Burgettstown Middle High School

Student/Parent Handbook

2026-2027

Mission

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

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

Vision

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

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TELEPHONE DIRECTORY

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

12 Month Administrative Assistant
Mrs. Cheryl Christy

10 Month Administrative Assistant
Ms. Debbie Buxton
Ms. Rena Thomas
Mrs. Lydia Stoner

Principal
Dr. Shaun Cooke

Assistant Principal
Dr. Brooke Hoffman

Athletic Director
Mr. Troy Elich

Guidance Office
Mrs. Beth Roman (Grades 6-8)
(724) 947-8106
Mrs. Holly Riley (Grades 9-12)
(724) 947-8107

Nurse
Mrs. Zuri Vigliotti
(724) 947-8114

District Administration
(724) 947-8136

Superintendent
Dr. Stephen Puskar

Assistant Superintendent
Dr. Melissa Ferencuha

Business Manager
Ms. Jamie O'Donnell

Supervisor of Special Education
Mrs. Maria Shaffer
(724) 947-8104

Director of Transportation
Mr. Kenneth McKinney
(724) 947-8148

Director of Food Service
Mr. Harold Milford

HISTORY OF BURGETTSTOWN HIGH SCHOOL

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

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

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

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

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

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

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

I. ACADEMICS

CLASS RANK

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

COLLEGE CREDIT TOWARD GRADUATION

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

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

COURSE DROP/ADD POLICY

Students must request to drop or add a course within the drop/add timeframe set by the Guidance Department. Requests made outside of the allotted timeframe must have administrative approval. Schedule changes at the opening of school will be made only for students who have irresolvable conflicts in their schedules. No schedule changes will be granted to allow a change in class periods or teachers unless there are extenuating circumstances.

EDUCATIONAL TRIPS - NOT SCHOOL SPONSORED

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

- The request must be approved at least two weeks in advance by the Principal. All requests must be made in writing on the appropriate form and submitted at <u>least</u> 2 weeks before the trip. Requests made less than two weeks before a trip may be denied.
- Depending on the student's attendance record, a student who has accumulated 10 or more absences for the school year at the time of the trip may be denied permission.
- This policy shall not be used as a basis for approving family vacations during the school year. Trips shall be limited to **<u>one</u>** trip per school year. Students will be required to have all teachers initial a paper indicating that the student discussed upcoming assignments with each teacher and made arrangements to complete all work missed immediately upon return to school.
- If approved, days missed due to an approved educational trip will be counted as an excused absence.

EMAILING FACULTY

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

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

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

FAILED COURSES

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

For students in grades 6-8, per District policy:

- 1 core subject failed - student will still be promoted to the next grade.
- 2 core subjects failed - student will be retained in current grade level unless he/she enrolls in and passes at least 1 credit recovery course.
- 3 or more core subjects failed - student will be retained in the current grade level.

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

GRADUATION REQUIREMENTS AND EXPECTATIONS

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

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

- To be advanced to a sophomore homeroom, a student must have earned at least 6 credits.
- To be advanced to a junior homeroom, a student must have earned at least 12 credits.

- To be advanced to a senior homeroom, a student must have earned at least 18 credits.

Graduation Requirements

Burgettstown graduates must successfully accumulate 26 credits for graduation purposes under the following requirements:

A Burgettstown Graduation Credit shall be identified as a one-year course successfully completed in Grades 9, 10, 11, and 12. One Half of a Burgettstown Graduation Credit shall be identified as a one-semester course successfully completed in Grades 9, 10, 11, and 12.

A total of 18 credits are identified as "required" courses. A total of 8 additional credits shall be selected from an approved list of electives for each curricular area. Required courses and approved elective courses are identified at the beginning of each curricular area. The following 18 credits are required:

Content Area	**# of Credits Required**	**Content Area**	**# of Credits Required**
English Language Arts	4	Business Ed/Info. Tech.	1
Social Studies	4	Family & Consumer Sci	.5
Science	3	Health & Phys. Ed.	1.5
Mathematics	3	Fine Arts	.5

Students must also take 1 additional credit from either Math or Science.
**Credit substitutions may be granted on a case-by-case basis.*

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

Accumulation of Credits

Students should check with their school counselor on accumulated credits to review progress toward graduation.

Students must realize that there is limited flexibility for dropping a course without taking another course in its place. Twenty-six graduation credits in grades 9-12 leave limited opportunities for open availability in student schedules.

Students attending Western Area Career and Technology Center must maintain a "C" average or better in their vocational classes at Western Area and in their academic subjects at BHS, or

attendance at Western Area may be jeopardized. Attendance requirements must be met to maintain membership in the Western Area program.

GRADING POLICY

Purpose of Evaluation

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

Grade Point Average (GPA)

(Based upon semester averages; used for class rank)

Letter Grade	Percentage	Unweighted QPE	Weighted QPE
A	93-100	4.0	5.0
A-	90-92	3.7	4.7
B+	87-89	3.4	4.4
B	83-86	3.0	4.0
B-	80-82	2.7	3.7
C+	77-79	2.4	3.4
C	73-76	2.0	3.0
C-	70-73	1.7	2.7
D+	67-69	1.4	2.4
D	63-66	1.0	2.0
D-	60-62	0.7	1.7
F	0-59	0.0	0.0

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

Basis for Grades

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

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

GUIDANCE DEPARTMENT

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

- Assessing and understanding student abilities, aptitudes, interests, education, and career needs.

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

HOMEBOUND INSTRUCTION

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

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

Additional information is available upon request.

HOMEWORK REQUESTS

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

INCOMPLETE GRADES

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

LIBRARY PROCEDURES

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

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

NATIONAL HONOR SOCIETY

The purpose of this organization is to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, develop character, and encourage citizenship.

To become a member of the National Honor Society (NHS), students must demonstrate excellence in four key areas: Scholarship, Service, Leadership, and Character.

- **Scholarship:** Students must meet the minimum cumulative GPA requirement set by their school's chapter, which is typically a B average (3.0 on a 4.0 scale) or 85%, according to TeenLife.
- **Service:** This involves unpaid contributions to the school or community. Each chapter defines specific service requirements.
- **Leadership:** Students demonstrating leadership are resourceful, good problem solvers, and contributors of ideas. Leadership experiences can be within or outside of school.
- **Character:** Students with strong character are honest, reliable, and exhibit positive behavior. They should also be willing to accept criticism and uphold school rules.

Specific membership information may be obtained from Mr. Grove, NHS sponsor, or Mrs. Smith, NJHS sponsor.

PARENT CONFERENCES

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

firstinitiallastname@burgettstown.k12.pa.us.

