Keystone exam with proficiency or advanced AND - Student attains a composite score of at least <u>4452</u>	- Student passes the Keystone-related courses AND - Student passes their NOCTI OR - Student demonstrates "a high likelihood of success to pass their NOCTI"	- Student passes the Keystone-related courses AND - One of the following: - Attainment of an "Established Score" on an approved alternative assessment - ASVAB (311) - PSAT (970) - SAT (1010) - ACT (31) - Gold Level on the ACT WorkKeys Assessment - Attainment of an "Established Score" on an AP/IB exam in academic content area associated with the Keystone exam a student did not pass - Successful completion of concurrent enrollment course in academic content area associated with the Keystone exam a student did not pass - Successful completion of a pre-apprenticeship program - Acceptance into an accredited 4-year non-profit institution of higher education and evidence of the ability to enroll in college level work	- Student passes the Keystone-related courses AND - Three Pieces of Evidence One of the following: - Attainment of an "Established Score" on an ACT WorkKeys assessment, an SAT Subject Test, or AP/IB Exam - Acceptance into "nonprofit, not 4-year college, postsecondary institution" and evidence of the ability to enroll in college level work - Attainment of an industry recognized credential - Successful completion of a dual enrollment postsecondary course AND - Two of the following: - Complete a service learning project - Attain a score of proficient or advanced on a Keystone exam - Attain a letter guaranteeing full-time employment - Certificate demonstrating completion of an internship or a cooperative education program - Compliance with the NCAA's core courses for college-bound student athletes with a minimum GPA of 2.0

Keystone Exams will continue as the statewide assessment that Pennsylvania uses to comply with accountability requirements set forth in the federal Every Student Succeeds Act (ESSA). Although a student may not be required to achieve proficiency on the Keystone Exams in order to graduate, students are required to take the Keystone Exams for purposes of federal accountability.

All students will attempt the three Keystone exams, Algebra I, Literature, and Biology, at the conclusion of the semester in which they take the course.

NOTE: The State High School Graduation Requirement Pathways go into effect for the graduating Class of 2023 and beyond.

PROFILE OF A GRADUATE

 GLOBAL / EMPATHETIC CITIZEN	Bulldogs... • Treat others as they would want to be treated • Recognize that all decisions impact others • Understand the rights and responsibilities of a citizen at the local, state, national, and global levels • Are informed citizens with an awareness of issues and events that impact people at local, state, national, and global levels • Make sensible financial choices
 CREATOR	Bulldogs... • Generate original ideas that serve a purpose • Utilize a design process to improve their own or others' ideas and work • Seek answers to questions or problems, explore ideas, and desire to learn • Develop their interests with a sense of purpose • Are capable of taking what was learned in one situation and applying it to a new situation
COLLABORATOR 	Bulldogs... • Work productively with others • Exercise flexibility to accomplish a common goal • Value individual contributions made by other team members • Establish and maintain healthy and supportive relationships • Show empathy and compassion when working with others • Offer and accept feedback
 CONTINUOUS LEARNER	Bulldogs... • Set goals, manage time, and work consistently to achieve them • Persevere through difficulties • Reflect on their work and experiences to gain useful insights for the future • Explore opportunities to expand and develop personal and shared interests • Recognize their own strengths and limitations • Manage their own emotions, thoughts, and behaviors in a healthy way
CRITICAL THINKER 	Bulldogs... • Analyze information • Solve authentic problems • Use reason and logic in a variety of situations • Make informed decisions and arguments • Ask questions that help find solutions • Make informed choices about personal behavior and social interactions
 COMMUNICATOR	Bulldogs... • Listen to understand • Communicate utilizing a variety of forms, including written, verbal, or through digital media • Communicate in any situation for a variety of audiences and purposes • Seek or offer support and help when needed • Participate in collaborative discussions • Understand the perspectives of others

GRADING SYSTEM

Grades earned in any course shall reflect student fulfillment of academic and other requirements as may be established by the district. To earn credit for any course, a student is obliged to:

1. Fulfill the established course requirements.
2. Meet other standards prescribed for the course.

Grading is based on straight percentage from 0 to 100 percent. The conversion is as follows:

90-100%	= A
80-89%	= B
70-79%	= C
60-69%	= D
40-59%	= F

FINAL EXAMS

Final Exams will be given in all subjects.

The final exam grade received (0-100) will be placed on the report card. Students who miss the final will receive a zero for the final exam unless it is made up within a reasonable time frame established by the administration.

Should a student be excluded from school on a day of final examinations, the principal will establish the dates and times for the excluded student to participate in the testing process.

FINAL COURSE GRADE CALCULATIONS

To calculate a final course grade, the quarterly work for the course will be 80% of final calculated grade and the final exam will be 20% of the final calculated grade.

A full credit/full year course is calculated as follows:

- $(Q1 + Q2 + Q3 + Q4 + E1) / 5$

A half credit /semester course is calculated as follows:

- $((Q1 + Q2) \times 2 + E1) / 5$

INCOMPLETE GRADES

Incomplete grades are not given unless the building principal gives permission. The incomplete grade will be recorded as an I on the student's report card until the work is satisfied in a reasonable amount of time established by the teacher. If the work is not satisfied in a reasonable amount of time, the recorded grade will reflect the grade at the conclusion of the marking period.

REPORT CARDS

Report cards will be posted in Aspen at the close of each nine-week period. Hard copies will be sent home with students for quarters 1-3 each school year.

Report card information:

Q1 – quarter one course/grade	S1 – semester one course
Q2 – quarter two course/grade	S2 – semester two course
Q3 – quarter three course/grade	E1 – Final exam grade
Q4 – quarter four course/grade	F1 – Final average for course

HONOR ROLL

Two levels of Honor Roll can be achieved. Distinguished Honor Roll is achieved by earning A's in all courses. Honor Roll is achieved by earning B's or better in all courses.

To earn the distinction of an 'Honor Graduate' and be privileged to wear the Honors stole, graduating seniors must have a 4.0 cumulative GPA at the end of the senior year (4th quarter).

Bulldog Cyber Academy

[Big Spring Cyber Academy – Please see the Big Spring Cyber Handbook for information.](#)

ADVANCED PLACEMENT (AP), DUAL ENROLLMENT AND HONORS COURSES

Students are permitted to pursue additional course work at the college level, and within defined programs during 11th and 12th grades. These courses will be added to a student's high school transcript and can be counted towards graduation requirements. Students may include courses from Shippensburg University, Harrisburg Area Community College, Lackawanna College, and other colleges/universities with approved articulation agreements. Dual enrollment courses require applications and tuition as dictated by the college/university and must be paid prior to enrollment.

Coursework completed through dual enrollment may occur in the High School, online, or on the university/college campus. Courses completed may be used as replacements for core credits.

Additional experiences or college courses that takes place outside of the school day, not already included in the internship or dual enrollment program, may be awarded internship and/or dual enrollment credit with administrative approval.

