

# BALD EAGLE AREA SENIOR HIGH SCHOOL



# STUDENT/PARENT HANDBOOK

Revised  
2025

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2025**

The Bald Eagle Area School District does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the Mr. Pighetti, the Title IX Coordinator, at [Nevin.Pighetti@beasd.net](mailto:Nevin.Pighetti@beasd.net) or Mrs. Close at [marilee.close@beasd.net](mailto:marilee.close@beasd.net), Title IX Compliance Officer.

## **ALMA MATER**

Beneath these spacious skies so blue,  
Our Alma Mater stands so true.  
Surrounded by God's lovely land,  
Protected by his guiding hand.

Dear Bald Eagle's hallowed halls,  
Encircle us with loving walls.  
Blue and Gold our colors bright,  
We owe to thee our strength and might.

Spurred on by hope to Victory,  
Our courage lives eternally.  
Within our hearts to guide us on,  
Protect us, help us, lead us home.

Give to us our life's desire,  
And keep within our hearts a fire.  
Blue and Gold our colors bright,  
We owe to thee our strength and might.

## **SCHOOL COLORS**

Navy Blue and Old Gold

## **SCHOOL CREED**

I believe in the high standards of my school and the symbolic meaning of the letters  
B.E.A.M.H.S.—Behavior, Effort, Achievement, Motivation, Honor, and Service.

As a student I will do my best to practice these principles which, I believe, will benefit the school  
and make me stronger in body, mind, and character. When I leave these halls, I shall live in the  
joy that I have rendered a service to the future students of the Bald Eagle Area Junior-Senior High  
School by establishing standards which they will wish to follow.

## **SCHOOL EMBLEM**

The Bald Eagle

## **SCHOOL MOTTO**

**Behavior, Effort, Achievement, Motivation, Honor, Service**

## Bell Schedules

### Standard Class Bell Schedule (Grades 6-12)

<b>Master Schedule (7-12)</b>	<b>Grade 6</b>
<b>Announcements / Attendance</b> 8:05-8:11 a.m.	<b>Announcements / Attendance</b> 8:05-8:11 a.m.
<b>1</b> 8:11 – 8:56 a.m.	Academic Block 1 90 Minutes 8:11 – 9:45
<b>2</b> 9:00 – 9:45 a.m.	
<b>3</b> 9:49–10: 34 a.m.	Academic Block 2 45 Minutes 9:49 – 10:34
<b>4</b> 10:38 – 11:08 <b>Lunch A</b>	<b>4</b> 10:38 – 11:08 <b>Lunch A</b>
<b>5</b> 11:12 – 11:22 a.m.	Academic Block 3 90 Minutes 11:12 – 12:44 p.m.
<b>6</b> 11:26 a.m. – 11:56 p.m. <b>Lunch B</b>	
<b>7</b> 12:00 – 12:10 p.m.	
<b>8</b> 12:14-12:44 p.m. <b>Lunch C</b>	
<b>9</b> 12.48-1:32	Related Arts Courses or Exploratory Courses
<b>10</b> 1:36 – 2:21 p.m.	Related Arts Courses or Exploratory Courses
<b>11</b> 2:25 – 3:10 p.m.	Related Arts Courses or Exploratory Courses Band / Chorus / HW Hall
Dismissal 3:10 p.m.	Dismissal 3:08

## Bell Schedules

### AM Activity Schedule

Period	Grades 6-12
HR (Period 1)	8:05-8:10 a.m.
Activity	8:10-8:41 a.m.
1	8:45-9:19 a.m.
2	9:23-9:55 a.m.
3	9:59-10:34 a.m.

### PM Activity Schedule

Period	Grades 6-12
9	12:48-1:21 p.m.
10	1:25-1:58 p.m.
11	2:02-2:36 p.m.
Activity	2:40-3:10 p.m.

### Two Hour Delay

Period	Grades 6-12
HR (Period 1)	10:05-10:11 a.m.
1	10:11-10:43 a.m.
2	10:47-11:17 a.m.
3	11:21-11:51 a.m.
4	11:55-12:25 p.m.
6	12:29 -12:59 p.m.
8	1:03-1:37 p.m.
9	1:41-2:08 p.m.
10	2:12-2:39 p.m.
11	2:43-3:10 p.m.

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## ACADEMICS

### College Release

The part-time college release plan is designed for qualified seniors who desire to attend Commonwealth University of PA, South Hills School of Business and Technology, or The Pennsylvania State University for half of the scheduled school day during the senior year.

Students who select this option have the opportunity to enroll in college courses as a means of enriching and individualizing their education. Although students would be admitted as non-degree students, they must meet regular freshman admission requirements. Students may begin their participation in this program during the summer between their junior and senior years of high school. **Tuition and transportation to and from college campuses are the responsibility of the parents or legal guardians.**

Full-time college study is available to qualified seniors who desire to attend college in lieu of high school during the senior year. **All graduation requirements remain in effect.** Students selecting this option must enroll in college classes specific to fulfilling senior year and/or graduation mandates.

Approval of these programs must be obtained from the High School Principal prior to college class enrollment. The school counseling staff coordinates the approval process and oversees enrollment procedures.

### Dual Enrollment

On-line college classes are also available through the Dual Enrollment program in conjunction with the Commonwealth University of PA, Messiah University, and the Pennsylvania Western University of PA. Sophomores, juniors, and seniors with a minimum GPA of 3.0 are eligible to apply. Courses are offered at significant reduction in tuition, and all costs are the responsibility of the parents or legal guardians. Please check with your school counselor for more information on available classes, application procedures, and for current tuition rates.

### UNIVERSITY OF PITTSBURGH/BALD EAGLE AREA COLLEGE IN HIGH SCHOOL PARTNERSHIP

College in High School is a [concurrent enrollment partnership](#), which means a registered student earns academic credit from his or her high school and the University of Pittsburgh at the same time. By taking CHS classes, you can get a jump on your future education and earn college credits. You also gain confidence by experiencing college-level course work. And, CHS courses cost a fraction of regular in-state tuition.

[Academic research and state data](#) suggest that high school students in concurrent enrollment programs receive other college-related benefits.

**College in High School students:**

- are more likely to meet college-readiness benchmarks
- achieve a lower likelihood of college placement into remedial English or math
- attain higher four- and six-year college completion rates
- accomplish a shorter average time to bachelor's degree completion for those completing in six years or less

**Driver Education**

Driver Education teaches students the fundamentals of good driving. Driver Education theory includes at least thirty (30) hours of classroom instruction dealing with all phases of vehicle laws and the handling of vehicles. Driver Education is not required for graduation.

Also available, but not required, are six hours of on-the-road training. Students are required to have a Pennsylvania Learner's permit for in-car instruction. Once the permit is obtained, students may sign up on the bulletin board between the Main Office and School Counseling Office.

Students may use study halls, lunch, or classes by mutual agreement between teachers, in order to complete in-car instruction. All students must present a pass signed by a driver education instructor when leaving for and returning from in-car instruction.

**Grading Procedures/Class Rank**

Grading is an important aspect of the courses taken in school. Grades allow students to assess their progress in each class and assist parents in monitoring their children's work and progress. Students and/or parents with questions or concerns are encouraged to contact teachers or school counselors at any time.

Internet access is available for parents to see student grades based upon the most recent teacher updates. In order for you to have access to your child's grades on the Internet, you will need to create an account at:

<https://beasd-sapphire.k12system.com/CommunityWebPortal>. Directions are also attached as an appendix.

Grade calculations are structured so that classwork accounts for 40% of each nine weeks grade.

Teachers may not base more than 10% of any classwork grade on a subjective rating per nine-weeks grade.

Tests and quizzes should be structured to account for 60% of each nine-weeks grade.

Final examination grades for major subjects must be calculated as 8% of a semester course grade and

4% of the grade for a full-year course (see below).

- Full Year Course:
  - First Marking Period: 23%
  - Second Marking Period: 23%
  - Midterm Exam: 4% (Semester Based Exam)
  - Third Marking Period: 23%
  - Fourth Marking Period: 23%
  - Final Exam: 4% (Semester Based Exam)
- Semester Course:
  - First Marking Period (or Third if S2): 46%
  - Second Marking Period (or Fourth if S2): 46%
  - Final Exam: 8%

Progress Reports will be visible in the Sapphire Portal. Teachers are required to have grade books completely updated at the end of the 5<sup>th</sup> week in each marking period. When a student's grade falls below satisfactory after the 5<sup>th</sup> week of the marking period, teachers are required to make parent contact by email or phone call up to and including the 8<sup>th</sup> week of the marking period.

Grade books must be updated every Thursday for all students. An Eligibility Report is then generated for all students in a sport or extracurricular activity. Teachers must sign-off that they concur with the Eligibility Report. Coaches and advisors are notified of any student who is not eligible to participate the following week.

Grade books must be up to date at the end of the 9<sup>th</sup> week in the marking period, and the report card grade serves as the official grade record for the course.

Grades for all classes should be sent home as needed but must be recorded at the end of each nine-week period. Report Cards are issued one week after the close of each nine-week period. Teachers should comment on each individual student's work. These comments are printed on report cards. Plus and minus grades should also be used to provide more detailed information to students and parents.

A grade may reflect academic achievement only. Grades may not be directly affected by disciplinary actions or absences. **However, it is each student's responsibility to obtain and complete all work missed during absences.** Timelines and procedures for make-up work are equal to the number of days absent or at the discretion of the teacher.

Progress Reports will be sent at the mid-point of each nine-week grading period. Teachers will make parent contact by email or phone call of all students averaging a "D" or below prior to the end of the fifth week. Parent-teacher conferences are greatly encouraged at this time.

**Incomplete grades must be converted by the 3<sup>rd</sup> week of the next nine-week grading period (end of the third week).** When a teacher desires to withhold a student’s mark to permit the completion of work, the teacher must signify a mark of “Incomplete” (I) on the grade software. This mark is used very sparingly and the student may receive credit for late work only in cases of illness or emergency. When an incomplete grade is made up, the teacher must contact the Main Office.

**District Policy requires semester and final exams in all academic courses.**

Teachers must keep records of all student classroom absences. Grades for a student who has missed all or a major part of a grading period are determined by the classroom teacher in collaboration with the student’s school counselor.

Days absent and tardy are recorded on the report card at the end of each nine-week period. Questions regarding absences or tardiness should be addressed to the Attendance Office (355-5721) or the Assistant Principal (355-4868).

When it is necessary for students to miss classes for practices, games, or other school activities, it is the responsibility of the student to consult with teachers prior to the absence. Arrangements to complete work that will be missed during these absences should be made in advance.

Beginning with courses taken during the 2008-09 school year, “Honors”, or “Advanced Placement” courses, or their equivalent, will be weighted with only final grades receiving a weighting factor. Weighted grades will be converted to a five point scale, and will be utilized for class rank purposes only. Only grades of a C or better will be given a weighting factor.

Official transcripts will continue to report GPA according to a four point scale.

**Grading Scale**

LETTER GRADE	NUMERICAL GRADE	GPA GRADE POINTS	WEIGHTED GRADE POINTS
A+	98-100	4.00	5.00
A	93-97	4.00	5.00
A-	90-92	3.67	4.67
B+	88-89	3.33	4.33
B	83-87	3.00	4.00
B-	80-82	2.67	3.67
C+	78-79	2.33	3.33
C	73-77	2.00	3.00
C-	70-72	1.67	2.67
D+	68-69	1.33	1.33
D	63-67	1.00	1.00
D-	60-62	0.67	0.67
E	Effort Grade	1.00	1.00
F	Below – 60	0.00	0.00

## Counseling Information

The purpose of the counseling program at Bald Eagle Area Middle/Senior High School is to help students gain the fullest possible benefit from their years in school through a continuous program of educational, career, and personal guidance. Counseling services are delivered through a combination of class, group, and individual meetings. Counseling resources include vocational, technical, and college information, financial aid information, occupational information, computer resources, and other materials.

Parent involvement in planning the academic and career choices of their children is crucial. Numerous studies have demonstrated that students' school success is greatly enhanced when parents have been active participants in the choices their children have made in their educational programs. All students, from ninth grade on, are encouraged to have a senior high school planned program of studies that has been approved by their parents. Counselors can meet with individual students and/or their parents to develop these four-year plans. Parents are invited and encouraged to arrange conferences with counselors for academic or other reasons at any time.

Students are assigned to a specific counselor. The counselor assignments are by grade level and the first letter of students' last names as indicated by the following table:

Ms. Huffman	6th 7th & 8th grade
Mrs. Yearick	9th through 12th grade A - J
Ms. Kingera	9th through 12th grade K - Z

Students must obtain a pass from a teacher or from the counseling secretary before reporting to the Counseling Office. Unless there is an emergency, students must schedule these meetings during study/homework halls, or the end of lunch. All students are required to sign-in and sign-out every time they are in the Counseling Office. The appointment and sign-in forms are located on the Counseling Secretary's counter.

## **Honor Roll Policy**

A student must have “A’s”, no more than one “B”, and no grades lower than “B” to be on the Distinguished Honor Roll (minor subjects included).

A student must have “A’s” and “B’s” with no more than two “B’s” and no grades lower than “B” to be on the Second Honor Roll (minor subjects included).

Students who have been assigned detention twice or have had either an in-school or out-of-school suspension during a marking period are disqualified from the honor roll. This disqualification is limited to the marking period or periods in which the disciplinary offense(s) occurred.

## **Honor Roll Awards**

Scholastic honor awards are presented to qualifying students at the end of each school year. A student must earn four points to receive an awards certificate. These points must be earned during the first three grading periods. Two points are earned each time a student is on the distinguished honor roll and one point each time the student is on the second honor roll.

## **Honors Banquet**

A Scholastic Honors Banquet is held in the Fall of each year for the purpose of honoring the top ten percent of the student body. To qualify for this honor, students must be either 1) among the top 10% of all students at their grade level as measured by overall Grade Point Average, or 2) among the top 10% of academic achievers in their grade levels in the previous school year (based on grade averages for that year). Advanced Scores on the Keystone Exam will also be honored.

## Promotion and Graduation Requirements

The table below shows the number of credits required for promotion from one grade to another and for graduation.

YEAR OF GRADUATION	FOR PROMOTION TO GRADE 10	FOR PROMOTION TO GRADE 11	FOR PROMOTION TO GRADE 12	REQUIRED FOR GRADUATION
2007 and beyond	6.5	13.0	19.5	26

Each student must schedule a minimum of 39 periods per six-day cycle each semester. Students are encouraged to take additional subjects according to their abilities and interests. Twenty-six (26) credits are needed for graduation. In order to meet minimum curriculum requirements, students must schedule Language Arts, Math and Science each year in grades 9-12.

Past practice has been to retain students in Grades 7 and 8 who have failed two major subjects. Exceptions to this policy are made on an individual basis. The student, parent or legal guardian, counseling staff, and High School Principal share in the making of these decisions.

No student is required to repeat the same grade more than one time without being provided an opportunity for a formal meeting. Those who attend the meeting should include the student, parent or guardian, teachers, school counselor, and Principal.

**Note:**

All students must complete the Creating Our Digital Experience (CODE) or the equivalent. Students must also complete a Culminating Project as described in the Course Description Book.

Students who do not complete the CODE class must schedule a computer class in grades 9-12, but can do so as an elective course.

### Schedule Changes

**CAREFUL ATTENTION TO COURSE SELECTION IS ABSOLUTELY ESSENTIAL.**

**As part of the course selection process, students will be responsible to return completed course request forms containing a parent/guardian approval signature. This completed form will show teacher core course recommendations and student elective choices including alternate elective choices.**

**Mid-year course recommendations made by teachers during the scheduling process are subject to change based on the student's final course grade, class performance, and Keystone assessment results.**

**NO CHANGES to course request selections will be accepted after April 30th.**

**Each student's schedule will be considered complete as of the first day of school, and there will be NO schedule changes without just cause. The following are circumstances under which schedule changes may be made after this date:**

- A. A student's schedule is incorrect due to:**
- **An incomplete or incorrect schedule: FOr example, a missing period, two math assignments, a missing core course, or a computer data entry error.**
- B. To meet the requirements of a special program:**
- **Learning Support**
  - **English as a Second Language (ESL)**
  - **Keystone Remediation**
  - **Workplace Experience, Off-Campus Dual Enrollment, or Dual Enrollment in building**
  - **College admission requirement**

1. Schedule changes are made only to correct scheduling difficulties or errors. No schedule changes are made after the first two weeks of school.
2. Every student must schedule a minimum of 39 periods per six-day cycle. All students are required to carry at least 6.5 credits each year. Exceptions to this rule are college release, work release, and other Board authorized programs.
3. Seniors wishing to have their schedules altered in order to provide for early release for work experience must obtain an "Application for Work Release Program" form. The forms are available in the Counseling Office (see section, "Work Release", page 8). Any Work Release for the second semester must be processed prior to the start of the 2<sup>nd</sup> semester.
4. Seniors who wish to be released to attend college classes must follow the procedures outlined in the section entitled "College Release" on page 1.

### **Six-Day Cycle**

BEA Middle School and Senior High School operate on a 6-day cycle. Rather than courses running Monday through Friday, they run day 1 through day 6. Therefore, if school is closed on a Tuesday and that was day 3 on the cycle, the following day (Wednesday) will be considered day 3 and students will go to the classes that they have scheduled for day 3.

With this schedule, students do not miss classes if school is closed for the day; they just go to those classes the next day that school is open.

The schedule for the beginning of the school year is indicated in the following table:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	8/26 Day 1	8/27 Day 2	8/28 Day 3	NO SCHOOL
LABOR DAY	9/2 Day 4	9/3 Day 5	9/4 Day 6	9/5 Day 1
9/8 Day 2	9/9 Day 3	9/10 Day 4	9/11 Day 5	9/12 Day 6
9/15 Day 1	9/16 Day 2	9/17 Day 3	9/18 Day 4	9/19 Day 5
9/22 Day 6	9/23 Day 1	9/24 Day 2	9/25 Day 3	9/26 Day 4
9/29 Day 5	9/30 Day 6			

### Textbooks

Textbooks are loaned to each student at the beginning of the year. Teachers record book numbers and conditions. Textbooks are the responsibility of the student. If a textbook is lost or stolen, the student must pay for the book. When books are damaged, a fine is charged based on the degree of damage measured against the cost of the book when it was purchased. If lost or damaged beyond usable condition, the value assessed will be based on the condition of the book when it was issued. A summary of replacement cost follows:

CONDITION OF BOOK	ASSESSED COST
New	100% of original cost
Very Good	90% of original cost
Good	80% of original cost
Fair	70% of original cost
Poor	60% of original cost

The following guide is followed when assessing fines based on deterioration beyond what is expected in normal use. If a returned book has deteriorated one condition, no fine is assessed.

One condition	No fine
Two conditions	20% of value when purchased
Three conditions	30% of value when purchased
Book is unusable	80% of value when issued

### Tutoring

It is our belief that all students can successfully complete each course. Some students may require additional assistance to do so. Therefore, there is tutoring available to the students at Bald Eagle Area Middle/Senior High School. Students interested in tutoring must make arrangements through their School Counselor.

An instructional aide provides assistance in the Academic Assistance room that is open throughout the school day. This assistance is available to all students. Parents may request to have their child scheduled into the room on a regular basis.

Math tutoring is also provided for students during all lunch sections.

### Vocational-Technical Programs (CPI)

Students may be admitted to the Central Pennsylvania Institute of Science and Technology (CPI) curriculum beginning in grade ten for a three-year program, in grade eleven for a two-year program, and in grade twelve for a one-year program. Academic, attendance, and disciplinary records are considered in admitting students to the Vocational-Technical program.

To be considered for the Central Pennsylvania Institute of Science and Technology program, it is necessary for a student to be progressing through high school at a pace that permits graduation on time. Appropriate progress toward graduation (as detailed on page 5) is required for continuation in the CPI program.

Regular attendance is an important factor for success in the Vocational-Technical program. Any student with an excessive number of absences may not be admitted to the program. Serious and extended illnesses are taken into consideration.

The discipline record of each candidate for the CPI program is reviewed in detail. Any student who experienced severe discipline problems at school may be denied admission to the Vocational-Technical Program.

**Students who are removed from the CPI Program because of safety violations, disciplinary reasons, or excessive absenteeism will receive failing grades. Additional coursework must then be scheduled to maintain academic progress toward graduation.**

### **Work Release**

The work release program at the Bald Eagle Area High School allows students an opportunity to earn money and gain practical work experience. This program is limited to students in grade twelve who can work while maintaining enough classes to graduate with their class at the end of the regular school year.

Those students who are approved for the program are permitted to leave school early if the employer verifies that this time is needed for the student to report to work. Students must meet and maintain all requirements specified on the written agreement form to be eligible for the program. This form is available in the Counseling Office.

### **Work Study**

Students may elect the opportunity to combine a school and work experience. These work placements are coordinated by the administration and must be approved in advance.

This program differs from work release in that the work experience must be applicable to the student's career objective and program of study. Academic credits are awarded for work experience in this program on a Pass/Fail basis. It is hoped these enriching school-work experiences will grow into apprenticeship programs. Consult the school counselors for further information.

## **ACTIVITIES**

It is an honor and privilege to represent the Bald Eagle Area High School in extracurricular activities. Students who do so must remember they are public ambassadors of the School District and should model positive behavior.

1. All students must complete a BEASD Extracurricular Code of Conduct form to participate in extracurricular activities.
2. Clubs and activities should plan to meet from 3:15 to 5:45 p.m. Monday through Thursday; and 3:15 to 5:30 p.m. on Fridays. Meetings during school time should be rare and for extraordinary purposes only.
3. Junior High Student Government is responsible for activities for grades 7, 8, and 9.
4. The general rules of the Pennsylvania Interscholastic Athletic Association (PIAA) serve as criteria for participation in all extracurricular activities. These rules are detailed under Eligibility Criteria for Extracurricular Activity Participation.
5. Regulations for Officers of School Organizations:
  - a. Class officers are elected in the Spring of each year. Student Government coordinates the elections, activities, and polling.
  - b. All candidates and officers must maintain good grades.
  - c. A candidate must have at least a “C” average and be passing in all subjects. If an officer falls below a “C” average or fails a subject in any quarter, that individual is placed on probation for nine weeks. An officer who has not met the eligibility criteria at the conclusion of the probationary period is required to relinquish the office.
  - d. A candidate may not hold two major offices at the same time. Examples of major offices are Class Officer, Student Government Officer, and National Honor Society Officer.

Having been elected Miss BEA or Homecoming Queen does not preclude a person from holding a major office. Similarly, holding a major office does not exclude a person from being considered for or elected Miss BEA or Homecoming Queen.
- e. Proposed candidates are screened by the advisor for each activity and must be approved by the High School Principal.
6. Operation of Activities Fund:
  - a. New accounts are recommended by the High School Principal only on the basis of school needs.

- b. Each fund must have a student treasurer to sign **Invoice Out** forms for the payment of bills.
  - c. Separate records must be kept of all receipts, deposits, and expenditures. These records are the sole responsibility of the advisors and coaches. All records are turned into the Main Office at the end of each school term.
  - d. **Invoice Out** forms may be obtained in the Main Office. When the forms are submitted, the bill (invoice) **must** be attached. All forms must be processed through the High School Principal. The Business Office prepares the payments.
  - e. The General Activities Fund may be used to provide financial aid to school projects that the High School Principal judges to be worthwhile. Student Government must approve these expenditures.
7. Deposit and Expenditures of School Activity Funds:
- a. All monies for deposit to the Activities Fund are to be remitted daily to the Attendance Office no later than 12:00 noon. On the day before a holiday, deposits must be submitted by 10:00 A.M.
  - b. Duplicate signature cards are required for all persons who sign **Invoice Out** forms.
  - c. A moneybag and key may be obtained from the Attendance Office before any event that involves gate receipts/money collection. This bag must be dropped in the night deposit slot located inside of the Key Room at the MS/HS after each event. People who carry school money home or leave it at school are responsible for it. The advisor of the activity must notify the Attendance Office that a deposit was made in the nightly deposit and will need to be picked up on the next school day. If deposits are being made during school hours, this can be done at the Main Office at the MS/HS during that time.
  - d. **All activities' monies collected under the auspices of the School District or its organizations must be deposited and processed through the "Activities Account".**
  - e. All payments of bills for goods or services used by school activity groups must be processed through the activities fund. Cash payments are prohibited.
9. The High School Principal's Secretary processes the collection of student project money. Art, Family and Consumer Science, and Industrial Technology teachers provide itemized bills for each student and keep copies of all receipts.
10. Sale of Products: **No solicitation for outside charities or organizations is permitted in school or on school grounds if the sale is not being sponsored or co-sponsored by an organized school activity.**

11. Fundraising: Any student, club, class, or organization which uses school facilities must have prior approval before it can begin a fundraising activity. All fundraising projects must conform to the District Policy on fundraising (Policy #235). This policy is available for review in the Main Office.

### **Activities and Clubs Available**

Aquila (Yearbook)	LEO Service Leaders Club
Art Club	Marching Band
Board Game Club	Varsity Club
Bookends	Middle School Yearbook
Bot Ball/Tech Team	Mock Trial
Drama Club	National Honor Society (NHS)
Envirothon	Ski/Snowboarding Club
World Travelers	Spanish Club
Future Business Leaders of America (FBLA)	Student Food Committee
Future Farmers of America (FFA)	Students Against Destructive Decisions (SADD)
GSA	Student Government (Senior High)
History Club	Fishing Club
Iron Works Club	
Jr. High Student Council	

### **Assembly Programs**

A copy of the program for each activity must be submitted to the High School Principal for review one week in advance. The National Anthem should precede major athletic events and other major programs. The Alma Mater should be sung at pep rallies and other appropriate programs.

Students are not permitted to stand when seats are available. Students are dismissed from assemblies in an orderly fashion under the direction of the advisor of the activity sponsoring the event.

### **Athletic Courtesy**

At BEAHS we practice good sportsmanship at all events, both interscholastic and intramural. Spectators attend events to support and cheer for the participants, and to enjoy

the skill and competition. Visiting teams are guests of our school and are to be treated as such.

Student athletes and spectators from other schools represent their schools with the same pride and are to be afforded the same respect and courtesy. The practice of “booing,” “jeering,” or “taunting” is regarded as discourteous and unsporting.

The decisions of the officials must be respected.

Any spectator who continually demonstrates unsporting behavior may be prohibited from future events.

### **Athletics - Interscholastic**

Fall	Cheerleading Cross Country Football Soccer Volleyball	Varsity, Junior Varsity, and Junior High Varsity Varsity, Junior Varsity, and Junior High Grades 7 – 12 Grades 9 – 12
Winter	Boys Basketball Cheerleading Girls Basketball Unified Bocce Wrestling	Varsity, Junior Varsity, and Junior High Varsity Varsity, Junior Varsity, and Junior High Varsity Varsity, Junior Varsity, and Junior High Varsity Varsity Varsity, Junior Varsity, and Junior High
Spring	Baseball Boys Track Girls Track Girls Softball	Varsity and Junior Varsity Varsity and Junior High Varsity and Junior High Varsity, Junior Varsity, and Junior High

### **Athletics - Intramural Sports**

Fall	Boys Basketball Girls Basketball Field Hockey Powder Puff Football Wrestling	Grades 7 -12 Grades 10 -12 Grades 9 -12 Grades 11 -12 Grades 7 -12
Winter	Boys and Girls Bowling Coeducational Gymnastics	Grades 10 -12 Grades 7 -12
Spring	Girls Basketball Football Soccer Volleyball	Grades 7 -9 Grades 9 -12 Grades 7 -12 Grades 7 -12

### **Conduct at School Activities**

The following is a list of rules of conduct for school dances and other evening activities:

1. BEAMHS students are subject to the disciplinary policy of the school during dances and other after school and evening school activities. Violations of school rules are reported to the appropriate Assistant Principal for disciplinary action.
2. Participation in dances is limited to students in grades 7-12 of the Bald Eagle Area Middle/Senior High School and their guests.
3. Only school and security personnel are permitted to allow students to enter a school activity.
4. BEAMHS students **must** present their school I.D. card to be admitted to the dance. Replacement ID cards are \$4.
5. Each student may invite one guest per dance. Elementary students may not attend.
6. Only one door is open for admittance.
7. Persons 21 years old and older who are not current BEAHS students are not admitted to dances.
8. No person is admitted to dances after 9:00 p.m. except when a dance follows another school event. Anyone who leaves the building for any reason may not be readmitted. If you drive to the dance, you must leave the school grounds immediately. Therefore, if you have no transportation home, you may not leave the dance.
9. Each grade level is permitted one class dance per school year. Other organizations may sponsor dances upon the approval of the High School Principal.
10. Dances are to be held on Friday and Saturday nights and are restricted to the following hours:  
7:00 to 10:30 p.m.
11. Each activity advisor or coach is responsible for monitoring noise levels within the established guidelines. In order to provide a safe and satisfactory listening experience, a decibel meter is available for monitoring sound levels.
12. Five (5) chaperones are expected at all school dances. Additional chaperones are recommended when a large attendance is expected. At least one chaperone must be stationed in each area used by the activity.
13. Chaperones are in charge and responsible at all dances. A written report must be submitted to the Activities Director on the first day of school following the dance.

14. A sign indicating the rules governing behavior at dances should be obtained from the Activities Director prior to each event and posted at the entrance. Also, a list of people suspended or expelled from dances is available from the Main Office Secretary each week.
15. All bands or disc jockeys must be contracted and approved by the sponsoring organization and approved by the Activities Director. A duplicate contract must be kept on file.
16. The chaperones and security personnel will deny admittance to any person who is under the influence of drugs or alcohol or who is disorderly.
17. Chaperones are responsible for returning all furniture and equipment to the proper locations.
18. Chaperones and security personnel are required to check the lavatories periodically throughout the activity.
19. Incidents requiring the contacting of an ambulance (911) or the Pennsylvania State Police (355-7545) should be reported to the High School Principal immediately. The protocol for notification is as follows:
  - A. Action
  - B. Call Pennsylvania State Police
  - C. Call 911
  - D. Call Parents
  - E. Notify Administration
  - F. File Complete Report.
20. The custodian on duty opens and locks the doors, handles the lighting, and cleans the restrooms and halls.
21. Organizations sponsoring evening activities must clean up all the trash in the building before the next school day. A fee is charged to cover costs when clean up requires the use of custodial services. Future requests for dances or other activities may be denied a sponsoring group if an area is not cleaned following an event. A fee will be assessed for excessive trash.
22. Parents who have the proper clearances are welcome and encouraged to chaperon activities at school in which their children are involved. Advisors or coaches are required to chaperon at those activities sponsored by the organizations they oversee.
23. The Athletic Director/Safety and Security Coordinator arranges the services of security officers for all non-athletic events. These security officers work under the direction of the advisors or coaches sponsoring the event and are paid a fee established by the District Business Office.

24. Students must be off school property within one-half hour following the end of an activity.
25. A security officer is assigned to supervise the outside of the building and one inside the building. The security officers will remain for one-half hour following the end of an activity.
26. Loitering in the school parking lot is prohibited.
27. Smoking/Vaping or the use of tobacco is not permitted on school premises by anyone.
28. Anyone drinking, using drugs, or fighting at a school activity is suspended from attending activities: one (1) month for the first offense; and for one full year for a second offense or for fighting or any substance abuse (drugs or alcohol). Non students will be reported to the police for appropriate action.
29. All security officers need to be sworn in by a local authority when necessary or at the beginning of each year.

## **Eligibility Criteria for Extracurricular Activities Participation**

### **Attendance Standard**

#### **PIAA: Article III, Section 2.**

A pupil who has been absent from school during a semester for a total of twenty or more school days is not eligible to participate in any athletic contest until he or she has been in attendance for a total of sixty days following the twentieth day of absence, except where there is a consecutive absence of five or more school days, due to confining injury, death in the immediate family as defined in Section 1154 of the Public School Code of 1949, as amended, court subpoena, quarantine, or to attend religious activity/function which the church requires its members to attend, or an absence of five or more school days due to the same confining illness, such absence may be waived from the application of this rule by the District Committee. **Attendance at summer school does not count toward the sixty days required. When computing total days absent during a semester, days**

**absent during a period of suspension shall count as a part of the twenty days absence total.**

## **Curriculum Standards**

### **Section 1.**

To be eligible for interscholastic athletic competition, a pupil must pursue a curriculum defined and approved by the Principal as a full-time curriculum. Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the local school board. The pupil must be passing at least four full-credit subjects, or the equivalent. Eligibility shall be cumulative from the beginning of a grading period, shall be reported on a weekly basis, and shall be filed in the Principal's office. In cases where a student's cumulative work from the beginning of the grading period does not as of any Friday meet the standards provided for in this section, he/she shall be ineligible from the immediately following Sunday through the Saturday immediately following the next Friday as of which his cumulative work from the beginning of the grading period meets the standards provided for in this section. Where a school is closed on a Friday for any reason, the Principal may, at his election, determine whether the student as of that day meets the standards provided for in this section.