PHYSICAL EDUCATION

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

PROGRESS REPORTS

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

REPORT CARDS

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

CREDIT RECOVERY

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

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

- Credit recovery courses must be approved by the high school principal or superintendent. Programs conducted by colleges or universities are pre-approved summer school programs.
- Course descriptions must include course content and the number of hours of instruction.
- Courses must be taught by a PA-certified instructor.
- For remediation purposes, 30 hours of instruction may be equal to up to one Burgettstown graduation credit.
- Upon verification, the grade earned in the summer school course will be entered on the student's official transcript and will be identified as a summer school grade.
- Failed courses at BMHS will also remain on the student transcript and will count towards GPA and class rank**.**

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

STUDY HALL

Study halls are primarily for academic purposes only. Disruptive behavior will not be permitted. Students are not permitted to play cards or non-academic games. Students are only permitted to take one study hall per day. If a student wants to take additional study halls, they must meet with the Principal.

WEIGHTED COURSES

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

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

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

WESTERN AREA CAREER AND TECHNOLOGY CENTER

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

WITHDRAWAL FROM SCHOOL

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

II. ACTIVITIES & ATHLETICS

ATHLETICS

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

Athletic Activities Offered at Burgettstown:

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

ATHLETIC ATTENDANCE

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

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

ACADEMIC ELIGIBILITY

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

ACTIVITIES AND CLUBS

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

Blue & White
Ambassadors (MS Only)
Clay
Club HOPE
Comic Book
Guitar
Media
National Honor Society
National Jr. Honor Society
Peer Jury
Pep
Pickleball
Prom Committee
Student Council
Table Top
TSA
Turtle Club (MS Only)
Women's Student Union
PLD - Peace, Love, & Diversity

CONCUSSION MANAGEMENT

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

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

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

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

DANCE GUIDELINES

1. Any student organization (club or class) may sponsor a dance.
2. Dances are to be scheduled through the Principal, followed up by a Building Use Form.

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

PROM and GRAND MARCH

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

Prom Rules:

- All rules and regulations outlined in the Student Handbook must be adhered to for all school functions.
- Law enforcement will address any presence of alcoholic beverages, controlled substances, or students under the influence.
- Smoking is strictly prohibited inside and outside the facility.
- Parents will be promptly informed of any incidents, and citations may be issued.
- Only students in grades 11 and 12 are eligible to participate in the Prom.
- 10th-grade students may attend if invited by a junior or senior, while freshmen are not permitted to attend.
- Students attending the Prom must participate in the Grand March actively.
- Individuals over 20 years of age (as of the day of the Prom) are only allowed to attend if married to a junior or senior student.

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

EXTRACURRICULAR ACTIVITIES

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

STUDENT COUNCIL

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

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

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

SUDDEN CARDIAC ARREST

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

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

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

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

YEARBOOK

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

III. ATTENDANCE

ATTENDANCE EXPECTATIONS

Regular school attendance is essential to student success. Students who attend school consistently are more likely to achieve academic success, develop positive habits, build meaningful relationships, and remain actively engaged in their educational experience.

The Burgettstown Area School District expects students to attend school every day that school is in session, arrive on time, and remain in attendance for the entirety of the school day unless legally excused.

Pennsylvania law requires all students of compulsory school age—from the time of school enrollment (no later than age 6) until age 18 or graduation—to attend school regularly unless legally excused. Attendance records shall be maintained in accordance with the Pennsylvania School Code, Pennsylvania Department of Education regulations, and Burgettstown Area School District Board Policy.

Parents/guardians share responsibility for ensuring that their child attends school regularly and punctually. The District is committed to partnering with families to promote positive attendance habits and to provide support when attendance concerns arise.

The District reserves the right to review any attendance situation on an individual basis and apply appropriate interventions or consequences when patterns of absenteeism, tardiness, or early dismissals interfere with a student's educational progress.

EXCUSED VS. UNLAWFUL ABSENCES

Lawful (Excused) Absences	**Unlawful (Unexcused) Absences**
-Student illness or injury	-Any absence lacking proper documentation
-Medical, dental, or therapeutic appointments	-Excuses submitted after the 3-day window
-Death in the immediate family	-Family vacations/trips taken *without* prior administrative approval.
-Religious observances (with prior notice)	-Any reason not explicitly recognized as excusable under PA School Code.
-Required court appearances	
-School-approved activities or District transit issues	
-Other urgent, exceptional reasons approved by administration	

Educational Trips: Family vacations and educational trips during the school year require prior administrative approval via the District's official request form. Trips taken without prior approval will be classified as unlawful.

AUTOMATIC WITHDRAWAL FOR EXCESSIVE UNLAWFUL ABSENCES

Following the Attendance Laws of the Commonwealth of Pennsylvania, any student who is absent for ten (10) consecutive days will be automatically removed from the school rolls by the Administration, except for students with IEPs or service agreements. The parent/guardian of the student who is removed from the school rolls will be notified by certified mail. If your child is under the age of 18, Children and Youth Services will be contacted to inform them of your child's withdrawal from school.

REPORTING AN ABSENCE

When a student is absent from school, the District's automated notification system will attempt to contact the parent/guardian on the day of the absence. Upon returning to school, the student must provide documentation explaining the reason for the absence.

Parent/Guardian Excuses

A written excuse from a parent/guardian must include the student's name, the date(s) of absence, the specific reason for the absence, and the signature of the parent/guardian.

- Parent/guardian excuses must be submitted within **three (3) school days** of the student's return to school.
- Absences for which an excuse is not received within three (3) school days shall be recorded as **unlawful (unexcused)**.
- A maximum of **ten (10) cumulative days** of absence verified by parental notification may be tolerated during a school year. All absences beyond ten (10) cumulative days shall require a note from a licensed medical practitioner.

Medical Excuses

Medical excuses should be submitted as soon as possible following the student's return to school. The administration reserves the right to request additional documentation or verify medical excuses when attendance patterns raise concerns regarding the legitimacy or frequency of absences.

STATUTORY TRUANCY INTERVENTION (PA ACT 138)

The Burgettstown Area School District follows the mandated legal processes of the Commonwealth of Pennsylvania to address unexcused absences:

Three (3) Unlawful Absences (Truant): The District will send a formal, written Legal Notice to the parent/guardian regarding the student's attendance status, outlining the strict legal penalties for compulsory attendance violations.

Six (6) Unlawful Absences (Habitually Truant): The District will issue a mandatory invitation to the parent/guardian and student to participate in a School Attendance Improvement Conference (SAIC). This conference will identify barriers to attendance and establish an official School Attendance Improvement Plan (SAIP).