Replacement CAOLA classes (i.e. cyber courses) for courses offered in Big Spring High School during the school year are not permitted. Classes taken for credit recovery are excluded from this policy and will continue to follow established policy. Big Spring High School offers academic courses as Advanced Placement (AP), Dual Enrollment/College, and Weighted Internships in the classroom that provide challenging educational opportunities requiring in-depth research, writing, and advanced study skills. Students are recognized for meeting the academic challenges of these courses with grade weighting: The following quality point weighting system which utilizes letter grades to report student achievement will be utilized. Final letter grades for courses will be assigned quality point values:

Academic and Honors Courses	AP/Dual Enrollment/Weighted Internship Courses
A = 4	A = 4.5
B = 3	B = 3.5
C = 2	C = 2.5
D = 1	D = 1.5
F = 0	F = 0

Taking an Advanced Placement course is a commitment. Students who do so are committing to learning a challenging curriculum, at an accelerated pace, and then demonstrating their knowledge on an Advance Placement Examination. Students not fully committed to this philosophy should not enroll in Advanced Placement courses. Students enrolled in AP courses are strongly recommended to take the AP Exam scheduled in May. Registration for all exams must be completed by November. Taking an Advanced Placement Examination requires students to pay a fee to the College Board, the fee is set annually (~ \$90). School Counselors can assist students in determining the actual costs on an individual basis.

TRANSCRIPTS/COLLEGE APPLICATIONS AND SCHOLARSHIPS

Transcripts and applications will be prepared by the counseling secretary for Big Spring students upon request. This request must be submitted in Naviance and students must have turned in the Transcript Request Form. Scholarship applications will not be accepted after deadlines established by the Counseling Department.

SCHOOL COUNSELORS

Jocelyn Kraus (Dr.)	Class of 2027 & 2030
Adam Oldham (Dr.)	Class of 2029
Kylie Shaul (Mrs.)	Class of 2028

[Big Spring Student Services-Click Link for information on: Course Section Guide/Mental Health Support and more.](#)

DRUG AND ALCOHOL ALTERNATIVES AND THE STUDENT ASSISTANCE PROGRAM

The primary responsibility of schools is to educate students. If a student is under the influence of mind-altering chemicals, that student cannot learn. If a student is depressed and feels hopeless, he or she cannot learn effectively. If a student disrupts the school climate, other students will not be able to learn and teachers will not be able to teach.

A Student Assistance Program (SAP) is a systematic process to identify and refer students who may be experiencing barriers to education. These barriers may be related to alcohol and other drug use, or mental health concerns (i.e. symptoms of depression, anxiety, stress, etc.). It is also a method for intervening and referring these students to appropriate community services. It is an intervention, not treatment, program. The heart of the program is the Student Assistance Team (SAP), which is a core group of school personnel specially trained to assist these students.

The SAP team will review referrals weekly to determine the need for student assessment and intervention strategies. The SAP team shall consist of administrators, counselors, the nurse, the school psychologist and faculty members.

Because the Big Spring School District respects parents/guardians and regards parents as partners in the formal education of their children, SAP team members at Big Spring will contact parents/guardians prior to initiating any assessment of a student.

A student referred for assessment will talk with a member(s) of the SAP team. Additional assessments will be conducted by outside agencies (Teenline and/or Cumberland-Perry Drug and Alcohol Commission) as needed. Assessed students may participate in

programs designed to educate participants, to encourage family participation, and to promote wellness and responsible behavior. The process is entirely confidential and will not be part of the student's permanent record.

1. A student who volunteers for the Student Assistance Program will not receive any punishment unless his/her drug and alcohol involvement are under current investigation by school and/or police officials. This does not apply to selling and/or distribution of drugs and/or alcohol.
2. Any student who violates the district's drug and alcohol policy and chooses not to become involved in the Student Assistance Program will be punished along the following guidelines:
 - 1st offense for possession and/or consumption — 25 days out of school exclusion.
 - 1st offense for selling and/or distribution— 45-day expulsion.
3. Any first-time offender of the district's drug and alcohol policy, except those involved in selling and distribution of drugs and/or alcohol, who agrees to participate in and completes the Student Assistance Program and follows all recommendations by any outside agency will have her/his exclusion reduced up to a maximum reduction of 15 days. There will be no reductions for repeat offenders. During the time that student is excluded from school, his/her parents/guardians are responsible for arranging for the student's education. The parents/guardians must contact the high school office and arrange an appropriate educational program for the student. If the parents/guardians fail to meet this requirement, it will jeopardize the student's opportunity to fulfill class requirements for promotion and graduation.
4. Any first-time offender of the district's tobacco/vaping policy who agrees to participate in the Student Assistance Program and follows the recommendations of the outside agencies, which may include participation in a cessation program, will not have criminal complaint filed. There will be no reduction of consequences for repeat offenders.
5. Extracurricular option for students who violate the district's drug and alcohol policy: If a student fails to comply with the district's drug and alcohol assessment, counseling, placement, and/or activities recommended by the SAP Team and referral agencies, the student will be dealt with as outlined in school policy. For the student who has violated district policy (first offense only) by possessing and/or consuming drugs/alcohol, but agrees to complete the drug and alcohol assessment, counseling, placement, and/or activities, the student is:
 - Excluded immediately from any extracurricular activity in which he/she was participating at the time of the violations;
 - Restricted from participation in extracurricular activities for a period of 45 days from the date of the offense

For the student who has violated district policy (first offense only) by selling and/or distributing drugs and/or alcohol but also agrees to complete the drug and alcohol assessment, counseling, placement, and/or activities, the student is:

- Excluded immediately from any extracurricular activity in which he/she was participating at the time of the visitation;
 - Excluded from participation from any extracurricular activity for a period of 90 days from the date of the offense.
6. Students involved in drug/alcohol on the second offense will not be allowed to reduce their punishment by being involved in the SAP team. But, on a volunteer basis, can enlist in the program a second time.
 7. Students referred by The SAP Team for D & A concerns, students who volunteer to participate with D & A concerns, and students who violate the district's drug and alcohol policy will participate in one or more drug and alcohol assessment conferences conducted by liaison of The Cumberland-Perry Drug and Alcohol Commission.
 8. Those students who have violated the district drug and alcohol policy and who agree to the recommendations of the SAP Team may be required to participate, along with at least one parent/guardian/responsible adult, in a series of educational program sessions at a time and place to be established by the liaison of The Cumberland-Perry Drug and Alcohol Commission. The main thrust of the sessions will be dispelling myths, educating the participants, and promoting family interaction.
 9. Students who violate the District's Drug and Alcohol policy will lose their driving privileges for one calendar year beginning upon their return to school. On the second offense, all students suspended/expelled for violating the district's drug and alcohol policy will be denied the opportunity to participate in all school dances, senior class trip or graduation.
 10. The Cumberland Perry Drug and Alcohol Commission offers information and assistance to interested parents and students. The staff members may be reached at 2406300 (Carlisle), 6970371, extension 6300 (West Shore), and 5327286, extension 6300 (Shippensburg). The address is Cumberland Perry Drug and Alcohol Commission, Cumberland County Courthouse, East Wing Room 206, Carlisle.