### **Section 2.**

In order to be eligible for interscholastic athletics, a pupil must have passed at least four full-credit subjects, or the equivalent, during the previous grading period, except as provided for in Section 5.

Back work may be made up, providing it is in accordance with the regular rules of the school.

### **INTERPRETATIONS**

#### **Section 2. July 22, 1982, as amended December 7, 1985.**

A pupil who has passed subjects which in the aggregate total at least four credits has passed the equivalent of four full-credit subjects.

#### **Section 2. July 21, 1983, amended December 7, 1985.**

Article IX, Section 2 sets only the minimum academic standards for interscholastic athletic eligibility. Since the standards are minimum standards (passing "at least" four full-credit subjects), member schools may adopt higher or more stringent academic standards, but may not have lower academic standards.

### **Section 3.**

In cases where a student's work in any proceeding grading period does not meet the standards provided for in Section 2, said student shall be ineligible to participate in interscholastic athletics for at least fifteen (15) school days of the next grading period where the school has four (4) grading periods per school year, or for at least ten (10)

school days of the next grading period where the school has six (6) grading periods per school year, beginning on the first day report cards are issued, except as provided in Section 5.

**Section 4. New Pupils Must Meet Eligibility Requirements on Curriculum.**

Pupils who are enrolled for the first time must comply with the requirements of the curriculum rules. The standing required for the preceding week, the preceding grading period or the preceding year shall be obtained from the records of the last school which the pupil has attended.

**Section 5. Use of Final Credits at End of School Year.**

At the end of the school year, the student's final credits in his subjects rather than his credits for the last grading period shall be used to determine his eligibility for the next grading period.

**INTERPRETATION**

**December 7, 1985**

A pupil whose work does not meet the standards provided for in Article IX, who attends summer school and corrects his deficiencies, shall be eligible.

**Enforcement Standards**

It is the responsibility of the respective coaches and activity advisors, in cooperation with the Athletic Director and the High School Principal, to enforce the provisions of this policy.

**Field Trips**

Field trip permits are required for all student excursions, except athletic trips, which leave the school grounds and for all school-based activities remaining in the building that require students to be out of classes. Students must submit both a parental permission slip and a classroom eligibility slip to the teacher or activity advisor at least one (1) school day prior to the trip or activity. **The activity advisor must provide these documents and an alphabetized list of participants to the High School Principal by 1:00 p.m. on the school day preceding the trip.** Students who are assigned In-School or Out-Of-School Suspension on the day of the field trip will not be permitted to attend.

Any teacher with whom a student is scheduled for a class may refuse to approve a field trip for that student. Such judgment may be exercised when a student is failing a class below a 60% average.

Students are required to wear dress that is appropriate for the type of excursion being conducted.

**Publicity**

## **Decorations**

1. The High School Principal must approve plans for decorations in advance.
2. The group that installed them must remove all decorations. Decorations should be removed immediately following the event and must be removed prior to the next day of school.
3. Cost factors should be considered in order to keep the expenses within reason.
4. No decorations may be placed on plaster or painted surfaces.

## **Marquee**

The marquee is used to recognize the accomplishments, awards, and honors attained by individual students, clubs, or teams as well as to advertise the dates of school events. It is available to any school organization that wishes to publicize an upcoming event. The Office of the Principal coordinates the use of the marquee.

## **News Releases**

The Local Press Advisor coordinates the issuance of news releases. All organizations are expected to prepare news releases and promotional materials in advance of scheduled events. Advisors and coaches should also prepare follow-up articles on activities and occasions of special recognition either for their organization as a whole or individual students who have distinguished themselves.

## **Showcase**

Any school organization or person who wishes to use the building display cases should contact the Main Office Secretary in advance. Displays should not remain in the case more than three weeks. Educational displays, as well as displays to promote class and club activities, are encouraged.

## **Vandalism**

The club, class, or activity sponsoring a dance or program is responsible for damages due to vandalism that occurred in connection with that event. These costs are charged against the sponsoring group's activity account.

## **ATTENDANCE PROCEDURES AND REGULATIONS**

The Board of Education recognizes that a positive correlation exists between regular attendance and achievement. Therefore, regular attendance, as defined in Section 1327 of the School Code of Pennsylvania, shall be required of all students.

As defined in Section 1301 of the Pennsylvania School Code, every child being a resident of any school district between the ages of six (6) and twenty-one (21) may attend the public schools in the District. The compulsory school laws of Pennsylvania require that every child between the ages of eight (8) and seventeen (17) shall be in school. However, once a student is enrolled, that student and their parent(s)/guardian(s) are subject to the attendance policy regardless of age.

The reasons accepted for legal excused absences are listed in the section labeled "Excused absences". The Principal may also accept an exceptionally urgent reason affecting the child and the home as a necessary, excused absence. Such absences, however, must be for exceptional situations of rare occurrence. The parent or guardian must request the excuse in writing.

Attendance may not always be within the school facilities. Students are considered to be in attendance if present at 1) any place where school is in session by authority of the Board of Education, 2) the place where the student is receiving approved tutorial instruction or health care, 3) a place where the student is engaged in an approved and properly supervised work-study or career education program, or 4) home when the student is receiving approved homebound instruction.

The Board of Education shall consider each student assigned to a program of independent study to be in regular attendance for the program provided that student 1) is under the guidance of a staff member so assigned, 2) reports to the place in which the study is being conducted, and 3) demonstrates regular progress toward the objectives of the course of study.

It shall be the policy of the Board of Education to consider the effectiveness and appropriateness of the educational program that is offered each child who is habitually and repeatedly absent. If sincere efforts by the staff and parents or guardians cannot rectify the pattern of absence, the Superintendent has the authority from the Board of Education to place a student into an alternative program. The Superintendent is authorized to establish the criteria to implement this policy.

### **Absence by Parent Request**

#### **Educational Field Trip Requests**

In accordance with basic Board policy, it is necessary that family trips for educational purposes be considered within the context of school purposes and the law.

Approval of these trips shall be requested, in writing, on forms provided by the district. Requests must be submitted two (2) weeks before the date. Students may be excused from school attendance to participate in an educational tour or trip in accordance with

state regulations. Such travel shall be at the expense of the parent/guardian and shall be subject to direction and supervision by a parent, grandparent, or legal guardian.

Upon receipt of a completed Educational Field Trip Request Form (available online) the following will take place:

**Grades 6-12** - The request form will be submitted to the Attendance Office. The student will need to complete the Educational Trip Attachment Form. The form must be turned into the Secondary Principal for his/her approval before the trip begins.

Submission of the request form does not constitute approval. The requests will be evaluated on the following criteria:

1. Length of trip number of school days the student will miss.
2. Only five (5) days per school year shall be excused. If the amount of trip days exceeds five (5) days the additional days missed will be considered illegal/unexcused absences. If a student misses more days than the five (5) allowed they will be given one illegal absence for every three (3) days missed. Trips will not be approved during the PSSA/Keystone testing windows and also during mid-term/final exams.
3. The number of absences the student has accumulated prior to the scheduled trip.
4. The purpose, itinerary, and supportive educational aspects must be clearly explained for justifying such an experience beyond the classroom.
5. Approval will be contingent upon the student's academic progress, attendance record, discipline record, and on the student's responsibility for keeping up with assignments during the trip.

If approval is granted before the trip is taken, the student's absence will be excused. If prior approval is not received, the absence will be classified as unlawful and/or unexcused. If the request is denied, the absence will be classified as an unlawful and/or unexcused unless a physician's excuse is provided for the dates in question. All students are responsible for making up school work and tests missed during an approved trip. Grades 6-12, this shall be at the initiation of the student and reasonable convenience of the teacher(s). Work that is not made up shall count as a failure. Students will have three days after the trip to submit the assignments.

Unapproved trips shall be treated as unexcused absences and as such, no work missed may be made up.

### **Bus Passes**

Bus passes will be issued to students who provide a written note from a parent or guardian by 8:00 a.m. at the Attendance Office, and must include the following information:

1. First and last name of the student requesting the bus pass;
2. First and last name of the person the student is going home with;
3. Street address, including the town where the student is going, and bus number.

Any requests being made after 8:00 AM will need to go through the District Transportation Office at 814-355-3737. The Transportation Office will then notify the Attendance Office of approved bus passes.

### **Early Dismissal**

A student who finds it necessary to be excused from school must bring **a written excuse from home at least one day prior to the dismissal**. This excuse must be signed by a parent or legal guardian and must explain the reason for the early dismissal. It is especially desirable that students' present appointment slips from physicians and hospitals. The student must present the excuse to the Attendance Office prior to 8:05 a.m.

Early dismissals must include the following information:

1. Student name and grade level,
2. Telephone number where a parent or legal guardian can be reached, and
3. A specific reason for the early dismissal.

A student who has permission to leave the building before 3:10 p.m. must sign out in the Attendance Office. Students returning to school during the day must sign-in and pick-up an admittance slip before returning to class.

Attendance for secondary students who leave school for early dismissals is determined in accordance with District Policy 206. That policy is as follows:

1. Students who leave for an early dismissal prior to 11:20 a.m. must return to school by 1:00 p.m. to be counted present for the afternoon. Students are always encouraged to return to class at the earliest possible time.
2. Students who leave for early dismissals after 1:00 p.m. will be counted present for the full day.
3. Students who leave for an early dismissal between 11:20 a.m. and 1:00 p.m. will be counted absent for the afternoon session unless they return by 1:00 p.m. Students are always encouraged to return as soon as possible.
4. All early dismissals should be confirmed using the form given to the student by the Attendance Office. No signature stamps will be accepted.

#### **B.E.A. ATTENDANCE OFFICE EARLY DISMISSAL VERIFICATION FORM (Must be returned to the Attendance Office when the student returns to school.)**

**Student's Name** \_\_\_\_\_  
**Date** \_\_\_\_\_ **Time Student Left Appointment** \_\_\_\_\_  
**Location of Appointment** \_\_\_\_\_  
**Is student able to return to school today?** \_\_\_\_\_  
**Printed name of person completing form** \_\_\_\_\_

**Physician/Nurse Signature \_\_\_\_\_**

Exceptions to this policy are at the discretion of the Principal. Requests for exceptions must be submitted in writing in advance and should be addressed to the High School Principal.

Students who walk or ride a school bus are not permitted to leave school unless a parent or legal guardian takes them from school grounds. Those students who are registered drivers and have driven to school on the day of the early dismissal may leave school without being accompanied by a parent.

Early dismissals brought to the Attendance Office by a student after the 8:05 a.m. bell or phoned in by an outsider, must either have the parent/guardian sign out the student or official documentation from the appointment presented the next school day. Doctor's excuses must be submitted to the Attendance Office within one week of an absence. All doctor excuses must clearly state when the student left his/her appointment and also when the student is to return to school. Failure to do so will constitute the time missed to be considered illegal.

**Early Dismissal Due to Illness or Injury**

Any student who becomes ill or suffers an injury while at school should report to the Health Suite. If the nurse determines that further treatment is necessary or that the student is ill enough to be sent home, the nurse contacts the parent, legal guardian, or the person listed on the home emergency card to pick up the student. Students should not contact their parents directly.

**Excused Absences**

Students are legally excused from school for only the reasons listed in the table below. This includes early dismissals.

<b>Excused Absences</b>
Death in the immediate family
Expulsion
Illness of the student
Medical or Dental appointment
Parental request within District guidelines
Quarantine
Religious observance
Suspension

**Excuses for Absences**

Parents are required to submit a written explanation for the legal absence of each child within three (3) days from the date of the child's return to school. Failure to provide such written explanation or failure of the child to present the excuse to the Principal and/or designee will result in the absence being declared unexcused and/or illegal, as provided in Section 1329 of the School Code.

All absences from school are considered unexcused until such time as a written excuse is received from the parent or guardian. No student shall write his or her own excuse unless they can prove that they live independently from their parents/guardians. This must be confirmed by the Home and School Visitor. Upon receipt of a legitimate excuse, the absence is then determined to be legally excused. Absences for which no excuse is received or for which the excuse is determined to be unacceptable are classified as illegal or unexcused. Doctor's excuses must be submitted to the Attendance Office within one week of an absence. All doctor excuses must clearly state when the student left his/her appointment and also when the student is to return to school.

The mere fact that a parent provides a written explanation does **not** qualify an absence as excused. The absence must be for a legal reason as determined by law. If the Home & School Visitor has any reason to doubt the validity of an excuse, the School District has the right to require a doctor's excuse for any further absences. Excuses may be submitted in the following manner: Written note from parent or guardian; note faxed to 355-7197, or a note emailed to [douglas.dyke@beasd.net](mailto:douglas.dyke@beasd.net). Any student who has been absent from school must report to the Attendance Office before returning to homeroom or classes. Students who have been absent from school or class may report to the Attendance Office beginning at 7:30 a.m. A student who has been absent is required to present an excuse, signed by a parent or legal guardian, specifying the reason for the absence. If the absence meets the criteria for an excused absence, the Home and School Visitor issues a class admittance slip that states the absence was excused.

If the Home and School Visitor has any reason to doubt the validity of an excuse, the school has the right to require a doctor's excuse in the case of future absences. Following the accumulation of ten (10) days of absence by any student, a medical statement may be required for any further absences. Absences not verified by medical statements are considered unexcused and/or illegal.

A student who does not present a legal excuse is issued a temporary admission slip for the day. This admission slip indicates that the classification of the absence is, as yet, undetermined. This procedure is repeated on the second and third day with the exception that on the third day the admission slip states that the absence was unexcused and/or unlawful. Teachers will note this in their grade books.

Teachers should never admit a student to homeroom or class following an absence unless an admission slip is presented. This includes admission of students who are returning to class following an early dismissal. If an absence is recorded as unexcused, make-up work and make-up tests are **not** permitted. (See sections on Make-up Work Following Absences.)

Days absent and tardy are recorded on the report card at the end of the nine-week period. Cases of irregular attendance are referred to the Home and School Visitor for investigation. Questions regarding absences or tardiness should be addressed to the Attendance Office (355-5721) or to the Assistant Principal (355-4868).

Any student who accumulates more than three (3) illegal or unexcused absences must make up the time missed. This time can only be made up after school during detention so that the student does not miss any more instruction time. If a student fails to make up his or her time by the end of the school year, that student may not participate in graduation or end-of-the year activities, i.e. Prom, class trip, dances, etc. or move on to the next grade.

All parents or guardians are notified about illegal or unexcused absences in this manner:

1. A letter is sent for the first illegal or unexcused absence.
2. A letter is sent for the second illegal or unexcused absence.
3. Following the third illegal or unexcused absence a letter is sent to the parents/guardians listing each unexcused absence and the consequences for any more that occur.

The fine for illegal or unexcused absences is in accordance with the School Code or as assessed by the District Justice.

### **Extracurricular Participation**

Any secondary student who reports to school after 9:45 a.m. may not take part in any assemblies, field trips, athletic events, or athletic or activity practices without a doctor's excuse. The only exception to this rule would be for attendance at the funeral of a family member.

### **Homebound Instruction**

Any student in the Bald Eagle Area School System is entitled to Homebound Instruction under the following conditions:

1. A student must be absent from school for a period of more than ten (10) consecutive days due to an illness,
2. A parent or legal guardian must request the instruction, and
3. A doctor must provide a written statement describing the type of illness and the length of time the child is to receive Homebound Instruction.

When these conditions have been met, the Home and School Visitor then procures a teacher to instruct the student at home or in the hospital for five (5) hours a week. While a student is receiving Homebound Instruction, that student is carried on the attendance rolls as being present in school.

## Illegal and Unexcused Absences

Any absence that is not listed as an excused absence is an illegal or unexcused absence. Illegal absences are any absences not listed under “Excused Absences” for students **under** the age of seventeen (17). Unexcused absences are those which do not fit any of the excused categories for students 17 and older.

Some examples of unexcused/illegal absences are listed in the following table. This list is not all-inclusive and does not preclude the classification of other absences as illegal or unexcused.

Illegal and Unexcused Absences	
Absences for personal reasons	Hunting
Babysitting	Missing the school bus
Fishing	Non-school sponsored sporting events
Gainful employment	Shopping
Hair appointments	Trips not approved in advance

The parent or guardian of a student under the age of 17 who has accumulated three (3) days of illegal absences receives official notice and is advised that any further absence of this kind obliges the school to take legal action to enforce the compulsory attendance laws. Students 17 years of age or older who have accumulated three (3) or more days of unexcused absence will have a complaint filed in their name with the District Court.

## Make-up Work Following Excused Absences

It is the responsibility of students to consult with their teachers upon the return to school following legal absences to arrange to do make-up work. Students will have the same amount of time that they were absent to submit missed work. A teacher may use their discretion to allocate more time.

## Make-up Work Following Illegal or Unexcused Absences

Following a period of illegal or unexcused absence, students are **NOT** awarded credit for make-up work. Students receive zero (0) grades for classwork and tests missed during illegal or unexcused absences. This rule applies to class cuts. Teacher discretion is permitted.

## Perfect Attendance Certificate

All school personnel encourage regular attendance and punctuality in reporting to classes. At the end of the school year, certificates of perfect and outstanding (less than 3 days absent) attendance are issued to those students who have met the requirements.

## Tardiness

A student who is late to homeroom and does not have a tardy slip is sent to the Attendance Office to receive a tardy slip. Any student listed on the daily bulletin as absent must have an admittance slip to enter class. Students who do not have an admittance slip are not admitted to class. (See tardy provisions under Truancy below.) Teachers assign detention to students who are tardy to class three or more times.

## **Transfers and Withdrawals**

Student transfers and withdrawals must be handled through the Attendance Office. Students who are transferring or withdrawing must have their teachers sign a form verifying that all textbooks and materials have been returned.

## **Truancy**

An absence for which the student has not presented a written, legal excuse is termed an unlawful and truant absence when a student is less than seventeen (17) years of age. These absences are termed unexcused for students who are seventeen years of age or older. Following three (3) days of such absences, a notice is sent to the parent. Any subsequent unlawful or unexcused absence results in an arrest, hearing, and imposition of fines.

This Pennsylvania State regulation does not imply that all students are permitted three (3) days of illegal absence. A half-day of such absence is a violation of the law. It simply means that only after three (3) days of such absence is legal action taken against the parent(s), guardian(s), or student.

A tardy to school or to class is also a violation of the law. The time lost due to unexcused tardiness is accumulated and counted as illegal or unexcused absences. If the tardy is excused, the time is accumulated and counted toward the ten (10) days of excused absences permitted before a doctor's excuse is required. When a student reaches 10 tardies (any combination of parent excused and/or illegal) they will be required to provide a physician's excuse. Notice will be sent to the parents in writing from the Attendance Office.

As stated in Act 29 of Legislative Special Session #1, the fine for illegal or unexcused absences is no higher than \$300 plus court costs. The District Justice sets both the fine and costs and may have the parents attend parenting classes. The District Justice may also impose a jail sentence of up to five (5) days upon the parent(s) or guardian(s) of a truant juvenile.

If it is proven that the parent(s) or guardian(s) of the student took reasonable steps to ensure the attendance of the child, the District Justice may either fine the child \$300 or assign the child to an adjudicated alternative program.

Act 29 also provides for the removal of drivers' licenses from truant juveniles for ninety (90) days for the first offense and six (6) months for the second offense. Truant unlicensed juveniles may apply and receive learners' permits or drivers' licenses. However, when the permit or license is issued, the Pennsylvania Department of Transportation will attach a request for its return to the State for the period of suspension as requested by the District Justice.

When a student is seventeen (17) years of age or older, and has accumulated fifteen (15) unexcused absences, the Administration may request the Board of Education expel the student from school.

### **Homeless Students**

Federal guidelines, as set forth in No Child Left Behind Act of 2001, require that local schools identify named children who are homeless. The federal mandate, and the intention of the Bald Eagle Area School District is to ensure that homeless children and youth have access to free appropriate public education on an equal basis with other children. Children who are homeless, including those living with others, may qualify for assistance with school lunch, with school supplies/materials, with tutoring, and with transportation so that they can remain in their school of origin.

IF you believe your child(ren) may qualify for this service, please contact Doug Dyke at 355-5721 (office), 280-0250 (cell) or [douglas.dyke@beasd.net](mailto:douglas.dyke@beasd.net).

Homeless children may be identified as living in the following situations:

- Public or private shelters;
- Public or private places not designated for/or ordinarily used as regular sleeping accommodations such as vehicles, parks, motels, campgrounds, etc.;
- Living with parents in a domestic violence shelter;
- Individuals and/or families living with relatives or friends due to a lack of housing;
- Living in transitional housing programs;
- Runaway children (under age 18) and children who have been abandoned or forced out of the home by parents or other caretakers. They may be in temporary shelters awaiting assistance from social service agencies, or may live alone on the street or move from place to place among family members, friends or acquaintances. This also includes such youth from 18 to 21 of age who may still be eligible for educational services in regular or special education;
- Children of migrant families who lack adequate housing;
- Children abandoned in hospitals or awaiting foster care; or
- School-age, unwed mothers or expectant mothers living in houses for unwed mothers when they have no other available living accommodations.

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

## PSSA & Keystone Exams

### Pennsylvania System of School Assessment (PSSA)

The annual Pennsylvania System School Assessment is a standards-based, criterion-referenced assessment which provides students, parents, educators and citizens with an understanding of student and school performance related to the attainment of proficiency of the academic standards. These standards in English Language Arts, Mathematics, and Science and Technology identify what a student should know and be able to do at varying grade levels. School districts possess the freedom to design curriculum and instruction to ensure that students meet or exceed the standards' expectations.

Every Pennsylvania student in grades 3 through 8 is assessed in English Language Arts and Math. Every Pennsylvania student in grades 4 and 8 is assessed in science.

Individual student scores, provided only to their respective schools, can be used to assist teachers in identifying students who may be in need of additional educational opportunities, and school scores provide information to schools and districts for curriculum and instruction improvement discussions and planning.

For more information, go to the [PA Department of Education](#) website.

### PSSA Testing Window 2025-2026

Assessment	Dates	Grades
English Language Arts	April 20-24, 2026	Grades 3-8
Mathematics and Science	April 27th- May 1st 2026	Grades 3-8

**\*\*Please mark these dates on your calendars and do not plan any doctor, dentist appointments, or vacations during these important PSSA testing times. 100% student attendance is mandated by the State during these required testing dates.**

## Keystone Exams

### Keystone Exams

The Every Student Succeeds Act (ESSA) was signed by President Obama on December 10, 2015. This measure reauthorizes the Elementary and Secondary Education Act (ESEA) of 1965.

The Keystone exams meet the federal accountability criteria of ESSA for the high school level. Students must take the Keystone Exams for purposes of federal accountability. Failure to do so will affect a Local Education Agency (LEA) and school's participation rate.

The Keystone exams were created to replace the Grade 11 PSSA and serve as one component of Pennsylvania's statewide high school graduation requirement. Keystone Exams will help school districts guide students toward meeting state standards. The exams are end-of-course assessments designed to assess proficiency in the subject areas of Algebra I, Literature, and Biology. **\*\*Please mark these dates on your calendars and do not plan any doctor, dentist appointments, or vacations during these important Keystone testing times. 100% student attendance is mandated by the State during these required testing dates.**

For more information, go to the [PA Department of Education](#) website.

### Testing Window for the Keystone Exams 2025-2026

<b>May 11th-22nd</b>	<b>Keystone Exam Window Algebra 1, Biology, Literature</b>
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## CAFETERIA AND MEALS PROGRAM

### Cafeteria Rules

1. Teachers do not permit students to leave classrooms for lunch prior to the end of class.
2. Students must go directly to the cafeteria quietly.
3. Breakfast and lunch lines should be single file. Students observed jumping line are sent to the end of the line or asked to go to their seats until the lines have emptied. Repeated offenses result in disciplinary action. Students observed entering the exit door of the serving line will be asked to go to their seats until the lines have emptied. Repeated offenses result in disciplinary action.
4. After students have finished eating, they are to remain in their seats until dismissed from the cafeteria by the faculty supervisor.
5. All students, except those serving Positive Education Program (PEP) or those with cafeterias suspension, eat in the cafeteria or lobby area depending upon assignment.
6. All trays must be returned, seats pushed in, litter removed, and the area around the tables cleaned before students are dismissed. Throwing away any tray, dish or flatware into the trash will result in disciplinary action.
7. During the lunch periods students are permitted to go to the restroom upon the approval of the faculty monitor on duty in the hall. **Students are not permitted to leave the cafeteria for any other reason without a written excuse from one of the monitors on duty.**
8. Lunch period is considered a class period. **Thus, skipping lunch or tardiness is considered cause for disciplinary action in the same manner used for any other class period.**
9. Dismissal from the cafeteria is done as instructed by the cafeteria monitors using the Public Address system.

## Meal Purchases

- Breakfast is available to ALL Students at No Charge(\$0.00) through a PA Breakfast Initiative program. A Full Price Lunch costs \$2.85 Reduced Price qualified students lunch cost \$0.00 due to a Reduced Price subsidy initiative. No student will be denied a lunch meal regardless of account balance; however balances will accrue for any Full Price lunches with account payment being the parent responsibility.
- Extra milk and a la carte items are available for purchase each day. Students must have funds available in their account to cover the purchase of any extra items.
- Students must be purchasing a meal in order to purchase a la carte items, except on the snack line. All service lines are cash free. No cash will be accepted or change made so the lines keep moving. Payment envelopes should be made out before entering the line and ready to hand to the cashier. A computerized meal checking system is used in the High School Cafeteria. This makes it possible to pay for meals each day or in advance. Advance payments can be made using an envelope with student name, check number, amount enclosed and ID #in the cafeteria any day during breakfast or lunch, in the Food Service Office or online at <https://schoolpaymentportal.com/Default.aspx>

Each student will receive a student identification (pin) number to be used in the cafeteria to access their student cafeteria account. Access will be done by entering their i.d. (pin) number on a pin pad. When meals are paid for in advance, the identification pin number makes it possible to debit the student's account for each meal purchase. Positive identification is made by an on-screen picture of the student.

Free and reduced breakfast and lunch participants receive their meals in the same manner. They do not have to identify themselves as free or reduced participants. This information is kept in confidence.

Additional guidelines are listed below. Questions on cafeteria procedures can be addressed to the Food Service Director at 355-4868, extension 1143.

Meal program procedures are as follows:

1. All students receive their (pin) identification number on the first day of school in the District.
2. All students must use their (pin) identification number to facilitate the efficient operation of the breakfast and lunch programs.
3. The use of another student's (pin) identification number is prohibited. Parents will be informed if their child is found guilty of abusing the Free/Reduced Meal Priced Benefit Program, his/her benefit could be terminated and disciplinary action taken according to school policy.

(Examples of abuse: allowing another student to use their account in order for the other student to receive a free or reduced priced meal.)

4. Payment for meals may be made in advance for any amount of money. This payment may be made in the lunch or breakfast line, in the Food Service Office or online @myschoolaccount.com. Payment in school may be made with cash or with check made out to the Bald Eagle Area Cafeteria account or to the Bald Eagle Area School District which is placed in an envelope. Checks are preferred. **Students tend to spend cash deposits elsewhere.**
5. Competitive sales such as hoagie sales, candy sales, etc., during the meal periods are prohibited by the National School Lunch Program.
6. Parties during the lunch period are discouraged and must be approved by the High School Principal at least one day in advance. The Food Service Director must also be notified in advance of any parties taking place during the lunch sections. The food service department does not provide paper products, cups, or napkins for parties.

District policy on extending loans to students who have lost (forgotten) their cash to purchase a meal or milk:

- The District will provide a reimbursable school food program meal to each student who does not have the money to pay for the school food program meal, or who has a negative balance in their school meal account, unless the student's parent/guardian has specifically provided written notice to the District to withhold a reimbursable school food program meal.
- No student will be permitted to charge a-la-carte or other nonprogram foods on their account if the balance is negative. This would include second meals, second milk, water, etc.
- When a student owes money for five (5) or more school food program meals, the District shall make at least two (2) attempts to contact the student's parent/guardian and shall provide the parent/guardian with instructions on how to apply for free/reduced-price school meal benefits under federal school meal programs. The District may offer assistance to parents/guardians with applying for free/reduced-price school meal benefits.
- Should a student's account reach a negative balance of \$100.00 or more, the District will turn the account over to a third-party collection agency if full payment, or a payment plan is not established, within ten (10) days of receiving a certified letter notification from the Business Office.

Board Policy Number 808 and Administrative Regulation Number 808-AR can be found within the Board Policy Manual on the District's website. Students, parents and/or guardians should review these documents.

Any questions concerning the food service operation in the Bald Eagle Area School District should be directed to the Food Service Director at 355-4868 extension 1143.

### **Meal Schedules**

#### Breakfast

Breakfast is served daily beginning at 7:30 a.m. Middle School students may report to the cafeteria at that time or as they arrive at school up to 8:00 a.m. A full breakfast will also be available at the Student Store in the Lobby for High School students.

#### Lunch

The lunch period is divided into three sections as indicated below. Lunch periods are scheduled during the fourth, sixth, and eighth class periods of the day. Each lunch period is thirty (30) minutes in length. Students are assigned to lunch according to the grade level:

Grades 9 – 12	Period 4	10:38 – 11:08
Grades 6	Period 4	10:38 – 11:08
Grades 7 – 12	Period 6	11:26 – 11:56
Grades 9-12	Period 8	12:14 – 12:44

## DISCIPLINE PHILOSOPHY

### Section One

#### **Purpose:**

The Bald Eagle Area School District Code of Student Conduct supports our schools in maintaining safe, participatory, and productive learning environments. In order to maximize learning time and promote positive behaviors, every school must establish systems of support for students' social/emotional and behavioral needs. This includes maintaining and communicating high expectations, creating consistent and predictable classroom routines, providing consistent supervision, teaching social/emotional competencies, and fostering positive relationships among all members of the school community.

The Bald Eagle Area School District is dedicated to a proactive, positive, and instructional approach to behavior. If behavior incidents arise that threaten student and staff safety or severely disrupt the educational process the response should minimize the impact of the incident, repair harm, and address the needs underlying student behaviors. Disciplinary responses must be applied respectfully, fairly, consistently, and protect students' rights to instructional time whenever possible. Suspensions and expulsions will be used only as a disciplinary measure of last resort to minimize the amount of time that students spend out of the classroom.

#### **Positive School Climate and Culture**

The Bald Eagle Area School District defines school climate as the quality and character of school life related to relationships, teaching and learning should not be changed, physical environment, and safety. Positive relationships are critical to creating a positive school climate. School leaders set the tone and expectations for the entire school community paving the way for all members of that community to take simple yet meaningful steps to improve school climate.

The Code of Student Conduct is based on five principles that provide an important foundation to guide behavior both individually and in relationships. These principles outline the conduct and behavior students are expected to meet every day:

1. My words, actions, and attitudes demonstrate respect for myself, and others at all times.
2. I demonstrate pride in myself, in my future, and in my school by arriving on time, dressed appropriately, and prepared to focus on my academic success.
3. I always seek the most peaceful way to resolve conflict and obtain the assistance of teachers, administrators, or school staff when I am unable to resolve conflicts on my own.
4. I take pride in promoting a safe and clean learning environment at my school.
5. I seek to develop positive relationships with all members of my school community and to restore relationships with school community members that are affected by my conduct.

If students abide by these principles, the learning environment in all schools will be strengthened.

### **Schools with a Positive School Climate Have**

- Positive and affirming relationships with all stakeholders – students, parents, teachers/staff, and community partners
- Training and resources to resolve conflicts peacefully and respectfully, with suspensions used only as a disciplinary measure of last resort
- Supports for students who are experiencing emotional crisis, trauma, or serious challenges in their homes and/or communities
- Engaging academic and extracurricular activities that meet behavioral, developmental, and academic needs
- Effective communication among schools, parents, and community
- Clean and well- maintained environments that clearly demonstrate school pride and a love of learning
- A learning environment where students and staff feel physically and emotionally safe.

### ***Social Emotional Learning***

The district is implementing a Social Emotional Learning curriculum that is delivered by professional school counselors, trained behavioral support staff, and teachers.

### ***Student Assistance Program (SAP)***

The Student Assistance Program helps to identify students who are experiencing other-than-academic problems that pose a barrier to their learning and school success. SAP is a group of specially trained staff and community liaisons who work together to assist students and families by making in-school resources available and providing information about community resources.

### ***Restorative Practices***

Restorative practices are processes that proactively build healthy relationships and a sense of community to prevent and address conflict and wrongdoing. Restorative practices have begun being applied in our schools to address youth behavior, rule violations, and to improve school climate and culture. Restorative practices improve relationships between students, between students and educators, and even between educators. Restorative practices allow individuals who may have committed harm to take full responsibility for their behavior by addressing the individual(s) who may have been affected by their behavior. Taking responsibility requires understanding how the behavior affected others, acknowledging that the behavior was harmful to others, taking action to repair the harm, and making changes necessary to avoid such behavior in the future.