Continued Unlawful Absences: If unlawful absences accumulate following the implementation of the SAIP, the District is legally required to file a truancy citation with the Magisterial District Judge and/or file a referral with Washington County Children and Youth Services (CYS).

ARRIVAL/DISMISSAL

To ensure accurate reporting to the Pennsylvania Department of Education, visual arrival and departure times are calculated as follows:

Attendance Category	Timeframe
-On Time	-Arrival before 7:33 A.M.
-Tardy to School	-Arriving between 7:33 A.M. and 11:04 A.M.
-Full-Day Absence	-Arriving at 11:05 A.M. or later
-No Absence Charged	-Departing at 1:30 P.M. or later (Approved reasons only)

ATTENDANCE EQUIVALENCIES & PATTERNS

For attendance monitoring, intervention, and disciplinary purposes:

Attendance patterns, including frequent tardiness, repeated early dismissals, repeated late arrivals, or excessive partial-day absences, may result in administrative review and intervention even when the student has not accumulated the number of absences necessary to trigger truancy procedures. The District reserves the right to address attendance concerns that negatively impact a student's educational program.

TARDINESS INTERVENTIONS

Students are expected to arrive at school on time each day. Students arriving after 7:33 A.M. must report to the Main Office to sign in. A tardy may be considered excused when accompanied by a written explanation from a parent/guardian or appropriate documentation verifying the reason for the tardy.

The District may accept up to **ten (10) parent/guardian excuses for tardiness during a school year**. After ten (10) parent-excused tardies, the District may require medical, legal, or other official documentation for subsequent tardies to be considered excused.

Tardy records are generally reviewed on a bi-weekly basis. However, administration reserves the right to review attendance records and assign consequences at any time based upon individual circumstances, attendance patterns, or excessive tardiness. High School students may have their driving and parking privileges suspended for excessive tardiness.

Progressive interventions for cumulative tardies are structured as follows:

Tardy Total	Intervention
-6 Tardies	-Parent Notification
-10 Tardies	-Two-Hour Saturday Detention
-15 Tardies	-Four-Hour Saturday Detention
-20 Tardies	-One Day In-School Suspension

SCHOOL ACTIVITIES AND ATTENDANCE

Students must be present for at least one-half (1/2) of the school day in order to participate in extracurricular activities, athletic contests, dances, field trips, ceremonies, or other school-sponsored events occurring on that day, unless otherwise approved by the administration. Students who are charged with a full-day absence on the day of the activity are not eligible to participate.

Students participating in school-sponsored activities, field trips, or athletics are responsible for coordinating with their teachers beforehand to secure missed work.

COLLEGE VISITATION DAYS

Recognizing the importance of post-secondary planning, seniors may be granted up to **three (3) excused college visitation days** during their senior year. To receive an excused status and retain make-up privileges, students must:

1. Obtain administrative approval and notify teachers at least **one day in advance**.
2. Complete all missed instructional assignments within the timeframe designated by their teachers.
3. Provide official verification from the institution (on college letterhead) to the Attendance Office immediately upon returning to school.

Failure to fulfill these steps will result in the day being classified as an unlawful absence.

COLLEGE REPRESENTATIVES IN SCHOOL

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

CLASS CUTS

Students are expected to attend all assigned periods, homerooms, and scheduled educational activities.

- Leaving class or failing to report to an assigned area without explicit permission from the classroom teacher or administration constitutes a class cut.
- Class cuts are treated as unlawful partial-day absences and will trigger immediate disciplinary action under the Student Code of Conduct (ranging from Saturday Detention to In-School Suspension for repeated infractions).
- Except in emergencies, students must always report to their assigned teacher to secure a pass *before* visiting the school nurse, guidance counselor, or Main Office.

ATTENDANCE RECOGNITION

Students may be recognized for exemplary attendance as determined by the administration.

CHILDREN OF SEPARATED/DIVORCED PARENTS

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

IV. REGULATIONS / NOTIFICATIONS:

Discipline, Technology, Dress

ANTI–BULLYING POLICY / CYBERBULLYING

Purpose: The Burgettstown Area School District recognizes that a student's ability to learn and the District's ability to safely educate its students are adversely affected by bullying. The School District seeks to avoid these adverse effects and maintain the safety of the school environment.

Definition: **Bullying** - the willful and repeated use by one student of his/her power, size, age, and/or superior position, physically, verbally, and/or psychologically, with the intent to harm another student, and/or the encouragement or condoning of any such behavior. Bullying creates an imbalance of power between the student-victim and the perpetrator, and the repeated and willful targeting of the student-victim adversely impacts his/her ability to properly participate in or fully benefit from the School District's educational program.

Cyberbullying – bullying that takes place using electronic technology, electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat sites, and websites. Examples of cyberbullying include: mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites or fake profiles.

General

1. It shall be a violation of this Policy for any student to engage in, encourage and/or condone, or communicate, any form of bullying. It shall also be a violation of this Policy for any employee, approved volunteer, or chaperone of the School District to encourage and/or condone, through action or lack of action, any form of bullying. This prohibition shall apply to all acts of bullying that occur on school district property, at school district functions (whether on school property or not), and/or on school district-provided transportation.
2. School District employees are required to report alleged violations of this Policy to the Building Principal or the Superintendent following the procedures set forth herein.
3. The Administration is directed to evaluate the need, if any, for District-wide or building-level bullying prevention programs, and to report its findings to the Board of School Directors with appropriate recommendations.
4. The Administration is directed to continue to assess, and to make recommendations to the Board of School Directors, for any appropriate changes to existing intervention programs and practices in place to address the needs of students who are bullied, and the issues relating to students who engage in bullying.

Student Procedure: If any student feels that he or she is being bullied, they should report the alleged incidents to a staff member (Teacher, Guidance Counselor, and Principal). Students are not to retaliate verbally or physically. Students who retaliate toward their accused bully will be subject to consequences at the discretion of the administration.

Dissemination of Policy: The Anti-Bullying Policy will be disseminated annually to all school staff, students, and parents. It will be distributed each year to all students with a copy of the Student Handbook or will be incorporated into the Handbook. Building administrators will develop a procedure for discussing the Policy with students in individual buildings. The Policy will also be posted on the District web page and published at a minimum of once each year in the District newsletter. Copies of the Anti-Bullying Policy shall be posted in all classrooms and information on the Anti-Bullying Policy will also be incorporated in training programs for all new school employees, as well as being referenced in the staff handbooks. In addition, the Administration will develop procedures for training all chaperones and sponsors on the Policy.