CRITERIA FOR SCHEDULE CHANGES ONCE THE SCHOOL YEAR HAS BEGUN

Students desiring to change their schedule should occur prior to the beginning of the course. Course changes occurring after the 3rd day of the course will require principal approval.

1. Schedules will be changed if the student no longer meets the prerequisite for a scheduled class.
2. Schedules may be changed if a student has failed a required class and if:
 - The student has obtained a grade of below 59% and the following conditions are met:
 - The student schedules an appointment with their counselor.

- There is “space” available in the desired course. Classes will not be over-allocated to accommodate a student who has failed.
 - There is an available class with a teacher other than the one the student has “failed”.
 - The student’s parent/guardian has been contacted to discuss all options and possible consequences to his/her graduation.
3. Schedules may be changed if a teacher questions a student’s placement due to the student’s ability to successfully complete the course or if the teacher feels the student belongs in a higher-level course. The following procedures must be followed:
 - The teacher must contact the student’s counselor to review the student’s educational plan and the effects which would result from any change.
 - The parent must be contacted to discuss the recommended change.
 4. Electives may be changed if the course has already been taken is no longer of interest to the student.
 5. Students may initiate a schedule change if the student requests moving from a general level course to an Honors or Advanced Placement course for which the student meets the course requirements.
 6. Schedules may be changed if a post high school program requires a certain course for admission or placement.
 7. Students enrolled at Cumberland-Perry Area Career and Technical Center are considered to be enrolled in a yearlong course. Credit will be awarded at the conclusion of the course. As in all classes, partial credit is not awarded.

COURSE OVERRIDE PROCESS

In order to be successful in specific courses, students must possess a knowledge background and ability level. To aid in the student’s success and keep frustration level to a minimum, teachers make recommendations regarding certain sequential courses for all students.

The caregiver has the right to override the teacher’s recommendation. To do this, a caregiver must obtain and sign a course override form from the counseling office to acknowledge the request for an override.

Signing the form will grant permission for the course to be taken regardless of the recommendation, if there are available seats in the selected course. Please be aware that once this course has begun, the student will be expected to remain in this course for the duration regardless of the degree of success or failure they may experience. Schedule changes should occur prior to the beginning of the course. Course changes once a course has begun will require principal approval.

OFF-CAMPUS/COLLEGE PROCEDURES

High School juniors and seniors who meet admissions criteria may take college courses sponsored by local colleges and universities. Dual enrollment courses are eligible to be considered for transfer to other post-secondary colleges/universities or towards a HACC and SHIP credit bearing degree program. These courses carry additional grade weighting, please refer to more specific information on page. See counseling department for details

Students requesting an off-campus class must:

- have caregiver financial support, as all costs, including transportation, books, and fees, are the responsibility of the student and caregiver.
- meet with their counselor to express interest prior to the first day of the new school year.
- be accepted to the college/university

Once approved for an off-campus class, a student must:

- show documentation of registration for the off-campus class to their counselor enabling a schedule change to occur.
- sign in daily on the tablet in the high school office.
- call the high school office by 8:00 AM in the morning if you are unable to come to school due to illness.
- inform your counselor of your exam schedule or other possible conflicts as soon as possible.

DUAL ENROLLMENT

High School juniors and seniors who meet admissions criteria may take college courses sponsored by Harrisburg Area Community College (HACC), Shippensburg University. When the course is completed, a HACC or SHIP transcript records the class, credits and grades earned. Dual enrollment courses are eligible to be considered for transfer to other post-secondary colleges/universities or towards a HACC/SHIP credit bearing degree program. These courses carry additional grade weighting, please refer to more specific information on page. Additionally, Lackawanna College offers dual enrollment credits for courses within Big Spring High School. These courses will carry the additional weight. Please see the course selection guide for a comprehensive list of eligible course work.

CAREER INTERNSHIP PROGRAM

The Internship Program is a paid or non-paid supervised occupational experience in which students spend part of their school day interning in various school-approved sites. This program is an extension of the school district’s present curriculum; therefore, a student may be pursuing any pathway and also elect to be in the Career Internship Program. The course is reserved for junior and senior students.

Goals

- To connect classroom instruction with on-the-job experiences.
- To prepare students with employability skills.
- To give students the opportunity to investigate career options.
- To encourage proper work habits.
- To provide students with the knowledge and skills needed to obtain, maintain, and change jobs or careers.
- To provide a program which will broaden and enrich the current secondary curriculum.

Guidelines

1. The student and parents are responsible for transportation and insurance for travel between school and the training site and all financial liability incurred as the result of an accident or injury while enrolled in the Program.
2. The student must purchase a Big Spring High School parking permit for his or her vehicle. Students who lose the privilege of parking on school property may continue to participate in the Program if a parent or non-school aged relative provides transportation. If such transportation cannot be arranged, the student may be withdrawn from the Program resulting in the loss of credit. Due to scheduling restraints, the administration cannot guarantee a placement in another course.
3. The school's Student Accident Insurance Package or the parent's private insurance must cover the student.
4. The student understands that they are not entitled to wages for the time spent in a non-paid Program.
5. The student understands that they are not entitled to a job at the conclusion of the training period.
6. If the student is not in attendance at school, he/she is *not permitted* to intern that day. *Students involved in the Program must inform the school of their intended absences by 8 a.m. that day.* Excessive absences may result in removal from the Program.
7. The student must turn in timesheets at the *end* of each month verified by the training agency. Failing to submit schedules late may result in removal from the Program.
8. When a student is not scheduled to intern, he/she will remain at school and sign in at a designated study area. Permission to be released from school on nonscheduled days will only be granted if a Permission to be Released form has been completed by the parents/guardians.
9. If the student is experiencing academic difficulty, the student may temporarily report to or remain at school during all or part of their release time. If the grade(s) do not improve, the student may be removed from the program.
10. The student agrees to report problems to the training supervisor and career coordinator.
11. The student will adhere to company policy and may be terminated for the same reasons as a regular employee.
12. The student agrees to keep all information confidential, even after the internship has ended.
13. The student agrees to NOT participate in any disruptive behavior or communication that could reflect poorly on the internship placement.
14. The student is responsible for informing his/her employer and career coordinator of school obligations that interfere with the internship schedule.
15. The student is required to attend a variety of school activities, which include but are not limited to Keystone State Testing.
16. The student will complete a final project. This will be counted as their final exam grade.
17. The internship must be consistent with the career goal as stated by the student.
18. The student must complete additional assignments that will be worth 40 percent of their grade. These assignments may be completed during the flex period. When attendance in flex is not possible, the assignments will be completed as homework.
19. Any abuse, misuse, or misrepresentation of rules and regulations governing the Program will result in dismissal from the program.