## **Positive Behavior Supports and Interventions**

The Bald Eagle Area School District promotes a positive school climate by providing proactive intervention strategies and various systems of support such as:

### ***MTSS – Multi-Tiered Systems of Support***

The Response to Instruction and Intervention (RtII)/Multi-Tiered System of Support (MTSS) process is a multi-tier approach to early identification and support of students with learning and behavior needs using research-based interventions that are matched to the students' strengths and needs. The goals of this prevention system are to maximize student academic achievement and to reduce behavior problems. Within this process, the district is able to identify students at risk for poor learning outcomes, monitor student progress, provide evidence-based interventions, and adjust the intensity and nature of those interventions depending on a student's responsiveness, and identify students with learning disabilities or other disabilities. Throughout this process, students may "move" among three different "tiers," which would provide the students with different interventions and programming.

### ***School-Wide Positive Behavior Interventions and Support Systems***

Positive Behavior Interventions and Support (PBIS) at Bald Eagle Area School District promotes a safe, respectful learning environment where students are supported within a proactive community. Students are encouraged to achieve universal behavioral expectations that promote positive behavior.

- **Be a Kind Person**
- **Be a Respectful Person**
- **Be a Responsible Person**
- **Be a Safe Person**
- **Be the Best You Can Be at BEA!**

Classroom teachers have developed a clear set of expectations for their students as well as identified consequences for behavior that is not appropriate. Teachers will work with students, parents and other staff members to resolve student behavioral issues before referring a student to the principal. The teacher will work with other staff and the principal on issues that take place in the common areas of the building. The building principal is responsible for providing a safe, orderly learning environment and is responsible for dealing with issues with regard to student behavior in the building and at school events. Principals receive referrals from a teacher after the teacher has made his/her best effort to work with the student and the parents to resolve the problem. The principal also works with other staff members to deal with infractions that occur.

## **Student Rights and Responsibilities**

All members of the school community, including students, parents and guardians, principals, school staff, and central office administrators, have rights and responsibilities that support a strong school

community.

### ***Student Rights***

- To receive a free high-quality and equitable public education
- To be physically and emotionally safe at school
- To be treated fairly, courteously, and respectfully
- To bring complaints or concerns to the school principal or staff for resolution
- To tell her or his side of the story before receiving a disciplinary consequence
- To be told the reason(s) for any disciplinary action both verbally and in writing
- To be provided with information about appealing disciplinary actions

### ***Student Responsibilities***

Students attend school so that they can develop to their fullest potential. The expectation is that every student will:

#### **Be Kind**

- Treat others the way you want to be treated
- Be honest
- Use kind words
- Care about yourself and others
- Include others

#### **Be Respectful**

- Keep hands, feet, objects, and physical actions to self
- Refrain from using profanity, insults, rumors, lies, and threats against someone in writing, orally, or on social media or other electronic means
- Promote a climate of mutual respect and dignity by behaving respectfully towards others and property
- Respect the rights of students, teachers, administrators, and all others who are involved in the educational process

#### **Be Responsible**

- Demonstrate responsible behavior
- Attend school and all classes daily and on time
- Take appropriate care in the use of district facilities, books, computers, and other equipment
- Come to school with the purpose of learning and be prepared to learn. Make up work when absent
- Follow the school dress and grooming policy
- Comply with all laws, district policies, and school rules

#### **Be Safe**

- Be a partner in your own safety.
- Provide information related to the health, safety, or welfare of the school community.
- Assist school staff in operating a safe school.

## **Parent/Guardian Rights and Responsibilities**

### ***Parent/Guardian Rights***

- To be actively engaged in their child's education
- To be treated fairly and respectfully by the school principal, teachers, and all staff
- To be notified promptly if their child is disciplined for inappropriate or disruptive behavior and informed of the consequences assigned
- To receive information about their child's academic and behavioral progress

### ***Parent/Guardian Responsibilities***

- Review the Bald Eagle Area School District Student Code of Conduct, speak to their children about the code of conduct, and partner with their child's school to follow the code
- Maintain up to date home, work, cell phone numbers, email addresses, physical addresses, and emergency contact information and respond promptly to contacts from their child's school
- Send your child to school regularly, on time, well rested, and with the expectation that they are coming to school for the purpose of learning
- Send in a signed note on the day that the student returns to school from an absence
- Provide appropriate information and/or documentation on known medical and psychiatric diagnosis or concerns that may impact school attendance, ability to learn, or affect behavior or may require accommodations
- Bring to the attention of school authorities any problem or condition that affects your child or other children in the school community
- Follow through with health recommendations

**Important Note to Parents:** All parents have access to the Sapphire parent portal. Sapphire contains helpful information for parents/guardians to support and guide their children through the educational process. Parents and guardians can access the portal to view their child's classwork and attendance. Parents who are unable to access Sapphire should contact their child's school for additional support.

## **How Parents Support Student Academic and Behavioral Progress from Home**

### ***Student Progress/Curriculum***

- Create a home atmosphere that supports learning by encouraging reading activities
- Stress the importance of education, discuss and set goals, and work with your child and school personnel to determine an educational plan that best supports their post-graduation goals

- Monitor assignments, progress reports, school and class attendance
- Contact your child's teachers, school administrators, school counselors, or central office administrators if you are having difficulty getting your child to come to school
- Be responsible for any financial obligations incurred by your child at school including lost books, lost or broken technology, or damage to school property
- Support the rules and regulations set forth by the district, the school, and by your child's classroom teacher. Request meetings with your child's teachers and principals to discuss classroom/school concerns
- Report concerns early and be prepared to work as a team to find solutions and resolve conflicts

### ***Personal Responsibilities***

- When interacting with school personnel, refrain from using profanity and abusive language and actions
- Obey all laws and regulations on and around school property
- Comply with all school guidelines for arrival and dismissal
- Review all school communications and respond promptly
- Become involved in school activities and encourage your child to become involved in school activities and groups
- Attend school functions and conferences
- Encourage your child to demonstrate respect for his/her classmates, school personnel, and school property
- Participate in decisions relating to the education of your child
- Review the Student Code of Conduct as a family, especially attendance, school dress code, discipline, and bullying prevention procedures
- Teach your child respect for the law, others, and public property

### **Faculty/Staff Rights and Responsibilities**

#### ***Faculty/Staff Rights***

- Faculty and Staff have the right to work in a safe and orderly environment
- Faculty and Staff have the right to be treated courteously and respectfully
- Faculty and Staff have the right to bring concerns to school administration and district offices

- Faculty and Staff have the right to receive professional development and resources

### ***Faculty/Staff Responsibilities***

- Promote a safe and orderly school environment based upon a climate of mutual respect and dignity that supports active teaching and learning. Actions such as demeaning language, sarcasm, using harsh language may never be used as a behavioral management process
- Promote and support the district's social emotional learning programs
- Attend work regularly and on time
- Maintain honesty and integrity
- Maintain confidentiality on all student and family matters
- Act as a responsible role model by presenting every day in a responsible and professional manner
- Respect and comply with the law and all persons in positions of authority
- Develop cooperative and positive working relationships with families for the educational benefit of the student by providing opportunities for parent participation in school functions/events
- Communicate to students and parents about course objectives and requirements, assessments, grading procedures, assignment deadlines, expectations for students, and classroom behavior management plans
- Teach the students how to be responsible and prepared for learning
- Be fair, firm, and consistent when implementing the Student Code of Conduct in the classroom, around the school, on school transportation, on the school campus and during school functions
- Set a positive example for students, parents/guardians, and community by following the district's policies.
- Provide appropriate consideration, modifications, or accommodations when working with students with disabilities.

## **Central Office and Building Administrator Rights and Responsibilities**

### ***Central Office and Building Administrator Rights***

- To work in a safe and orderly environment
- To be treated courteously and respectfully
- To receive cooperation from students, parents/guardians
- To receive direction, support, and ongoing training from their direct supervisors

- To set high expectations for implementing equitable discipline practices and quality academic standards
- To receive the cooperation and support of school staff in serving as the school's and district's educational leaders

### ***Building Administrator Responsibilities***

- Promote a safe and orderly school environment based upon a climate of mutual respect and dignity that supports active teaching and learning
- Ensure that all students and staff have the opportunity to communicate regularly with the building administration
- Promote the district's social-emotional and bullying prevention programs
- Regularly evaluate all instructional programs and staff
- Support the development of and student participation in extracurricular activities
- Maintain visibility throughout the school and be accessible to the students and the community
- Develop close, cooperative relationships for the educational benefit of students
- Model respect for law and order, self-discipline, and a genuine concern for all persons
- Establish necessary building safety and security protocols and procedures
- Respond in a timely and confidential manner to all written and verbal requests
- Regularly communicate with students, parents/guardians, and the community

### ***Central Office Responsibilities***

- Monitor the implementation of prevention strategies and the safety and security program in each school
- Prepare recommendations for improving discipline and a positive school climate
- Create guidelines for effective school discipline
- Establish procedures for reciprocal reporting with local law enforcement

## Section Two

### GENERAL DISCIPLINARY REQUIREMENTS

The Code of Student Conduct applies to any student conduct that creates a substantial disruption to the learning environment and/or orderly operation of the school. *“The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the School District during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.”*

#### **To Address Inappropriate School Behavior, School Staff Should**

1. ***Redirect and correct inappropriate behavior.*** All adults in the school setting have the responsibility to supervise, correct, and redirect students’ inappropriate behavior and minimize the likelihood of the behavior escalating or recurring.
2. ***Intervene to minimize disruption and resolve conflict as necessary to keep students and staff safe.*** If a student has been injured, refer the student to the school nurse and make every reasonable effort to notify parents/guardians immediately. The school safety officer(s) should be called immediately to intervene and support building staff and administration during and after physical confrontations between students.
3. ***Gather information by talking to all students, teachers, school staff, or other witnesses to the incident.*** Identify the factors that may have contributed to the incident and seek to understand the full context. If a search of the student, personal belongings, locker and/or desk need to be conducted, building administration should follow [school board policy 226](#).
4. ***Analyze whether the student’s alleged behavior falls within the Code of Student Conduct using the information gathered.*** If so, determine the level of infraction as well as the disruption caused by the inappropriate behavior. Identify the appropriate behavior listed and consider the possible range of interventions and consequences.
5. ***Discuss your initial findings with the student and provide the opportunity to explain his/her actions.***
  - Inform the student of the inappropriate behavior he/she may have exhibited, the applicable Code of Student Conduct infraction level, and the range of possible interventions and consequences.
  - Allow the student to respond and explain his/her actions. Ask the student to provide a written statement regarding the alleged behavior and the circumstances involved.
  - Make reasonable efforts to contact the parent/guardian and discuss the incident with them before assigning interventions and consequences
6. **Make a determination and assign interventions and consequences according to the**

## **Code of Student Conduct.**

- The principal or designee has the final authority to assign interventions and consequences based on his/her independent assessment of the best interest of the school community, including available resources, the needs of any student or staff harmed, and the rights of the student engaged in the inappropriate behavior, in alignment with the Code of Student Conduct.
  - Follow the procedures and guidelines contained in the [School Board policy 113.1](#) regarding Discipline of Students with Disabilities , students with Section 504 Plans, and Pennsylvania State regulations regarding disciplinary exclusion (suspension and expulsion) of students who are eligible for special education.
  - Avoid consequences that will remove the student from class, if possible. Use out-of-school suspensions as a last resort and only when in-school interventions and consequences are insufficient to address the student's inappropriate behavior.
  - If a student is suspended, the principal or designee may choose to give the student a combination of out of school suspension and in-school suspension days. The out-of-school suspension must be served first and the combined total of in-school and out-of-school suspension must not exceed 10 days.
  - School staff members must not use public disciplinary techniques and must respond to inappropriate student behavior as confidentially as possible. When addressing student behavior, students must be addressed individually and in private. Rules are public but consequences are private.
  - Utilization of “whole class” disciplinary procedures by teachers is highly discouraged.
  - Excessive and imposition of additional subject-oriented academic work or lowering of report grades for specific infractions other than subject-related ones such as cheating, are not to be considered valid disciplinary actions and are forbidden.
7. ***Document behavior infractions identified in the Code of Student Conduct for levels 2, 3, 4,& 5.*** All documentation will be mailed to the student's address or hand delivered to the parent/guardian.
8. ***No student will be sent home before the end of the school day unless the school has established contact with the parent/guardian and provided notice of suspension.*** All students must be picked up by a parent or guardian.

## **Suspension/Expulsion Guidelines**

This section explains actions to be taken when a student is suspended or expelled from class/school. It describes the due process to be observed in regard to informal and formal disciplinary hearings.

### ***In-School Suspension ([Board Policy 233](#))***

An in-school suspension (ISS) is the removal of a student from his/her regular education schedule for more than 60 minutes of the school day to an alternative supervised setting inside

the school building to engage in structured activities that develop academic, social, emotional, and/or behavioral skills. A student may be assigned to in-school suspension if:

1. In-school suspension is listed as an available consequence for the Code of Student Conduct behavioral infraction level.
2. The student was informed of his/her reported misbehavior, provided an opportunity to respond, and reasonable efforts were made to contact the parents/guardians; and
3. A copy of the discipline referral was provided to the parent/guardian.

### ***Out of School Suspension ([Board Policy 233](#))***

An out-of-school suspension is an exclusion of the student from school attendance. A student may be assigned out-of-school suspension if:

1. Out-of-school suspension is listed as an available consequence for the Code of Student Conduct behavioral infraction level;
2. The principal or designee determines that the student's attendance in school presents an imminent endangerment to the physical, emotional, or mental safety of specific students/staff;
3. The principal or designee determines that the student's behavior has caused chronic or extreme interruption to other students' participation in school activities and prior interventions have been utilized and documented;
4. The student was informed of his/her reported misbehavior, provided an opportunity to respond and reasonable efforts were made to contact the parents/guardians; and
5. A copy of the discipline referral was provided to the parent/guardian

A student serving out-of-school suspension is not permitted to be in or on any school property. A student may be considered trespassing if he/she comes onto school grounds while suspended or comes back to school after his/her suspension term without a reinstatement conference. Law enforcement may be involved to address trespassing.

A suspended student also becomes ineligible to participate in extracurricular activities or attend school sponsored events during the length of the suspension (*this includes any week-ends that fall within the suspended period*). Club sponsors and athletic coaches must check to ensure that students are eligible to participate in scheduled events. The ineligible student will not be permitted to travel or dress for an event, game, or performance.

A reinstatement conference must be held between parents/guardians, administrators, teacher and student prior to readmitting the student to school after an out-of-school suspension. Out-of-school suspensions are excused absences. The principal must ensure that a student serving suspension is able to obtain assignments and upon the student's return, must be provided

with the opportunity to make up any quizzes, assessments, or final exams given during the period of suspension.

A student serving suspension must be allowed to complete work missed within a period equal to the length of suspension. Students must be permitted to take State assessments at school and may participate in test preparation activities. The student's attendance will still be marked as suspended.

### **Transition Planning for Students Coming Back from Suspension or Placement**

1. If the student received an out-of-school suspension for three or more days, the principal or designee must develop a plan to support the student's transition back into the school community, including strategies for preventing future behavior incidents, restoring relationships, and addressing the student's ongoing social, emotional, and academic needs, with input from the student and parents/guardians. A student may be referred to SAP or other community resources as needed in addition to in school support that may be provided.
2. When a student is set to return from an expulsion and has been attending an alternative placement, school personnel must attend a transition meeting, which should include the student, parents/guardians, and alternative school staff members, to discuss the student's return to prepare for a successful transition back to the school setting.
3. A change of placement may be considered which outlines the conditions that must be met before considering a transition back to the student's home school setting.

## **Section Three**

### **DISCIPLINE**

Viewing and understanding discipline as a "teachable moment" is vital to implementing a positive approach to discipline. Discipline uses incremental interventions to address inappropriate behaviors with the ultimate goal of teaching prosocial behavior. Discipline does not seek punishment. Instead, discipline seeks concurrent accountability and behavioral change. The goal of discipline is to prevent the recurrence of negative behavior by helping students learn from their mistakes.

Every reasonable effort must be made to correct student behavior through counseling and other school-based interventions. Support and interventions are essential because inappropriate behavior or violations of the Code of Student Conduct may be symptomatic of more serious problems that students are experiencing. It is, therefore, important that school personnel be sensitive to issues that may influence the behavior of students and respond in a manner that is most supportive of their needs.

Appropriate disciplinary responses should emphasize prevention and effective intervention,

foster resiliency, prevent disruption to students' education, and promote positive school culture. When a student's misconduct results in a placement out of the classroom, the school should consider, where appropriate, using conflict mediation/resolution or the restorative circle process as an effective strategy to support a successful return to the student's regular program.

### **Helping Students Learn from Their Mistakes**

Essential to the implementation of progressive discipline is assisting students who have engaged in unacceptable behavior to:

- Understand why the behavior is unacceptable and the harm it has caused
- Understand what they could have done differently in the same situation
- Take responsibility for their actions
- Be given the opportunity to learn prosocial strategies and skills to use in the future
- Understand the progression of more severe consequences if the behavior reoccurs
- Include parents in discussions with the student and make them aware of the plan for addressing behavior.

### **Discipline for Students with Disabilities**

For a student with disabilities whose behavior impedes his/her participation in school, and those behaviors are significantly impacting a student's learning or commits a level 3 or 4 violation, a functional behavioral assessment (FBA) will be utilized. An FBA is an essential tool to understand the causes of the student's behavior. A positive behavior support plan (PBSP) after an FBA provides specific approaches to address the student's behavior.

### **Determining the Disciplinary Response**

In determining which disciplinary measure to impose and how to best address inappropriate student conduct, school officials should evaluate the totality of the circumstances surrounding the misbehavior.

***The following facts must be considered prior to determining the appropriate disciplinary measures:***

- The student's age and maturity
- The student's disciplinary record (including the nature of any prior misconduct, the number of prior instances of misconduct, and the disciplinary and guidance intervention measures applied for each)
- The nature, severity, and scope of the behavior
- The circumstances/context in which the conduct occurred
- The frequency and duration of the behavior
- The number of persons involved in the behavior
- The social/emotional needs of all persons involved in the behavior
- The student's IEP, PBSP, and/or 504 Accommodation, if applicable

## RESTORATIVE PRACTICES

### ***What are Restorative Practices?***

Restorative Practices effectively foster supportive and safe school climates by preventing, addressing, and changing behaviors that hurt individuals, families, schools, and communities. They provide the structures and skills needed to create and maintain positive relationships. Restorative Practices help strengthen the communication between adults and students on campus. They are also the preferred approach to address student behavior issues because they reflect the importance of relationships among students and between teachers and students. These approaches provide students with opportunities to develop self-discipline and positive behaviors in a caring, supportive environment. A restorative approach sees conflict or misbehavior as an opportunity for students to learn about the consequences of their actions, to develop empathy for others, and experience making amends in such a way that strengthens the community bonds that may have been damaged.

On a Restorative Practices continuum, informal practices include affective statements and questions that communicate feelings and allow for reflection on how one's behavior has affected others. Impromptu restorative dialogues and circles are more structured, while formal conferences require more preparation and include more representation from the community such as family members. Restorative Practices are used in the classroom to help create a caring and supportive environment with a focus on relationship building. They are also used to re-enter students into school after suspension, expulsion, or incarceration.

### **Examples of Restorative Practices:**

***Affective Statements and Questions*** – Statements and questions that appropriately communicate one's feelings, and allow for reflection on how their behavior has affected others.

***Restorative Dialogue*** – Structured conversation designed to open dialogue and conversation, develop understanding, and work towards coming to consensus agreement about how to make things right.

- From your point of view, what happened?
- What do you remember thinking at the time?
- How have you and others been affected?
- What feelings and needs are still with you?
- What do you think should happen next?

***Classroom Circles*** – A group discussion format which is a mainstay of Restorative Practices and can be used in a variety of ways including but not limited to:

- Building community
- Making agreements
- Solving problems

***Restorative Discipline and Other Means of Correction*** – More formal actions taken by site administration that maintain high behavioral expectations for which all students are held accountable and may be used in lieu of, or in addition to, traditional means of discipline such as suspension. They may include:

- Restorative conferences
- Behavior support plans
- Peer mediation
- Restitution
- Community service
- Referral to counseling, mentoring, or after-school programs

## **LEVELS OF INFRACTIONS & DISCIPLINARY CONSEQUENCES**

In order to protect the right of all students to receive the best education possible within a safe and orderly learning environment, certain types of behaviors must be prohibited. Student misconduct is grouped into five levels of infractions based on the severity of the misbehavior, place of occurrence, frequency of occurrence, and disruptive effect upon the safety and orderliness of the learning environment. Each level of infraction provides a set of possible supports and interventions as well as a range of possible disciplinary responses that may be imposed by a teacher, principal, or other designee of the superintendent.

The specified infractions are not all inclusive. Students who engage in misconduct that is not listed are, nevertheless, subject to appropriate disciplinary measures as indicated within this document and the Code of Student Conduct. The Code of Student Conduct provides progressive disciplinary actions for students who engage in repeated misbehaviors despite prior interventions and/or prior imposition of appropriate disciplinary measures. More severe consequences will be imposed on those students who engage in a pattern of persistent misconduct. Whenever possible and appropriate, prior to imposing such penalties, school officials should exhaust less severe disciplinary consequences in conjunction with support and interventions. These are the four levels of infractions:

**Level 1 – TEACHER REFERRAL/TEACHER ENFORCED – Uncooperative, Noncompliant Behavior**

**Level 2 - ADMINISTRATOR ENFORCED - Lower Level/Repetitive Disruptive Behavior**

**Level 3 – ADMINISTRATIVE TEAM ENFORCED - Higher Level Aggressive/Harmful Behavior**

**Level 4 – DISTRICT ENFORCED – Seriously Dangerous or Violent Behavior**

**Level 5- DISTRICT ENFORCED-Violations of Law or Policy**

Schools are required to provide and document support at all stages of the disciplinary process, including during suspension. When used consistently and appropriately, interventions help improve student behavior, lower the incidence of repeated misbehavior, and contribute to a more positive school environment. Support services may include any of the interventions or a combination of services that best meet the needs of the individual student.

***Required Documentation***

All interventions and support provided to a student in response to behavioral incidents must be entered in the district’s online system, regardless of whether or not a disciplinary action is imposed. Consequences assigned by an administrator must also be documented.

**LEVEL 1 INFRACTIONS**

**UNCOOPERATIVE NON-COMPLIANT BEHAVIOR – TEACHER REFERRED/ENFORCED**

**\* POSSIBLE ADMINISTRATIVE REFERRAL**

INFRACTION KEY

*(This is not an exhaustive list)*

<ul style="list-style-type: none"><li>● Engaging in unsafe acts</li><li>● Using obscenities or abusive language towards peers (First Offense)</li><li>● Disruptive behavior</li><li>● Insubordination</li><li>● Bus misconduct (First Offense)</li><li>● Failing to comply with a directive</li><li>● Driving a car to school without the required school permit</li><li>● Violation of dress or grooming rules</li><li>● Class cut (First Offense)</li><li>● Failing to be aware of all rules for student behavior and conducting themselves in accordance with them</li><li>● Not completing or refusing to do work</li></ul>	<ul style="list-style-type: none"><li>● Engaging in horseplay</li><li>● Disrupting the operations of the school district or the educational activities of the school district</li><li>● Violating copyright</li><li>● Loitering in hallways</li><li>● Inciting any person(s) to disrupt the operation of the school district, provided, however, that this does not apply to any conduct that is protected under the law</li><li>● Minor physical confrontation (First Offense)</li><li>● Unexcused late to class/advisory/school (First Offense)</li><li>● Refusing to report to office (First Offense)</li><li>● Use of cell phone during school hours</li><li>● Leaving class without permission</li><li>● Violation of the school district technology code of conduct</li></ul>
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## LEVEL 1 INFRACTIONS

### SUPPORTS/INTERVENTIONS/CONSEQUENCES

The District will follow all state and federal laws regarding the discipline of students with disabilities as set forth by the [School Board Policies](#). Nothing in the Code of Student Conduct should be interpreted or applied in conflict with those laws, policies, and regulations.

<p>1. Each classroom teacher will develop a Classroom Management System. The system will include a description of expected student behaviors within the class and consequences for failing to adhere to the procedures.</p> <p>Consequences implemented by the teacher in the Classroom Management System may include but are not limited to</p> <ul style="list-style-type: none"> <li>» Sign teacher/adult mentor</li> <li>» Conference with student/warning</li> <li>» Conflict resolution/referral to mediation</li> <li>» Loss of classroom privileges/incentives</li> <li>» Referral to school counselor, school nurse, homeschool visitor, SAP, MTSS team, IEP team (if applicable), or other school- based support</li> <li>» Reflective assignment/apology</li> <li>» Student behavior plan/weekly report</li> <li>» Student-Parent-Teacher conference</li> <li>» Teacher/team interventions</li> </ul>	<ul style="list-style-type: none"> <li>» Verbal warning and re-teaching of classroom rules</li> <li>» Goal setting</li> <li>» Connect student with positive adult</li> <li>» Collaborative problem solving</li> <li>» Communication to parent/guardian must happen</li> <li>» Think Sheet</li> </ul> <p>2. Students who violate classroom rules will first be addressed by the classroom teacher according to the Classroom Management System, the Behavioral Management Plan as included in the student’s IEP, or by implementing the accommodations as indicated on the student’s 504 plan</p> <p>3. Students may be referred to an administrator when, despite efforts of the teacher to change the student’s behavior, the student continues to demonstrate a pattern of misconduct, refusing to follow the directions of the teacher.</p> <p>4. Other supportive/corrective interventions; review of matrix of expectations, re-teach behavior, coaching, etc.</p>
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## LEVEL 2 INFRACTIONS

### DISRUPTIVE/REPETITIVE BEHAVIOR – ADMINISTRATION ENFORCED

**Level 2 Infractions:** These infractions include prohibited behaviors during school, during school-sponsored activities on and off school property, and while students travel to and from school on a district provided vehicle. Misconduct that meets the definition of a Level 2 infraction is referred to an administrator for appropriate disciplinary action within guidelines established by the building administration.

#### INFRACTION KEY

<ul style="list-style-type: none"> <li>● Repeated violations of level 1 offenses</li> <li>● Participating in practical jokes or pranks which cause injury requiring medical attention</li> <li>● Possession of tobacco, vape paraphernalia, and/or smoking materials</li> <li>● Bringing a drone and operating it without the authority of an administrator. Operating a drone without legally required credentials as may be required by and in Accordance with Applicable Law</li> <li>● Using obscenities, profanities, or abusive language towards peers</li> <li>● Verbal confrontation</li> <li>● Making sexual or lewd comments</li> <li>● Unlawfully retaliating against any individual</li> <li>● Class cut (Second Offense)</li> <li>● Taking a fire extinguisher off its fixture without justification</li> <li>● Significant or repeated violation of safety rules or practices</li> </ul>	<ul style="list-style-type: none"> <li>● Lying to school authorities and/or withholding information that could impact school safety</li> <li>● Falsifying school district records</li> <li>● Failure or refusal to serve an administrative detention (lunch, after school, etc.) (First Offense)</li> <li>● Using obscenities, profanities, or abusive language towards staff</li> <li>● Minor physical confrontation</li> <li>● Breaching school security</li> <li>● Verbal confrontation w/ profanity</li> <li>● Failing to cooperate in any district investigation or to answer questions</li> <li>● Repeated leaving class w/out permission</li> <li>● Sale of Goods: Attempting to collect money via student for personal benefit through the sale of goods.</li> <li>● Bringing or possessing medication in violation of the rules set forth in the Code of Conduct or relevant School Board Policy.</li> </ul>
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**LEVEL 2 INFRACTIONS**  
**SUPPORTS/INTERVENTIONS/CONSEQUENCES**

The district will follow all state and federal laws regarding the discipline of students with disabilities as set forth by the [School Board Policies](#). Nothing in the Code of Student Conduct should be interpreted or applied in conflict with those laws, policies, and regulations.

<ul style="list-style-type: none"> <li>● Any level 1 intervention of consequence</li> <li>● Documented warning</li> <li>● Lunch detention</li> <li>● After school detention</li> <li>● In-school suspension (ISS)</li> <li>● Confiscation of banned materials (hats, cell phones, laptop computers, digital music devices, and other electronics), by administrator consistent with Dress/Grooming and/or Electronics Device</li> <li>● Class schedule/classroom change</li> <li>● Restorative practices, restitution</li> <li>● Loss of school privileges, school-wide incentives</li> <li>● Positive practice (example: cleaning up cafeteria for misbehaving in cafeteria)</li> <li>● Bus assigned seat</li> <li>● Bus suspension</li> </ul>	<ul style="list-style-type: none"> <li>● School based community service</li> <li>● Individual instruction/participation in specialized classes</li> <li>● Alternatives to suspension: mini-courses/module activities (if available), check in-check-out, stay away agreements, parent/student conference with administrator/teacher(s), mentoring, parent/guardian attending class with child (one or more days), group counseling (if available), behavior contracting, etc.</li> </ul> <p>A consequence at the administration’s discretion which might include out-of-school suspension to the principal and loss of extracurricular privileges for repetitive level 2 infractions (<i>ex: participation/attendance in sporting events/team sports, participation in school dances, participation in after school clubs, participation in special activities such as plays, field day, field trips....</i>)</p>
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**LEVEL 3 INFRACTIONS**  
**ADMINISTRATIVE TEAM ENFORCED**

**Level 3 Infractions:** These infractions include prohibited behaviors during school, during school-sponsored activities, on and off school property, and while student(s) travel to and from school. Due to the seriousness of these infractions, an immediate referral is required to the building administration. Building administration will immediately notify the superintendent.

**INFRACTION KEY**

<ul style="list-style-type: none"> <li>● Repeated violation of level 1 or 2 offenses</li> <li>● Stealing or attempting to steal</li> <li>● Entering or leaving school grounds without permission</li> <li>● Trespassing</li> <li>● Fight (First Offense)</li> <li>● Disorderly Conduct</li> <li>● Gang related activity or symbolism</li> <li>● Possession or distribution of counterfeit money</li> <li>● Using threatening language to anyone at School</li> <li>● Engaging in sexual conduct or activity</li> <li>● Possession of Tobacco, Vape paraphernalia, and/or smoking materials</li> <li>● Class Cut (third offense)</li> <li>● Minor physical confrontation (third offense)</li> <li>● Breaching school security</li> <li>● Having knowledge and failing to report a gun/weapon or look- alike gun/weapon</li> </ul>	<ul style="list-style-type: none"> <li>● Enabling unauthorized persons to enter district building through an unauthorized door</li> <li>● Possession of any toy weapon</li> <li>● Physical contact w/intent to harm</li> <li>● Inciting any person(s) to disrupt the operation of the School District, provided, however, that this does not apply to any conduct that is protected under Applicable Law</li> <li>● Bullying any person</li> <li>● Engaging in or allowing the hazing of any student</li> <li>● Bringing pornography or nude pictures to school, in paper form, electronic form, or any other form; bringing an electronic device to school that has pornography downloaded to it/ displaying pornography</li> <li>● Using tobacco or vaping materials</li> <li>● Significant or repeated violation of safety rules or practices</li> <li>● Unauthorized recording or dissemination of audio or video</li> <li>● Destruction or defacing of school property</li> </ul>
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## LEVEL 3 INFRACTIONS

### SUPPORTS/INTERVENTIONS/CONSEQUENCES

The District will follow all State and Federal laws regarding the discipline of students with disabilities as set forth in the [School Board Policies](#). Nothing in the Code of Student Conduct should be interpreted or applied in conflict with those laws, policies, and regulations.

<ul style="list-style-type: none"><li>● Any level 2 consequences assigned by an administrator</li><li>● Corrective interventions: mini-courses, conflict mediation (may not be used for bullying, harassment, or sexual misconduct), victim safety plan, etc.</li><li>● Suspension – depending on the severity of the offense – up to 10 days</li><li>● Immediately follow discipline procedures for suspensions beyond 3 consecutive days</li><li>● Written behavior contracting</li><li>● Completion of a behavioral assessment</li><li>● Completion of Risk/Threat Assessment</li><li>● Referral to community human services agencies</li><li>● Possible referral to alternative setting</li></ul>	<ul style="list-style-type: none"><li>● Certain infractions may be referred to the superintendent for an expulsion hearing before the school board of the Bald Eagle Area School District</li><li>● All violations of the PA Crimes Code will be reported to the School District Policy and may be reported to juvenile probation (if applicable) and to Centre County Children and Youth</li><li>● All emergencies must be reported to 911</li></ul> <p>Loss of extracurricular privileges (ex: participation/attendance in sporting events/team sports, participation in school dances, participation in after school clubs, participation in special activities such as plays, field day, field trips....)</p>
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## LEVEL 4 INFRACTIONS

### ADMINISTRATIVE/DISTRICT ENFORCED

**Level 4 Infractions:** These offenses include behaviors that represent an immediate danger to safety and wellbeing of the school community. Due to the seriousness of these infractions, they need immediate referral – within the same day.