General Procedures Relating to Complaint: Each student shall be advised that the fact that he/she alleges bullying by another student or who reports an incident of bullying will not reflect upon the student's status. Any retaliation based upon a student's good faith initiation of a complaint, participation in the investigation of a complaint, or provision of information relating to a bullying complaint is prohibited and will result in disciplinary action. If any student believes he or she is being retaliated against for filing a complaint under this policy, or the student's parent believes that his/her child is being retaliated against for filing a complaint under this policy, he or she shall report the retaliations in the same manner as indicated below.

The Principal of the building to which the alleged victim is assigned will investigate all complaints, PROVIDED, HOWEVER, that if the complaint alleges that the perpetrator of the bullying is an Administrator or Supervisor employed by the School District and it is alleged that the Administrator or Supervisor encouraged, condoned, or turned a blind eye to the bullying of the alleged student-victim, the Superintendent or his designee shall investigate the complaint.

Investigation Procedure

A. Separate interviews of the Complainant and the alleged bully will be conducted and all information will be documented in written form. Each of the involved individuals will be asked to sign an Acknowledgment of the statements provided during the interview. At the time of the interview, a copy of this Policy will be provided to the individuals involved and the Policy and complaint procedure will be reviewed with each individual.
B. During the interviews each individual will be given the opportunity to state his/her side of the incident, to identify any witnesses to corroborate his/her statements, and provide input as to the possible resolution of the situation. Each student may have his or her parent or guardian present during the interview and parental involvement in this process will be encouraged. If the Building Principal/Superintendent determines that measures are required during the period of investigation to alleviate the potential bullying, such as a separation of the alleged victim and the alleged bully or close monitoring of the alleged bully, such measures shall be taken until the investigation is completed.

C. A fact-finding investigation will be conducted and a written record of the fact-finding investigation including witness interviews, findings of the investigation, and recommended action will be noted.
D. The results of the fact-finding investigation, including any recommended action will be shared with the Complainant and with the accused bully.
E. If the Building Principal has conducted the investigation, he/she shall report his/her findings to the Superintendent. The Superintendent may consult with the Solicitor or special counsel as appropriate, in instances where disciplinary action is contemplated.
F. If the investigation results in a finding that a student has engaged in bullying in violation of this Policy, the Building Principal shall determine the appropriate discipline to be imposed, which may include, but not be limited to, suspension from school, or a recommendation to the Superintendent that the student is expelled from school following a hearing before the Board. In determining the level of discipline to be imposed, the Building Principal shall consider:
    a. the prior disciplinary record of the student-perpetrator;
    b. the relative ages and maturity levels of the students;
    c. the nature and frequency of the inappropriate conduct by the student-perpetrator toward the student-victim;
    d. the degree of harm experienced by the student-victim;
    e. the extent, if any, to which the student-perpetrator encouraged or involved other students of the bullying of the student-victim;
    f. any other circumstances or factors deemed relevant on this issue.

DISCIPLINE

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

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

Lunch Detention

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

Saturday Detention

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

In-School Suspension

The Principal and/or Assistant Principal may assign In-School Suspension, or ISS, for the repetition of minor infractions or any major infraction, as appropriate. ISS is held during the

school day in the designated High School ISS Room or any supervised room deemed appropriate by the Principal or Assistant Principal. The student's teachers will provide the appropriate assignments and/or assessments to be completed during the school day. Academic assistance and support will be provided to the student as needed throughout the day. The student will eat lunch in the ISS Room.

Out-of-School Suspension

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

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

Administration reserves the right to modify any form of corrective action as it deems necessary.

DRESS CODE

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

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

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

3. Bottoms:
    - Pants, trousers, shorts, skirts, and dresses are all permissible.
        - Shorts, skirts, and dresses must not expose undergarments or genitalia and must cover the entire backside of the student.

- ➢ “Finger-tip length” is a good approach to determine acceptability; however, changing styles, body types, and individual stature may not always make this approach practical.
- ➢ Leggings, yoga pants, and similar form-fitting bottoms are permissible.

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

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

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

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

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

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

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

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

CELLULAR PHONE, ELECTRONIC DEVICES, AND LASERS:

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

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

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

COMPUTER / INTERNET NOTIFICATIONS

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

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

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

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

CONDITIONS AND RULES FOR USE:

1. Acceptable Use:

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

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

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

2. Privilege:

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

3. Monitoring:

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

4. Network Etiquette:

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

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

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

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

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

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

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

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

5 No Warranties:

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

6. Security:

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

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

c) Do not use another individual's account.

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

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

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

7. Vandalism and Harassment:

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

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

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

8. Procedures for Use:

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

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

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

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

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

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

9. Encounter of Controversial Material:

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

10. Assignment of Network Access Password:

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

PENALTIES FOR IMPROPER USE:

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

DATING VIOLENCE

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

TITLE IX SEXUAL HARASSMENT

The Board declares it to be the policy of this District to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex, as well as to prohibit retaliation for protected conduct related to Title IX. Such discrimination and retaliation may be referred to collectively throughout this Policy and the Attachments as "Title IX sexual harassment." Inquiries regarding the application of Title IX to the District may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The District does not discriminate on the basis of sex in the education program or activity that it operates, and it is required by Title IX not to discriminate in such a manner. This requirement extends to admission and employment.

The Board also declares it to be the policy of this District to comply with federal and state laws prohibiting other unlawful harassment, discrimination and retaliation against employees, students and others who may be protected by law, as stated in this Policy.

The District is committed to the maintenance of a safe, positive learning environment for all students that is free from all forms of unlawful discrimination, harassment and retaliation, by providing all students course offerings, counseling, assistance, services, athletics and extracurricular activities without any form of unlawful discrimination, harassment, or retaliation, including but not limited to Title IX sexual harassment and retaliation. Such unlawful conduct is inconsistent with the rights of students and the educational and programmatic goals of the District.

In accordance with Title IX, the District does not discriminate on the basis of sex in the education program or activity that it operates, and is required by Title IX not to discriminate in such a manner. The District's legal obligation not to discriminate in its education program or activity extends to admissions and employment.

Title IX Coordinators

District Title IX Coordinator: Melissa Ferencuha, Assistant Superintendent
mferencuha@burgettstown.k12.pa.us (724)947-8136

MS/HS Title IX Coordinator: Dr. Shaun Cooke, Principal scooke@burgettstown.k12.pa.us (724)947-8100

Elementary Title IX Cooridinator: Mrs. Melissa Mankey, Principal mmankey@burgettstown.k12.pa.us (724)947-8150

HAZING

Hazing shall not be permitted, condoned, or tolerated by any administrator, coach, sponsor, volunteer, or district employee. Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board. Any complaints of hazing should be directed to the building principal.