POLICY CONCERNING CONFIDENTIALITY OF STUDENT RECORDS

[Big Spring School Board Policy 216](#) concerning the Confidentiality of Student Records may be obtained in the Counseling office at the school of attendance. Any parent or eligible student has the right to a copy of the policy upon request.

TRANSFERRING OF GRADES INTO BIG SPRING HIGH SCHOOL

Both number and letter grades will be converted into the Big Spring High School grading system when transferred from another approved and Board recognized program. Advanced placement, honors, or weighted courses will be given credit if an appropriate and corresponding course is offered in our curriculum. Students who transfer to Big Spring in their senior year will not be included in the class rank or GPA cumulative.

SUMMER SCHOOL

Students who have failed a course may attend our on-line summer school program. Students and parents should be aware that not all core courses will be offered during summer school. The courses offered in summer school will be based, in part, on demand, availability and at the discretion of the administration. However, students may not take more than two classes during summer school. The summer school student cannot complete a full year's work in summer school. However, it must be understood that the

student can do sufficient work to change the failing grade to a passing grade. This remedial program is a privilege, and any act of misconduct, failure to complete the required work, or lack of attendance may result in expulsion from the program. Although students may elect not to attend summer school, students and parents are advised that the decision not to attend summer school may affect the student's timetable for graduation. The summer school program is conducted at the discretion of the school board. Since it has been held during the past several years, we may assume that summer school will be in operation at the close of the current school year unless terminated by the school board. Summer school tuition is charged to all students.

STUDENTS ENTERING OR WITHDRAWING FROM SCHOOL

Students entering school for the first time will be oriented and assigned classes by the counseling department. Any student transferring to another school or wishing to drop out of school is required to schedule a counseling appointment to complete all appropriate paper work, and to fulfill all obligations prior to withdrawing from school. Students withdrawing from school and reentering during the same quarter or semester will receive a "0" for all missed or unfinished work.

Big Spring School Police

The High School Police Officers ensure a safe and secure learning environment at Big Spring High School by enforcing laws, district policies, and promoting positive relationships among students, staff, and the broader school community. The officer works in partnership with school administrators and local law enforcement to prevent and respond to incidents, while serving as a visible, approachable figure of safety and authority.

Key Responsibilities:

- Patrol school grounds, facilities, and surrounding areas to deter and respond to criminal behavior or safety concerns.
- Enforce local, state, and federal laws as well as district policies within the school environment, to include issuing summary citations for violations or referring incidents to the Pennsylvania State Police.
- Investigate incidents occurring on school property, including theft, fights, vandalism, threats, use of vapes or drugs on school property, etc.
- Act as a liaison between the school, local law enforcement, and community organizations.
- Develop and maintain positive relationships with students, promoting trust and open communication.
- Assist in emergency response planning and participate in safety drills and threat assessments.
- Provide security at school events, including athletic competitions and extracurricular activities.
- Provide classroom presentations or participate in programs on topics such as substance abuse, bullying, mock traffic stops, or any other issues students and staff would like to discuss law enforcement related.
- Respond to and diffuse conflicts or disturbances in a professional and effective manner.
- Assist in crisis intervention, student welfare checks, and mental health referrals when necessary.

SECTION III: STUDENT ACTIVITIES/EXTRA CURRICULARS/ATHLETICS

DANCES/PROM

School dances are planned principally for students of Big Spring High School. Therefore, only Big Spring students will be admitted to school-sponsored dances and related activities unless approval to bring a guest has been arranged with the high school administration prior to the dance. Guest approval procedures will be established and announced for each dance. If a Big Spring student wishes to bring a guest to a Big Spring-sponsored activity, the Big Spring student must receive written approval from the high school administration before making any plans to attend the activity (i.e. purchasing dress, tuxedo, flowers, etc.). Only Big Spring students will be permitted to purchase a ticket at the door. Students bringing a guest must accompany the guest to the dance and be responsible for the guest. Guests must provide picture IDs before being permitted to attend any dances or other school sponsored activities where guests are permitted to attend. Guests whose sponsors leave a dance must leave with them. Middle School students may not attend high school dances. This includes the Homecoming dance and Prom. Non-Big Spring students 21 years of age and older may not attend any school dances. This includes the Homecoming dance and Prom.

Only Juniors and Seniors may purchase tickets for Prom. Only Juniors and Seniors, their approved guests and chaperones may attend Prom. Prom tickets must be purchased prior to the event. Verification of current student status (student ID) is required for admission to dances sponsored by area clubs and organizations.

To be eligible for the prom court, a senior must meet the criteria below:

1. Less than three unexcused or illegal absences for the current school year.
2. Less than three days of in school or out of school suspension for the current school year.
3. Sufficient credits to graduate in the current school year.
4. Non-member of the current school year's Homecoming Court.

When a student leaves the building during a dance, he/she may not reenter. All school rules apply. No student will be admitted to the dance after one hour of its designated start without prior approval of the administration.

On the second offense, all students suspended/expelled for violating the district drug and alcohol policy will be denied the opportunity to participate in all school dances, senior class trip or graduation.

Administrators will establish a guest request deadline for each dance. The students will be informed of the deadline via the PA system and other school media. Any requests after the deadline will not be honored.

Any student not providing his or her own transportation home must have transportation available in the parking lot at the conclusion of the dance. Any student who has to wait for an extended period of time for a ride will be denied dance privileges. Parents/Guardians transporting students to/from the dance may be present at the dance the first and final fifteen minutes of the event.

Eligibility to attend will be determined through discipline, attendance and grades at the discretion of administration.

CLUBS – BEFORE AND AFTER SCHOOL

These guidelines must be followed for the establishment of all clubs meeting before and after school.

1. A club advisor approved by the principal must oversee all meetings.
2. Any person not employed by the Big Spring School District who participates with students in school activities must have Act 34.
Act 114 and Act 151 clearances.
3. The purpose of the club must be clearly articulated.
4. The criterion for club membership must be established.
5. All outside agencies that would be involved with a club must first be cleared for participation by the principal.
6. The club must procure, complete, and submit a building use form to the athletic director.
7. A defined meeting/activities schedule must be created monthly to keep the building principal apprised of events.
8. The clubs/organization must be approved by the Board of School Directors.

STUDENT COUNCIL

The Student Council represents the concerns and suggestions of the student body; therefore, any concern or suggestion should be directed to a Student Council member. The Student Council member will then be responsible to convey the information to the administration. Constructive suggestions are welcomed and appreciated by the administration and staff.

NATIONAL HONOR SOCIETY C. E. HASSLER CHAPTER

The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Big Spring High School.

ELIGIBILITY:

- a. Candidates eligible for selection to this chapter must be members of the 10th or 11th grade classes.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Big Spring High School.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of 4.0 on a 4.0 scale.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

SELECTION OF MEMBERS:

The selection of members to this chapter shall be by a majority vote of the Faculty Council, which consists of five faculty members appointed by the principal. The Chapter Advisors shall be the sixth, non-voting, ex-officio members of the Faculty Council.