#### INFRACTION KEY

<ul style="list-style-type: none"> <li>● Multiple or repeated violations of level 1, 2, 3 infractions</li> <li>● Assaulting or battery of any person</li> <li>● Physical Altercation/Fight (Second Offense)</li> <li>● Confrontation involving any student/school personnel that results in requiring medical treatment by a physician or hospital as a result of fighting or assault</li> <li>● Intimidation/hate crime because of race, gender, ethnicity, nationality, or gender identity</li> <li>● Extortion or attempted extortion</li> <li>● Possession of Tobacco, Vape paraphernalia, and/or smoking materials (Fourth and Subsequent Offenses)</li> <li>● Having knowledge of and failing to report a gun/weapon or look alike gun/weapon</li> <li>● Bringing, possession, selling, transferring to another person, or consuming intoxicants or controlled substances</li> <li>● Bring, possessing, selling, transferring to another Person drug paraphernalia</li> <li>● Attending school while under the influence of a controlled substance or alcohol</li> <li>● Willfully damaging, defacing, misusing, or stealing the District’s property, or the property of a student, parent or another person</li> </ul>	<ul style="list-style-type: none"> <li>● Possessing firearms or other weapons</li> <li>● Possessing look alike weapons</li> <li>● Driving while under the influence of controlled substances</li> <li>● Driving without a license</li> <li>● Sexual assault</li> <li>● Rape</li> <li>● Calling in or making a Terroristic Threat</li> <li>● Calling in or making a bomb threat</li> <li>● Committing or attempting to commit arson</li> <li>● Discharging or attempting to discharge a fire extinguisher unless there is a fire necessitating the use of the fire extinguisher</li> <li>● Setting of a false alarm or attempting to set off a false alarm</li> <li>● Misrepresentation of any drug, pill, look alike drug or medication</li> <li>● Repeated use of tobacco and vaping materials</li> <li>● Repeated physical contact with intent to harm</li> </ul>
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**LEVEL 4 INFRACTIONS**  
**SUPPORTS/INTERVENTIONS/CONSEQUENCES**

**Level 4 Infractions:** The district will follow all state and federal laws regarding the discipline of students with disabilities as set forth by [School Board Policies](#). Nothing in the Code of Student Conduct should be interpreted or applied in conflict with those laws, policies, and regulations.

<ul style="list-style-type: none"> <li>● Mandatory administrative responsibilities: investigate, collect witness statements, notify central office and notify Safety and Security Coordinator and/or the School Resource Officer</li> <li>● Suspension up to 10 days</li> <li>● Immediately follow the discipline process – for removals beyond 3 consecutive days</li> <li>● Completion of Risk/Threat Assessment</li> <li>● Possible referral to an alternative school setting</li> </ul>	<ul style="list-style-type: none"> <li>● Students may be referred for an expulsion hearing before the school board of the Bald Eagle Area School District</li> <li>● Students with IEPs and 504 plans will follow the Manifestation Determination Review Process</li> <li>● All emergencies must be reported to 911</li> </ul> <p>Loss of extracurricular privileges (ex: participation/attendance in sporting events/team sports, participation in school dances, participation in after school clubs, participation in special activities such as plays, field day, field trips....)</p>
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**Level 5-Law or Policy Violations**

Violations of Law or Policy which require placement in another educational setting, or referral for expulsion. These items are to be referred to an administrator for action. The administrator will be responsible for working with students, parents, and staff members to resolve these issues.

## REPORTING TO LAW ENFORCEMENT

### MANDATORY REPORTABLE OFFENSES (*Safe School Reporting – Title 22 PA Code– Chapter 10*)

Offensive weapons: Any bomb, grenade, machine gun, sawed-off shotgun with a barrel less than 18 inches, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, dagger, knife, razor, or cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, taser or other electronic or electric weapon or other implements for the infliction of serious bodily injury which serves no common lawful purpose.

**Any offense relating to:**

<ul style="list-style-type: none"> <li><input type="checkbox"/> Criminal homicide</li> <li><input type="checkbox"/> Aggravated assault</li> <li><input type="checkbox"/> Stalking</li> <li><input type="checkbox"/> Kidnapping</li> <li><input type="checkbox"/> Unlawful restraint</li> <li><input type="checkbox"/> Rape</li> <li><input type="checkbox"/> Statutory sexual assault</li> <li><input type="checkbox"/> Involuntary deviate sexual intercourse</li> <li><input type="checkbox"/> Institutional sexual assault</li> <li><input type="checkbox"/> Aggravated indecent assault</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Indecent assault</li> <li><input type="checkbox"/> Arson and related offenses</li> <li><input type="checkbox"/> Institutional vandalism (<i>Penalty is felony of the third degree</i>)</li> <li><input type="checkbox"/> Burglary</li> <li><input type="checkbox"/> Criminal trespass</li> <li><input type="checkbox"/> Riot</li> <li><input type="checkbox"/> Possession of a firearm by a minor</li> <li><input type="checkbox"/> Possession, use or sale of a controlled substance, designer drug or drug paraphernalia</li> </ul>
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**Discretionary Reportable Offenses:** As noted in [Title 22 PA Code 10.25 Part D](#) Notification of the Law Enforcement Authority when an incident involves children with disabilities. If a child with a disability commits an incident of misconduct, school administrators and the Law Enforcement Authority should take into consideration that the child’s behavior may be a manifestation of the disability and there may be no intent to commit an unlawful act. A child with a disability under this subsection shall mean a student with an IEP, a protected handicapped student with a service agreement that includes a behavior support plan, or such student for whom an evaluation is pending under 22 Pa. Code § § 14.123.

<ul style="list-style-type: none"> <li><input type="checkbox"/> Simple assault</li> <li><input type="checkbox"/> Recklessly endangering another person</li> <li><input type="checkbox"/> Terroristic threats</li> <li><input type="checkbox"/> Harassment</li> <li><input type="checkbox"/> Indecent exposure</li> <li><input type="checkbox"/> Institutional vandalism – (<i>Misdemeanor of the second degree</i>)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Criminal trespass</li> <li><input type="checkbox"/> Theft</li> <li><input type="checkbox"/> Failure of disorderly persons to disperse upon official order</li> <li><input type="checkbox"/> Disorderly conduct</li> <li><input type="checkbox"/> Sale of tobacco</li> <li><input type="checkbox"/> Use of tobacco in schools</li> </ul>
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## DISCIPLINE POLICY AND SCHOOL REGULATIONS

1. The High School Disciplinary Code as approved by the Steering Committee, Administration, and Board of Education is followed when administering disciplinary action.
2. Students are assigned detention, suspension, or community service at the discretion of the administration according to the disciplinary code adopted by the Board of Education.
3. Detention is normally held after school as deemed necessary (usually Monday, Tuesday, Wednesday and Thursday).
4. **Any member of the district's staff who prepares a disciplinary report for submission to the administration is required to telephone the student's parent or guardian within 24 hours.**
5. Parents or legal guardians are notified by the administration via letter and/or telephone when their child has been assigned to detention or suspension. **This notice may occur after the disciplinary action if the action taken is an Positive Education Program (PEP).**
6. Reports of all serious cases of disciplinary actions are submitted in writing to the Assistant Principal or Principal. A copy of the report is sent to the parents or guardians of the students.
7. All disciplinary policies are in effect any time a student is engaged in a school-sponsored activity or present on school grounds. This includes participation or attendance at extracurricular activities and field trips.
8. Both Positive Education Program (PEP)s and out-of-school suspensions are considered lawful absences. All assignments, class work, and tests may be completed for credit according to each teacher's classroom rules and make-up policy.
9. Recommendations for out-of-school suspensions or the expulsion of students from school are processed through the High School Principal's Office. Special procedures for longer term suspensions and expulsion are detailed in the District Policy Manual (Policy No. 233). Parents may review the District Policy Manual in the Main Office of the High School or on the Bald Eagle School District Website.

10. The best discipline is student self-discipline. The discipline policies and procedures are developed with the following basic principles in mind:
- Follow all district policies, school rules, and staff directions at all times.
  - Keep hands, feet and objects to yourself.
  - No profane language or behavior.
  - No teasing, harassment or bullying.
  - Be on time.
  - Complete all assigned work.

### **Act 26 of 1995**

This law requires schools to follow specific procedures to make schools safer. The law prohibits the possession of weapons on school property and mandates that students who do possess a weapon, as defined under Weapon Possession and/or Use, be expelled from school for a minimum of one year. Bald Eagle Area High School's Discipline Code clearly reflects this mandate.

Act 26 also requires the filing of Individual Incident Reports on 24 different types of misconduct: 1) Assault of fellow students; 2) Assault on a school employee; 3) Ethnic intimidation; 4) Extortion; 5) Fighting; 6) Homicide; 7) Intimidation; 8) Kidnapping; 9) Malicious harassment/racial intimidation/hate crimes; 10) Reckless endangering; 11) Robbery; 12) Sexual harassment; 13) Sexual offenses; 14) Threatening a school official; 15) Arson; 16) Bomb threats; 17) Demonstrations; 18) Disorderly conduct; 19) Possession of a firearm; 20) Possession of a knife; 21) Possession of other weapon(s); 22) Terroristic threats; 23) Possession, use, or sale of controlled substances; or, 24) Possession, use or sale of alcohol or tobacco.

This law requires that the Individual Incident Report be placed in the student's permanent record and be transferred with the student if the student transfers to another school. Once a year the information from these records must be submitted in a report to the Pennsylvania Office of Safe Schools.

### **Administrative Review**

The Administrative Review Process is an attempt to provide a coordinated effort to help a student find success and work toward graduation. An Administrative Review Team consisting of the Principal, Assistant Principal, and the student's school counselor meets to review a student's academic record, the incident or incidents that brought the student to this level of action, with teacher and parental input. The team may then recommend any of the following: 1) a return to regular class; 2) a suspension of up to 10 days; 3) a recommendation for placement in the Alternative Education Program anywhere from nine (9) weeks to one (1) year; and/or 4) a recommendation to the Superintendent for expulsion. If the recommendation is for an extended suspension or expulsion, parents are advised of due process rights and procedures.

## **Discipline System and Matrix**

The Discipline System for handling behavioral issues addresses misconduct in and out of the classroom. Disciplinary consequences can be assigned for misbehavior that occurs during the school day or at any school-sponsored activity.

Classroom teachers are encouraged to develop a clear set of expectations for their assigned areas, as well as identify consequences for behavior that is not appropriate. They are required to work with students, parents, as well as other staff members to resolve student behavioral issues before referring an individual to the Main Office for disciplinary action. These are Level 1 infractions as defined in the Discipline Matrix.

The building administration is charged with the work of providing a safe, orderly, and well-disciplined learning environment. Administrators are responsible for dealing with all issues with regard to student behavior in the building and at school-sponsored programs away from the high school. They receive referrals from teachers on classroom misconduct issues after the teacher has made their best effort to work with the student and his/her parents to resolve the problem. Administrators also are responsible to deal with infractions that occur in the common areas of the building where specific teachers have not been assigned direct supervision of students.

The Discipline System is progressive. Students who continue to commit infractions of the discipline code progress through five levels. Administrators have the ability to place students on a disciplinary level based upon the severity of an incident, as well as take into consideration the improvement of a student's behavior over time.

The Discipline Matrix serves as a guideline for teachers and administrators on how to process common discipline problems. While the Matrix represents how certain problems are normally handled, it is from time to time necessary to deviate from it so that disciplinary consequences can be employed in a reasonable manner.

## Discipline System Levels

<p><b>Level 1 - Classroom Misconduct</b></p>	<p><b>Classroom Behavioral Disturbances</b> that are <i>routinely to be handled by the individual teacher.</i></p> <p>The teacher is responsible for working with students and parents to resolve these issues. Level 1 infractions as defined in the Discipline Matrix.</p>
<p><b>Level 2 – Continued or Severe Misconduct</b></p>	<p><b>Continuing or Severe Behaviors</b> disruptive to the educational process in the classroom <i>normally referred to an administrator</i> for action. Students who have more than three disciplinary infractions in a particular class may be referred to the administration for action.</p> <p>The administrator will be responsible for working students, parents, and staff members to resolve these issues. Students with 4 or more office referrals can receive Level 3 consequences.</p>
<p><b>Level 3 – Conduct Disruptive to School Operations</b></p>	<p><b>Disruptive Behavior</b> which effects the overall operation of the school. <i>These items are to be referred to an administrator for action.</i></p> <p>The administrator will be responsible for working with students, parents, and staff members to resolve these issues. Students with 7 or more office referrals can receive Level 4 consequences.</p>
<p><b>Level 4 – Chronically Disruptive / Dangerous Conduct</b></p>	<p><b>Chronically Disruptive / Dangerous Behavior</b> which interferes with school operations or risks the health, safety, and welfare of others. <i>These items are to be referred to an administrator for action.</i></p> <p>The administrator will be responsible for working with students, parents, and staff members to resolve these issues. Students with 10 or more office referrals can receive Level 5 consequences.</p>
<p><b>Level 5 – Law or Policy Violations</b></p>	<p><b>Violations of Law or Policy</b> which require placement in another educational setting, or referral for expulsion. <i>These items are to be referred to an administrator for action.</i></p> <p>The administrator will be responsible for working with students, parents, and staff members to resolve these issues.</p>

### Discipline Matrix

<b>Infraction Category</b>	<b>Level One</b>	<b>Level Two</b>	<b>Level Three</b>	<b>Level Four</b>	<b>Level Five</b>
Academic Dishonesty	Parent Contact and Zero (0) Grade	Parent Contact, Zero (0) Grade, and Detention	Parent Conference, Zero (0) Grade, and Positive Education Program (PEP)	Administrative Review: Possible Recommendation for Alternative Education (AEP)	Administrative Review: Possible Recommendation for Alternative School (EFA) or Expulsion
Aggravated Assault (18 Pa. C.S. 2702)			Parent Conference, Suspension (Up to 10 days), Police Report, Act 26 Report, Possible SAP Referral.	Administrative Review: Possible Recommendation for Alternative Education (AEP).	Administrative Review: Possible Recommendation for Alternative School (EFA) or Expulsion
Aggressive Behavior		Parent Conference, Positive Education Program (PEP) (Up to 5 days), Possible SAP Referral.	Parent Conference, Out-of-School Suspension (Up to 10 days), SAP Referral.	Administrative Review: Possible Recommendation for Alternative Education (AEP).	Administrative Review: Possible Recommendation for Alternative School (EFA) or Expulsion
Bus Misconduct (Major)			Parent Conference and Three Days Suspension from Transportation.	Parent Conference, and Five Days Suspension from Transportation.	Parent Conference and Ten Days Suspension from Transportation.
Bus Misconduct (Minor)		Written Warning by Bus Driver, Referral to Building Administration.	Parent Conference and Three Days Suspension from Transportation.	Parent Conference, and Five Days Suspension from Transportation.	Parent Conference and Ten Days Suspension from Transportation.
Cafeteria Rule Violation		Parent Contact and Lunch Suspension (1 Week)	Parent Contact and Lunch Suspension (2 Weeks)	Parent Contact and Lunch Suspension (3 Weeks)	Parent Contact and Lunch Suspension (Remainder of Semester)

<b>Infraction Category</b>	<b>Level One</b>	<b>Level Two</b>	<b>Level Three</b>	<b>Level Four</b>	<b>Level Five</b>
Computer Misuse		Parent Contact. Restitution possible. Suspended 2 school weeks (10 days) from system.	Parent Contact. Restitution and Police Report possible. Suspension from Computer System for a Marking Period.	Parent Contact. Restitution and Police Report possible. Suspension from Computer System for a Semester.	Parent Contact. Restitution and Police Report possible. Suspension from Computer System for a Year.
Drug and Alcohol Policy Violations				Act 26 Report, Confiscate Items, Suspension (up to ten days). Parent Conference. Police Report.	Act 26 Report. Police Report. Administrative Review: Possible Recommendation for Alternative Education or Expulsion.
Criminal Mischief (18 Pa. C.S. 3304)			Parent Conference, Possible Act 26 and Police Report, and Suspension (Up to five days).	Parent Conference. Act 26 and Police Report, and Suspension (Up to ten days).	Act 26 and Police Report, and Administrative Review: Possible Recommendation for Alternative Education or Expulsion.
Cutting (Skipping Class).		Parent Contact. Zero (0) Grade for Work Missed. Detention.	Administrative Review: Possible Recommendation for Alternative Education (AEP). SAP Referral.	Administrative Review: Possible Recommendation for Alternative School.	
Disruption of the Education Process	Parent Contact and Classroom Consequence	Parent Contact and Detention	Parent Conference and Suspension (Up to 5 days)	Parent Conference and Suspension (Up to 10 days)	Administrative Review: Possible Recommendation for Alternative Education or Expulsion.
<b>Infraction Category</b>	<b>Level One</b>	<b>Level Two</b>	<b>Level Three</b>	<b>Level Four</b>	<b>Level Five</b>

Dance and Activity Rules Violation		Dance and/or Activities for One Quarter.	Dance and/or Activities for Six Months	Dance and/or Activities for One Year.	
Disorderly Conduct (18 Pa.C.S. 5503)		Parent Conference. Possible Police and Act 26 Report. Suspension (Up to 5 days).	Parent Conference. Police and Act 26 Report. Suspension (Up to 10 days). SAP Referral.	Police and Act 26 Report. Administrative Review: Possible Recommendation for Alternative Education.	Police and Act 26 Report. Administrative Review: Possible Recommendation for Alternative School (EFA) or Expulsion.
Dress Code Violation		Parent Contact, Change Clothing and Warning	Parent Contact, Change Clothing and Detention	Parent Conference and Suspension (Up to 10 Days)	Administrative Review: Possible Recommendation for Alternative Education or Expulsion.
Non-Instructional Devices (Cell phones, wearable technology, Including Electronic Devices)		Parent Contact. Confiscation of the item(s). Detention	Parent Contact. Confiscation of the item(s) and Positive Education Program (PEP).	Parent Conference, Confiscation of the item(s) and Suspension (Up to 10 Days)	Administrative Review: Possible Recommendation for Alternative Education or Expulsion.
Failure to Serve Detention		Parent Contact. Positive Education Program (PEP) – 1 day (1st offense)	Parent Conference. Positive Education Program (PEP) – 3 days (2 <sup>nd</sup> offense)	Parent Conference. Positive Education Program (PEP) – 10 days (3 <sup>rd</sup> offense)	Administrative Review; Possible recommendation for Alternative Education or Expulsion. Out-of-School Suspension (4 <sup>th</sup> offense)
Failure to Serve Positive Education Program (PEP).		Parent Conference. Out of School Suspension (Up to 3 Days).	Parent Conference. Out of School Suspension (Up to 5 Days).	Parent Conference. Out of School Suspension (Up to 10 Days).	Administrative Review: Possible Recommendation for Alternative Education or Expulsion
Failure to Serve Alternative Education (AEP)				Administrative Review: Placement Recommendation for Alternative School	Administrative Review: Possible Recommendation for Expulsion.
<b>Infraction Category</b>	<b>Level One</b>	<b>Level Two</b>	<b>Level Three</b>	<b>Level Four</b>	<b>Level Five</b>

Tampering With or Damaging Fire Apparatus (18 Pa. C.S. 3305)				Parent Conference, Police Report, and Suspension.	Administrative Review: Possible Recommendation for Alternative Education or Expulsion
Stalking (18 Pa.C.S. 2709)				Police Report, Parent Conference, and Suspension (Up to 10 days)	Administrative Review: Possible Recommendation for Alternative Education or Expulsion
Horseplay / Roughhouse	Parent Contact and Classroom Consequence	Parent Conference and Detention.	Parent Conference and Suspension (Up to 5 days).	Parent Conference and Suspension (Up to 10 days).	Administrative Review: Possible Recommendation for Alternative Education or Expulsion
Inappropriate Behavior	Parent Contact and Classroom Consequence.	Parent Conference and Detention.	Parent Conference and Suspension (Up to 5 days).	Parent Conference and Suspension (Up to 10 days).	Administrative Review: Possible Recommendation for Alternative Education or Expulsion
Institutional Vandalism (18 Pa. C.S. 3307)				Parent Conference. Police Report. Suspension (up to 10 days).	Police Report. Administrative Review: Possible Recommendation for Alternative Education or Expulsion.
Insubordination	Parent Contact and Classroom Consequence.	Parent Conference and Detention.	Parent Conference and Suspension (Up to 5 days).	Parent Conference and Suspension (Up to 10 days).	Administrative Review: Possible Recommendation for Alternative Education or Expulsion
<b>Infraction Category</b>	<b>Level One</b>	<b>Level Two</b>	<b>Level Three</b>	<b>Level Four</b>	<b>Level Five</b>

Leaving School Without Permission			Parent Conference, Positive Education Program (PEP) (Up to 10 days), and Zero (0) grade for all classes missed.	Administrative Review: Possible Assignment to Alternative Education.	Administrative Review: Possible Recommendation for Expulsion.
Locker Policy		Parent Contact and Detention.	Parent Conference, Suspension of Privilege.	Parent Conference, Loss of Privilege.	
Other Violations of State, Federal Law, or Local Law.				Parent Conference, Police Report, and Suspension.	Administrative Review: Possible Recommendation for Alternative Education or Expulsion
Pass Violations		Parent Contact, No Pass List (1 Week).	Parent Contact, No Pass List (1 Month).	Parent Contact, No Pass List (Marking Period)	Parent Contact. Loss of Privilege. Administrative Review: Possible Recommendation for Alternative Education.
Refusal To Do Work	Parent Contact and Classroom Consequence	Parent Conference and Detention.	Parent Conference and Suspension (Up to 5 days). SAP Referral.	Parent Conference and Suspension (Up to 10 days).	Administrative Review: Possible Recommendation for Alternative Education or Expulsion
Riot				Parent Conference and Suspension (up to 10 days). Police Report and Possible Act 26 Report.	Administrative Review: Possible Recommendation for Alternative Education or Expulsion Police Report and Possible Act 26 Report
Safety Violations	Parent Contact and Classroom Consequence.	Parent Conference and Detention.	Parent Conference and Removal from Class with Zero (0) grade.		

<b>Infraction Category</b>	<b>Level One</b>	<b>Level Two</b>	<b>Level Three</b>	<b>Level Four</b>	<b>Level Five</b>
Harassment or Bullying		Parent Contact and Detention. Possible Police Report. Referral to Safety and Prevention Coordinator/School Based Mental Health Clinician.	Parent Conference and Suspension (up to 10 days). Possible Police Report. SAP Referral.	Administrative Review: Possible Recommendation for Alternative Education. Possible Police Report	Administrative Review: Possible Recommendation for Expulsion. Possible Police Report
Assault (18 Pa. C.S. 2701)			Act 26 Report, Police Report, Parent Conference and Suspension (Up to 10 days).	Act 26 Report, Police Report and Administrative Review: Possible Recommendation for Alternative Education.	Act 26 Report, Police Report and Administrative Review: Possible Recommendation for Expulsion.
School Store Rules		Parent Contact. No Pass List			
Derogatory, Demeaning, and Profane Language to Others		Parent Contact and Detention	Parent Conference and Suspension (up to 10 days). Possible Police Report.	Administrative Review: Possible Recommendation for Alternative Education.	Administrative Review: Possible Recommendation for Expulsion.
Terroristic Threats (18 Pa. C.S. 2705)					Act 26 Report, Parent Conference, Suspension (up to 10 days). Administrative Review: Possible Recommendation for Alternative Education or Expulsion.

<b>Infraction Category</b>	<b>Level One</b>	<b>Level Two</b>	<b>Level Three</b>	<b>Level Four</b>	<b>Level Five</b>
Tardiness to Class	Parent Contact. Classroom Consequence	Parent Contact and Detention	Parent Contact. Positive Education Program (PEP)	Administrative Review: Possible Recommendation for Alternative Education.	
Tardiness to School		Follow Attendance Policy and Procedures.			
Threats / Intimidation			Parent Conference. Suspension. Possible Police and Act 26 Report.	Administrative Review: Possible Recommendation for Alternative Education. Police and Act 26 Report.	Administrative Review: Possible Recommendation for Expulsion.
Tobacco Policy Violation		Complaint Filed with District Justice. Detention (6 hours). Referred to Nurse for Tobacco Cessation Program. Parent Notified.	Complaint Filed with District Justice. Parent Conference. Positive Education Program (PEP). One Week suspension from all extracurricular activities.	Complaint Filed with District Justice. Parent Conference. Out-of-School Suspension (up to 10 days). Extracurricular activities suspended until further notice.	Complaint Filed with District Justice. Administrative Review: Possible Recommendation for Alternative Education.
Truancy / Unexcused Absences		First Three Unexcused Days Parent Notified. Absence is unexcused / illegal. Zero (0) grade for all classes missed. Time is made up in detention.	Continued Truancy Parent Conference Absence is unexcused / illegal. Zero (0) grade for all classes missed. Administrative Review: Possible Recommendation for AEP. Time is made up in Detention.	Continued Truancy Parent Conference. Absence is unexcused / illegal. Zero (0) grade for all classes missed. Administrative Review: Possible Recommendation for Alternative School. Complaint filed with Magistrate.	Continued Truancy Administrative Review: Possible Recommendation for Expulsion. Complaint filed with Magistrate.
Weapons Possession And/Or Use* *What constitutes a weapon will be determined on an individual basis.					Act 26 Report. Items Confiscated. Police Report. Possible Suspension. Possible Recommendation for Expulsion.

## Guidelines and Procedures for Administering the Discipline Policy

1. Parents are notified in writing in all cases involving more than a disciplinary warning.
2. Work after school, participation in school activities, or appointments are not excuses for missing detention.
3. Suspension may be in or out of school at the discretion of the administration.
4. Community service is an alternative to detention and/or Positive Education Program (PEP) at the discretion of the administration.
5. Students shall be responsible for all classes missed due to suspension. Zero grades are entered for all work not made up.
6. Substitution of suspension for detention or community service is not permitted.
7. Parent conferences are required at all Step 3 offenses unless otherwise stated.
8. Any student who misses a class due to an unexcused tardiness will receive a zero for the class.
9. A Counseling Referral occurs with any suspension. The counselor determines if a SAP Referral is appropriate on any first suspension.  
**(Student Assistance Program)**
10. A SAP referral is made for any student who has an established pattern of disruptive behavior. The offenses do not have to be of the same type.
11. Removal of a student from class for disciplinary or safety violations results in a failing grade for the course.
12. Students may be assigned a suspension following three (3) assignments to detention.
13. Three suspensions of a student during the same school term may result in a recommendation for expulsion.
14. Failure to report to Positive Education Program (PEP) results in an out-of-school suspension. The original Positive Education Program (PEP) is reassigned upon the return of the student to school from the out-of-school suspension.
15. All staff members and administrators are advised to secure assistance prior to confronting potentially volatile situations. If at all possible, no individual should confront these situations alone.
16. In the event of a violation of great severity or a violation that includes physical assault or intimidation, the steps preceding suspension or expulsion may be bypassed.

## Terms Used in Discipline Code

Academic Dishonesty – The production of materials not original in nature. This may include, but not be limited to, taking work directly from an online source, turning in the same work as another student, use of an online translator during language classes, use of AI or other generating websites, cheating on tests, cheating on homework, copying homework or classwork, or plagiarism.

Aggravated Assault (18 Pa.C.S. 2702) – Attempting to cause serious bodily injury to any of the following: 1) Another person, or cause such injury intentionally, knowingly, or recklessly under circumstances manifesting extreme indifference to the value of human life; 2) to an operator of a vehicle used in public transportation while operating such a vehicle; 5) a teaching staff member, school board member, other employee or student of any elementary or secondary publicly funded education institution, or elementary or secondary parochial school while acting in the scope of such person’s employment relationship to the school.

Aggressive or Disruptive Behavior – Any aggressive words or physical contact between students that is less than the definition of disorderly conduct.

Bomb Threats/Fire Alarms – The making, by word or action, of false threats or alarms.

Building Discipline by Category – The imposition of disciplinary measures according to the Discipline Policy Matrix. These measures are in addition to those actions specifically outlined in the bus policy and dance and school activity policies.

Bus (Major) – This is defined in detail under “Bus Discipline Policy” of the student/parent handbook.

Bus (Minor) – This is defined in detail under “Bus Discipline Policy” of the student/parent handbook.

Cafeteria Rule Violations – Any violations of rules established by cafeteria monitors and personnel. It may include, but not be limited to, throwing food, running in the cafeteria, jumping lunch line, not sitting in an assigned seat.

Community Service – An administrative alternative to detention and/or Positive Education Program (PEP). A student may be assigned to a specific number of hours of service to be performed for a non-profit institution or designated individual (not a relative of the student). The logistics for performing community service are worked out between the student’s parents or guardian and the Assistant Principal.

Computer Misuse – Any unauthorized use of hardware or software, including, but not limited to, accessing, altering, deleting, copying, or moving files/software or equipment not intended for student use.

Controlled Substances (Drugs, Alcohol, Paraphernalia) – Those mind or body altering substances (drugs, narcotics, alcohol) specifically enumerated in the following legislation: 35 P.S. 780.101 to 780.113, 47 P.S. 1-101 to 9-902, and as amended in subsequent legislation. Also, those items listed in the medication policy.

Criminal Mischief (18 Pa.C.S. 3304) – Any one or more of the following: 1) Damaging tangible property of another intentionally, recklessly, or by negligence in the employment of fire, explosives, or other dangerous means relating to causing or risking catastrophe; 2) intentionally or recklessly tampering with tangible property of another so as to endanger person or property; 3) intentionally or recklessly causing another to suffer pecuniary loss by deception or threat; or, 4) intentionally defacing or otherwise damaging tangible public property of another with an aerosol spray-paint can, or a broad-based indelible marker or similar marking device.

Cutting or Skipping Class – Failure to report to an assigned area while remaining on school property.

Dance Rules or Activities Rules – As defined on pages 24-26 in the Student/Parent Handbook.

Detention – Detention is assigned to a student for an infraction of the rules as defined in the Discipline Matrix (Pages 74-80). A student assigned to detention must report to the designated room immediately following the dismissal bell at 3:10 p.m. Students should bring homework or other schoolwork to do during the period of time they are assigned to detention.

Disruption of the Education Process – Actions/behaviors or the lack of actions/behaviors that cause an interruption in the teaching/learning process. Examples include, but are not limited to, breaking classroom rules, not dressing for PE, disrupting class, refusing instruction or an assignment, and/or failure to do work assigned during the assigned detention or Positive Education Program (PEP).

Dress Code Violation – As defined on page 86 of the Student/Parent Handbook.

Driving Related – As defined on pages 119-121 in the Senior High School Student/Parent Handbook and the PA Vehicle Code (75 Pa.C.S.).

Electronics Devices Violations – The possession or use of electronic devices during instructional time. Cell phones, headphones, earbuds, smart watches, personal computers, mp3 players, cameras, electronic games, laser pens, or any other telecommunications devices that emits an audible signal, displays a message, or otherwise delivers or receives a communication.

Ethnic Intimidation (18 Pa.C.S. 2710) – Actions taken with malicious intention toward the race, color, religion, or national origin of another individual or group of individuals, or the property of this person or persons.

Failure to Serve Assigned Punishment – Failure to serve an assigned detention, or an assigned Positive Education Program (PEP), or the failure to participate fully in the alternative educational program as assigned.

Fire Apparatus Injury or Tampering (18 Pa.C.S. 3305) – The willful and malicious cutting, injuring, damaging, destroying, or defacing of any fire hydrant, fire hose, fire engine, or other public or private fire equipment or any apparatus.

Harassment and Stalking (18 Pa.C.S. 2709) – Harassment: Actions taken with the intent to harass, annoy, or alarm another person including the following: 1) Striking, shoving, kicking, or otherwise subjecting another person or persons to physical contact or threatening to do so; 2) following a person in or about a public place or places; or 3) engaging in a course of conduct or repeatedly committing acts which alarm or seriously annoy another person with no legitimate purpose. Stalking: Engaging in a course of conduct or repeated acts toward another person, including following the person without proper authority, under circumstances which demonstrate any of the following: 1) An intent to place the person in reasonable fear of bodily injury; or, 2) an intent to cause substantial distress to the person.

Horseplay/Roughhouse – Any physical conduct of a playful or dangerous nature which has the possibility of resulting in a disturbance or injury.

Inappropriate Behavior – Conduct which is unsuitable for the educational environment.

Positive Education Program (PEP) – A student is assigned to Positive Education Program (PEP) for an infraction of the rules as defined in the Discipline Infractions Matrix. A certified teacher staffs the Positive Education Program (PEP) room and the students utilize the time they have been assigned to Positive Education Program (PEP) in productive teaching and learning activities. The assignments from the regular classes that are not being attended are done in the Positive Education Program (PEP) room, so students are able to continue to make academic progress.

Institutional Vandalism (18 Pa.C.S. 3307) – The knowing desecration, as defined in Section 5509 of the Criminal Code, vandalizing, defacement, or otherwise damaging any of the following: 1) Any church, synagogue, or other facility or place used for religious worship or other religious purpose; 2) any cemetery, mortuary, or other facility used for the purpose of burial or memorializing the dead; 3) any school, educational facility, community center, municipal building, courthouse facility, or detention center; 4) the ground adjacent to and owned by any facility set forth in (1), (2), or (3); or 5) any personal property located in any facility set forth in the subsection.