INDIVIDUAL CLASSROOM REGULATIONS

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

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

PROCEDURES FOR STUDENT COMPLAINTS

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

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

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

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

SCHOOL PROPERTY

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

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

SOCIAL PROBATION

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

While a student is under social probation, he/she is forbidden to attend any extracurricular school function such as dances and athletic events. Repeated suspensions and any particularly serious offense may result in a recommendation through the superintendent's office to the school directors for expulsion.

STUDENT SEARCHES

Because of the district's interest in protecting and preserving the health, safety, and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning, it may be necessary to search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that there is prohibited contraband, material that would pose a threat to the health, safety, and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules.

TOBACCO/NICOTINE POLICY

The Board prohibits the possession, use, or sale of tobacco or nicotine products by students at any time in a school building and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the school district. The Board prohibits the possession, use, or sale of tobacco or nicotine products by students at school-sponsored activities that are held off school property. The school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.

The consequences for violations of the above tobacco/nicotine policy will include discipline that includes referral to the district magistrate and/or a suspension, loss of driving privileges, and/or suspension from extra-curricular activities.

This policy will apply to electronic cigarettes and devices as well.

SUBSTANCE USE AND ABUSE POLICIES AND PROCEDURES

It is the district's policy to prevent the possession and/or use of look-alike drugs, sale of look-alike drugs, distribution and/or intent of distribution of any illegal controlled substance or controlled mood-altering chemical, medication or abused chemical not approved by the health office on school property, at school-sponsored events or school buses, and en route to and from school by any mode of travel.

Violations of this policy include the use, possession, distribution, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. The consequences of such violations may result in disciplinary action up to and including permanent expulsion from school by the Board of School Directors.

VIDEO SECURITY CAMERA USE

The school's security cameras are for the exclusive use of the school administration for security purposes and to help with disciplinary actions where applicable. The administration has full discretion whether or not captured video and audio (if available) are disseminated to parents and/or students.

WEAPONS POLICY
Students are prohibited from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school district property, at any school function or activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school. Any violation of this policy will result in disciplinary action as outlined in BASD policy #218.1.

V. STUDENT SERVICES

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

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

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

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

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

- The lunch period is closed, meaning that no one is permitted to leave the cafeteria area during his/her lunch period unless excused by a teacher or administrator.
- There will be no food thrown in the cafeteria. (Refer to discipline policy.)

Your student may give the cafeteria cashiers their money. They will deposit it into your student's account. Please have the money in an envelope marked with the Student's Name, Grade, and Homeroom Teacher. If you are writing a check, please make the check payable to BASD Cafeteria. This process will help to deter lines at the cash register during student lunches and our breakfast program. If you would like to open an account with the online lunchtime web portal, please go to our district home page and click on **Lunchtime Account Access,** and it will walk you through the steps to create an account for your child. You will need to know your child's school ID number. You can attain this from our High School office.

Children need healthy meals to learn. The Burgettstown Area School District offers healthy meals every school day. Breakfast is free for the 2026-2027 school year for all students; lunch costs $3.10 at the Middle/High School. Your children may qualify for free meals or for reduced-price meals. Parents must complete a **confidential** form in order to qualify for free/reduced lunches.

NATIONAL SCHOOL LUNCH PROGRAM (Free/Reduced)

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

All information is confidential. All students MUST fill out a new application before returning to school. New school year applications need to be completed by the start of the new school year. If you have any questions about filling out the application or the program itself, please call the cafeteria secretary, Mrs. Cheryl Christy, at (724)-947-8100 ext. 5308. In the operation of the breakfast/lunch program, no child will be discriminated against because of race, sex, national origin, age, or handicap. You may contact the Food Service Director, Mr. Harold Milford, at any time with questions concerning your student at Milford-Harold@aramark.com.

DELIVERIES FOR STUDENTS

Deliveries to students who are left in the main office are not the responsibility of the office staff. Students will be notified that an item has been delivered to the office for them and are responsible for retrieving it as soon as possible after notification. Items not retrieved before the end of the school day are left in the office at the student's risk. Flowers, balloons, etc., that are delivered to students must remain in the office until the end of the school day. Students are not permitted to have food delivered to the building for any reason, including services like Uber Eats, Grubhub, DoorDash, or similar.

DISTRIBUTION/POSTING OF STUDENT MATERIALS

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

EMERGENCY DRILLS

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

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

FUNDRAISING

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

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

Funds solicited shall be controlled by Student Activity Accounts.

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

GIFTED EDUCATION

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

LOCKERS AND DESKS

Homeroom teachers will assign a locker to each student. Student lockers and desks are school property and are for the convenience of the students. A building administrator may visually and physically inspect a student's desk or locker where there exists reasonable suspicion that the student in question has violated the law or the rules, regulations, or policies of the Burgettstown Area School District, and that the desk or locker is being used for the storage of objects,

substances or other evidence of such activities or contains items which constitute a threat to the health, safety, or welfare of the student or other occupants of the school building or the building itself. The search shall follow the procedures outlined in District Policy No. 226. In addition, desks may be searched or lockers may be opened at any time when there is evidence that they are dirty or unsanitary. All locks will be cut and removed at the end of the school year if left on the locker. Any materials found in the locker will be removed or destroyed.

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

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

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

LOST AND FOUND

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

NONDISCRIMINATION OF STUDENTS

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

NURSE'S OFFICE

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

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

Medications

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

Over-the-counter medications such as Tylenol must be in original, factory-sealed, unopened bottles. A medication form must be completed and signed by a parent and physician. The over-the-counter medication and form (with the physician's signature) must be given to the nurse upon arrival at school and will be dispensed by the nurse as needed. No medication will be permitted to be carried by the students at any time unless the medication is pre-approved by the Doctor and the school nurse. An example would be an asthma inhaler.

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

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

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

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

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

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

Parents have a right under federal law to inspect all instructional materials that will be used in connection with any survey, analysis, or evaluation as part of any applicable federally funded programs. Parents ordinarily may also review all other instructional materials used in a student's educational program. The term "instructional materials" does not include academic tests or assessments. Some materials available through the Internet and used in individual classes to provide up-to-date information or information on current events may not be available for

advance review; however, all materials used in reproductive health and safety education shall be available for review. “Instructional material” means any instructional content, regardless of the format (i.e., printed, audiovisual, electronic, or digital). “Instructional material” does not include academic tests or academic assessments. Requests to review instructional materials should be made to the principal of the student’s school. Parents or guardians will be provided with reasonable access to the material within a reasonable period after the request is received by the principal. Any objections to materials should be made to the school principal.