The selection of active members shall be held once each school year: From 10th and 11th grades in early March for induction in late April or early May.

Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the Candidate's Application for Membership for further consideration.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible.
- d. The Faculty Council shall review the Candidate's Application for Membership, faculty evaluations and other relevant information to determine those who fully meet the selection criteria for membership. All information provided to the Faculty Council will be anonymous in nature.

AFTERSCHOOL PRACTICE OR REHEARSAL RULES

All students reporting to a practice or an activity must remain in the appropriate area during the rehearsal practice. At the close of the practice, students will wait for transportation in the commons area/cafeteria or outside the building. Students will not enter the classroom section of the building. Students who have been suspended or who have been removed from school will be denied attendance at extracurricular events. No student may stay after school without prearranged adult supervision.

TRANSPORTATION TO EVENTS

Any student riding to or from a school-sponsored event in a vehicle provided by the school must not deviate in his mode of transportation unless he previously presents a written statement signed by the parent or guardian requesting permission to be transported from the location of the event to his home with his parent or guardian.

This permission statement must be approved by the faculty sponsor of the event. Under no circumstances will the student return from the event with anyone other than the faculty sponsor, parent, or guardian.

ACTIVITY BUS

An [activity bus](#) will be provided for students participating in approved after school activities. Only students with valid activity bus passes are eligible to ride the activity buses. Students involved in extra-curricular activities need to secure a valid activity pass from their Coach/Advisor and have it on their person to be permitted onto the Activity Bus.

The routes are as follows:

#2 (North Side of District)

Leave Big Spring High School at 5:30 PM; Leave Big Spring Middle School at 5:35 PM; Right on School House Lane; Right to Carlisle/Newville Road (Route 641 East); Continue on Route 641 to McAllister Church Road; Left on McAllister Church Road; Right over creek bridge on Burgners Road; Left on Old Mill Road; Right on Creek Road; Right on Blosserville Road; Left on Enola Road (Route 944); Right on Doubling Gap Road; Left on Roxbury Road (Route 997); Left on Whiskey Run Road at Little Washington; Left on Steelstown Road to Newville.

#32 (South Side of District)

Leave Fitness Center at 5:30 PM; Leave Big Spring Middle School at 5:35 PM; Right on School House Lane; Left on Route 641 to traffic light; Left on Route 233 to Route 11; Left on Route 11 to Mt. Rock Road; Right on Mt. Rock Road to Church Road; Straight on Church Road to Lebo Road; Right on Lebo Road to Pine Road; Right on Pine Road to Route 233 and Keck's Store; Right on Route 233 to Walnut Bottom Road; Left on Walnut Bottom to Brookside Market and Firehouse Road; Right on Firehouse Road to Route 11; Right on Route 11 to Oakville Road; Left on Oakville Road through Oakville to Route 641; Right on Route 641 to Newville Borough.

Athletics

STATEMENT OF PHILOSOPHY

Athletics at Big Spring are an integral part of a well-rounded educational program that provides for skills and experiences that are not otherwise typically found in the classroom. Our student-athletes will experience opportunities to become better citizens, develop a sense of belonging, build interpersonal skills such as perseverance and pride, all while working collaboratively with those around them. Our Bulldog student-athletes demonstrate six important skills both in the classrooms and on the field. Bulldog student-athletes collaborate and communicate. They are critical thinkers and creative. Bulldogs are continuous learners and global citizens.

The athletic programs at Big Spring are for the benefit of all students, either those who are participating directly or those who support the programs vicariously. The athletic programs will be psychologically and physiologically sound, focusing on the mental and physical needs of all student-athletes. No matter the level, all athletic programs will seek to instill lifelong skills and enhance characteristics of a successful citizen such as self-discipline, teamwork, self-worth, commitment, and responsibility. All athletic programs will be routinely evaluated to assure they are striving to reach these goals.

The Big Spring School District encourages all in the community to participate in the athletic programs of the school. Active participation of the student body can come in a variety of ways and is an important factor in building the culture of the school. Students are encouraged to engage in the programs that they are interested in. Additionally, students are encouraged to be involved in multiple programs, which has demonstrated numerous benefits. Students are also encouraged to become involved in supporting their peers through student section activities and Dawg Pound events. The entire Big Spring community is encouraged to continue their unwavering support of all of our athletic programs through attendance at events, support of fundraisers, or committing your time to the athletic organization.

To be a Bulldog means that our student-athletes are engaged risk-takers who in the light of any challenge before them will represent themselves, the school, and the community with integrity and excellence. Bulldogs will carry themselves on and off the field or court in a manner that always reflects positively. Bulldogs celebrate their personal and team victories with each other and support their peers in times of defeat. To be a Bulldog is a privilege and an honor that will prepare our students for a lifetime of success.

Please use the following links to access more information pertaining to our athletic program. ([Athletic Home Page](#) & [Athletic Guidelines](#))

CODE OF CONDUCT FOR THE STUDENT BODY AT ATHLETIC EVENTS

Student spectators must:

1. Remember that a student spectator represents the same school, as does the athlete.
2. Recognize that the good name of the school is more valuable than any game won by unfair play, or inappropriate, abusive remarks.
3. Accept the decisions of officials without question.
4. Acquaint the community with the ideal of good sportsmanship and impress upon the community its responsibility for the exercise of self-control and fair play at all athletic contests.
5. Refrain from throwing things onto the gym floor during contests. It is punishable by suspension, removal from the site, and, if warranted, arrest.
6. Not make abusive remarks at any time.
7. Recognize and applaud an exhibition of fine play and good sportsmanship on the part of the visiting team.
8. Accept defeat or victory in the same spirit of good sportsmanship.
9. Be considerate of the injured on the visiting team.
10. Respond with enthusiasm to the calls of the cheerleaders for yells in support of the team.
11. Never cheer when the opposing cheerleaders are conducting a formal cheer.
12. Do or say nothing that will bring discredit to the school.
13. Students should not kick bleachers or stamp feet at any time.

INTERPRETATION OF DISCIPLINE POLICY #218 AS IT AFFECTS EXTRACURRICULAR ACTIVITIES

The [Big Spring School Board Policy 218](#) permits discipline to be applied for off-campus and extra-curricular activities. The following policy will be administered by the Building Principal and apply to all participants in all sports and other extracurricular activities during the school year including weekends, holidays, and relevant and recognized summer camps:

Policy effective during school day, school activity, school property (not 24 hours).

Specific team rules apply.

Exception to the policy is as follows:

In all aspects except those addressed herein, the existing policies (i.e., 1980 Athletic Policy and 1979 Music Policy, etc.) will remain in effect.

EXTRACURRICULAR: Beyond school day; no grade received; voluntary membership.

For drug and alcohol violations, there will be an immediate suspension from current extracurricular activity.