Insubordination – Any behaviors that are exercised to belittle, embarrass, defy the authority of and/or degrade an employee of the District. Examples may include, but are not limited to, failure to obey, defiant or disrespectful behavior, and uncooperative behavior.

Leaving School Without Permission – Any student who is on school ground or engaged in a school sponsored activity that leaves those grounds or activity without permission from those in charge.

Locker Policy Violations – Violation of locker policy as stated in the student/parent handbook on page 111.

No Pass List – Students who have misused the privilege of a hall pass or who are scheduled for community service, detention, or Positive Education Program (PEP) are placed on the no-pass list by the Assistant Principal. Those students are not eligible to receive hall passes for any reasons other than for the use of the lavatory until they are removed from the no-pass list.

Other Violations of State, Federal, or Local Law – The respective laws, criminal codes, and ordinances of any level of government. The specific offenses also include: **Arson**: Arson and Related Offenses (3301-18); **Endangering Others**: Disorderly Conduct (5503-18), Criminal Mischief (3304-18); **Improper Materials**: Possessing Instruments of Crime (907-18), Criminal Mischief (3303-18), Controlled Substance, Drug, Device, and Cosmetic Act (780.101 to 780.113-35); **Library Theft**: Library Theft (3929.1-18), Retention of Library Property After Notice to Return (6708-18); **Loitering**: Criminal Trespass (3503-18), Failure of Disorderly Persons to Disperse Upon Official Notice (5502-18); **Theft**: Theft (3921-18), Theft by Deception (3922-18), Theft of Property Lost, Mislaid, or Delivered by Mistake (3924-18); **Unauthorized Use of School Equipment**: Criminal Trespass (3503-18); **Vandalism**: Arson and Related Offenses (3301-18); **Visiting or Entering Privately Owned Vehicles**: Criminal Trespass (3503-18).

Pass Violations – Misuse of hall pass or the lack of hall pass.

Riot (18 Pa.C.S. 5501) – Participation with two or more others in a course of disorderly conduct 1) with the intent to commit or facilitate the commission of a felony or misdemeanor; 2) with intent to prevent or coerce official action; or, 3) when the actor or any other participant to the knowledge of the actor uses or plans to use a firearm or other deadly weapon.

Safety Violations – Any action that does or may cause accident or injury to the student or others.

Student Assistance Program (SAP) – The Student Assistance Program (SAP), comprised of teachers, administrators, counselors, and other staff, is organized to provide assistance to students who may be having problems that interfere with success in school. These problems may be related to drug and/or alcohol use or abuse, dysfunctional families, or any other problem a student may face. The members of the team are always available for assistance for a student and/or the family.

School Store Rules – Any violations of school store rules.

Sexual Harassment – It is the policy of the Bald Eagle Area School District to maintain a learning and working environment that is free from sexual harassment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical contact. Sexual harassment may include, but is not limited to, the following: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, unwelcome touching, suggesting or demanding sexual involvement accompanied by implied or specific threats. Any student who alleges sexual harassment by any employee, other student, or approved volunteer in the district should report such action directly to a teacher, guidance counselor, or building administration. For full details see District Policy #708 in the policy manual available in the Main Office or Library. Mention of Title IX?

Simple Assault (18 Pa. C.S. 2701) – Any of the following actions: 1) Attempting to cause or intentionally, knowingly, or recklessly causing bodily injury to another; 2) negligently causing bodily injury to another with a deadly weapon; or, 3) attempting by physical menace to put another person in fear of imminent serious bodily injury.

Suspension – When a student’s behavior is severe enough (under the guidelines defined in the Discipline Matrix, pages 26-34), a temporary suspension from school of not more than three (3) consecutive school days may be imposed. The parent or guardian is immediately notified of the reason for the suspension and the date of readmittance. For more serious offences, or repeated offences, a full suspension for a period of up to ten (10) school days may take place after an informal hearing before the Principal is offered to the student and the student’s parents or guardian.

Tardiness – Any student arrival to class or lunch after the bell. Students may be reported to the office on the third late to class and any subsequent late arrivals.

Terroristic Threats (18 Pa.C.S. 2706) – A person is guilty of a misdemeanor of the first degree if he threatens to commit any crime or violence with intent to terrorize another or to cause evacuation of a building, place of assembly, or facility of public transportation, or otherwise to cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience.

Threats – Mild and implied threats that serve to intimidate, annoy, or harass another individual or individuals.

Tobacco and Tobacco Substitutes – Any student who possesses or uses tobacco in a school building, a school bus, or on school property owned by, leased by, or under the control of a school district.

Truancy – Unauthorized absence from school for all or any part of the school day as defined in Act 29 of 1995 and District Policy.

Weapons Possession and/or Use – As defined by Act 26 of 1995, the Gun Free School Zones Act of 1994, and subsequently amended, and District policy. A weapon is defined as a knife, cutting instrument, cutting tool, nanchaku, firearm, shotgun, rifle, and any other tool, instrument, or implement or instruments capable of inflicting serious bodily injury. Also included is any object used with intent to harm or threaten harm to another individual or individuals.

### **Dress Code (Policy #221):**

It is the responsibility of each student to be neat in appearance and well groomed. A student should dress in an appropriate manner for school and wear face coverings and clothing that is moderately fitting and in good taste. Administrators will ultimately decide what is disruptive to the school environment. Specific provisions governing dress are as follows:

1. The Bald Eagle Area School District administration reserves the right to question any mode of dress/jewelry/hair style/face coverings that is beyond current community/school accepted standards or in any manner jeopardizes the health, welfare or safety of the student or other students.

2. Clothing articles will be considered unacceptable or disruptive if they are too revealing, that is, too sheer, too short, or too tight. Any garment that allows any undergarment to be visible will also be considered as inappropriate. Midriffs are to be covered at all times and should not be visible while the student is sitting or standing. Strapless tops are not permitted. Shorts and skirts must be at least mid-thigh in length. Pants, shorts, skirts or dresses with holes should not expose the upper thigh. Final determination on dress code will be determined by the administrator.
3. No headwear (caps, hats, bandanas, etc.) may be worn in school. No head coverings are permitted. Chains are not to be worn or brought to school.
4. Appropriate footwear is to be worn during school. Footwear should be safe as required by the educational setting.
5. Printed obscenities, profanity, or messages with a double meaning related to obscenity, profanity or sex, are unacceptable and considered disruptive. Additionally, any appearance or item, which disrupts the educational mission of the school or interferes with the rights of others, is also prohibited.
6. Outdoor apparel may not be worn in school unless permission to do so is granted by the nurse. Outdoor apparel should be kept in lockers and not carried into the classroom.
7. Any clothing judged a disruptive influence in class, or interfering with the educational rights of others, is considered improper dress. Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities, or other situations where special attire may be required to insure the health or safety of the student.
8. If school attire is considered inappropriate, the students will be given an opportunity to call home for a change of clothing or given an opportunity to change. If a change is not available, the student will be placed in suspension.
9. The wearing, possessing, using, distributing, displaying or selling of any clothing, jewelry, emblems, badges, symbols, signs, graffiti or other items that are evidence of membership in or affiliation with a gang are not permitted.

### **Drug/Alcohol Violations**

Possession of drug paraphernalia and/or possession or use of behavior altering substances shall be processed as detailed in the provisions for controlled substances. In addition, immediate suspension and expulsion from school may result from a violation of this policy.

## Hall Conduct

Students are expected to move at a reasonable speed through the hallways. No running is permitted and students should keep to the right. Movement in the halls during morning announcements is prohibited.

Any public display of affection is prohibited. Students who engage in a public display of affection may be disciplined.

## School Health Services

### Illness & Injury

1. A student who becomes ill or injured during the school day should report to or be sent to the nurse for an assessment. Students are not to text or call a parent to be excused from school when ill or injured. The nurse will be the one to contact the parent if she feels it necessary to do so. Students may not leave the building because of illness without authorization from the nurse or administration. If the nurse is not in her office, students are to report to the Main Office for assistance.
2. A student must have a Pass or Planner signed from the teacher whose class he/she is missing when being sent to the Nurse's Office.
3. Students should not report to the Nurse's Office between classes unless it is an "Emergency".
4. We know that it is not always easy to decide whether your child should stay home from school due to illness. For instance, we tell the students that there is a difference between being "ill" which requires a day at home or a visit to the doctor's office, and "not feeling 100%" which means trying to keep up with business as usual. Unless there is a problem we can see – temperature elevation, vomiting, diarrhea, inflamed tonsils, serious injury, etc. – it is often as difficult for us to make the decision as it is for you. Usually, if you send your child to school in the morning or tell your child to go to school and "try it", it will be assumed that he or she is able to go through the day unless visible symptoms are present.
5. Students experiencing the symptoms listed below are often contagious and should not be in school because they do not usually function very well in class.

Symptoms Requiring Absence/ Evaluation by Medical Provider:

- Active vomiting or diarrhea
- Fever Chills/ Generalized Body Aches
  - Fever of 100.4 degrees Fahrenheit or higher. At all times a nurse may use his/her assessment of a student to determine if a student may be excluded at a lower temperature.
- Undiagnosed, new and/or untreated redness of the eyes with green or yellow discharge from the eyes. (Must follow up with a medical provider for a clearance note prior to returning to school).

- The first 24 hours of antibiotic therapy for bacterial causes (i.e., Strep Throat, conjunctivitis, Impetigo.)
- Undiagnosed, new, and/or untreated rash or skin condition (i.e., generalized hives or rash, wound with yellow/green drainage, etc.)
- Doctor's note requiring a student to stay home
- If presenting with COVID-19 symptoms (fever, cough, shortness of breath) must follow up with a medical provider for a clearance note prior to returning to school.
  - Follow exclusion guidelines provided by the PA DOH/ CDC

When to Return:

- Active vomiting or diarrhea - 24 hours since last episode
  - Fever - 24 hours fever free without use of fever reducing medication
  - After 24 hours on antibiotics for a variety of bacterial causes
  - Doctor's note of clearance for various student-specific medical conditions
  - If diagnosed with COVID-19, with or without positive test/ symptoms, refer to CDC/ PA DOH protocol for return to school or work guidelines.
6. Middle School and High School students are allowed to bring their own cough drops to school and to carry and use such cough drops during the school day.
  7. Ice will be given for a school injury on the day that the injury occurs. A physician order is required for requests of ice for injuries, reasons other than this.
  8. Students requesting special accommodations, including leaving class early, frequent bathroom visits, and carrying water bottles during the school day, must turn in a physician's note to the school nurse that explains the reason for the request. These special accommodations will be arranged by the school nurse based on the physician's note and our school's policies.
  9. All physicians' notes excusing students from participating in physical education classes need to be turned in to the school nurse. The school nurse will notify the PE teacher and Counseling Office.
  10. Students must clean and care for their body piercing(s) and tattoo(s) at home.
  11. It is the parent's responsibility to notify their child's bus/van driver and coaches of any significant mental/health conditions and/or issues.
  12. Should a student report to school and need to be sent home before 9:50, the student will be counted absent for the entire school day.

### **Medications Administration Policy**

Purpose: To establish a mechanism for safely administering medications to students during school hours

1. These medications may be administered at the discretion of the school nurse or other licensed school health personnel, provided that the student's parent or guardian has completed and submitted the required health form in the Sapphire portal for the current school year. Paper copies of the form are available upon request.

**Acetaminophen 325mg tablet:** 11 years old: tablets based upon weight; 12 years old or above: 2 tablets (325 mg each) every 4 hours as needed

**Acetaminophen liquid:** 11 years old: liquid dosing based upon weight; 12 years old or above: 640mg (20ml) every 4 hours as needed

**Ibuprofen 200mg tablet:** 11 years old: tablets based upon weight; 12 years old or above: 2 tablets every 6 hours as needed

**Ibuprofen liquid:** 11 years old: liquid dosing based upon weight; 12 years old or above: 400mg (20ml) every 6 hours as needed

**ONE of the above may be given as needed for the following reasons:**

Headache

Earache

Dental/Orthodontic pain

Fever (if oral temperature is 100.5 or above)

Menstrual cramps

Musculoskeletal pain

After a head injury acutely, Tylenol can be given for pain as needed. NSAIDs can be given following evaluation from athletic trainers or other health personnel.

**Calcium Carbonate 500mg (Antacid Tablets): 1 or 2 tablets every 6 hours may be given for the following reasons:** Heartburn or upset stomach

**Medication Use Threshold and Follow-Up:**

If a student receives a total of **eight (8)** doses of Acetaminophen (Tylenol) and/or Ibuprofen (Motrin) within a **30-day period**, the student's parent or guardian will be contacted. At that point, the student will be required to be evaluated by a physician for further assessment and management. Additional doses of these medications will not be administered by the school nurse for the remainder of the school year unless written medical clearance is provided by the student's healthcare provider.

If a student receives a total of **two (2)** doses of Calcium Carbonate (Tums) in one week, or **eight (8)** doses within a **30-day period**, the student's parent or guardian will be contacted. At that point, the student will be required to be evaluated by a physician for further assessment and management.

3.A parent or guardian needs to provide the school nurse with a written physician's order if it is necessary for their child to receive a different dose of Acetaminophen, Ibuprofen, or Calcium Carbonate than what our Standing Order states.

1. Acetaminophen 325mg 1 or 2 tablets every 4 hours as needed, Acetaminophen liquid 320mg (10ml) or 640mg (20ml) every 4 hours as needed, Ibuprofen 200mg 1 or 2 tablets every 6 hours as needed, OR Ibuprofen liquid: 200mg (10ml) or 400mg (20ml) every 6 hours as needed may be given in the following circumstances:

- Headache
- Earache
- Dental/Orthodontic pain
- Fever (if oral temperature is 100.5 or above)
- Menstrual cramps
- Musculoskeletal pain.

Acetaminophen and Ibuprofen will not be given in the following circumstances:

- Head injury
- Abdominal pain
- Problems requiring immediate medical evaluation or treatment such as Emergency Room Care
- Known sensitivity/allergy to the drug.

Calcium Carbonate 1 or 2 tablets every 6 hours may be given in the following circumstances:

- Heartburn
- Upset stomach

2. Medications must be FDA approved medications in order for them to be administered to a student. Homeopathic and alternative medications such as essential oils are not FDA approved and therefore will not be administered.
3. A parent or guardian needs to provide the school nurse with a written physician's order if it is necessary for their child to receive a higher dose of Acetaminophen or Ibuprofen than what our Standing Order states.
4. A parent or guardian must provide the school nurse with a written physician's medication order and written parental/guardian consent in order for the student to be given a prescription or over-the-counter medication during school hours. This holds true regardless of the length of time a medication is to be administered at school.

The physician's medication order must include the following:

- Student's name and grade
- Diagnosis/reason for needing the medication
- Name of the medication

- Route and dosage of the medication to be given at school
- Specific time medication is to be given at school (orders such as once a day, every morning or afternoon, etc. will not be accepted)
- Specific instructions for administration, if necessary
- Date of the order and discontinuation date
- Printed name and signature of the prescribing physician

The Parental Medication Consent Form must include the following:

- Student's name and grade
- Name of the medication
- Route and dosage of the medication to be given at school
- Specific time medication is to be given at school
- Dose of the medication to be given at school
- Permission for the school nurse, or other licensed school health personnel to administer the medication
- Printed name and signature of the parent/guardian

Physicians may FAX the medication orders to (814) 355-7197, Attention School Nurse.

5.    The physician's medication order and the label on the prescription or over-the-counter bottle/package must match for the medication to be administered to the student. The school nurse or other designated school personnel has the right to refuse to honor any medication request that does not meet this requirement.
6. All medications, whether prescription or over-the-counter, must be given to the school nurse in the original, labeled container in which they were dispensed or bought. Medications received in anything other than the original, labeled container/bottle, such as baggies, a plastic container, etc. will not be given.
7. All medications whether prescription or over the counter must be brought into school by the parent/guardian to the nurse in the original labeled container in which they were dispensed. Students are **NOT** permitted to bring medications to school with them with the exception of asthma inhalers, Epinephrine (Epi Pens), or Insulin (with prior documentation / permission of the school nurse).
8. Students may not keep medications (prescription or over-the-counter medications) in their backpacks, purses, lockers, etc. All medications will be stored in a locked cabinet in the Nurse's Office and will be given at the discretion of the school nurse or other licensed school health personnel.
9.    A new physician medication order and Medication Consent Form needs to be completed and turned in to the school nurse each school year for medications that need to be given during the school day.

10. Students may carry their asthma inhaler with them if they have an Asthma Inhaler Medication Form for Students Who Self-Administer on file with the school nurse. This form needs to be completed and signed by the student’s physician, the parent, the student and the school nurse. A new form needs to be completed and turned in to the school nurse each school year.

11. Students may carry an Epinephrine auto-injector with them if required by a physician and if they have an Epinephrine Emergency Care Plan Form on file with the school nurse. This form needs to be completed and signed by the student’s physician, the parent, the student and the school nurse. A new form needs to be completed and turned in to the school nurse each school year.

12. The school nurse or other designated school personnel has the right to refuse to honor any medication request that does not:

- Fall under the guidelines for safe dosage
- Medication is not recommended for a particular age group
- Medication is appropriate for the age group/dosage, but was prescribed for another individual, including siblings.
- The physician order and the label on the prescription or over-the –counter bottle/package does not match.

14. You can find printable copies of the 2024 / 2025 BEA Middle/High School Emergency and Health Information Form, Parental Medication Consent Form, Asthma Inhaler Medication Form, and Epinephrine Emergency Care Plan Form on the BEA District Website under “School Nurse”

### **11<sup>th</sup> Grade Physical Examinations**

- 1 The Pennsylvania School Health Law states that all 11<sup>th</sup> grade students must have a physical examination. Your child’s physical examination may be done by your child’s physician at your own expense, or by our school physician free of charge.
- 2 We encourage you to have your child’s physical done by his/her own physician, as he/she can best evaluate your child’s health, assist you in obtaining necessary treatment, and administer immunizations if needed. If your son/daughter gets a private physical, please have his/her physician complete a Private Physician Physical Examination Form. The completed Private Physician Physical Examination Form must be turned in to Mrs. Summey, our school nurse, by March 28, 2025
- 3 Private physical examinations that are done during the 10<sup>th</sup> grade year, the summer before 11<sup>th</sup> grade or during the 11<sup>th</sup> grade year will be accepted.
- 4 If your son/daughter gets a private physical examination for a driver’s permit, working papers or a sport, please have his/her physician complete a Private Physician Physical Examination Form. The completed Private Physician Physical Examination Form needs to be turned in to the school nurse by March 27, 2026. . Working papers will not be accepted as a private physical examination.
- 5 School physical examinations for 11<sup>th</sup> grade students will be done by our school physician in the spring of 2026. Any abnormality that is detected by the school physician will be referred to the parent for follow up with a private physician. Please complete the provided school physical permission slip and return it to our office no later than December 19, 2025 if you wish to sign up your student for a

FREE school physical. Parents or guardians are welcome to be present during their child's school physical examination, but must make arrangements with Mrs. Summey, our school nurse to do so.

- 6 Sports physicals that are done for a sport that a student participates in during the 11<sup>th</sup> grade school year meet the Pennsylvania School Health Law 11<sup>th</sup> grade physical requirement. The school nurse will obtain a copy of the sports physical from the Athletic Director, but will need your signed permission on the 11th grade physical form to secure a copy from the athletic department.

### **School Screenings**

1. The Pennsylvania School Health Law states that every student must have a growth screening and near and far vision screening done every school year.
2. Students in 11<sup>th</sup> grade will have a hearing screening done in addition to the growth and vision screenings. Parents or guardians will be notified by mail if their son/daughter fails vision, hearing, scoliosis or dental screenings.
3. All school health screenings will be completed by a team led by the Certified School Nurse.
4. If you would like to opt your child out of the school health screenings, please notify the school nurse via email no later than September 17, 2025..

### **Guidelines for School Based Program for the Control of Lice Infestation**

**Introduction:** Head lice are not a health hazard and are not responsible for the spread of any disease. It is a nuisance for families and schools, causing embarrassment and misunderstanding. Head lice infestation can lead to an unnecessary loss of school days for students. Absenteeism is directly related to poor academic achievement. According to No Child Left Behind, schools are required to maintain a 95% attendance rate. In an attempt to help attain this goal of improved attendance, the following guidelines will be followed.

- If school personnel observe a student excessively scratching the head or live lice, he/she may send the student to the school nurse to be assessed. The school nurse will then inspect the child's head for live lice. If live lice are found, the student's parent/guardian will be notified. The student will be permitted to return to class to finish the school day and begin treatment at home that same day.
- The student will be rechecked by the nurse upon return to school.

### **PA School Immunization Requirements**

The State of Pennsylvania requires all students in grades K- 12 to have the following immunizations for attendance:

- 4 doses of tetanus
- 4 doses of diphtheria
- 4 doses of polio

- 2 doses of measles, mumps, rubella
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) vaccine or a written statement from a parent or physician giving the month and year when the child had the chickenpox disease

In addition to the above immunizations, all students entering 7th grade must have the following immunizations:

- 1 dose of Tdap vaccine (booster vaccine for tetanus, diphtheria and whooping cough) if 5 years has lapsed since last tetanus vaccine
- 1 dose of Meningococcal conjugate vaccine (MCV)

In addition to the above immunizations, all students entering 12th grade must have the following immunizations:

- 2 doses of Meningococcal conjugate vaccine (MCV)

Written documentation of these immunizations must be provided to the School Nurse prior to the first day of school. If a student does not have all of the required immunizations to start school he/she will be excluded until proof of vaccination is received by the School Nurse.

## **Bald Eagle Area High School Library Collection Development Policy**

### ***Introduction***

It is the mission of the Bald Eagle Area Middle / High School Library to provide students, staff, and faculty with equal access to Library services and materials. One of the primary goals of the BEAHS Library is to provide materials and services that support the curriculum, instructional needs, and interests of the students, staff, and faculty. Library materials will be selected by the School Library Media staff utilizing the procedures outlined within this policy.

### ***BEAHS Library Mission Statement***

The mission of the Bald Eagle Area High School Library Media program is to:

- Provide, maintain, and protect print and non-print resources appropriate to support the curriculum and reading needs of the students, staff, and faculty of the Bald Eagle Area High School.
- Ensure an environment conducive to learning and research.
- Provide students, staff, and faculty with equal access to Library services and materials.
- Prepare Bald Eagle Area High School Students to be efficient and lifelong learners, seekers, and users of information.

### ***Purpose of the Library Collection Development Procedure***

The BEAHS Library Collection Development Policy is based on the belief that students must have access to a wide range of ideas and information in order to be able to critically evaluate information and make informed decisions. Students must also be able to utilize that information effectively, efficiently, and ethically. The BEAHS Library will provide students, staff, and faculty with equal access to quality materials and instruction on various formats to promote lifelong learning, independent reading, and information literacy.

### ***Objectives of Selection***

The BEAHS Library will provide patrons with print and non-print materials that assist in the implementation, support, and enhancement of the school's curriculum. Materials will also be selected that address the AASL's Standards for the Twenty-First Century Learner. All materials will represent a wide range of formats that include a variety of cultural, religious, political, ethnic backgrounds.

### ***Responsibility of Selection***

It will be the responsibility of the Librarian to select materials for the Library that adhere to the guidelines presented in the Collection Development Policy. Library staff, students, faculty, and administrators are encouraged to provide the Librarian with suggestions for the selection of materials.

### ***Criteria for Selection of Library Resources***

The selection of Library materials, including electronic, print, and non-print resources, will be based on the following criteria.

- Materials should support the school's curriculum and take into consideration the varied needs, interests, abilities, learning styles and maturity levels of the students and staff served.
- Materials should stimulate growth in factual knowledge, literary appreciation, ethics, and social standards.
- Materials should be selected to provide various sides of controversial issues so that students can develop critical analysis skills and make informed decisions.
- Materials should represent various ethnic, cultural, political, and religious viewpoints.
- Materials shall be selected that enrich and support the personal and recreational needs of our students and faculty.
- Materials should support the state standards in all content areas.

- Materials selected should align with the AASL Standards for the Twenty-First Century Learner.
- Materials should cover a wide array of formats (books, magazines, newspapers, electronic databases, audio books, e-books, etc.).

### ***Procedures for Selection***

Materials will be purchased based on the criteria above. Reputable resources will be used to select materials for the Library (ex. Perma-Bound, Follett Titlewave). The Librarian may obtain recommendations for acquisition from teachers, administrators, students, staff, and faculty. Duplicate and replacement copies of extensively used items will be purchased as needed.

Book Review Publications that will be consulted when selecting materials for the library may include, but are not limited to, the following:

*School Library Journal*

*New York Times Book Review*

*Booklist*

*Library Media Connection*

*Learning & Media*

*Teacher Librarian*

*Perma-Bound*

*ALA Booklist*

### ***Criteria for Gifts and Donations***

Donated items should be new or gently used, and must meet the guidelines of the Selection Policy in order to be accepted into the Library Collection.

### ***Weeding Policy***

Weeding is the process of withdrawing and discarding materials that are no longer useful. The Librarian will weed materials based on the following criteria.

- Poor physical condition (worn, torn, poor binding, missing pages, etc.)
- Outdated, inaccurate, or inappropriate content
- Newer edition or format available
- Obsolete format (ex. Audiovisual material formats)
- Content does not align with curriculum or standards
- Item seldom circulates or has not been used in several years
- Unused duplicate copies

### ***Challenge Policy***

See No. 109 of the District Policy Manual.

### **Library Management Policies**

#### ***Library Rules***

- While in the Library, students should be working, reading, looking for a book, conducting research, or have a specific task to complete.
- Please do not yell or distract others that are reading or working in the Library.
- Please respect others and all Library property and materials.

#### ***Borrowing Policies***

- Students may borrow books for three weeks at a time.
- Encyclopedias and other reference books may be borrowed overnight.
- Magazines may be borrowed for one week.

#### ***Overdue Fines***

- Students are charged 10 cents per day for overdue books and 25 cents per day for overdue reference materials and magazines. Audio books and Equipment will cost \$1 per day that they are overdue.

#### ***Lost or Damaged Books***

- If a student borrows a book, and it is lost or damaged, the student must pay for the item. If the book was lost, and later returned, the student's money will be refunded.

### **Passes**

1. Passes are color coded by area of use:

- Bi-Weekly General.....As Announced Bi-Weekly
- Guidance.....Pink

- Library.....Research – whole period  
Reading Counts transactions – at teacher’s discretion
- Permanent Activity Bus.....Gold – Fall  
Green – Winter  
Yellow – Spring
- Daily Activity Pass.....White

Student Pass Card (SPC) Policies

2. Use - Students must carry SPC’s any time they are in hallways.
3. Ink - Complete SPC’s in ink. Teachers should not initial SPC’s unless the sections for “Student’s Name,” “Homeroom,” and “Week Of,” are completed in ink. No information anywhere on the pass should be completed in pencil. Teachers should strongly encourage students to fill in their names on the passes during homeroom.
4. Teachers personally fill out and sign all passes indicating the date, time, student’s name, and destination. Students are not permitted to fill out pass forms.
5. Study halls - When teachers want to give students permission to come to their classrooms from study halls, teachers should give the students a paper pass which is retained by the study hall teacher. A maximum of three (3) students from each study hall are permitted to go to the library for the duration of the study hall for a specific purpose. The SPC is used to travel from study hall to the designated classroom.
6. Errands - If students are running errands for teachers, working on student activities, working for the Attendance Office, etc., they may need additional documentation on a paper pass (e.g. “hanging up signs for the dance”) but they should have a properly completed SPC or official badge.
7. Lates - If students leave class late, the SPC can be used for admittance to the next class. Teachers dismissing the student late should complete the appropriate block with the word “left,” the room number of the classroom the student is leaving, the time, and initials (e.g. “Left 99, 10:37, TLA”).
8. Activities - When students decide to divide their time between two after-school activities meeting on the same day, students traveling between after school activities must have SPC’s with them. The space below period nine should be used for after school activities.
9. Library - the library pass policy remains in place, but students must also carry SPC’s when going to the library.
10. Students must take the most direct route to their destinations and on their return.

## Physical Education Rules and Regulations

1. **Students may be excused from long-term participation in physical education classes only with a doctor's excuse which specifies the reason and length of time the student is to be excused.** The student is then excused to a study hall or placed in an adaptive program.
2. Some students may have small illnesses or injuries not serious enough to keep them out of school, but serious enough to create unhealthy or unsafe circumstances if they were to participate in physical education classes. The following procedure has been adopted for these situations, which permits short-term excuses from physical education classes:
  - These incidents may be handled within the discretion of the physical education staff, or
  - Teachers may send these students to the nurse to make a determination.
3. Gym shoes or sneakers are required on the gymnasium floors. Proper footwear must be worn for all outdoor activities.
4. Students who wear breakable glasses should wear guards.
5. For safety reasons, students are asked to remove all jewelry including jewelry for pierced ears, eyebrows, tongues and belly buttons, etc. Jewelry should be locked in the physical education teacher's office.
6. Students are responsible for their belongings. Students are advised to secure their belongings in a locker for the duration of the class period. Items may also be locked in the physical education teacher's office. School locks are available in the Main Office. No other type of lock may be used. The lock must be returned at the end of each school year or a \$5.00 fee will be added to the Fine List.
7. Permission to use the gymnasiums must be obtained by submitting a facilities request form to the Activities Director. Students are not permitted to use these facilities unless an authorized person is present to provide supervision.

## **Student Store**

The Student Store will be open during class periods and will offer many of the items previously sold at the Cafeteria snack line. **The student store will be available to students who are scheduled for study hall. Students are not permitted to use the Student Store from classes.**

No passes other than those issued from study halls are given to students to go to the Student Store.

Students may purchase food and drinks with passes from study halls.

The student store is closed during class changes.

Food and drinks must be consumed in the Cafeteria/Lobby. Students are not permitted to take food or drinks from the Cafeteria/Lobby to any other part of the building.

Ten (10) minute passes are issued to a maximum of three (3) students from each study hall at one time.

Use of the student store during study hall is a privilege and may be revoked at the discretion of the study hall teacher or administration.

## **Student Rights and Responsibilities**

Bald Eagle Area relies extensively on the good judgment, honesty, and the spirit of cooperation among school citizens to achieve the order and harmony which are essential to an educational facility. Each student, however, must observe specific regulations and should be aware of certain disciplinary measures. The rules at Bald Eagle Area are within the framework of the **Regulations and Guidelines on Student Rights and Responsibilities**, as adopted by the State Board of Education in 1947. In particular, two features of this document which deserve attention have to do with “student responsibility” and “school rules”. These are printed below:

### **Section 12.2 Student Responsibilities**

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and obedience to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

2. No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful manner so as not to offend others.
4. It is the responsibility of all students to
  - a. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with these rules.
  - b. **Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.**
  - c. Dress and groom themselves to meet fair standards of safety and health, and so as not to cause substantial disruption to the educational process.
  - d. Assume that a rule is in effect until it is waived, altered, or repealed.
  - e. **Assist the school staff in operating a safe school for all students enrolled therein.**
  - f. Be aware of and comply with State and local laws.
  - g. Exercise proper care when using public facilities and equipment.
  - h. Attend school daily, except when excused, and be on time for all classes and other school functions.
  - i. Make all necessary arrangements for making up work when absent from school.
  - j. Pursue and attempt to complete satisfactorily the courses of study prescribed by State and local school authorities.
  - k. Avoid inaccuracies in student newspapers or publications and indecent or obscene language at any time.

### **Section 12.3 School Rules**

1. The School Board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rule making power, however, is not unlimited; it must operate within statutory and constitutional restraints. A school board has only those powers which are enumerated in the laws of the State, or which may reasonably be implied or necessary for the orderly operation of the school.
2. School boards may not make rules which are arbitrary, capricious, or outside their grant of authority from the General Assembly. Rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.
3. School rules are in effect until they are rescinded or changed. Students, who wish to work toward a change of a rule, must obey the rule while they are working through the appropriate channels to change that rule.

### **State Laws Which Apply to Students**

Section 1317 Authority of Teachers, Vice (Assistant, Associate) Principals and Principals Over Pupils.

Every teacher, vice (assistant) principal, and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending school during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them.

### **Study Hall Procedures**

The following general procedures are followed for study halls:

1. Permission to talk or work together must be obtained from the teacher in charge of the study hall.
2. Students must have study hall materials with them when they arrive. Passes to lockers are discouraged and are issued only on rare occasions.
3. Students should be quiet throughout study hall.
4. Game playing (i.e. cards, checkers, chess, etc.) is prohibited.