RESTROOM PRIVILEGES

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

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

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

SAFETY OF STUDENTS

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

SPECIAL EDUCATION SERVICES

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

Mrs. Maria Shaffer
Supervisor of Special Education
Burgettstown Area School District
104 Bavington Road, Burgettstown, PA 15021
(Phone) 724-947-8104

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

- Send the parent, within a reasonable amount of time, the PTE-Consent Form, in order for the parent to give consent for the evaluation.

- The parent will also be asked to complete a “Parent Questionnaire” and will receive a copy of the “Procedural Safeguards.”
- If the district agrees to the evaluation and the parents give consent, the school district will have 60 calendar days (not including the Summer months) to complete the evaluation. More detailed information about the “Special Education Parental Evaluation Request Procedures” can be found on the district’s website under “Special Education.” To access the school's web address, please follow the directions below:
    1. Type in the following URL: www.burgettstown.k12.pa.us
    2. Hover your cursor on “Programs,” which is located in the center of the web page.
    3. Click on “Special Education.”

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

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

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

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

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person

employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

HOMELESS ASSISTANCE ACT

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

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

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

BURGETTSTOWN AREA SCHOOL DISTRICT

100 Bavington Road, Burgettstown, PA 15021-2730
Admin: (724) 947-8136–MS/HS: (724) 947-8100 - Elem: (724) 947-8150
Admin Fax: (724) 947-8143 - HS Fax: (724) 947-3325

August 1, 2026

Dear Parents and Guardians:

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

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

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

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

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

If your living situation changes during the school year and you and your children become homeless, please notify the school immediately. We will work with you to minimize the disruption to your child(ren)'s education.

Sincerely,
Melissa Ferencuha
Dr. Melissa Ferencuha
Assistant Superintendent

STUDENT ASSISTANCE PROGRAM (S.A.P.)

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

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

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

Goals of the BASD Student Assistance Program include:

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

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

STUDENT FEES

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

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

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

STUDENT TRANSPORTATION

Any students being picked up at dismissal time must arrange to be met at the cafeteria exit.

Non-student vehicles are not permitted in the student parking lot at arrival or dismissal time as they interfere with the movement of buses.

Students being driven to school by family or friends must immediately enter the building by the auditorium entrance.

Students may purchase a parking pass that would permit them to drive to school. This is a privilege and may be suspended at the discretion of the administration.

STUDENT DRIVING

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

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

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

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

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

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

STUDENT EXPRESSION / DISTRIBUTION AND POSTING OF MATERIALS

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Commonwealth. The school district respects the right of students to express themselves in words or symbols and to distribute and post materials in areas designated for posting as a part of that expression. The district recognizes that the exercise of

that right must be limited by the district's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community.

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

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

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

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

SURVEYS

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

TELEPHONE USE

Students are permitted to use the telephone during non-instructional time. Only in case of emergency and with administrative approval will a student be permitted to use the telephone during school. Students are permitted to use the telephones in the main office with administrative approval.

Students will not be called from class to the telephone, but the office will deliver messages from parents/guardians.

VISITORS

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

WELLNESS GUIDELINES

The district recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition education, and

regular physical activity as part of the total learning experience. The district will provide students:

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

WORK PERMITS

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

TRANSPORTATION

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

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

MEDIA RELEASE POLICY

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

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

BURGETTSTOWN AREA SCHOOL DISTRICT

100 Bavington Road, Burgettstown, PA 15021-2730
Admin: (724) 947-8136 – MS/HS: (724) 947-8100 – Elem: (724) 947-8150
Admin Fax: (724) 947-8143 – HS Fax: (724) 947-3325

Mrs. Maria Shaffer
Supervisor of Special Education

CHILD FIND AND ANNUAL NOTICE TO PARENTS (CFR 300.125)

In compliance with state and federal law, the district listed above will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected handicapped students or eligible students, contact the appropriate district contact listed above.

Each 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 and services because of the child's disability. This notice is to help find these children, offer assistance to parents and describe the parent's rights with regard to confidentiality of information that will be obtained during the process. Each school district shall also conduct awareness activities to inform the public of gifted education services and programs and the manner by which to request these services and programs.

The content of this notice has been written in English. If a person does not understand any of this notice, he or she should contact the school district/IU (see contacts) and request an explanation.

Intermediate Unit 1 acts as a MAWA, a public education agency provides early intervention to eligible three to five year olds who live in Fayette, Greene and Washington Counties. Throughout the notice, the reader will find references to the IU, the MAWA, or to the MAWA agency—all referring to Intermediate Unit 1 for the purposes of this notice.

IDENTIFICATION ACTIVITY

Child Find refers to activities undertaken by public education agencies to identify, locate, and evaluate children residing in the State, including children attending private schools, who are suspected of having disabilities, regardless of the severity of their disability, and determine the child's need for special education and related services. The purpose is to locate these children so that a free appropriate public education (FAPE) can be made available. The types of disabilities, that if found to cause a child to need services are: Autism, deaf-blindness, deafness, emotional disturbance, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment due to chronic or acute health problems, specific learning disabilities, speech or language, traumatic brain injury and visual impairment including blindness, in the case of a child that is of preschool age developmental delay. Screening activities are also conducted to determine student need for gifted support services.

The aforementioned school districts provide educational services for all eligible students either through district- operated classes, contracts with Intermediate Unit #1, or Approved Private Schools. Classes providing Learning Support, Life-Skills Support, Emotional Support, Physical Support, Multiple Disabilities Support, and Autistic Support are available for students at beginning school age through age 21, if necessary. Additional services include hearing, vision, and speech and language support. Students found to meet eligibility criteria as "mentally gifted" may receive services through district's Gifted Support programs.

Each school district is required to annually provide notice describing the identification activities and the procedures followed to ensure confidentiality of personally identifiable information. This notice is intended to meet this requirement.

Identification activities are performed to find a child who is suspected as having a disability that would interfere with his or her learning unless special education programs and services are made available. Children suspected of being "mentally gifted" who need specially designed instruction not ordinarily provided in the regular education program also go through screening activities. The activities include: review of group data, conduct hearing and vision screening, assessment of student's academic functioning, observation of the student displaying difficulty in behavior and determining the student's response to attempted remediation. Input from parents is also an information source for identification. After a child is identified as a suspected child with a disability, he or she is evaluated, but is not evaluated before parents give permission for their child to be evaluated.

The school district will follow procedures outlined in the special education regulations (Chapter 14) for determining eligibility and need for special education services. Chapter 16 regulations will be followed to determine eligibility and need for Gifted Support services.

Each LEA's public outreach awareness system includes methods for reaching homeless children, wards of the state, children with disabilities attending private schools, and highly mobile children, including migrant children.