Extracurricular suspension days are only counted from the first day of the school year to the last day of the school year. Suspension days cannot be worked off during summer vacations or summer camps. Students may try out for their next extracurricular activity and may practice but may not represent the school in a game/performance until all suspension days have been fulfilled.

1 The suspension will begin from the date of infraction.

2 Including all non-school days which fall within this period of time.

The following are examples of activities that are currently defined as extracurricular. The list is not meant to be all-inclusive:

Marching Band, Cantabile, Jazz Band, all interscholastic sports (including elementary wrestling, basketball, etc.), cheerleading, high school musical, dramatic performances, Middle School Musical, Student Council (high school and middle school), Honor Society, class activities (trips, etc.), Sr. class trip, overnight trips, FFA, homecoming/prom queen, court and escorts and any other club activities.

HAZING

During the 2000-2001 school year, the Big Spring District Board of Directors approved [Big Spring School Board Policy 247](#), a policy to address hazing in order to maintain a safe, positive environment for students and staff. Hazing is defined as any activity that recklessly or intentionally endangers the physical health, mental health, or safety of a student for the purpose of intimidation or initiation or membership in or affiliation with any organization recognized by the School Board. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. There is a complaint procedure established and if the allegations are substantiated through an investigation,

SECTION IV: OTHER PROCESSES & PROCEDURES

Student Services

The Big Spring School District is committed to supporting students' health and well-being while they are members of our school community. As a result, we offer various services to support our students. This section identifies and describes each of the services, identifies who to contact should you have any questions, and also provides links to our district website which offers additional information.

Student Assistance Program (SAP)

The Big Spring School District employees are committed to providing students with maximum learning experiences. We recognize that students cannot reach their potential if they are experiencing difficulties. The SAP team is committed to identifying issues that pose potential barriers to a student's success. The issues could be related to mental health concerns, attendance, discipline records, changes in academic performance or substance use. If you have a concern about a student please contact a team member or complete a referral form. We encourage students to refer a friend if there are concerns. The heart of the program is the SAP Team composed of school personnel specifically trained to work with these students. Please refer to the link on our webpage for additional information regarding the SAP. You can also find a list of the team members and how to contact them, if you have questions.

School Counseling Services

School counselors are professional educators who have been specially trained to help students with both personal and academic problems. Our school counselors are experienced in working cooperatively with students, parents, and teachers to create the best plan for success for each student according to his/her developmental needs. Counselors use brief individual counseling and small group counseling to maximize student growth. In meeting with students, counselors work to maintain an atmosphere of respect, privacy, and understanding of the unique needs and values of each student. Please reference our website to learn more about our counselors and who services which building.

Health Services

The Big Spring School District supports students' health and well-being. Each building is staffed with at least one certified nurse who is available to assist students with medical needs. Students have access to the building nurses throughout the school day as needed. When a child needs to be sent home due to illness, the parent will be called to get the child. In the event that a parent cannot be reached, the individual whose name appears on the emergency card will be notified. Therefore, it is important to provide the school with up-to-date information regarding emergency contacts.

Parents/Caregivers may also contact our school nurses with questions or concerns about medication, treatment, or any medical conditions. 11

The following screenings are mandated by the Pennsylvania Department of Health. Screenings are not to be substituted for regular exams by your healthcare provider. The screenings are performed by the school nurse and health room nurses unless otherwise specified. Height and Weight (BMI): 28 PA Code, Chapter 23.7 states "Height and weight measurement shall be conducted at least once annually and preferably twice annually." Vision: 8 PA Code, Chapter 23.4 states "Vision screening tests shall be conducted annually by a nurse, teacher or medical technician. If a student does not pass the visual screening a referral notice will be sent home. If you have a concern or suspect a visual problem, a comprehensive eye exam by an eye care professional is highly recommended." Hearing: 28 PA Code, Chapter 23.5(d) states "Each year, pupils in kindergarten, special ungraded classes and grades one, two, three, seven and 11 shall be given a hearing screening test. If a student does not pass the hearing screening a referral notice will be sent home. If you have a concern, suspect a hearing problem, or your child has an existing hearing condition, contact with your health care provider is recommended."

If you have any questions, please reach out to your child's building nurse. Their contact information can be found here, on our website.

Immunization Requirements for all School Children

Under present regulations, all new students entering kindergarten or first grade in Pennsylvania schools are required to have the following immunizations:

- 4 doses of Tetanus* (1 dose on or after the 4th birthday)
- 4 doses of Diphtheria* (1 dose on or after the 4th birthday)
- 3 doses of Polio (1 dose on or after the 4th birthday)
- 2 doses of Measles**
- 2 doses of Mumps**
- 2 doses of Rubella (German Measles)**
- 3 doses of Hepatitis B
- 2 doses of Varicella (Chickenpox) vaccine or history of disease

* Usually given as DTP, DTap, DT, or Tdap

** Usually given as MMR

7th grade ADDITIONAL (required for entry)

1 dose of Meningococcal conjugate vaccine (MCV)

1 dose of Tetanus, Diphtheria, Acellular Pertussis, (Tdap) if 5 years have elapsed since last tetanus immunization

12th grade ADDITIONAL (required for entry)

2 doses meningococcal vaccine, unless first dose was on or after 16th birthday

These immunization requirements allow for exemption from immunization for medical reasons and religious beliefs. A physician or parent must sign the back of the card for an exemption to be honored. Without the required immunizations or documentation, a student may not be allowed to begin school in August or may be admitted on a 5-day provisional basis. PA Department of Health regulations allow only 5 days from the start of school before you risk exclusion from school for not being immunized.