5. Students should utilize study hall time effectively. It is expected that students use this time for study or homework. Students should not be using cell phones or other personal electronic devices during study hall/homework hall.
6. Students must have a pass signed by a teacher to be permitted to leave a study hall.
7. All students leaving study hall to go to the library on reading passes are required to go by the most direct route.
8. Eating or drinking in study hall: Students who visit the school store during study hall are permitted to take food and drinks to their study hall as long as students respect the privilege, clean up any mess before leaving, and are respectful of school property. If this privilege is abused, this right will be revoked. **Absolutely no food or drink will be permitted in the Auditorium!**

### **Telephone Use by Students**

Office telephones may be used in extreme, genuine emergencies. Personal phone messages for students will be given at the end of the school day by calling the student over the PA system to the Main Office.

High School Students (9-12) - The use of cell phones, headphones, earbuds, smart watches, personal computers, mp3 players, cameras, electronic games, laser pens, or any other telecommunications devices that emits an audible signal, displays a message, or otherwise delivers or receives a communication is NOT permitted for use during instructional time (in class), study halls, in locker rooms, or bathrooms.

### **Video Monitors**

The Bald Eagle Area School District recognizes the district's responsibility to maintain order and discipline on school property and in school vehicles.

The district recognizes the value of electronic surveillance systems in monitoring activity on school property and school vehicles in protecting the health, welfare and safety of its students and staff. This includes the need to maintain the discipline of students on school property and in school vehicles.

The School Board has deemed it appropriate to provide the use of video camera surveillance in its transportation vehicles and on school grounds.

## Electronic Devices

The school administration recognizes that electronic communication devices can be beneficial and used for educational purposes. However, ordinary use of these devices in school situations can disrupt and interfere with the educational process. Therefore, the school restricts the use of these devices during instructional time (in class), in study halls/homework halls, in locker rooms, and bathrooms.

Electronic Devices include, but not limited to cell phones, headphones, earbuds, personal computers, mp3 players, cameras, electronic games, laser pens, smart watches, or any other telecommunications devices that emits an audible signal, displays a message, or otherwise delivers or receives a communication.

Failure to comply with teachers' classroom policies will result in a disciplinary referral and will receive consequences in accordance with the Discipline Matrix: Non instructional Devices on page 76. If seen during a test or assessment, it will be considered cheating, and the student may receive a grade of zero for that test or assessment.

Headphones and earbuds may be worn on/in one ear only in the hallways and/or at lunch. Students need to be able to hear if an announcement is made, if someone is speaking to them, or if an emergency arises.

Students should schedule their cell phone communications with friends and family members during non-instructional times only (i.e., lunch, passing periods). **Ringtones must be turned off during the school day (8:00 AM to 3:10 PM). Students are not permitted to have cell phones/non-instructional electronic devices in classroom/instructional areas. Cell phones will be kept in a designated area in the classroom/instructional area for safekeeping until the class is dismissed.**

Students may lose their privileges and face other disciplinary consequences for using electronic devices in prohibited situations. Pictures or video shall not be taken of anyone without their consent.

- No student may record the class in any fashion unless they have informed the teacher/class and have written permission from the Principal and teacher and the recording device is visible to everyone in the classroom
- No student may record, possess, take or distribute inappropriate (i.e. nudity, sexually suggestive, illegal activities, vulgar gestures, fights) media during any school-related activity.

## EMERGENCY EVACUATION PROCEDURES AND REGULATIONS

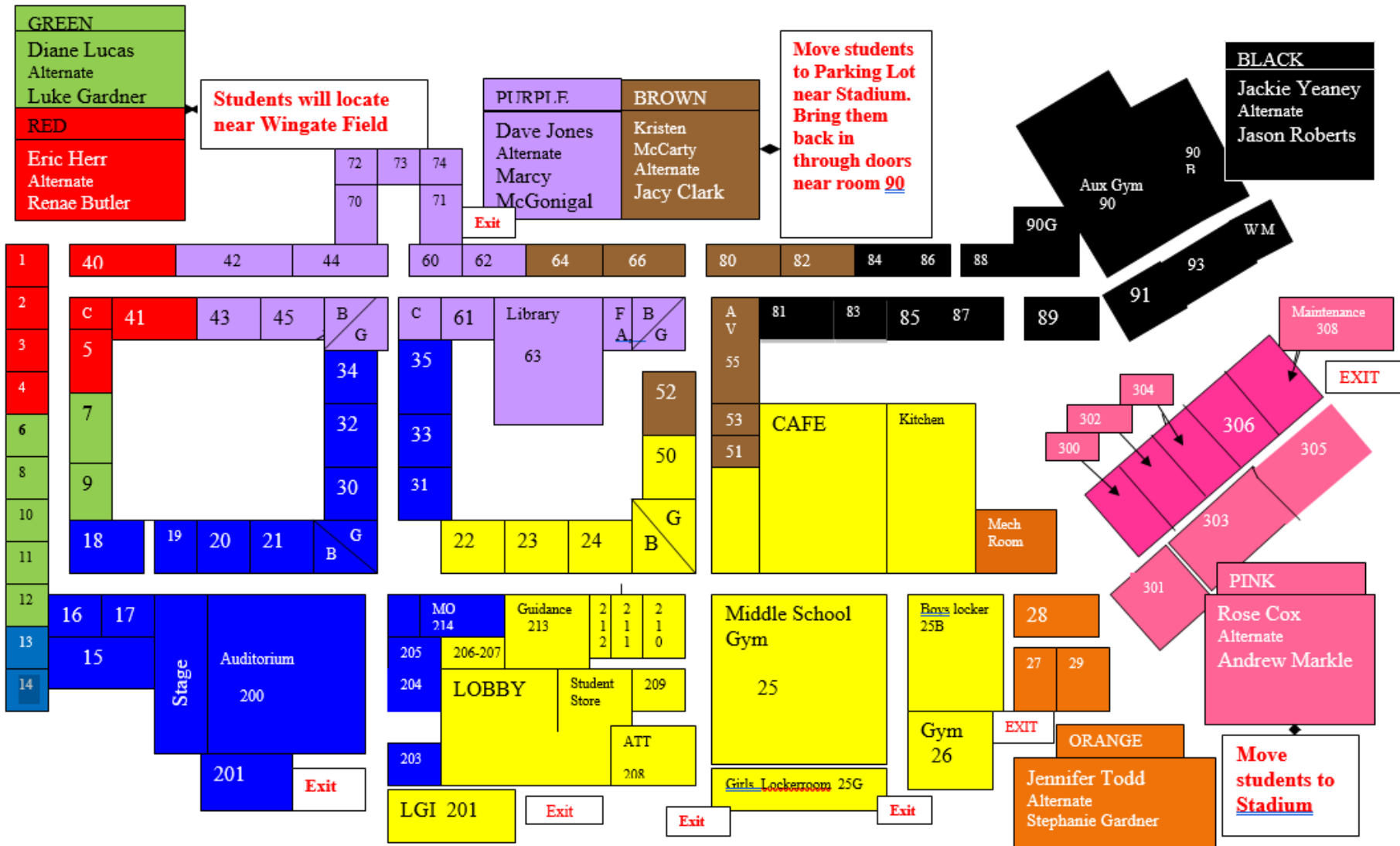
### Bomb Threats

In the event a bomb threat is received, the High School Principal directs the evacuation of the building. The Pennsylvania State Police and the local fire department are notified. The Pennsylvania State Police and school officials will direct additional action. **No one is permitted to re enter the building until the High School Principal or designee gives the authorization.**

### **Emergency Drill Procedures**

If the nature of the emergency requires students to shelter in place, teachers will enact the following procedures:

1. After receiving the notification, instruct all students to refrain from talking. Power may be lost making it necessary to communicate throughout the school without the aid of the Public Address System.
2. Close all windows, pull down all window shades to cover the window panes, and secure all items that may cause injury. Placing items under desks is an option.
3. If outside of the building and unable to get to the assigned shelter area in time, lie face down and draw your knees up under the front of your body. Cover the back of your head with your hands.
4. Students in the following rooms are to line the hall areas outside these rooms as indicated in the shaded area on the map on page 64: 1, 2, 3, 4, 6, 8, 10, 11, 12, 13, 14, E105, Middle School Gym, 26, Mat Room, 27, 29, 40, 42, 44, 60, 62, Library, 64, 66, 71, 72, 73, 74, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, Auxiliary Gym, 91, 93, 300, 301, 302, 303, 304, 305, 306, Auditorium, 201, LGI and Lobby. Students and staff are to face the walls and protect their eyes.
5. Students in rooms 5, 7, 9, High School Gym, 16, 17, 18, 20, 21, 22, 23, 24, 28, 30, 31, 32, 33, 34, 35, 41, 43, 45, 50, 51, 52, 53, 203, 204, 205, 206-207, 209, the Instructional Technology Center and the Cafeteria are to remain in these rooms and use the tables and desks for protection.



<b>BLUE</b>	<b>YELLOW</b>
Carri Donnmyer Alternate Tara Deitrich	Mike Turner Alternate Amy Smyers

**ALL FACULTY AND STAFF:**  
Please use both doors in all corridors and move students as quickly and quietly as possible. All students should be moved a safe distance from the building.

Thank You

## Emergency Evacuation Plan

The Superintendent and High School Principal coordinate the School District's Emergency Disaster Plan. The following criteria for placing the Plan in effect are used:

### **White Alert (2 hours or more warning)**

The Superintendent notifies Principals and other key personnel.
School buses are placed on stand-by basis at school.
Key personnel follow procedures as outlined.

### **Amber Alert (45 minutes to 2 hour warning)**

Take children home, or evacuate to another site.
Principals and other key personnel take appropriate steps to protect school personnel and property.

### **Red Alert (Less than 45 minutes warning)**

Notification of Building Principals, evacuate to another site and/or
School personnel provide shelter to the fullest extent possible.

#### **PROCEDURES FOR IN-SCHOOL PROTECTION**

1. Warning signal – public address (P.A.) system
2. Essential Emergency Information:
  - a. Public Address System
  - b. School building emergency plan, activation based on the emergency event
3. If Tornado – procedures on bulletin board
  - a. If no time to move, drop to the floor and cover head and eyes
  - b. OR, move to interior hallway, face the wall and cover head and eyes
  - c. All clear – public address (P.A.) system

NOTE: Students remain calm and quiet in order for instructions to be provided as needed. This is particularly important should electrical power be interrupted resulting in the deactivation of the P.A. system.

## Fire Drill Regulations

A fire drill is held during the first month of school and approximately once a month thereafter. It is important that movement during all drills be quiet and orderly. Students are to follow the instructions from their teachers without discussion. Classroom windows and doors must be closed during all drills.

Students are to travel quietly. Once outside, students must move at least seventy-five (75) feet away from the building to provide a fire lane for emergency personnel and vehicles.

**Students must remain with their groups as teachers must be able to account for all students under their supervision.** Teachers carry their roll books and take attendance during fire drills. A fire drill plan is posted in each room with specific instructions for the exits from that particular room.

## STUDENT/PARENT INFORMATION

1. Students are responsible for maintaining orderly lockers and desks.
2. Students are dismissed from their last period classes after the 3:10 p.m. announcements.
3. All visitors to Bald Eagle Area High School must present a state issued photo ID, sign-in at the Attendance Office and inform the secretary of their business in the school to receive a Visitor's Badge. Visitors may not be received in classrooms unless they have a Visitors' Badge.
4. No one is permitted to remove a student from class or visit a student in school except in one of the office areas. Students are called to the Main Office or Attendance Office for this purpose in cases of emergency.
5. If it is against the religious beliefs of a person to participate in a particular activity, an alternate activity is provided. The procedures outlined in District Policy 204, Section I, must be satisfied before the student may be excused from the scheduled activity.
6. Announcements for the delay in opening or for the closing of schools during stormy weather are made through the SCHOOL REACH system and local radio stations and TV stations. The decision to close schools is made as early as possible. In no instance is the decision made later than 6:15 a.m.
7. No tape may be used on windows, chalkboards, or plastered or painted wall surfaces.
8. **Weapons of any kind are not permitted in school and may be cause for suspension or expulsion.\*** (Outlined in Weapons Policy)
9. Students are not permitted to use any electronic device during instructional time (in class), in locker rooms, study halls/homework halls, and bathrooms. Electronic Devices include, but not limited to: cell phones, headphones, earbuds, personal computers, mp3 players, cameras, electronic games, laser pens, or any other telecommunications devices that emits an audible signal, displays a message, or otherwise delivers or receives a communication.
10. Parties without a specific reason are not encouraged and must be approved by the High School Principal at least one day in advance. The Food Service Director must be notified in advance of any party being held during the lunch sections.

## **Accident and School Insurance**

School insurance information is distributed during the first week of school. Accident report forms are available in the Main Office.

Teachers must submit written reports of all accidents to the Main Office immediately. The Nurse should be involved and should make all arrangements for medical assistance and notification of parents when necessary.

## **Fee and Fine Payment**

All fines must be paid in the grading period in which they are incurred. This includes library fines and cafeteria accounts.

Laboratory and other class fees must be paid in the first two weeks of the semester in which they are assessed.

A student withdrawing from school or transferring to another school must return all materials (books, uniforms, etc.) and pay all financial obligations to be released from rolls.

Failure to pay fines or fees in a timely manner will result in the holding of a student's diploma until such time as the outstanding obligations are satisfied.

## **Graduation Exercises**

### **Awards Program**

The Awards Program is usually held in the Auditorium immediately following Baccalaureate. A wide variety of awards and scholarships are presented due to the generosity of local community members and businesses. Graduating seniors are strongly urged to attend in honor of their peers who are receiving recognition.

### **Baccalaureate**

As a result of the rulings of the United States Supreme Court, the decision to hold Baccalaureate is made by each graduating class. The decision to participate or not participate in the ceremony rests with each student. Baccalaureate is usually the day prior to Commencement.

## Commencement

The annual graduation exercises are held each year on the high school athletic field. Exercises are held in the main gymnasium when the weather is inclement.

Students must have all make-up work completed, fees and other obligations paid and satisfied by the date and time posted in the Graduation Activities Schedule in order to participate in Baccalaureate and/or Commencement ceremonies.

## Homeroom Procedures

All students are assigned to specific homerooms. Teachers take attendance each morning. Students stand for silent meditation, pledge allegiance to The Flag of the United States of America, and listen to the announcements. Other activities conducted in homerooms include reports by representatives of Student Government and the distribution of report cards every nine weeks.

No movement in the halls during the morning announcements or exercises is permitted. Students are not permitted in the halls during this time.

## Lockers

Each student is issued a locker for use during the school term. All students must have locks on lockers that will be provided by the School District. No personal locks may be used at any time. Students and parents are advised that lockers remain the property of the School District. Thus, no right to privacy is extended to students' lockers. The School District and its officials reserve the right to inspect and search student lockers at any time and remove any objects or materials which are contrary to school rules or which may be detrimental to the school or students.

**Lockers are to be used only by the students to whom they are assigned. Violations of this policy are subject to disciplinary action for failure to obey the rules of the building.**

Students remaining after school for extracurricular activities or detention must use their lockers prior to the activity or detention. No student is to be at a hall locker following an activity or detention.

All students will be issued a school lock at no cost and they will be required to use it on their assigned locker. If the lock is not used, the student will lose the privilege of having a locker. Replacement locks for any reason may be purchased in the Main Office at the cost of \$5.00.

## **Lost and Found**

Lost and found articles are placed in the Library. Valuable items are to be brought to the Main Office, i.e. cameras, eyeglasses, jewelry, phones. Unclaimed articles are displayed periodically. After a reasonable period of time, unclaimed articles are donated to charitable organizations or otherwise disposed of.

## **Maintaining Professional Adult/Student Boundaries**

Policy 824 Maintaining Professional Adult/Student Boundaries is in effect and posted on the BEA website at [beasd.org](http://beasd.org).

## **Pest Management Notification**

The Bald Eagle Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. From time to time, it may be necessary to use chemicals to control a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic products when possible. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application. Parents or guardians of students enrolled in our schools may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. The form may be picked up at the school or from our website: [www.beasd.org](http://www.beasd.org).

## **Release of Student Information**

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

In addition, the guidelines for following provisions of the “No Child Left Behind Act of 2001”, school districts are required to provide the names, addresses, and telephone numbers of students to military recruiters. The release of information is limited to those three items. The law also permits parents to opt out of the release of information to military recruiters if they so desire. In order for you to opt out of the release of information to military recruiters you must notify the high school principal annually in writing by September 30<sup>th</sup>. A copy of your communication will be placed in your student’s permanent file.

### **Rules and Procedures For Student Publications**

The following will need to be adhered to in student publications.

#### **I. Content**

Student writers have initial responsibility in determining content of material submitted to student publications. The faculty advisor may override the student editors' decision, but shall provide a reason based upon criteria for acceptable content. The principal must approve all student publications for acceptability prior to publication.

## II. Criteria for Acceptability of Content

Acceptability of content shall be determined in accordance with the following criteria:

1. No obscenity, overt or implied, is allowed in articles or pictures.
2. Vulgarity, indecency and profanity are not allowed.
3. Expression may be curtailed if under circumstances there is potential for the substantial disruption of the educational process.
4. Material creating a significant danger of libel is not acceptable.
5. Material invading the privacy of others, or creating a significant danger of psychological or other harm to others is not acceptable.
6. News articles and factual statements must be objective and based on fact. Authors of news articles must be identified through "by-line" in the article.
7. Editorials and other articles expressing opinions must be labeled as such, and be responsible, based on fact, and opportunity must be provided for rebutting or opposing viewpoints.
8. Material offending religious, ethnic or racial groups is not acceptable.
9. Less restrictive alternatives, when possible, are to be used instead of total exclusion of material.
10. Community standards will guide all decisions to modify or exclude material from student publications.

## III. Review of Materials

1. Students who claim that material has been improperly rejected for publication may seek review. The student shall make a written request for review to the faculty advisor, clearly setting forth any reason why he or she believes the non-acceptance was improper. The faculty advisor, in consultation with the student editors, shall review the complaint and within 3 school days advise the student, in writing, of the outcome of the review. Should the complaint not be remedied to the student's satisfaction, a written request for administrative review of the matter must be submitted to the High School Principal within 3 school days. A written response to the complaint will be provided.
2. Any person having a complaint about anything published, or to be published, or under consideration for publication in a school publication should contact the High School Principal. The complaint will be forwarded to the faculty advisor, who will respond in writing within 3 school days. Should the complaint not be remedied to the student's satisfaction, a written request for administrative review of the matter must be submitted to the High School Principal within three school days. A written response to the complaint will be provided.

## Use of School Facilities

1. Pianos, desks, and other school furniture may not be moved without prior approval from the High School Principal.
2. No one is permitted to eat in any area of the building except the lobby and the cafeteria.
3. Smoking and the use of tobacco (or tobacco substitutes) is not permitted by any person in any area of the school building, on school grounds, in school vehicles, or during school sponsored trips.
4. The use of school facilities is granted to outside groups with the understanding that the school has a prior claim to these facilities in cases of emergency or in the event they are needed for school purposes that could not be anticipated in advance. Please register at this link: <https://pa23.mlschedules.com/Register.aspx>

A fee is charged for use of various facilities by non-school groups. The schedule of the rental fees may be reviewed in the Main Office of the High School or in the District Business Office. Activities under the auspices of the Parent Teacher Organization (P.T.O.), booster clubs, or other school related organizations are not assessed a fee, but are charged for janitorial services when these services are necessary.

5. School clubs or activities are responsible for cleaning the areas they utilize for any activities.
6. Audio-Visual (AV) equipment may be loaned to District civic and social groups under the supervision of the Instructional Technology Specialist if approved one week in advance by the Superintendent. A school-authorized person must operate the equipment.
7. For safety and security reasons, all exterior doors of the High School are kept locked from the outside at all times. Visitors may be permitted access once identified by the Attendance Office staff. Visitors unfamiliar to the Attendance Office staff responsible for visitor sign-in procedures are required to show photo identification.
8. Custodians will not unlock doors or permit students to use any part of the high school building unless a teacher or other authorized person is present to provide supervision.
9. The high school building is available for use during holidays and weekends provided a request is made to the Activities Director one week in advance and approved by the Principal.
10. Unless approved by the Board of Education at its regularly scheduled monthly meeting, the building is not available for use on Sundays.

### **Use of the Public Address (P.A.) System**

1. Announcement must be submitted to the High School Principal for approval before 8:00 a.m.
2. Announcements should be brief and legible and must be signed by a teacher, activity advisor, or coach.
3. Announcements which have not been approved by the High School Principal are not read over the P.A.
4. Homeroom teachers' mailboxes or the morning bulletin are to be used when more than ten (10) students are to be notified of activities. This excludes notifications made to entire classes, clubs, or teams.
5. All announcements must pertain to High School or District activities.
6. Only persons authorized by the High School Principal may operate the P.A. console.

### **Working Papers**

All students receiving wages for employment need working papers until they are eighteen (18) years of age or have graduated. A student must be at least sixteen (16) years of age to receive working papers. Working papers are available in the Attendance Office and must be picked up by a parent or legal guardian.

Students may not be excused from school between 8:00 a.m. and 3:10 p.m. for employment unless it is part of an approved work release, work study, apprenticeship, or internship program. Further information on this policy is available in the Attendance Office (355-5721).

## TRANSPORTATION AND SAFETY

Bus transportation is provided to most students enrolled at the high school. A written request from a parent or legal guardian is required for students to ride a bus or to board or depart a bus at a stop other than the one assigned. The Principal or designee must approve these requests in advance.

District transportation is provided for the purpose of facilitating student participation in educational and co curricular programs. Students who cut class, skip school, or are inexcusably absent or truant during the school day for any reason, including protest walkouts, are not permitted to ride District transportation. Parents must provide transportation for these students.

Late activity buses are provided for transporting students who participate in activities after school. Passes to ride the late buses must be obtained from the advisor or coach in charge of the activity or from the Main Office. **Transportation is not provided for students who are not participants in approved after school activities. Thus, nonparticipating students are not to attend after school events if they have not secured transportation for themselves.**

Once students arrive on school property, they are not permitted to leave the premises unless they are utilizing appropriate transportation. No student is permitted to walk from campus unless there is no district transportation provided to their home.

### Bus Audio/Video Surveillance

The Bald Eagle Area School District has taken proactive measures to improve student's safety on our transportation systems. Our goal is to prevent misbehavior on our buses so that our drivers can focus their attention on providing safe transport to and from school. To that end, the district is working to install video/audio surveillance in all district buses. We want parents and students to be aware that these systems are capable of recording *both audio and video*. The recording may be used by administrators to monitor and address student misbehavior, driver performance, and general vehicle safety. Additional information regarding the school vehicle audio/video systems is available on the District's website, specifically Board Policy 810.2.

### Bus Discipline Policy

A student who cannot maintain self-discipline while using transportation facilities forfeits this privilege and must rely on other means of transportation. The school bus driver is authorized to enforce safety and social standards on the bus and, in accordance with the Pennsylvania School Code, has the same authority as a teacher. The relationship of the operator and the student must be one of cooperation.

Video cameras may be used to ensure that the behavior of students on school buses is consistent with Transportation and Safety guidelines. All riders and their parents are herein notified of the possible presence of video cameras on school buses. This notification is also placed in each vehicle upon installation of camera housing. The use of video cameras is for documenting misbehavior only.

The review of videotapes is limited to the Superintendent, Superintendent’s designee, Safety and Security Coordinator, School Police Officer, Director of Transportation, High School Principal, Assistant High School Principal, Elementary Principal, Head Teachers, and Bus Contractors. Videotaped documentation of misbehavior is preserved only until the disciplinary action or disposition is satisfied. Thereafter, all recorded evidence of the misbehavior is erased.

A request made by a student’s parents or guardians to view a videotape may be granted, but only if the videotape is the basis for the disciplinary action. The request must be addressed to the Director of Transportation. Parents may only view the portion of the tape that documents the alleged misbehavior of their child on the bus.

The Driver reports all violations to the appropriate school office on a “Bus Driver Report” form. A report of a violation is sent to the parents of the student or students involved from the school office. Bus drivers may contact the parents about the violation. These contacts should be noted on the bus driver report form.

Violations and procedures affecting safety which all pupils, parents, bus operators, and school officials should be aware of are listed in the tables following. In addition, the elementary and secondary discipline policies contain additional information on disciplinary sanctions.

### **Minor Violations**

1. Insubordination to the bus driver.
2. Refusing to sit in the assigned seat.
3. Standing or changing seats while the bus is in motion.
4. Discourteousness to other children or the bus driver.
5. Crowding the door before the bus stops.
6. Pushing and jostling when getting on or off the bus.
7. Other offenses are defined in building level policy.

### **Procedures for Minor Violations**

First Offense	Written warning by bus driver, referral to building administration, <u>and</u> disciplinary action by category.
Second Offense	Suspension from daily transportation for three (3) days <u>and</u> disciplinary action by category.
Third Offense	Suspension from daily transportation for five (5) days <u>and</u> disciplinary action by category.

### **Major Violations**

1. Fighting on the bus.

2. Smoking or using tobacco in any form.
3. Damaging or destroying bus property.
4. Throwing any objects.
5. Striking matches or cigarette lighters; lighting fireworks or other incendiary devices.
6. Any conduct that endangers the lives of students or distracts the bus driver.
7. Offensive language and/or obscene gestures.
8. Controlled substance possession or use.
9. Other offenses as defined in building level policy.
10. Tampering with or Alternating Video/Audio equipment on buses.

### **Procedures for Major Violations**

First Suspension	Three (3) days suspension from daily school transportation, parent conference, <u>and</u> disciplinary action by category.
Second Suspension	Five (5) days suspension from daily school transportation, parent conference, <u>and</u> disciplinary action by category.
Third Suspension	Ten (10) days suspension from daily school transportation, <u>and</u> disciplinary action by category.

Parents are responsible for the transportation of pupils suspended from riding school buses. The compulsory school attendance laws remain in effect while the student is suspended from riding the bus.

### **Student Driving**

The Administration is not opposed to students' driving licensed motor vehicles to and from school. However, the driving by one student of other students is not approved. Permission for students to ride with each other is a matter for parents or legal guardians to decide. The District is not involved in these decisions and accepts no liability in these matters. The Administration may limit student driving under special circumstances.

Students are to park properly in the areas designated so that the limited parking spaces available may be put to optimum use. Parking in the bus lot is prohibited at any time prior to 6:00 p.m. during designated winter months.

The Bald Eagle Area High School has adopted the following policy with regard to student driving:

## Rules for Student Driving on School Property

1. Driving to school is a privilege. All vehicles must be registered and a parking permit must be clearly displayed by New or additional vehicles must be registered before they are driven to school.

Because driving is a privilege, so is parking on school property. **The District reserves the right to inspect and search student vehicles on school property.** Thus, no right to privacy is extended to student vehicles while on school property. The School District reserves the right to remove any objects or materials that are contrary to school rules or that may be detrimental to the school or students.

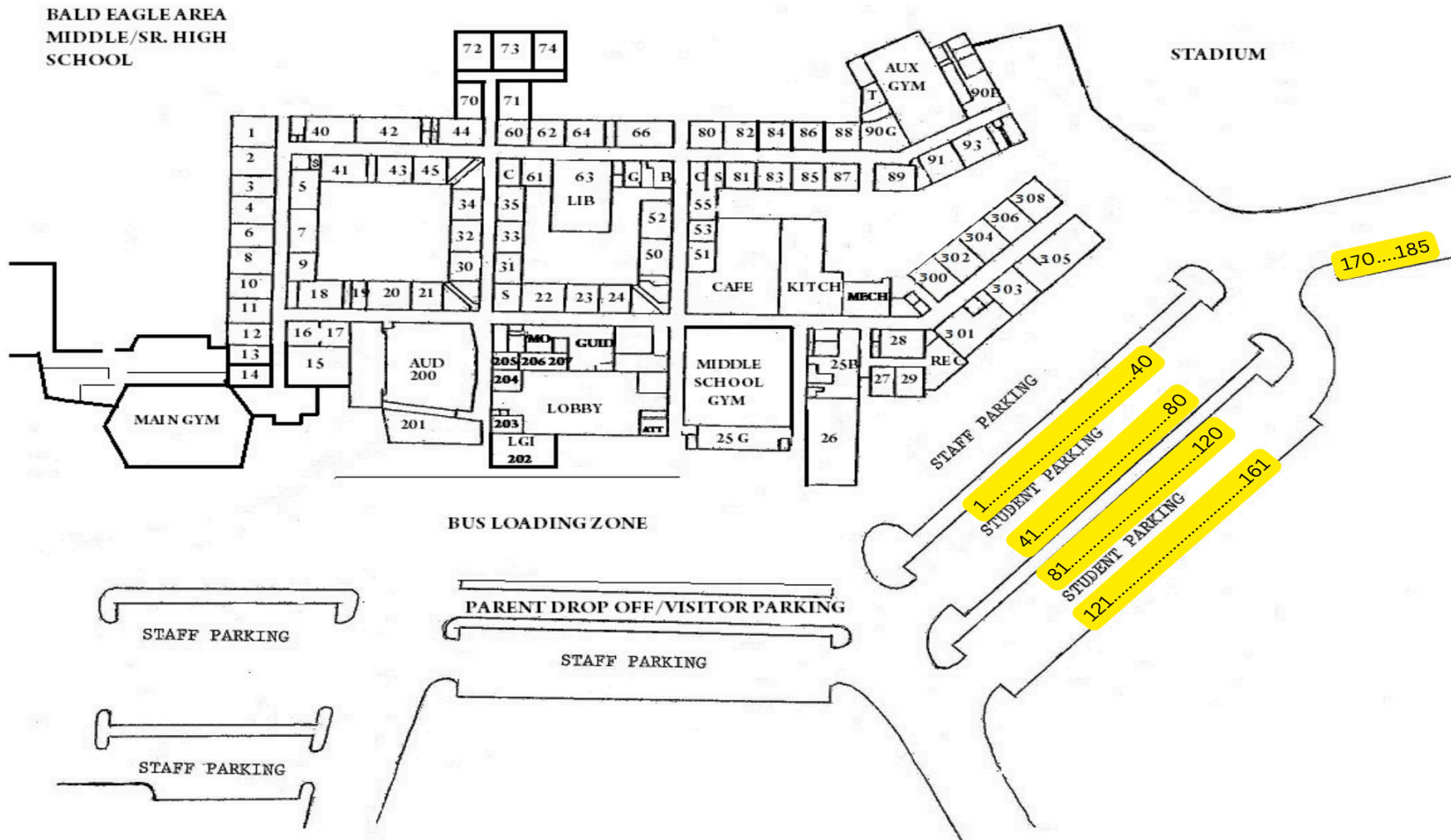
2. The wearing of seatbelts is required by Pennsylvania Law. Failure to wear seatbelts is cause for revocation of a student's driving privilege.
3. Driving on school property must be at a safe rate of speed. The speed limit on school property is 5 miles per hour.
4. Reckless driving such as quick starts and stops or weaving is prohibited.
5. Driving patterns, rules, and stop signs must be observed.
6. At all times, student parking is restricted to the two lower lots nearest the tennis courts. Students shall enter and exit the two Student Park Lots only. Students may not move their vehicle to another parking lot until after 6:00 p.m. **Students may not drive through any faculty/staff parking lots.**
7. Teachers and students may park in their designated areas. Buses only may park in the East end of the lower parking lot located nearest the tennis courts.
8. No loitering in vehicles or the parking lot is permitted. Immediately upon arrival at school, students must park their vehicles and proceed to the lobby.
9. Driving to Central Pennsylvania Institute of Science and Technology (CPI) is restricted to those students who are participating in Co-Op (Cooperative Work Experience). CPI does not issue parking or driving privileges to any other students. Temporary exceptions to this policy are evaluated on a case-by-case basis at CPI.
10. Students that have the privilege of driving to school and parking on school property are expected to be on time for the start of the school day. When a student reaches their fourth tardy, they will fall under the sanctions listed below.

## Sanctions

1. Upon the recommendation of the High School Principal or Assistant Principal, the first violation generates a written warning. A letter is forwarded to the parent or guardian detailing the offense and sanction.
2. A second offense is cause for a suspension of driving privileges on school property for two weeks. A letter of notification is sent to the parents or guardian.
3. The third offense results in suspension for a year. A letter is sent to the parent or guardian informing them of this violation.
4. In the event of a very serious violation of driving policy sanctions 1 and 2 may be bypassed and Sanction 3 imposed.
5. If suspension of driving privileges does not prevent a student from driving, the parent or guardian is notified and the student is suspended.
6. Violations of student driving rules are subject to the same penalties as other school rules: Detention, suspension, and expulsion.
7. Refusing to comply with student driving rules may result in the vehicle being towed from school district property at the owner's expense.

All local and state laws must be observed while driving to and from school and on school grounds. Violations are reported to the proper authorities for action. A violation may result in the loss of driving privileges in the school zone regardless of other action taken by authorities. A duplicate report of the violation is made and sent to the parent or legal guardian.