CONFIDENTIALITY (CFR 300.127)

If after screening, a disability is suspected, upon your permission, your child will be evaluated. Written records of the results are called an education record, which are directly related to your child and are maintained by the school districts. These records are personally identifiable to your child. Personally identifiable information includes the child's name, the name of the child's parents or other family

member, the address of the child or their family, a personal identifier such as social security number, a list of characteristics that would make the child's identity easily traceable or other information that would make the child's identity easily traceable.

The school district will gather information regarding your child's physical, mental, emotional and health functioning through testing and assessment, observation of your child, as well as through review of any records made available to the school district through your physician and other providers of services such as day care agencies.

The school district protects the confidentiality of personally identifiable information by one school official being responsible for ensuring the confidentiality of the records, training being provided to all persons using the information, and maintaining for public inspection a current list of employee's names and positions who may have access to the information. The school district will inform you when this information is no longer needed to provide educational services to your child and will destroy the information at designated intervals, except general information such as your child's name, address, phone number, grades, attendance record and classes attended, grade level completed, may be maintained without time limitation.

As the parent of the child you have a number of rights regarding the confidentiality of your child's records. The right to inspect and review any education records related to your child are collected, maintained, or used by the school district. The school district will comply with a request for you to review the records without unnecessary delay before any meetings regarding planning for your child's special education program (called an IEP meeting). Should you and your school district disagree about your child's special education supports and services and a due process hearing is requested, the school district will furnish you with the opportunity to inspect and review your child's records, within 30 days.

You have the right to an explanation and interpretations of the records, to be provided copies of the records if failure to provide the copies would effectively prevent you from exercising your right to inspect and review the records, and the right to have a representative inspect and review the records. This review is conducted with the assistance of an appropriate school district staff member.

Upon your request, the school district will provide you a list of the types and location of education records collected, maintained, or used by the agency. Additionally, the school district will charge a fee for copies of records made in response to your request except, it will not charge a fee if doing so will prevent you from inspecting and reviewing your child's records. A current list of reasonable fees relative to records request is available in the district's central office. The district will not charge a fee to search or retrieve information.

You have the right to request in writing the amendment of your child's education records that you believe are inaccurate or misleading, or violate the privacy or other rights of your child. The school district will decide whether to amend the records within 45 school days of receipt of your request. If the school district refuses to amend the records you will be notified of the refusal and your right to a hearing. You will be given at that time, additional information regarding the hearing procedures. Upon written request, the district will schedule and provide written notice of the hearing to challenge information in your child's education files.

Parent consent is required before personally identifiable information contained in your child's education records is disclosed to anyone other than officials of the school district collecting or using the information for purposes of identification of your child, locating your child and evaluating your child or for any other purpose of making available a free appropriate public education to your child. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Additionally, the school district, upon request, discloses records without consent to officials of another school district in which your child seeks or intends to enroll.

A parent may file a written complaint with the Pennsylvania Department of Education at the address below alleging that the rights described in this notice were not provided.

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

The Department of Education will investigate the matter, issue a report of findings and necessary corrective action within 60 days. The Department will take necessary action to ensure compliance is achieved.

Complaints alleging failures of the school district with regard to confidentiality of personally identifiable information may also be filed with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave, SW
Washington, DC 20202-4605

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

The school districts listed above will provide ongoing screening services. If you wish to learn more, have questions, or believe your child may need to be identified, please contact your local school district contact.

EARLY INTERVENTION IDENTIFICATION

In Pennsylvania, a child between three years of age and the school district's age to begin school who has a developmental delay or one or more of the physical or mental conditions listed above, will be identified as an "eligible young child." The parents of these children have the same rights described above.

The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System Act.

Screening for preschool children is available through the Child Alert Program operated by Intermediate Unit #1. To schedule an appointment for screening, call IU1 at 1.800.328.6481. For additional information, contact your local school district.

POTENTIAL INDICATORS OF WEAKNESSES IN THE DEVELOPMENTAL DOMAIN AREAS AND OTHER RISK FACTORS THAT COULD INDICATE A DISABILITY

(Requirement of Section 14.212(b))

A developmental delay is determined by the results of a developmental evaluation. The results of one or more domain areas (adaptive, personal-social, communication, motor or cognitive) have to show at least a 25% delay or a score of 1.5 standard deviations below the mean (Standard Score of 77 or below). The delay results in the need for specially designed intervention/ instruction (SDI) in order to participate in typical activities and routines.

Children with a developmental delay may show weaknesses in the following areas:

Adaptive – Pre-kindergarten aged children with a developmental delay may have difficulty dressing/ undressing; using utensils to eat, removing shoes without assistance, distinguishing between nonfood/food substances, or have difficulty with toileting needs. One may have difficulty moving independently around the house, understanding that hot is dangerous, putting away toys when asked, indicating an illness or ailment to an adult, or demonstrating caution and avoiding common dangers.

Personal-Social – Pre-kindergarten aged children with a developmental delay may have difficulty responding positively to adult praise, rewards or promise of rewards; greeting familiar adults spontaneously, enjoying simple stories read aloud, helping with simple household tasks, initiating social interaction with familiar adults, expressing affection/liking for peers, playing cooperatively with peers, stating first name, last name, age, or whether he is a male/female; using objects in make-believe play, using 'I' or 'me' to refer to himself, or recognizing facial expressions of common emotions.

Communication - Pre-kindergarten aged children with a developmental delay may have difficulty following 2-step verbal commands, associating spoken words with pictures, recalling events from a story presented orally; engaging in extended and meaningful nonverbal exchanges with others, using words to get his needs met, responding to 'yes' and 'no' questions appropriately, or asking 'wh' questions.

Motor - Pre-kindergarten aged children with a developmental delay may have difficulty running without falling, kicking a ball without falling, walking up and down steps alternating feet without assistance, walking backward, imitating the bilateral movements of an adult, pointing with his index finger independent of the thumb and other fingers, scribbling linear and/or circular patterns spontaneously, using the pads of fingertips to grasp a pencil, holding a paper with one hand while drawing or writing with the other hand, fastening clothing without assistance, cutting with scissors, copying a circle, or imitating vertical and horizontal markings.

Cognitive - Pre-kindergarten aged children with a developmental delay may have difficulty attending to one activity for 3 or more minutes, reciting memorized lines from songs or TV shows, showing interest in age-appropriate books, matching/naming colors, responding to one and one more, giving three objects on request, matching shapes, identifying objects by their use, identifying items by size, identifying colors of familiar objects not in view, or identifying simple objects by touch.