Student Medication Procedures

1. No prescription or non-prescription medication shall be administered to any student by any employee of the Big Spring School District except as provided for in Board Policy #210 and administrative procedures.
2. Parents who bring prescription and/or non-prescription medications onto school property must deposit the medications in the nurse's office with the nurse, in the building office (with the principal or principal's designee), or the approved designated area (with the nurse, principal, or the principal's designee). Students at the elementary level must bring medication directly to the nurse, principal, or the principal's designee.
3. Prescription medication may be taken during school hours under the following conditions:
 - a. The physician and the parent need to provide a written request to administer the medication during school hours as well as the duration of the medication. If the parent arrives at school with a student's daily medication in the original prescription container but without a physician's order, the school nurse may administer it for up to 3 days until the parent can obtain a doctor's written order and provide it to the school nurse.
 - b. The parent's written request relieves the Big Spring School District and its employees of any liability for the administering of medication.
 - c. The written request for the administering of medication must include the purpose of the medication, the dosage, the time at which the medication is to be taken, the length of time for which the medication is prescribed, and the possible side effects of the medication. When it is time for the student to take an approved medication, the student must report to the nurse's office, building office, or designated area and take the medication in the nurse's presence.
 - d. All medication sent to school for student use must be securely stored and kept in the original, labeled container. If parents wish to keep a medication container at home, the parent should request a separate medication container for school use at the time the prescription is filled.
 - e. The nurse shall maintain a record of the names of all students to whom medication may be administered, the name of the prescribing physician, the dosage and timing of the medication, and a notation of each instance of the administration of the medication.
 - f. The nurse may administer a drug ordered for a student in the dosage and manner prescribed by the physician, licensed PA, or Nurse Practitioner. School nurses may refuse to give any medication, which within the parameter of their knowledge, could create an unsafe situation for a student while attending school (e.g., narcotics). School nurses may give emergency medication which, when failure to provide that medication, could result in the death of a student (e.g., insulin shock, asthma attack, and reactions to bees or other severe allergic reactions).
 - g. Parents should not send more than a 30-day supply of medication at any one time.
4. Parents may send to school non-prescription medication that is on our approved medical orders provided that the parent or elementary school child delivers the medication to the nurse's office or building office with a note from the parent requesting that the medication be given and specifying the time of administration and the dosage. If the parent's instructions do not match the package instructions, the nurse may refuse to give the medication. The parent or student must deliver the medication in its original container or package. School personnel will not permit students to self-administer medication that is brought to school unlabeled. Students will not be provided with medication at school unless parents follow the procedures outlined above. Asthmatics, with proper documentation, and with the knowledge of school nurse, may carry inhalers and may self-administer medication.
5. Medication for off-site activities – Prescriptions normally taken during school hours may be taken on a field trip or skipped if one of the following conditions is met:
 - a. The student's guardian, family member, or designee of a guardian accompanies the student on the field trip and administers the medication. Proper clearances must be obtained by adults before they will be permitted to accompany a student on a field trip.
 - b. A licensed nurse attends the field trip.
 - c. The prescribing Doctor/PA/CRNP indicates on the medication form that dose may be skipped or a parent may withhold the day's medication during field trip activities. The only exception is the use of an Epi-Pen which may be given in an emergency by an individual trained in Epi-Pen administration. State law addresses medical Good Samaritan civil immunity (42 Pa. C.S. & 8331) to protect anyone administering this emergency medication.
6. No over-the-counter medications will be provided or administered during off-site activities unless carried and given by the student's family member or pre-arrangements are made.

7. Students may not carry medication with them or keep it in their lockers. This includes prescription and over-the-counter medications. All medication must be stored in the Nurse's Office. An exception is given with a written physician request for rescue, emergency, and life-sustaining medications only (e.g., EpiPens, insulin, inhalers, etc.).

GUIDELINES FROM OUR SCHOOL PHYSICIAN REGARDING ILLNESS

When do I keep my child home from school?

- Fever of 100.4 degrees or higher · Vomiting the night prior or morning of school
- Diarrhea: in addition to not feeling well 13
- Persistent cough
- Severe sore throat; check the inside of the throat as white pustules may require a doctor visit for a strep test
- Other cold or flu symptoms that can spread to students/staff
- If your child appears unusually tired, irritable, pale, or has an unusual lack of appetite
- Any undiagnosed rash, skin lesion, swollen glands, eyes that are red or pink with discharge

Children who are experiencing any of the above symptoms are not ready for a rigorous day at school. Most children need at least 24 hours to recover.

When should my child return to school?

- Fever free for 24 hours without fever reducing medication
- Symptom free from vomiting/diarrhea for 24 hours and has been able to keep down at least two meals
- Rashes have been diagnosed as not contagious and a doctor has cleared for return to school.

****Please remember, if your child was too sick to attend school in the morning, please do not bring them in later because they are feeling better. When in doubt, leave them out.**

The district is dedicated to providing a safe and healthy environment for all students. Our HIV/AIDS policy, in accordance with Board Policies 203.1 and 314.1, ensures the well-being of students and staff while protecting individual rights. Based on current evidence, HIV is not normally transmissible within the school setting. Infected students have the same rights as others and will not face discrimination regarding school attendance or activities. Routine HIV screening is not required for attendance. Students and parents/guardians are encouraged to discuss this policy further with the building principal. For more information or concerns, please contact the principal's office.

Special Education Services

Big Spring School District, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs. BSSD is responsible for providing every child in the district a Free and Appropriate Public Education (FAPE). Additional information about special education services can be found on our district website.

If you have questions regarding special education services please contact the Supervisor of Special Education

Gifted Education Services

Gifted services are specialized educational programs designed to meet the needs of students who demonstrate high levels of aptitude or achievement in one or more areas. These services aim to provide enrichment, acceleration, or differentiated instruction to support students' intellectual and creative development. Students who show a need for these services go through an evaluation process to determine if they qualify for such services. Additional information can be found on our district website.

If you have questions regarding gifted education services please contact the Director of Student Services.

ANNUAL NOTICES

The Big Spring School District is required by federal law to provide students, parents, and the public with notices. These notices can also be found on our webpage using the links below.

Family Education Rights & Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is Federal law that gives parents and students over the age of 18 ("eligible students") certain rights concerning the student's educational records. Under FERPA, parents and eligible students have the following rights:

- To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record they wish to inspect. A school official will decide on access and notify the parent or eligible student of the place and time the record(s) may be available for review. The school is not required to provide copies of records and may charge a fee if copies are requested.
- To request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy rights under FERPA. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the school official will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the

request for an amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- To consent to disclosures of personally identifiable information contained in the student's record 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 interest. 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 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 parent or student serving as an official committee, such as a disciplinary or grievance committee, or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility.

- 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 at the following address:

Family Policy Compliance Office

U.S. Department of Education 15

400 Maryland Avenue, SW

Washington, DC 20202-4605

Family Educational Rights and Privacy Act (FERPA) Annual Notice for Disclosure of School Directory Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the school district may disclose appropriately designated "directory information" without written consent unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information in certain school publications. Examples of school publications are:

- A playbill or program, showing your child's role in a drama or music production;
- The annual yearbook;
- Honor roll or other recognition lists published at school or in newspapers;
- Graduation program;
- Sports statistics listed in programs, such as football or wrestling which may include height and weight of team members.
- Directory information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include but are not limited to:
 - Other schools the student is seeking to attend;
 - Class ring manufacturers or yearbook publishers;
 - State or federal authorities auditing, evaluating programs, or enforcing state/federal laws;
 - A court by order of a subpoena.

The school district has designated the following as directory information and may disclose it without written consent:

- Student name, address, telephone number, email, photograph;
- Most recent educational agency or institution attended, grade level degrees, honors, awards, major course of study;
- Participation in school sponsored activities and sports, weight and height of members of athletic teams, date and place of birth.

If you do not want the district to disclose directory information about your child without your prior written consent, you must notify the district in writing by October 1st.

Parent/Student Procedural Safeguards Notice

The Individuals with Disabilities Education Act (IDEA), the Federal law concerning the education of students with disabilities, requires the Local Education Agency (LEA) to provide parents of a child with a disability with this notice containing a full explanation of the procedural safeguards available under the IDEA and the U.S. Department of Education regulations. This document can be found in its entirety on our district website.