# PARKING LOT DIAGRAM



<p>20 U.S.C. Sec. 1400 et seq</p>	<p>understanding with local law enforcement officials and the district's emergency preparedness plan.</p>
<p>5. Guidelines</p>	<p>When the behavior of a student in possession of a weapon indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.</p>
<p>5. Guidelines</p>	<p>The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p> <p>The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.</p> <p>In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.</p> <p>Students, staff and parents/guardians shall be informed at least annually concerning this policy.</p>
<p>SC 1317.2</p>	<p>An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed.</p> <p>Weapons under the control of law enforcement personnel are permitted.</p>
<p>18 U.S.C. Sec. 921, 922</p>	<p>In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.</p>
<p>SC 1317.2</p>	<p><u>Transfer Students</u></p> <p>When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.</p>

	<p>References:</p> <p>School Code – 24 P.S. Sec. 1303-A, 1317.2</p> <p>State Board of Education Regulations – 22 PA Code Sec. 403.1</p> <p>Possession of Weapon on School Property – 18 Pa. C.S.A. Sec. 912</p> <p>Gun Control Act – 18 U.S.C. Sec. 921, 922</p> <p>Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.</p> <p>Gun-Free Schools Act – 20 U.S.C. Sec. 7151</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 7114</p> <p>Individuals With Disabilities Education, Title 34, Code of Federal Regulations – 34 CFR Part 300</p> <p>Board Policy – 233</p>
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# BALD EAGLE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: TOBACCO USE

ADOPTED: March 12, 2009

REVISED: February 8, 2018

222. TOBACCO USE	
1. Purpose	<u>The</u> Board recognizes that tobacco and electronic cigarette use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.
2. Definition 18 Pa. C.S.A Sec. 6306.1	For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, pipe, smokeless tobacco in any form, electronic cigarettes, or any other smoking product or material. Electronic cigarettes, the act of using is often referred to as vaping, includes all forms of electronic cigarettes, liquid-based nicotine products, and related products or materials
3. Authority 35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7183	The Board prohibits tobacco and electronic cigarette use and possession 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.
18 Pa. C.S.A Sec. 6306.1	The Board prohibits tobacco and electronic use and possession by students at school-sponsored activities that are held off school property.
4. Delegation of Responsibility	The school district shall initiate prosecution of a student who possesses or uses tobacco or electronic cigarettes in violation of this policy.
5. Guidelines SC 1303-A	The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's tobacco and electronic cigarette use policy by publishing such policy in the student handbook, parent newsletters, posted notices, and other efficient methods.
	The Superintendent or designee shall develop administrative regulations to implement this policy.
	Incidents of possession, use and sale of tobacco or incidents of possession, use and sale of electronic cigarettes or electronic cigarette paraphernalia by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

222. TOBACCO USE - Pg. 2

<p>18 Pa. C.S.A Sec. 6306.1</p>	<p>A student convicted of possessing or using tobacco and electronic cigarettes in violation of this policy may be fined up to fifty dollars (\$50) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1303-A</p> <p>State Board of Education Regulations – 22 PA Code Sec. 403.1</p> <p>Tobacco Use Prohibition – 18 Pa. C.S.A. Sec. 6306.1</p> <p>School Tobacco Control – 35 P.S. Sec. 1223.5</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 7114</p> <p>Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.</p> <p>Board Policy – 000</p>
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<p>Pol. 210</p>	<p>7. Substances that when ingested cause a physiological effect that is <u>similar to</u> the effect of a controlled substance as defined by state or federal laws.</p> <p>8. Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.</p> <p><b>Cooperative behavior</b> - the willingness of a student to work with school staff and agency personnel in a reasonable and helpful manner, complying with requests and recommendations of the administration and members of the Student Assistance Program (BESST).</p> <p><b>Distribution</b> - deliver, sell, pass, share, or transfer any alcohol, drug, mood-altering, or other controlled substance, as defined by this policy, from one person to another or to aid therein.</p> <p><b>Extracurricular activities</b> - shall include any school-sponsored activity such as sports, marching band, cheerleading, trips, school clubs, and social activities regardless of the time frame of the activity.</p> <p><b>Medical safety concern</b> - demonstrates physical symptoms of possible controlled substance abuse (<u>i.e.</u> physical, neurological, impairment).</p> <p><b>Possession</b> - possess or hold, without any attempt to distribute, any alcohol, drug, mood-altering or other controlled substance determined to be illegal, as defined by this policy.</p> <p><b>School activity</b> - shall include student involvement in any curricular or extracurricular activity and encompasses the travel time, the activity itself, and overnight stays. The <u>time period</u> involved in the activity will begin when the student leaves the school property and ends when the student returns home.</p> <p><b>School property</b> - shall include not only school buildings, <u>facilities</u> and grounds on the school campus, but also shall include school buses, school parking areas and any facility being used for a school function and school district transportation.</p>
<p>Pol. 236</p>	<p><b>Student Assistance Program (BESST)</b> - a multidisciplinary team composed of school personnel (teachers, staff, administrators, nurses, and counselors) and specialists in the community. The team has been trained to understand and work on issues of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in the policy and administrative regulations.</p> <p><b>Uncooperative behavior</b> - the resistance or refusal, either verbal, physical, or passive on the part of the student to comply with the reasonable request or</p>

<p>3. Authority SC 510, 511 Title 22 Sec. 12.3</p> <p>Pol. 218</p> <p>Pol. 122, 123</p>	<p>recommendations of school personnel. Defiance, assault, deceit, destruction of property and fighting shall constitute examples of uncooperative student behavior.</p> <p>Uncooperative behavior shall also include parent/guardian and/or a student's refusal to comply with the recommendations of the administration and members of the Student Assistance Program (BESST).</p> <p><b>Under the influence</b> - shall include any consumption or ingestion of controlled substances by a student.</p> <p><b>Look-alike drug</b> - shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this <u>policy</u>, or is used in a manner likely to induce others to believe the material is a controlled substance.</p> <p>The Board prohibits students from using, possessing, distributing, 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.</p> <p>The Board may require participation in drug counseling, rehabilitation, <u>testing</u> or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.</p> <p>In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p> <p><u>Off-Campus Activities</u></p> <p>This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:</p> <ol style="list-style-type: none"> <li>1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, <u>whether or not</u> via school district furnished transportation.</li> <li>2. The student is a member of an extracurricular activity and has been notified that <u>particular off-campus</u> conduct could result in exclusion from such activities.</li> <li>3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the</li> </ol>
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<p>4. Delegation of Responsibility</p> <p>42 Pa. C.S.A. Sec. 8337 Pol. 218, 233</p> <p>5. Guidelines</p>	<p>expression or conduct is likely to materially and substantially disrupt the operations of the school.</p> <p>4. The conduct has a direct connection to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.</p> <p>5. The conduct involves the theft or vandalism of school property.</p> <p>6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.</p> <p>The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:</p> <ol style="list-style-type: none"> <li>1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.</li> <li>2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student abuse of controlled substances.</li> <li>3. Provide education concerning the dangers of abusing controlled substances.</li> <li>4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.</li> </ol> <p>Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.</p> <p>The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p> <p>The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.</p>
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<p>35 P.S. Sec. 807.1</p> <p>35 P.S. Sec. 807.2 Pol. 233</p> <p>35 P.S. Sec. 807.3</p>	<p>In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.</p> <p>In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.</p> <p>No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.</p> <p><u>Anabolic Steroids</u></p> <p>The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.</p> <p>Students shall be made aware of the dangers of steroid use; <u>that anabolic steroids</u> are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.</p> <p>The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:</p> <ol style="list-style-type: none"> <li>1. For a first violation, suspension from school athletics for the remainder of the season.</li> <li>2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.</li> <li>3. For a third violation, permanent suspension from school athletics.</li> </ol> <p>No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.</p> <p><u>Reasonable Suspicion/Testing</u></p> <p>If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the</p>
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**BALD EAGLE  
AREA  
SCHOOL DISTRICT**

SECTION: PUPILS

TITLE: WEAPONS

ADOPTED: March 12, 2009

REVISED: April 14, 2022



218.1. WEAPONS	
1. Purpose	The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.
2. Definitions SC 1317.2	<p><b>Weapon</b> - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.</p> <p><b>Possessing</b> - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker or assigned storage area; or under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.</p>
3. Authority SC 1317.2	The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to or from school or a school-sponsored activity, or while the students is coming to or from school.
SC 1317.2 Pol. 233	<p>The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.</p> <p>In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p>
4. Delegation of Responsibility SC 1317.2	The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of

influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

References:

School Code – 24 P.S. Sec. 510, 511, 1303-A

State Board of Education Regulations – 22 PA Code Sec. 12.3, 403.1

PA Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Sec. 780-101 et seq.

Steroids – 35 P.S. Sec. 807.1 et seq.

PA Civil Immunity of School Officers/Employees Relating to Drug or Alcohol Abuse – 42 Pa. C.S.A. Sec. 8337

No Child Left Behind Act – 20 U.S.C. Sec. 7114, 7161

Controlled Substances Act – 21 U.S.C. Sec. 801 et seq.

Board Policy – 000, 122, 123, 210, 218, 233, 236



**SUMMARIZATION OF ALCOHOL AND OTHER DRUG ADMINISTRATION GUIDELINES  
(Revised 6/13/02)**

SITUATION CATEGORY	IMMEDIATE ACTION BY SCHOOL PERSONNEL	INVESTIGATION	NOTIFICATION OF PARENTS	NOTIFICATION OF POLICE	DISCIPLINE/ REHABILITATION
<p>1. A student possesses, uses, distributes, or is under the influence of drugs or alcohol at school or any school sponsored event (dance, field trip, etc.)</p> <p>First Offense, Cooperative Behavior.</p>	<p>Administration is notified. Staff member writes an anecdotal report of the incident Supt./or designee contacted</p>	<p>Administrator conducts appropriate search which may include locker, possessions, person or property (may include vehicle on school property. Confiscation of substance, object, or material and properly stored until law enforcement contacted.</p>	<p>Immediate notification of parent.</p> <p>Parent requested to come to the school as soon as possible.</p>	<p>Yes, Immediately.</p>	<p>Up to 5-day out of school suspension. Mandatory referral through SAP (SAP/CST) for assessment by a licensed drug and alcohol agency. Student must comply with the recommendation of the agency's assessment.</p>
<p>2. A student possesses, uses, distributes, or is under the influence of drugs or alcohol at school or any school sponsored event (dance, field trip, etc.)</p> <p>First Offense, Uncooperative Behavior.</p>	<p>Administration is notified. Staff member writes an anecdotal report of the incident. Supt./or designee contacted.</p>	<p>Administrator conducts appropriate search which may include locker, possessions, person or property (may include vehicle on school property. Confiscation of substance, object, or material and properly stored until law enforcement contacted.</p>	<p>Immediate notification of parent.</p> <p>Parent requested to come to the school as soon as possible.</p>	<p>Yes, Automatic.</p>	<p>Up to 10 day out of school suspension with Administrative Review the outcome of which would be a possible recommendation for alternative education or expulsion. Referral to SAP.</p>
<p>3. A student possesses, uses, distributes, or is under the influence of drugs or alcohol at school or any school sponsored event (dance, field trip, etc.)</p> <p>Repeated offense.</p>	<p>Administration is notified. Staff member writes an anecdotal report of the incident. Supt./or designee contacted.</p>	<p>Administrator conducts appropriate search which may include locker, possessions, person or property (may include vehicle on school property. Confiscation of substance, object, or material and properly stored until law enforcement contacted.</p>	<p>Immediate notification of parent.</p> <p>Parent requested to come to the school as soon as possible.</p>	<p>Yes, Automatic</p>	<p>10 day out of school suspension with Administrative Review the outcome of which would be a possible recommendation for alternative education or expulsion. Referral to SAP.</p>

4. A Student seeking drug-related help for another student.	Student who contacts staff member is encouraged to have the student with problem personally seek assistance.	The staff member will request advice from the counselor, principal, or SAP/CST.	Yes	N/A	Referral to SAP/CST
5. Student volunteers' information about personal alcohol or other drug use and asks for help.	Staff member informs student of services available including SAP/CST team and/or school counselor, encourages student to seek assistance.	Staff member requests more information about services from SAP/CST.	Yes	N/A	No Discipline. Referral to SAP/CST and/or appropriate agencies.
6. Student possesses drug – related paraphernalia	Paraphernalia is confiscated. Administration is notified. Student will not be left alone. Staff member writes an anecdotal report of the incident.	Principal and 2 <sup>nd</sup> staff member will investigate the incident. This may include search of a student, he/her locker, car, or other possessions and they may remove any apparent substance.	Phone contact to parent.	Yes, if warranted	Referral to SAP/CST Up to 10 day suspension. Possible police report. Possible Act 26 report.
7. Alcohol or other drug related safety concern	Standard health and first aid procedures will be followed. The nurse and principal/head teacher will be summoned immediately. The student may be transported to a medical facility if deemed appropriate.	Yes	Yes, at the discretion of the administrator or designee.	N/A unless student has possession of substance.	Referral to SAP/CST. If there is evidence of a drug and alcohol policy violation, see appropriate situational category.
8. Student suspected of possible alcohol other drug use, but there is no evidence of a school violation.	The student is informed of available help and encouraged to seek assistance. Referral to SAP/CST.	Collection of data by SAP/CST.	Yes, if warranted.	N/A	Referral to SAP/CST and/or appropriate agencies. Parent conference (if warranted)
9. Student possesses, uses, or distributes over the counter medication at school or any school sponsored event (dance, field trip, etc.)	Administration is notified. Staff member writes anecdotal report of the incident. Supt./or designee contacted.	Administration conducts appropriate search which may include locker, possessions, person or property. Confiscation of	Immediate notification of parent.  Parent requested to identify the	Possible. Especially if the student was presenting the item(s) to others as a controlled substance.	<u>No Illicit Intent</u> . Warning in the context of the district medications policy.

First Offense, Cooperative Behavior		item(s). Identification of item(s).	item(s) if possible.  Parent requested to confirm the intent of the student bring the item(s) to school.		<u>Illicit Intent</u> . Suspension up to 10 days. Police report. Act 26 report. Referral to SAP.
10. Student possesses, uses, or distributes over the counter medication at school or any school sponsored event (dance, field trip, etc.)  First Offense, uncooperative behavior.	Administration is notified. Staff member writes anecdotal report of the incident. Supt./or designee contacted.	Administration is notified. Staff member writes anecdotal report of the incident. Supt./or designee contacted.	Immediate notification of parent.  Parent requested to identify the item(s) if possible.  Parent requested to confirm the intent of the student bring the item(s) to school.	Possible. Especially if the student was presenting the item(s) to others as a controlled substance.	<u>No Illicit Intent</u> . Disciplinary consequence ranging from detention to suspension.  <u>Illicit Intent</u> . Suspension up to 10 days. Police report. Act 26 report. Referral to SAP.
11. Student possesses, uses, or distributes over the counter medication at school or any school sponsored event (dance, field trip, etc.)  Repeated offense.	Administration is notified. Staff member writes anecdotal report of the incident. Supt./or designee contacted.	Administration is notified. Staff member writes anecdotal report of the incident. Supt./or designee contacted	Immediate notification of parent.  Parent requested to identify the item(s) if possible.  Parent requested to confirm the intent of the student bring the item(s) to school.	Possible. Especially if the student was presenting the item(s) to others as a controlled substance.	<u>No Illicit Intent</u> . Disciplinary consequence ranging from detention to suspension.  <u>Illicit Intent</u> . Suspension up to 10 days. Police report. Act 26 report. Referral to SAP.



<p>3. Definitions 29 CFR Sec. 1606.8(a) 66 Fed. Reg. 5512</p>	<p>For purposes of this policy, <b>harassment</b> shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation, gender, gender identity, or religion when such conduct:</p> <ol style="list-style-type: none"> <li>1. Is sufficiently severe, <del>persiste</del>nt or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.</li> <li>2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.</li> <li>3. Otherwise adversely affects an individual's learning opportunities.</li> </ol> <p>For purposes of this policy, the term <b>school personnel</b> shall mean Board members, school employees, agents, vendors, volunteers, contractors and/or third parties subject to the supervision and control of the school district.</p>
<p>29 CFR Sec. 1604.11(a)</p>	<p>For purposes of this policy, <b>sexual harassment</b> shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> <li>1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.</li> <li>2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.</li> <li>3. Such conduct deprives a student of educational aid, benefits, <del>services</del> or treatment.</li> <li>4. Such conduct is sufficiently severe, <del>persiste</del>nt or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.</li> </ol> <p>Examples of conduct that may constitute <b>sexual harassment</b> include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.</p>

<p>4. Delegation of Responsibility Pol. 103</p>	<p><del>In order to</del> maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Business Manager as the district's Compliance Officer.</p> <p>The Compliance Officer shall inform students, parents/guardians, school personnel and the public at least annually that harassment will not be tolerated by means of one (1) or more of the following:</p> <ol style="list-style-type: none"> <li>1. Distribution of this policy and the complaint procedure.</li> <li>2. Publication of this policy and the complaint procedure in handbooks.</li> <li>3. Assembly presentation.</li> <li>4. Training session(s).</li> <li>5. Other means of notice implemented by the district.</li> </ol> <p>The publication shall include the position, office address and telephone number of the Compliance Officer.</p> <p>The district shall use its discretion in developing and initiating age-appropriate programs to effectively inform students and school personnel about the substance of the policy and procedures <del>in order to</del> help prevent harassment.</p> <p>Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.</p> <p>Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.</p> <p>The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:</p> <ol style="list-style-type: none"> <li>1. Inform the student or third party of the right to file a complaint and the complaint procedure.</li> <li>2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.</li> <li>3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.</li> </ol>
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<p>5. Guidelines</p>	<p>4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.</p> <p><u>Complaint Procedure – Student/Third Party</u></p> <p>Any student or third party who believes, in good faith, that s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to any instructional or administrative staff member and/or the building principal. The complaint may be made orally or in writing.</p> <p>Any school personnel who <u>hears</u>, observes or otherwise becomes aware of harassment of a student, or who reasonably believes that harassment has occurred, must take prompt and appropriate action to stop the harassment and prevent its recurrence. <u>In the event that</u> a school personnel is unable to take prompt and appropriate action, s/he shall report the incident or complaint of unlawful harassment to the building principal.</p> <p>Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer.</p> <p>If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.</p> <p><i>Informal Procedure –</i></p> <p>It may be possible to resolve a complaint through a voluntary conversation between the complainant and the accused. This process may be facilitated by a school employee or by the building principal or Compliance Officer. The district believes that this informal procedure may be an opportunity for educating students and staff regarding what may not be understood to be harassment. In addition, those trained in mediation may provide an avenue to resolve issues of harassment in a problem-solving model. If the complainant or accused is a student under the age of eighteen (18), the student’s parent(s)/guardian(s) shall be notified if, after initial consultation with the student, it is determined to be in the best interests of the student. Both the complainant and accused may be accompanied by a person of his/her choice for support and guidance. If the complainant and accused feel that a resolution has been achieved, then the conversation may remain <u>confidential</u> and no further action shall be necessary. The results of an informal procedure resolution shall be reported by the facilitator, in writing, to the Superintendent and building principal, if applicable. If the complainant, accused or school employee, building principal or Compliance Officer chooses not to utilize the informal procedure, or believes that the informal</p>
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procedure has been unsuccessful, s/he may proceed to the formal procedure. Any complaint against a school employee shall be handled through the formal procedure in accordance with Board policy.

*Formal Procedure –*

**Step 1**

The reporting employee or building principal shall fill out a complaint form based on the written or verbal allegations of the complainant. This complaint form shall be kept in a centralized and secure location.

The complaint form shall detail the facts and circumstances of the incident.

If a student under eighteen (18) years of age is involved, his/her parents/guardians shall be notified immediately unless, after consultation with the student, it is determined not to be in the best interests of the student.

The Compliance Officer shall authorize an appropriate administrator to investigate the complaint. The investigation shall be completed within fourteen (14) calendar days from the date of the complaint or report, unless additional time to complete the investigation is required.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

**Step 2**

The investigation may consist of personal interviews with the complainant, accused, and any other individual who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. In determining whether the alleged conduct constitutes a violation of this policy, the assigned administrator should consider all surrounding circumstances, any relevant documents, the nature of the behavior, the age and sex of the persons involved, past incidents or past or continuing patterns of behavior, the relationship between the parties involved, and the context in which the alleged incident occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on *all of* the facts and surrounding circumstances. In addition, the district may take immediate steps, at its discretion, to protect the complainant, accused, witnesses, and school employees pending completion of an investigation of alleged harassment. The district may make any appropriate referrals for assistance, including but not limited

	<p>to counseling, rape crisis intervention and notification of police. The assigned administrator shall prepare a written report upon completion of the investigation. The report shall include a summary of the investigation and a determination as to whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.</p> <p>The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.</p> <p><b>Step 3</b></p> <p>Following the investigation, the assigned administrator shall recommend what action, if any, is required. The district shall take appropriate action in all cases where the assigned administrator concludes that this policy has been violated. Any person who is determined to have violated this policy shall be subject to disciplinary action, including but not limited to warning, exclusion, suspension, expulsion, transfer, termination or discharge or any other remedial action, including but not limited to training, education or counseling. Action taken for violation of this policy shall be consistent with the requirements of any applicable collective bargaining agreement, Board policy or district procedure, and state and federal law.</p> <p>If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.</p> <p><b>Step 4</b></p> <p>The assigned administrator shall maintain the written report of the investigation and results in his/her office. In the case of an investigation conducted by the district, the Superintendent shall receive a copy of the investigation report and results. If the assigned administrator concludes that the policy has been violated by a professional educator or administrator, a report of the findings shall be filed in the employee's personnel file. The complainant and accused shall be informed of the results of the investigation, including whether the allegations were found to be factual, whether there was a violation of the policy, and whether disciplinary action was or will be taken.</p> <p><u>Appeal Procedure</u></p> <ol style="list-style-type: none"><li>1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.</li></ol>
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2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the administrator who conducted the initial investigation.

Confidentiality

The district recognizes that both the complainant and accused have strong interests in maintaining the confidentiality of the allegations and related information. The privacy of the complainant, accused, and witnesses will be respected as much as possible, consistent with legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

Alternative Complaint Procedures

A person may choose to exercise other options, including but not limited to filing a complaint with outside agencies, including the police, or filing a private lawsuit.

References:

Pennsylvania Human Relations Act – 43 P.S. Sec. 951 et seq.

Federal Anti-Discrimination Law – 20 U.S.C. Sec. 1681 et seq. (Title IX)

Harassment Regulations and Guidelines

Code of Federal Regulations – 29 CFR Sec. 1604.11(a), 1606.8(a)

Federal Register – 66 Fed. Reg. 5512

Board Policy – 103, 806

**REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT**

Complainant: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
School Building: \_\_\_\_\_  
Date of Alleged Incident(s): \_\_\_\_\_

Alleged harassment was based on: (circle those that apply)

Race	Color	National Origin	Gender
Sex	Age	Disability	
Religion	Sexual Orientation	Gender Identity	

Name of person you believe violated the district's unlawful harassment policy: \_\_\_\_\_

If the alleged harassment was directed against another person, identify the other person: \_\_\_\_\_

Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved. Attach additional pages if necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When and where incident occurred: \_\_\_\_\_

List any witnesses who were present: \_\_\_\_\_

This complaint is based on my honest belief that \_\_\_\_\_ has harassed me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date

BALD EAGLE  
AREA  
SCHOOL DISTRICT

SECTION: PUPILS  
TITLE: BULLYING/  
CYBERBULLYING  
ADOPTED: July 12, 2012  
REVISED: June 11, 2015  
July 11, 2019



<b>249. BULLYING/CYBERBULLYING</b>	
<p>1. Purpose</p> <p>2. Definitions SC 1303.1-A</p>	<p>The Board is committed to providing a safe, civil, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, presents an obstacle to social/emotional development of students, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.</p> <p><b>Bullying</b> means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students (that is severe, persistent or pervasive) and which occurs in a school setting or during any school-related/sponsored activity and/or outside the school setting and the bullying/cyberbullying creates a hostile environment at the school for the victim, or materially or substantially disrupts the educational process or orderly operation of the school as determined by the school administrator and again has the effect of doing any of the following:</p> <ol style="list-style-type: none"> <li>1. Substantial interference with a student’s education.</li> <li>2. Creation of a threatening environment.</li> <li>3. Substantial disruption of the orderly operation of the school.</li> </ol> <p><b>Bullying</b>, as defined in this policy, includes cyberbullying.</p> <p><b>Bullying</b> consists of a pattern of repeated harmful behavior by a person with more physical or social power toward a less powerful person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Researchers have identified four (4) forms of bullying:</p> <ol style="list-style-type: none"> <li>1. Physical - the most commonly known form; includes hitting, kicking, spitting, pushing and taking personal belongings.</li> <li>2. Verbal - includes taunting, malicious teasing, name-calling, and making threats.</li> <li>3. Psychological or Relational - involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation.</li> </ol>

<p>SC 1303.1-A</p> <p>3. Authority SC 1303.1-A</p>	<p>4. Cyberbullying – the severe, persistent or pervasive use of digital communication tools (such as the internet and cell phones) to make another person feel angry, sad, or scared. Examples of cyberbullying include but are not limited to, sending hurtful texts or messages, posting or sharing embarrassing photos or videos, and spreading mean rumors online.</p> <p><b>Bullying</b> includes unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of:</p> <ol style="list-style-type: none"> <li>1. Physically, emotionally or mentally harming a student.</li> <li>2. Damaging, extorting or taking a student’s personal property.</li> <li>3. Placing a student in reasonable fear of physical, emotional or mental harm.</li> <li>4. Placing a student in reasonable fear of damage to or loss of personal property.</li> <li>5. Creating an intimidating or hostile environment that substantially interferes with a student’s educational opportunities.</li> </ol> <p>The term <b>bullying</b> shall not be interpreted to infringe upon a student’s right to engage in legally protected speech or conduct.</p> <p><b>School setting</b> means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school and on the way to and from school.</p> <p>The Board prohibits all forms of bullying by district students.</p> <p>The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.</p> <p>Students are encouraged to use the district’s report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.</p> <p>The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. If the behavior is</p>
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<p>4. Delegation of Responsibility</p> <p>SC 1303.1-A</p> <p>SC 1303.1-A</p> <p>SC 1303.1-A</p>	<p>found to meet the definition of bullying, written documentation shall be submitted to the building principal. The building principal or designee will inform parents/guardians of the victim and person accused. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.</p> <p>The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.</p> <p><b>When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.</b></p> <p><b>Title IX Sexual Harassment and Other Discrimination</b></p> <p>Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.</p> <p>Each student and staff member shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy.</p> <p>The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.</p> <p>The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.</p> <p>District administration shall annually provide the following information with the Safe School Report:</p> <ol style="list-style-type: none"> <li>1. Board's Bullying Policy.</li> <li>2. Report of bullying incidents.</li> </ol>
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<p>SC 1303.1-A Pol. 218, 233</p>	<p>The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.</p> <p>The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.</p> <p>The findings of the investigation shall be provided to the parents of the accused student and the complainant.</p> <p><b>Step 3 – Investigative Report</b></p> <p>The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantially as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.</p> <p>The investigative report shall be retained by the principal/designee and forwarded to the Superintendent as appropriate.</p> <p><b>Step 4 – District Actions</b></p> <p>If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.</p> <p><u>Consequences For Violations</u></p> <p>A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:</p> <ol style="list-style-type: none"> <li>1. Counseling within the school.</li> <li>2. Parental conference.</li> <li>3. Loss of school privileges.</li> <li>4. Transfer to another school building, classroom or school bus.</li> <li>5. Exclusion from school-sponsored activities.</li> <li>6. Detention.</li> <li>7. Suspension.</li> </ol>
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	<p>8. Expulsion.</p> <p>9. Counseling/Therapy outside of school.</p> <p>10. Referral to law enforcement officials.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1302-A, 1303.1-A</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.3</p> <p>Board Policy – 000, 218, 233, 236, 248</p>
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**BALD EAGLE  
AREA  
SCHOOL DISTRICT**

SECTION: OPERATIONS  
TITLE: FOOD SERVICES  
ADOPTED: November 11, 2010  
REVISED: July 11, 2019

808. FOOD SERVICES	
1. Purpose	<u>The</u> Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs <u>that students</u> shall be provided with adequate space and time to eat meals during the school day.
2. Authority 2 CFR Part 200, SC 504, 807.1, 1335, 1337 42 U.S.C. 1751 et seq, 1773 7 CFR Part 210, 215, 220  FNS Instruction 113-1 (USDA), 7 CFR 210.23  SC 504, 42 U.S.C. 1760  42 U.S.C. 1760 7 CFR 210.14	The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).  The district shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against <u>on the basis of race, color, national origin, age, sex, or disability.</u>  Food sold by the school may be purchased by students and district employees, but only for consumption on school premises. The price charged to students shall be established annually by the district in compliance with state and federal laws.  Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items. A nonprogram food shall be defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using the funds from the child nutrition account. Nonprogram foods include, but are not limited to, adult meals and a-la-carte items. All revenue from the sale of nonprogram food shall accrue to the child nutrition program account.
3. Delegation of Responsibility	Operation and supervision of the food services program shall be the responsibility of the Food Service Director.