OTHER FACTORS THAT COULD INDICATE A DISABILITY

Developmental disabilities are birth defects related to a problem with how a body part or body system works. They may also be known as functional birth defects. Many of these conditions affect multiple body parts or systems. Researchers have identified thousands of different birth defects. Birth defects can have a variety of causes, such as: Genetic problems caused when one or more genes doesn't work properly or part of a gene is missing, problems with chromosomes, such as having an extra chromosome or missing part of a chromosome, environmental factors that the expectant mother is exposed to during pregnancy, such as Rubella or German measles or if she uses drugs or alcohol during pregnancy.

FACTORS CONSIDERED WHEN DETERMINING MENTAL GIFTEDNESS

1. The child performs a year or more above grade achievement level in one or more subjects as measured by a nationally normed and validated achievement test.
2. The child demonstrates rates of acquisition/retention of content and skills reflecting gifted ability.
3. The child demonstrates achievement, performance, or expertise in one or more academic areas as evidenced by products, portfolios or research, as well as criterion-referenced team judgment.
4. The child demonstrates early and measured use of high level thinking skills, academic creativity, leadership skills, intense academic interest, communication skills, foreign language aptitude, or technology expertise.
5. The child demonstrates that intervening factors such as English as a second language, disabilities, gender or race bias, or socio/cultural deprivation are masking gifted abilities.

For additional information, please contact Mrs. Maria Shaffer, Supervisor of Special Education, at 724-947-8100 ext. 5316 or mshaffer@burgettstown.k12.pa.us.

SPECIAL EDUCATION LIAISON PERSONNEL (LEAs)

**All Phone Numbers are (724) Area Code*

BENTWORTH

Robert Niziol
Bentworth School District
150 Bearcat Drive
Bentleyville, PA l5314
Phone: 239-2861 x3269 Fax: 239-2865
rniziol@bentworth.k12.pa.us

BROWNSVILLE AREA

Danielle Palo
Brownsville High School
5 Falcon Drive
Brownsville, PA 15417
Phone: 785-8200 x1502 Fax: 785-4333
dpalo@basd.org

BURGETTSTOWN AREA

Mrs. Maria Shaffer
Burgettstown Middle/High School
104 Bavington Road
Burgettstown, PA 15021
Phone: 947-8104 Fax: 947-3325
mshaffer@burgettstown.k12.pa.us

CANON-MCMILLAN

Becky Lieb
Canonsburg Middle School
25 East College Street
Canonsburg, PA 15317
Phone: 873-5231 x4 Fax: 746-9604
liebb@cmsd.k12.pa.us

CALIFORNIA AREA

Stephanie Hoesly
California Area Elementary
40 Trojan Way
Coal Center, PA 15423
Phone: 785-5800 x2398 or x1203
Fax: 785-5458
hoeslys@calsd.org

CARMICHAELS AREA

Jeanine Hudock
Carmichaels Area Middle Sr. High School
215 N. Vine Street
Carmichaels, PA 15320
Phone: 966-5045 x2203 Fax: 966-5839
jhudock@carmarea.org

CENTRAL GREENE

Michele Burton
Administration Office
P.O. Box 472
Waynesburg, PA 15370
Phone: 627-8151 x2 *1232 Fax: 627-9591
michele.burton@cgsd.org

CHARLEROI AREA

Carla Hermberger
Charleroi Area School District
125 Fecsen Drive
Charleroi, PA 15022
Phone: 483-3509 x1217 Fax: 483-3776
carlahermberger@charleroisd.org

CONNELLSVILLE AREA

Julie Bohna
Connellsville Area School District
215 Falls Avenue
Connellsville, PA 15424
Phone: 323-2220 Fax: 628-2666

FRAZIER

Nicholas Damico
Frazier School District
142 Constitution Street
Perryopolis, PA 15472
Phone: 736-9507 x109 Fax: 736-0688

jbohna@casdfalcons.org

ndamico@fraziersd.org

INTERMEDIATE UNIT 1

Dr. Kristin Szewczyk
Intermediate Unit 1 Central Office
One Intermediate Unit Drive
Coal Center, PA 15423
Phone: 938-3241 x242 Fax: 938-6666
kristin.szewczyk@iu1.org

JEFFERSON-MORGAN

Sara Bates
1351 Jefferson Road
P.O. Box 158
Jefferson, PA 15344
Phone: 883-2310 x1260 Fax: 883-3786
sbates@jmsd.org

LAUREL HIGHLANDS

Lori DiCenzo
Administration Office
304 Bailey Avenue
Uniontown, PA 15401
Phone: 437-2821 x1007 Fax: 437-8929
lori.dicenzo@lhsd.org

MCGUFFEY

Kellie-Ann Maute
Claysville Elementary
P.O. Box 421, 119 Main St.
Claysville, PA 15323
Phone: 663-5364 Fax: 663-4298
kellieann.maute@mcguffey.k12.pa.us

PETERS TOWNSHIP

Patricia Kelly
District Administrative Offices
631 East McMurray Road
McMurray, PA 15317
Phone: 941-6251 x7271 Fax: 941-6565
KellyP@pt-sd.org

RINGGOLD

Sherry Black
Ringgold Administrative Office
400 Main Street
New Eagle, PA 15067
Phone: 258-7141 Fax: 258-2222
sblack@ringgold.org

SOUTHEASTERN GREENE

Dr. Kimberly Tencer
Mapletown Jr./Sr. High School
1000 Mapletown Road
Greensboro, PA 15338
Phone: 943-3401 x2241 Fax: 943-4376
tencer.kimberly@segsd.org

TRINITY AREA

Ken Cross
Trinity High School
Special Education Office
231 Park Avenue
Washington, PA 15301
Phone: 223-2000 x6518 Fax: 228-6241
kcross@trinityhillers.net

UNIONTOWN AREA

Dr. Kelly Swartz
Uniontown High School
205 Wilson Street
Uniontown, PA 15401
Phone: 438-4501 x1605 Fax: 437-2868

WEST GREENE

Erin Pettit
West Greene School District
1352 Hargus Creek Road
Waynesburg, PA 15370
Phone: 499-5191 x2218 Fax: 499-5524

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

Dear BMHS Student,

Please complete the below form which certifies your understanding of the expectations and procedures detailed in the 2026-2027 Parent/Student Handbook. Once complete, please have your child/ren return the verification form to the main office.

Thank you.

Sincerely,

BASD Administration

Parent Notice Verification Form for the 2026-2027 Parent/Student Handbook	
Student Name (Last, First):	Homeroom Teacher:
By signing below, I certify that I have received and reviewed a copy of the 26-27 Parent/Student Handbook. Student Name (Print): _____ Student Signature: _____ Date: _____ Parent Name (Print): _____ Parent Signature: _____ Date: _____	