Notice of Non-Discrimination

The Big Spring School District ("District"), as required by Title IX of the Education Amendments Act of 1972 and its corresponding regulations ("Title IX"), does not discriminate on the basis of sex in its educational programs and activities. Any questions regarding Title IX can be directed to the Title IX Coordinator, Dr. Nadine Sanders, the District's Assistant Superintendent at 717-776-2000 ext. 2409 or nsanders@bigspring.k12.pa.us.

WORKING PAPERS

Any student between fourteen and eighteen years of age who intends to get a job is required to secure working papers from a secretary in the high school office. Anyone under 18 years old who has graduated from high school or who is no longer enrolled in high school does not need a working permit. These students, however, must report to the high school office to obtain verification of academic potential attainment. A work permit is issued to students working part time during the school year or full time over the summer months. A general work permit is issued to a student of compulsory attendance age (16 years old) who wishes to quit school for full time permanent employment. Such a student must provide proof of 20 hours of employment each week until reaching the age of 17.

The student must return the completed work permit application signed by the student's parent/guardian to receive the actual work permit.

PENNSYLVANIA ACT 10 OF 1991

This law requires every school district to provide armed forces recruiters and institutions of higher education, upon request, access to names, addresses, and telephone numbers of high school juniors and seniors. Any student who wishes to be excluded from this list may do so by completing an Act 10 Exclusion Form / Recruiter Opt-Out Form available in the counseling office. These forms are also included in the packet of forms provided to students at the beginning of each school year. Students who do not want this information disclosed must complete and return the Act 10 Exclusion Form/Recruiter Opt-Out Form to the secretary in the counseling office by September 5.

POLICY FOR THE USE OF SCHOOL PROPERTY FOR RECREATIONAL PURPOSES

Use of school district property for recreational purposes is a privilege, not a right. Any use of school property is subject to all written policies, rules, regulations, and procedures and the oral directives of school district personnel. Ignoring policies, rules, regulations, procedures and directives will result in the withdrawal of the privilege.

Procedures:

Individuals using school district property for recreational purposes are to follow the directives of school personnel or the police. Individuals who disregard the directives of school personnel regarding the use of school property are subject to disciplinary action by school officials. Further, individuals who refuse to follow the directives of school personnel regarding the use of school property and who are directed to leave school property but refuse to do so are subject to arrest by the police for defiant trespass.

Individuals who use school property for recreational purposes may not do so within 75 feet of any school building.

Individuals may not deface, modify, or harm school property, nor may they jeopardize the health and safety of others, in order to participate in a recreational activity.

Individuals may not interfere with school activities, vehicles, or other individuals who have been given permission to use school property in order to participate in recreational activities on school property. Use of school property shall not interfere with any school district use or function. School district uses take precedence.

Anyone using school district property for recreational purposes does so at his/her own risk. The user assumes the risk of injury; the school district will not be liable for any injury to the user. Further, the user shall be deemed to have agreed to indemnify the school district and hold it harmless of and from any and all liability to any other person or entity resulting from the user's use of the property. The user will remain solely and wholly responsible for all injuries and damages caused by the user without contribution in any form from the school district.

Individuals renting the pool are required to show certification of insurance in the amount of \$1,000,000 for general liability.

POLICY CONCERNING SALES CAMPAIGNS

Students will not sell merchandise or promise the sale of merchandise on school property unless the sales campaign has the approval of the Board of School Directors. The authorization for a sale is approved only on a one-year basis. The proper fund-raising form must be completed by the sponsoring teacher and approved by the principal.

SENIOR PORTRAITS

Senior portraits are taken by Lifetouch Photography. The following information describes the student's responsibility for having a picture appear in the yearbook:

1. The picture must be taken and processed by the school photographer to ensure that all pictures have the same focus, size, background, and type of dress.
2. The photographer will take pictures at the high school on several specified dates.
3. Students may have the option of purchasing personal senior pictures from any other photographer; however, the yearbook sitting must be taken by Lifetouch Photography.

STUDENT RECOGNITION OF FACULTY AND STAFF

Students or student groups wishing to present an award or honor to any faculty or staff member should discuss the reasons for the award, the time and place of presentation, and other related details with the high school principal. Students must secure the approval of the principal prior to presenting such awards.

VISITORS

1. Properly accredited individuals may visit the school at any time.
2. Visitors will report to the office to sign in and secure a visitor's badge. Visitors will be asked to present picture identification, such as a Driver's License. The ID will be scanned and entered into the Visitor Management System. The Visitor Management System will check the name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Visitor Management System. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. A visitor's badge must be displayed at all times while in the building. Visitors must sign out in the main office upon departure.
3. Visitors are to use good judgment in bringing preschool children and infants into a public building.
4. The building administration has the authority to prohibit entry of any person to the school.

HOMELESSNESS (Policy 251 – MCKINNEY-VENTO ACT)

Big Spring School District recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. The District's Homeless Liaison along with school staff shall identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations.

Policies, procedures and administrative regulations that create barriers for enrollment, attendance, transportation and success in school for homeless students, may be waived.

Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which include the following conditions: living in hotels, motels, campgrounds; living in emergency shelters either transitional or domestic violence; unaccompanied youth and run-away children; families temporarily doubled up due to loss of housing (fire, eviction, etc.); living in cars, parks, public spaces. Resident families are encouraged to contact our school social worker, Jessica Winesickle (jwinesickle@bigspring.k12.pa.us) or their school counselor or their building principal to discuss their situation. Families new to the district should speak with the Central Registration staff during their registration appointment.

The district shall provide transportation for homeless students to the school that is determined to be in their best interest. If the school of origin is outside district boundaries or students experiencing homelessness live in another district but will attend their school of origin in this district, the districts shall agree upon a method to apportion the responsibility and costs of the transportation. More information about the entitlements of homeless youth can be found here on our [website](#).

Student Accident Insurance

Student accident insurance is available to those students who wish to purchase it. Parents shall be responsible for filing student accident claims with the insurance company for all accidents. Complete 24-hour coverage is available. The insurance is administered by A-G Specialty Insurance LLC, which can be reached at (610) 933-0800. Co-op work experience students must subscribe to the insurance or show proof of other adequate coverage. Payments should be made by check or money order to A-G Specialty Insurance LLC. During the 2026-27 school year, the cost for 24-hour coverage is \$90.00 per student, and coverage during school hours is \$22.50 per student. Information can be found at <https://www.bigspringsd.org/domain/26> under the Parent section.

Additional information can be found on the district's web page

*** 2026 - 2027 STUDENT/PARENT HANDBOOK AGREEMENT**

Parents/Guardians are required to acknowledge in ASPEN that they have reviewed the Student/Parent handbook as part of the back to school gateway process.

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

For information regarding civil rights or grievance procedures, or for information regarding services activities, and facilities that are accessible to and usable by disabled persons, contact the Superintendent of Schools, Title IX and Section 504 Coordinator:

45 Mt. Rock Road Newville, PA 17241

(717) 776-2000 ext.2412