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<p>SC 504</p>	<p>The individual responsible for the operation and supervision of the food service program shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.</p>
<p>SC 504, 1337</p>	<p>Cafeterias shall be operated on a nonprofit basis. A review of the cafeteria accounts shall be made by the Business Manager, periodically and the auditor annually.</p>
<p>SC 504, 807.1, 1335, 1337 42 U.S.C. 1751 et seq, 1773 7 CFR Part 210, 215, 220</p>	<p>The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.</p>
<p>35 P.S. Sec. 655.12a 42 U.S.C. Sec. 1748(h) 7 CFR Sec. 210.13</p>	<p>The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.</p> <p>The Superintendent or designee shall develop and disseminate administrative regulations to implement this policy.</p>
<p>FNS Instruction 113-1 (USDA)</p>	<p>The Superintendent or designee shall annually notify students, parents/guardians and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.</p>
<p>4. Guidelines Pol. 246</p>	<p>To reinforce the district's nutrition education program, foods served in school cafeterias shall:</p> <ol style="list-style-type: none"> <li>1. Be carefully selected to contribute to students' nutritional well-being and health.</li> <li>2. Meet the nutritional standards specified in laws and regulations and approved by the Board.</li> <li>3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.</li> <li>4. Be served in age-appropriate quantities, at reasonable prices.</li> </ol> <p>The district shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Programs.</p>
<p>SC 504</p>	<p>Surplus accounts shall be used only for the improvement and maintenance of the</p>

<p>SC 504</p>	<p>cafeteria.</p> <p>All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the cafeteria fund, a special bank account, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund, except that district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.</p>
<p>42 U.S.C. Sec. 1758 7 CFR Part 245</p>	<p><u>Free/Reduced-Price School Meals and Free Milk</u></p> <p>The district shall provide free and reduced-price meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program, and the Special Milk Program.</p>
<p>42 U.S.C. Sec. 1758 7 CFR Part 245</p>	<p>The district shall conduct direct certification three (3) times per year using the Pennsylvania Student Eligibility System (PA-SES) to identify students who are eligible for free school meal benefits without the need for submission of a household application. Direct certification shall be conducted:</p> <ol style="list-style-type: none"> <li>1. At or around the beginning of the school year.</li> <li>2. Three (3) months after the initial effort.</li> <li>3. Six (6) months after the initial effort.</li> </ol>
<p>7 CFR 15b.40 Pol. 103.1, 113, 209.1</p>	<p>The district may also conduct direct certification on a weekly or monthly basis.</p> <p><u>Accommodating Students with Special Dietary Needs</u></p> <p>The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, <u>regulations</u> and Board policy.</p> <p><u>School Meal Service and Accounts</u></p> <p>To ensure the effective operation of the district's food service program and delivery of school food program meals to students, the district shall:</p> <ol style="list-style-type: none"> <li>1. Assign individual school meal accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.</li> <li>2. Notify parents/guardians when the student's school meal account reaches a negative balance. The notice shall include information on payment options.</li> </ol>
<p>SC 1337</p>	<ol style="list-style-type: none"> <li>3. Provide a reimbursable school food program meal to each student who does</li> </ol>

<p>SC 1337 42 U.S.C. 1758 7 CFR Part 245</p>	<p>not have the money to pay for the school food program meal or who has a negative balance in his/her school meal <u>account</u>, <u>unless</u> the student's parent/guardian has specifically provided written notice to the district to withhold a reimbursable school food program meal.</p> <p>When a student owes money for five (5) or more school food program meals, the district shall make at least two (2) attempts to contact the student's parent/guardian and shall provide them with instructions on how to apply for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs. The district may <u>offer assistance</u> to parents/guardians with applying for free/reduced-price school meal benefits.</p> <p>No student, at any level, will be permitted to charge a-la-carte or other nonprogram foods on their account if the balance is negative.</p>
<p>SC 1337</p>	<p>Communications regarding a low balance or money owed by a student for school meals shall be made to the student's parent/guardian.</p>
<p>SC 1337</p>	<p>School staff may communicate a low balance or money owed by a student for school meals to a student in grades 9-12; such communication shall be made to the individual student in a discreet manner.</p>
<p>SC 1337</p>	<p>The district shall be permitted to contact the student's parent/guardian by means of a letter addressed to the parent/guardian that is delivered by the student.</p>
<p>SC 1337</p>	<p>District schools shall be prohibited from:</p> <ol style="list-style-type: none"> <li>1. Publicly identifying or stigmatizing a student who cannot pay for a school food program meal or who has a negative school meal account balance. It shall not constitute public identification or stigmatization of a student for a school to restrict privileges and activities of students who owe money for school meals if those same restrictions apply to students who owe money for other school-related purposes.</li> <li>2. Requiring a student who cannot pay for a school food program meal to perform chores or other work to pay for the <u>meal</u>, <u>unless</u> chores or other work are required of all students regardless of their ability or inability to pay for a school food program meal.</li> <li>3. Requiring a student to discard a reimbursable school food program meal after it was served to the student due to the student's inability to pay for the meal or due to a negative school meal account balance.</li> </ol> <p>This policy and any applicable procedures or administrative regulations regarding school meal charges and school meal accounts shall be communicated annually to school administrators, school food service personnel, other appropriate school staff, and contracted food service personnel.</p>

	<p>The district shall provide parents/guardians with a written copy of this policy and any applicable procedures or administrative regulations at the start of each school year, when a student enrolls in school after the start of the school year, and when a parent/guardian is notified of a negative school meal account balance.</p> <p>The district shall annually inform parents/guardians, <u>students</u> and staff about the contents of this policy and any applicable procedures via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.</p> <p><u>Collection of Unpaid Meal Charges</u></p> <p>Reasonable efforts shall be made by the district to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student <u>involved, but</u> shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.</p> <p><u>Procurement</u></p>
<p>Pol. 610, 626, 827</p>	<p>Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.</p>
<p>42 U.S.C. 1751 et seq, 1773 7 CFR 210.30 7 CFR 210.15</p>	<p><u>Professional Standards for Food Service Personnel</u></p> <p>The district shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, professional standards include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.</p>
<p>42 U.S.C. 1758(h) 7 CFR 210.13 7 CFR 220.7</p>	<p><u>School Food Safety Inspections</u></p> <p>The district shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.</p>
<p>7 CFR 210</p>	<p>The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.</p> <p><u>School Food Safety Program</u></p> <p>The district shall comply with federal requirements in developing a food safety</p>

<p>7 CFR 220 42 U.S.C. 1758(h)</p>	<p>program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.</p>
<p>7 CFR 210.13 7 CFR 220.7 7 CFR 210.9</p>	<p>The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.</p>
	<p>References:</p> <p>Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Title 2, Code of Federal Regulations – 2 CFR Part 200</p> <p>School Code – 24 P.S. Sec. 504, 807.1, 1335, 1337</p> <p>Agriculture Code – 3 Pa. C.S.A Sec. 5713</p> <p>Public Eating Places – 35 P.S. Sec. 655.12a</p> <p>School Lunch and Breakfast Programs – 42 U.S.C. Sec. 1751 et seq., 1758, 1758(h), 1760, 1773</p> <p>Food &amp; Nutrition Service – FNS Instruction 113-1 (U.S. Department of Agriculture)</p> <p>Child Nutrition Programs, Title 7, Code of Federal Regulations – 7 CFR Part 210, Section 210.9, Section 210.13, Section 210.14, Section 210.15, Section 210.23, Section 210.30, Part 215, Part 220, Section 220.7, Part 245</p> <p>Office of the Secretary of Agriculture, Title 7, Code of Federal Regulations – 7 CFR Part 15 Section 15b.40</p> <p>Board Policy – 000, 103.1, 113, 209.1, 610, 626, 827, 246</p>

# BALD EAGLE AREA SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 11, 2019

REVISED:

## §08-AR COLLECTION OF UNPAID MEAL CHARGES

The purpose of this administrative regulation is to establish uniform meal account procedures throughout the District, as unpaid meal charges place a financial strain on the food service department. The goals of this administrative regulation are:

- To treat all students with dignity in the serving line.
- To establish a consistent District practice regarding charges and collection procedures.
- To support positive interactions with the District staff, students, and parents/guardians to the maximum extent possible.
- To establish age appropriate practices.
- To encourage parents/guardians to assume the responsibility of meal payments and to promote self-responsibility of the student.

The Food Service Department will:

- Maintain charge records and notify the student's parent/guardian of outstanding balances via one of the following ways: automated phone call, phone call by a food service employee, written notification, statement, and/or email.
- Providing the written Food Services policy (808) to all households and students transferring into the District on an annual basis. This notification may occur via the district website, student handbooks, posted notices and/or other efficient methods.
- Communicating the policy with all District staff responsible for enforcing any aspect of the policy and/or administrative regulation.

The School District will support the Food Service Department in the collection efforts.

### Collection of Unpaid Meal Charges

- Parents or guardians are required to pay all food service account balances incurred by the students.

- Students having negative account balances will not be allowed to purchase a-la-carte or other nonprogram foods until the negative balance is paid in full.
- Unpaid Balances – The Food Service Department will be responsible for administering the process of collecting negative balances.
  1. All households with a negative balance will receive a weekly automated alert (may be phone, text, or email).
  2. After a student's account reaches a negative balance of \$15.00, parents or guardians will receive a balance statement from the Food Service Department. Included on this balance statement shall be instructions on how to apply for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs.
  3. After a student's account reaches a negative balance of \$30.00, parents or guardians will receive a letter from the Food Service Department. Included in this letter shall be instructions on how to apply for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs.
  4. After a student's account reaches a negative balance of \$50.00, parents or guardians will receive a letter from the Business Office informing them that full payment or a payment plan needs to be established, or they will risk having their account turned over to a collection agency. Included in this letter shall be instructions on how to apply for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs.
  5. After a student's account reaches a negative balance of \$100.00, parents or guardians will receive a certified letter from the Business Office informing them that their account will be turned over to a third-party collection agency if full payment is not received, or a payment plan is not established within ten (10) days. Included in this letter shall be instructions on how to apply for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs.
  6. In addition to the unpaid balance due to the District, the parent or guardian will be responsible for all of the associated costs assessed by the third-party collection agency, including, but not limited to, all collection fees, penalties and fines assessed to the account.

**BALD EAGLE  
AREA  
SCHOOL DISTRICT**

SECTION: OPERATIONS

TITLE: ACCEPTABLE USE AND SAFETY OF INTERNET

ADOPTED: November 11, 2010

REVISED: July 11, 2013



815. ACCEPTABLE USE AND SAFETY OF INTERNET	
1. Purpose	<p>The Board supports use of the Internet and other computer networks in the district's instructional and operational programs <u>in order to</u> facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.</p> <p>For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.</p>
2. Authority	<p>The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.</p> <p>The district reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users.</p>
47 U.S.C. Sec. 254	<p>The Board shall establish a list of materials, in addition to those stated in law, that are inappropriate for access by minors.</p>
3. Delegation of Responsibility	<p>The district shall make every effort to ensure that this resource is used responsibly by students and staff.</p> <p>Administrators, <u>teachers</u> and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.</p> <p>Students and staff have the responsibility to respect and protect the rights of every user in the district and on the Internet.</p> <p>The building administrator shall have the authority to determine what is inappropriate use within established guidelines.</p>

<p>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254</p> <p>4. Guidelines</p>	<p>The Superintendent or designee shall be responsible for implementing technology and procedures to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to:</p> <ol style="list-style-type: none"> <li>1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, pornographic, or determined inappropriate for district use.</li> <li>2. Maintaining and securing a usage log.</li> <li>3. Monitoring online activities for all district use.</li> </ol> <p>The district requires each staff member and administrator who wishes to receive an Internet account to fill out an application and agreement form. By signing this form, BEASD Internet users are agreeing to the terms and conditions set forth in policy.</p> <p>All students will have access to the district's computer network and online/Internet resources unless parents/guardians complete and return to the district the Parent/Guardian Denial of Permission Form (See Policy 815 Attachment).</p> <p>The rights and responsibility of users earned <u>as a result of gaining</u> Internet access through the district are described in the terms and conditions that follow.</p> <p><u>Terms And Conditions For Use</u></p> <p><i>Acceptable Use –</i></p> <p>The purpose of the network is to support education in and among district schools. Account use is restricted to activities which support educational and academic research. These activities must be consistent with the educational organization's networks and computing resources. Users must comply with the rules of the network.</p> <p>Transmission of any material in violation of any state or federal law or regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene materials, or material protected by trade secret.</p> <p>Use for product advertisement, political lobbying, or gambling are inconsistent with the purposes of the district. Illegal activities are strictly prohibited. Using a BEASD Internet account to play games other than those approved by designated school authorities, is not acceptable use.</p>
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	<p><i>Privileges –</i></p> <p>The use of the network is a privilege, not a right. Inappropriate unauthorized and illegal use can result in a suspension or cancellation of this privilege and appropriate disciplinary action. Based upon the guidelines outlined in this policy, the system administrators shall deem what is inappropriate use of the network and take corrective action.</p> <p>The system administrators or Director of Technology and Grants may suspend or close an account at any time. They must notify the user in writing within two (2) weeks of the reason for suspension or termination of an account. The administration or faculty may also request the system administrators or Instructional Technology Specialist to deny, revoke, or suspend specific user accounts. Users whose accounts are denied, <u>suspended</u> or revoked have the following rights:</p> <ol style="list-style-type: none"><li>1. To request, in writing, from the Building Principal, or his/her designee, a written statement justifying the actions.</li><li>2. To submit a written appeal to the Building Principal, or his/her designee, for a hearing with the Building Principal, or his/her designee and any other involved or interested staff. Students who are under eighteen (18) may be required to have a parent/guardian present at the hearing.</li></ol> <p><i>Etiquette –</i></p> <p>Network users are expected to abide by the accepted rules of network etiquette, the School Discipline Code and state and federal law. These rules include but are not limited to the following:</p> <ol style="list-style-type: none"><li>1. Be polite. Do not write or send abusive messages to others.</li><li>2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.</li><li>3. Do not reveal the personal address or phone number of anyone.</li><li>4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail and are required to report messages in support of illegal activities to legal authorities.</li></ol>
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	<p>5. Do not use the network in such a way that would disrupt the use of the network by other users (e.g. downloading large files during prime time; setting up a computer as a server; sending mass e-mail messages; annoying other users using the talk or write function).</p> <p>6. Respect the privacy of all communications and information accessible via the network.</p> <p><i>Reliability –</i></p> <p>The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages suffered by users. This includes loss of data resulting from delays, nondeliveries, misdeliveries or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the district network is at the user's risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.</p> <p><i>Security –</i></p> <p>Security on any computer system is a high priority, especially when the system involves many users. Users who can identify a security problem must notify a system administrator. No one is authorized to use the network without supervision.</p> <p>Attempts to log in to the system as any other user may result in cancellation of the user's privilege. Attempts to log in to the system as a system administrator will result in cancellation of the user's privilege. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the district network.</p> <p><i>Vandalism –</i></p> <p>Vandalism will result in cancellation of privileges and prosecution. <b>Vandalism</b> is defined as any attempt to harm or destroy data or equipment of another user, district network, or any other networks that are connected to the district. This includes but is not limited to the uploading, downloading or creation of computer viruses.</p>
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	<p><i>Safety –</i></p> <p>It is the district’s policy to: (a) prevent district network access to or transmission of inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications (b) prevent unauthorized access and other unlawful online activity (c) prevent unauthorized online disclosure use or dissemination of student personal information; (d) provide Internet safety education to students and (e) comply with Federal Communications Commission’s Children’s Internet Protection Act (CIPA).</p> <p>The district takes reasonable measures to ensure that students do not access material and content that is potentially harmful to minors. As required by CIPA, the district utilizes a technology protection measure (“filter”) that blocks access to material that is potentially harmful to minors. The filtering technology blocks Internet content and visual depictions including, but not limited to: pornography, child pornography, sexual acts or conduct, and other obscene material that may be deemed harmful to minors.</p> <p>District administrators, supervisors, or other authorized staff may disable technology protection measures for legitimate educational purposes, bona fide <u>research</u> or other lawful purposes. The district may override the technology protection measure for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure.</p> <p>District staff monitors student use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure that network services are used within the context of the district’s instructional program, educational goals, and to enforce the Internet Safety Policy and Acceptable Use Policy. Additionally, the district takes reasonable precautions to prevent unauthorized access (“hacking”) to electronic student records and information. These precautions include, but are not limited to: network firewalls, confidential passwords, data encryption, electronic monitoring and physical data security.</p> <p>The district provides instruction to minors on the topics of Internet safety and appropriate online behavior. Internet Safety Education topics <u>include, but</u> are not limited to: online behavior and ethics, social networking safety, chat room safety, cyber bullying awareness and response and other online privacy and security issues.</p> <p>The district’s network and computing systems are for educational use only. The district makes no assurances of any kind, whether expressed or implied, regarding any Internet, network, or electronic communication services. Even with the above provisions, the district cannot guarantee that a student or staff member will not gain access to objectionable or inappropriate Internet material.</p>
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<p>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254</p> <p>47 U.S.C. Sec. 254</p>	<p>Any infractions of this code will be addressed in conjunction with the district student handbook and discipline code.</p> <p>To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc.</p> <p>Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.</p> <p>Internet safety measures shall effectively address the following:</p> <ol style="list-style-type: none"> <li>1. Control of access by students to inappropriate matter on the Internet and World Wide Web.</li> <li>2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications (e.g., Instant Message services).</li> <li>3. Prevention of unauthorized online access by students, including "hacking" and other unlawful activities.</li> <li>4. Unauthorized disclosure, use, and dissemination of personal information.</li> <li>5. Restriction of minors' access to materials harmful to them.</li> </ol> <p><i>Updating User Account Information –</i></p> <p>The district may occasionally require new registration and account information to continue service. Users must notify the district of any changes in account information (address, etc.). Currently, there are no student user fees for this service.</p> <p><i>Acceptance Of Terms <u>And</u> Conditions –</i></p> <p>All terms and conditions as stated in this policy are applicable to the district network and to <u>any and all</u> of its users. These terms and conditions shall be governed and interpreted in accordance with state and federal law.</p>
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	<p><u>Responsibilities Of Students And Staff</u></p> <p>All student and staff users shall agree to this policy as a condition to Internet access through the district including the following guidelines:</p> <ol style="list-style-type: none"><li>1. The use of an account must be in support of educational activities in the district and consistent with the educational objectives at the district.</li><li>2. As users of this community system, students are asked to notify a teacher or system administrator of any violations of this policy by other district students or outside parties. This may be done anonymously.</li><li>3. Users may not give passwords to anyone.</li><li>4. Users may not use or play games via the network, including MUDS, unless it is a part of a class assignment or project.</li><li>5. Users may not alter anyone else's Internet account.</li><li>6. Users may not offer Internet access to any individual via BEASD Internet account.</li><li>7. Users may not break in or attempt to break into other computer systems.</li><li>8. Users may not create or share computer viruses.</li><li>9. Users may not destroy another person's data.</li><li>10. Users may not access obscene or pornographic material or child pornography.</li><li>11. Users may not access material that is harmful to minors or is considered inappropriate for minors in accordance with Board policy.</li><li>12. Users may not monopolize the resources of the district network. This includes things such as running large jobs during the day, sending massive amounts of mail to users, or using system resources for games.</li><li>13. Users are not permitted to download from or upload onto the network any copyrighted material including <u>software</u>, or threatening or obscene material.</li><li>14. Purposefully annoying other Internet users on or off the district's system is prohibited. This includes continuous talk requests.</li></ol>
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<p>SC 1303.1-A Pol. 249</p>	<p>15. Illegal activities may not be conducted via the network.</p> <p>16. Bullying/Cyberbullying is prohibited.</p> <p>17. All communications and information accessible via the network should be assumed to be private property even though privacy cannot be guaranteed.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1303.1-A</p> <p>Children’s Internet Protection Act – 24 P.S. Sec. 4601 et seq.</p> <p>Enhancing Education Through Technology Act of 2001 – 20 U.S.C. Sec. 6777</p> <p>Internet Safety – 47 U.S.C. Sec. 254</p> <p>Board Policy – 249, 814</p>
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## Policy 815 Attachment

Dear Parent or Guardian:

The Bald Eagle Area School District is pleased to inform you that it provides technology resources via access to a computer network for electronic mail and the Internet to your child. Access to mail and the Internet will enable your child to explore thousands of libraries, databases, museums and other repositories of information and to exchange personal communications with other Internet users around the world. Enclosed with this letter is a copy of the District's Simplified Version of our "Computer / Internet Acceptable Use Policy". This policy outlines the rules and regulations your child must abide by when using the District's computer system and online resources. The policy also makes clear that the district disclaims responsibility for certain issues over which it cannot exercise complete control, such as student misuse or unauthorized use of a system or the Internet. If you would like to read the full policy it can be found on [www.beasd.org](http://www.beasd.org), or in your child's student handbook.

Please review the Computer / Internet Acceptable Use Policy in its entirety. Understand that your child will have access to the District's computer network and online/Internet resources unless you inform the District otherwise. **If you do not want your child to have access to online resources, such as Internet and e-mail, you must notify the District immediately by filling out and returning to the District the "Denial of Permission" form attached below.**

If you decide to allow your child to have access to online resources, understand that in exchange for the privilege of your child using the District's computer system and online resources, you are releasing the Bald Eagle Area School District from all claims and damages of any nature arising from your child's use of, or inability to use, the system. Additionally, while the Bald Eagle Area School District makes every attempt to prohibit students from accessing controversial material, recognize it is impossible for the Bald Eagle Area School District to restrict access to all controversial materials and you are agreeing you will not hold the Bald Eagle Area School District responsible for materials acquired on the network.

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### Parent / Guardian Denial of Permission Form

I would prefer that my child \_\_\_\_\_, ID # \_\_\_\_\_, not be given access to the Bald Eagle Area School District computer network and online resources and I deny permission for his / her use. I understand my child will still be given access to computers for more traditional purposes, such as word processing.

Parent / Guardian: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please check which school your child is currently enrolled and return this form to that school for further processing.

Wingate	Howard
Mountaintop	Port Matilda
Middle-High School	

## **UNIVERSAL PRECAUTIONS**

### **Bloodborne Pathogens**

You may be one of many employees of the Bald Eagle Area School District who might come in contact with blood or body fluids. Every day, children end up with scraped knees, bloody noses, and upset stomachs. As a professional in our educational system, you need to be aware of the possible danger of the transmission of bloodborne pathogens, or diseases that are carried by the blood. In addition, you must also respond to such incidents in a caring manner. The best approach is to be well informed and well prepared.

Not every worker has the potential to be exposed to these pathogens while performing his or her job. However, it is important for everyone in an educational setting to understand the dangers of infection and the safe procedures to minimize risk.

There are many diseases and pathogens carried by the blood. The three most common and significant are: Hepatitis B Virus (HBV), Hepatitis C virus (HCV), and Human Immunodeficiency Virus (HIV).

### **Hepatitis B Virus (HBV)**

Hepatitis B Virus is a contagious, liver disease caused by the Hepatitis B virus. It is primarily spread by three types of body fluids: blood, vaginal secretions and semen. You can get HBV if blood or body fluids containing HBV enter your bloodstream through a break in the skin or through mucous membranes in the eyes, nose and mouth.

An infection with HBV may cause flu-like symptoms such as fatigue, nausea, loss of appetite, stomach pain, and yellowing of the skin. In some individuals, the virus may create no symptoms, yet they are still capable of spreading the disease. A severe HBV infection may cause prolonged illness, liver damage, cirrhosis, increased risk of liver cancer or death. There is a vaccine available to help protect you against getting HBV.

### **Hepatitis C Virus (HCV)**

Hepatitis C virus (HCV) is a contagious, viral disease that usually leads to serious, permanent liver damage, and in many cases, death. HVC is transmitted primarily through blood transfusions and IV drug use. Unlike the other types of viral Hepatitis, Hepatitis C is very difficult for the immune system to overcome. As a result, most Hepatitis C infections (80-90%) become chronic and lead to liver disease, including cirrhosis (scarring of the liver tissues) and liver failure.

Hepatitis C infection is typically mild in its early stages and is rarely recognized until it has caused significant damage to the liver. The cycle of disease from infection to significant liver damage can take 20 years or more. At this time there is no vaccine available for HCV.

## Human Immunodeficiency Virus (HIV)

The human immunodeficiency virus (HIV) attacks the body's immune system, causing the disease known as AIDS. Our best defense against this disease is to avoid becoming infected. Currently, there is no cure for either HIV or AIDS. Infected individuals may have a range in severity of symptoms depending on their stage in the disease process. Some have no symptoms, some have flu-like symptoms, and others develop serious illnesses and eventually die.

## Transmission of Bloodborne Pathogens

As different as the diseases caused by bloodborne pathogens may be, the way they are transmitted in the school setting is essentially the same, HBV, HCV, and HIV, along with other pathogens may be present in blood and other body fluids and tissues. You can become infected by bloodborne pathogens entering your body through:

1. Non-intact skin including open cuts and abrasions, eczema, dermatitis, chapped skin or open sores.
2. Any mucous membrane such as your mouth, eyes or nose.
3. Accidental injury by a contaminated object such as: broken glass, sharp metal, needles, knives, exposed ends of orthodontic wires (braces), and even pierced earrings.

## Reducing Your Risk Through Universal Precautions

The most important way you can reduce your risk of contracting a bloodborne pathogen disease is through the use of universal precautions. This means that **you assume all blood and other potentially infectious materials are infected with HBV, HCV, HIV, or other pathogens.** Essential techniques of infection control include hand washing, use of barriers, proper disposal of waste products and sharp instruments, and decontamination of spills.

## Hand Washing

Proper hand washing is the most basic and essential way to prevent the spread of infection. If hands (or other skin) come into contact with blood or body fluids, they should be washed immediately before touching anything else. The sooner you wash them, the better! Even if gloves are worn, your hands should be washed after removing the gloves. Proper hand washing technique involves the following steps:

1. Remove textured jewelry on hands or wrists prior to washing
2. Use warm, running water
3. Lather well with soap
4. Use friction for a minimum of ten seconds to clean all hand surfaces (the thumbs and cuticles are the most frequently missed area of the hand)
5. Rinse well with warm, running water
6. Dry hands with paper towels and dispose of the towel properly

## Barriers

When there is any chance of exposure to bloodborne pathogens, you should always use personal protective equipment that acts as a barrier to potentially infectious material. In the school setting, the type of equipment most appropriate for use would include disposable gloves and absorbent material like paper towels or gauze pads. Sets of gloves will be provided for you to keep in a readily accessible place. Make sure there are no tears or puncture in the gloves. Put the gloves on carefully to avoid ripping them at the cuff. Remember the gloves used in school are disposable and are never to be washed or reused. Replacement pairs are available in the school's health room.

### **Gloves**

Gloves should be immediately removed after completing a task. A safe procedure for glove removal includes:

1. With both hands gloved, peel one glove off from cuff to fingertips and hold it in the gloved hand
2. With the exposed hand, peel the second glove from the inside, tucking the first glove inside the second
3. Dispose of the entire bundle properly
4. Never touch the outside of the glove with bare skin
5. Every time you remove your gloves, wash your hands with soap and running warm water as soon as you possibly can.

### **Disposal of Waste Products and Sharp Instruments**

When a spill involving blood or other potentially infectious material occurs, appropriate cleaning measures by the custodial staff are essential to protect everyone in the school setting. It is important that they be notified as soon as possible to prevent further potential contamination of the involved area. Remember that even a "small" incident with a body fluid spill requires that the involved area and equipment (scissors, rotary cutters, scalpels, x-acto knives, broken glass, saws, etc) be properly disinfected.

### **Clean-Up and Decontamination of Spills**

1. Wear gloves
2. Clean up the spill with paper towels or other absorbent material
3. Use an EPA registered disinfectant
4. Wash the area well to clean and decontaminate all surfaces and equipment
5. Dispose of gloves, soiled towels, and other waste in a leak-proof, plastic bag
6. Wash your hands

### **Special Considerations**

As a general rule, when the blood or other potentially infectious material is:

- Liquid

- Semi-liquid
- Caked with dried blood
- Is not absorbed in materials
- Is capable of releasing from the substance when compressed

Special disposal as **regulated waste** is required. The building custodian will assist you in such situations. A band-aid, towel, tissue, sanitary napkin, or other absorbed waste that does not have the potential of releasing the waste if compressed would not be considered regulated waste. Clothing soiled with blood or other potentially infectious material should be handled as little as possible and placed in a plastic bag. School personnel who have contact with the clothing should wear disposable gloves. It is anticipated that schools would only have regulated waste in the case of a **severe incident**. Needles, syringes, and other sharp disposable objects should be placed in a special puncture-proof container and disposed of as regulated waste. These containers will be placed strategically throughout the school buildings in areas such as: (a) health rooms (elementary and secondary), and (b) art, science, industrial art/technology, and consumer/family science rooms (secondary only). Bodily wastes such as urine, vomitus or feces should be disposed of in the sanitary sewer.

### **If You Are Exposed.....**

Even if you follow all the rules, accidents can still occur. If you are exposed to blood or other potentially infectious materials, the following steps should be taken:

1. If exposure occurs to mucous membranes (eyes, nose or mouth), immediately flush the exposed mucous membrane with water for 15 minutes. Eye flush equipment is located in the health rooms of each building.
2. If exposure occurs to a skin surface, the employee should immediately wash the exposed area with soap and water for ten seconds.
3. Any employee who has been directly exposed to a person's blood or other body fluids must report the incident to the certified school nurse or administrator immediately. A Sharps Injury Log and a Workman's Compensation Form must be completed and given to the certified school nurse. The Certified school nurse will maintain medical oversight, working under the jurisdiction of the building administrator to insure that the Bloodborne Pathogens Policy procedures are followed.
4. The affected employee will be referred to a physician for evaluation of the exposure and treatment if necessary. The evaluating physician shall complete a Post-Exposure Physician's Written Opinion form stating results of the evaluation. All original completed documents will be kept in the employee's confidential personnel file in the Superintendent's office.
5. If exposure occurs after school hours, the employee should report to an emergency room for evaluation. The employee should fill out a Sharps Injury Log and Workman's Compensation form and hand it in the next day to a certified school nurse or building administrator. Forms are available in custodial stations in every district school building.

## Sharps Injury Log

(Please complete and return to the certified school nurse)

1. Name \_\_\_\_\_ of \_\_\_\_\_ employee \_\_\_\_\_ injured

2. Date \_\_\_\_\_

3. Physical \_\_\_\_\_ location \_\_\_\_\_ of \_\_\_\_\_ exposure

4. Job \_\_\_\_\_ classification \_\_\_\_\_ of \_\_\_\_\_ exposed \_\_\_\_\_ employee

5. Time \_\_\_\_\_ and \_\_\_\_\_ date \_\_\_\_\_ of \_\_\_\_\_ exposure

6. Type/Brand \_\_\_\_\_ of \_\_\_\_\_ sharp

7. Body \_\_\_\_\_ part(s) \_\_\_\_\_ involved

8. Procedure employee was performing: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Provide a brief description of exposure incident and how it occurred:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Did the sharp have engineered sharps injury protection? yes \_\_\_\_\_ no \_\_\_\_\_

If *yes*, did the injury occur before, during, or after activation of protective mechanism?

If *no*, how could one have prevented injury?

11. What other methods or equipment might have prevented injury?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ received \_\_\_\_\_ by \_\_\_\_\_ Certified \_\_\_\_\_ School \_\_\_\_\_ Nurse \_\_\_\_\_

School \_\_\_\_\_ Nurse \_\_\_\_\_ Signature \_\_\_\_\_

# Bloodborne Pathogen Post Exposure Investigation Form

## Demographics

1. Employee's Name \_\_\_\_\_

2. Date of Incident \_\_\_\_\_

Location \_\_\_\_\_

3. Source Individual

a. Unable to determine \_\_\_\_\_

b. Identified (name) \_\_\_\_\_

4. Visible Blood Involved

a. Yes \_\_\_\_\_

b. No \_\_\_\_\_

If no, list body fluids

involved \_\_\_\_\_

5. Body Site Involved \_\_\_\_\_

6. Types and Extent of Injury/Exposure:

a. Penetrating injury to employee via contaminated sharp \_\_\_\_\_

b. Blood or body fluid to employee's wound site or non-intact skin \_\_\_\_\_

c. Blood or body fluid to employee's mucous membrane \_\_\_\_\_

d. Blood or body fluid to employee's intact skin \_\_\_\_\_

7. Describe as specifically as possible all potentially infectious materials involved and source of the material:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Description of circumstances: (Work being performed, etc)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. What cause the incident? (accident, equipment malfunction, etc)

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10. List all personal protective equipment being used:

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11. List all actions taken: (decontamination, clean-up, reporting, etc.)

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12. Recommendations for avoiding repetition:

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### Record Keeping

1. Universal Precautions used by employee:

- a. Proper use of disposable gloves    yes \_\_\_\_\_ no \_\_\_\_\_
- b. Paper towels to absorb spills        yes \_\_\_\_\_ no \_\_\_\_\_
- c. Proper disposal of gloves, paper towels, etc    yes \_\_\_\_\_ no \_\_\_\_\_
- d. Area cleaned with EPA registered disinfectant  
or approved bleach solution    yes \_\_\_\_\_ no \_\_\_\_\_
- e. Area cleaned with mop, vacuum, or broom and dustpan and proper  
decontamination of equipment yes \_\_\_\_\_ no \_\_\_\_\_
- f. Proper handling and disposal of non-reusable sharps yes \_\_\_\_\_ no \_\_\_\_\_
- g. Hands washed with soap and water for at least 20 seconds yes \_\_\_\_\_ no \_\_\_\_\_
- h. Any affected mucous membranes flushed  
with water for 15 minutes        yes \_\_\_\_\_ no \_\_\_\_\_

2. If the source is *known*:

a. Do the permanent health records of the source indicate a history of any bloodborne infection? (Circle all that apply)

- |                       |                          |
|-----------------------|--------------------------|
| Acute Viral Hepatitis | Babesiosis               |
| AIDS                  | Dengue                   |
| AIDS Related Complex  | Jacob-Cruetzfeld Disease |
| Cytomegalovirus       | Lepto Spirosis           |
| Hepatitis A           | Malaria                  |

Hepatitis B  
Hepatitis C  
Syphilis  
None

Rat Bite Fever  
Relapsing Fever  
Other \_\_\_\_\_

b. Consult with school physician:

Date of Consult \_\_\_\_\_ By phone \_\_\_\_ In person \_\_\_\_\_

Physician Name \_\_\_\_\_

Physician's Recommendation \_\_\_\_\_

c. Refer employee to his/her physician for further evaluation yes \_\_\_\_ no \_\_\_\_

3. If source is *unknown*:

a. Consult with school physician:

Date of Consult \_\_\_\_\_ By phone \_\_\_\_ In person \_\_\_\_\_

Physician Name \_\_\_\_\_

Physician's Recommendation \_\_\_\_\_

b. Refer employee to his/her physician for further evaluation yes \_\_\_\_ no \_\_\_\_

### Disposition

1. Universal Precautions reinforced with employee: yes \_\_\_\_ no \_\_\_\_

2. Initial investigation completed: yes \_\_\_\_ no \_\_\_\_

3. Findings:

a. No significant exposure \_\_\_\_\_

b. No further follow-up needed \_\_\_\_\_

c. Records filed \_\_\_\_\_

d. Significant exposure \_\_\_\_\_

e. Further follow-up needed \_\_\_\_\_

4. Finding of initial investigation reviewed with employee: yes \_\_\_\_ no \_\_\_\_

5. Suggestions to prevent future exposure incidents:

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Signature of School Nurse \_\_\_\_\_ Date \_\_\_\_\_

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

*If the employee's injury does **NOT** involve known contamination (or probable contamination) of the exposure to the employee exposure site with blood or body fluids of another individual, then the injury/exposure site is cared for in an appropriate fashion, but the bloodborne pathogen policy does **NOT** apply. If the employee's exposure site involves a significant exposure to the source's blood or body fluids, then injury/exposure site is cared for in an appropriate fashion and the bloodborne pathogen policy applies.*





**Dear Parent/Guardian,**

**Our student information system, Sapphire K-12 Systems, offers the ability for you to stay connected with your student’s education here at BEA. If you do not already have one, you are encouraged to create an account in the Community Portal to access your student’s grades, schedule, assignments, attendance, and more! To do this, go to:**

**<https://beasd-sapphire.k12system.com/CommunityWebPortal>**

**There is also a link on the BEA website (beasd.org):  
select “menu”  
select “parents”  
select “parents-community portal”**

**Then select the “Apply for a Sapphire Community Portal Account” link. Follow the steps to complete the form. The Application Keyword is EAGLE. It is not case-sensitive.**

**Good communication is key in helping us provide a positive learning environment for our students!**

**If you have any questions, please contact Melissa Robinson at [melissa.robinson@beasd.net](mailto:melissa.robinson@beasd.net).**

**Thank you!**