

**Brockway Area
Junior-Senior
High School**

**2023-2024
Student/Parent
Handbook**

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**2023-2024
STUDENT/PARENT
HANDBOOK**



**BROCKWAY AREA
JUNIOR-SENIOR
HIGH SCHOOL**

BROCKWAY, PENNSYLVANIA

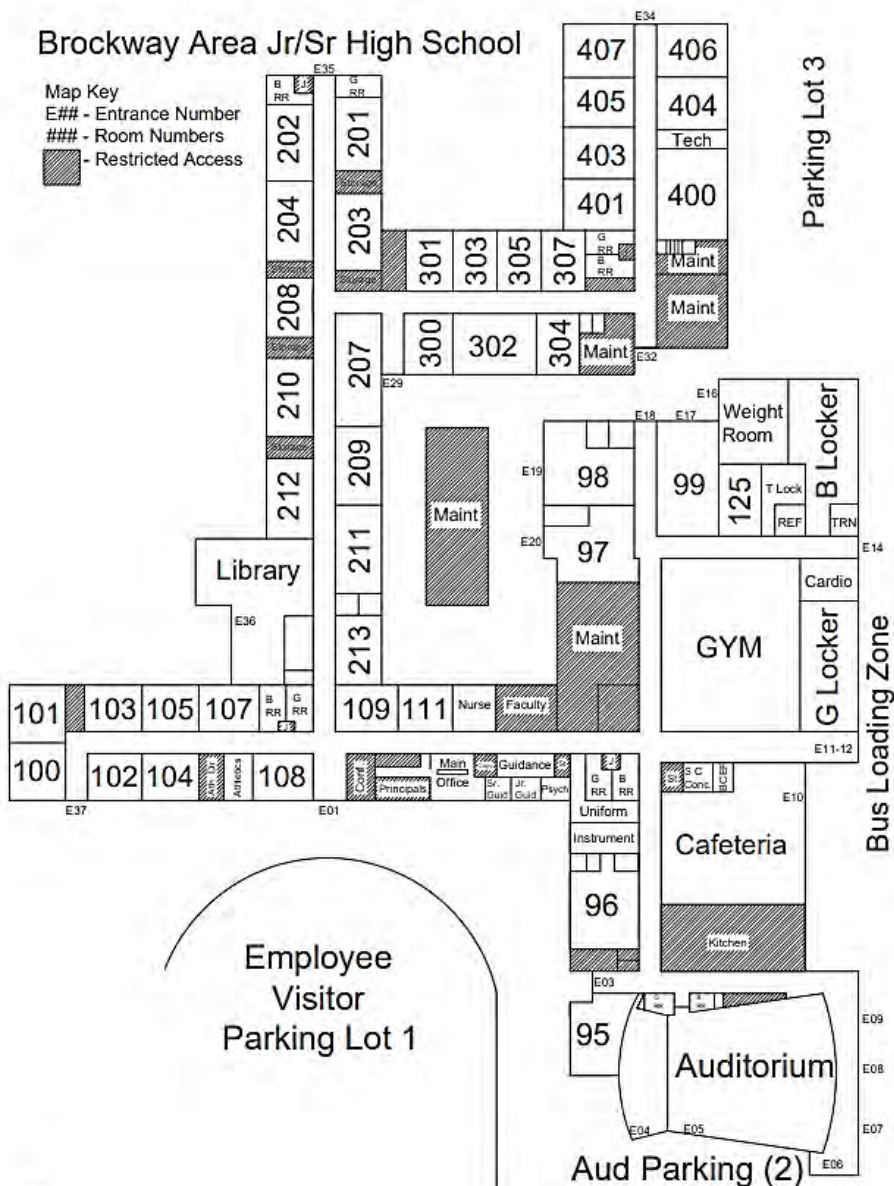
Brockway Area Jr/Sr High School

Map Key

E## - Entrance Number

- Room Numbers

■ - Restricted Access



STUDENT/PARENT HANDBOOK

2023- 2024

This handbook is dedicated to the students of the Brockway Area Junior-Senior High School in recognition of the fact that they are engaged in a most important process-preparing themselves to make their contribution to a democratic society.

OUR MISSION:

The mission of the Brockway Area School District, in partnership with our community, is to prepare our students to achieve their fullest potential in an ever changing society.

Property of

Name _____

Locker Number _____

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PREFACE

To help you as a student at Brockway Area Jr.-Sr. High School, this handbook has been prepared for you and your parents. Reading this handbook will provide basic information about the school and its operation which are of concern to you as students and parents. The handbook provides an understanding of the general rules and guidelines for attending and receiving an education in our schools.

In case of conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted by the Board will prevail.

The High School is operated on the philosophy that you are the paramount consideration and that helping a teenager to grow and develop physically, mentally, and socially is a cooperative undertaking of the school and the home.

It is the duty and the responsibility of the school to help you enjoy progress and success in your growth and development. It is the duty and responsibility of the parents to assist the school in this undertaking.

Students and parents/guardians should be aware that this document is reviewed annually since policy adoption and revision is an ongoing process. These changes will generally supersede the provisions found in the handbook, which will become obsolete by the newly adopted policy. The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the discretion of the district. If policy changes are enacted during the school year, the administration will communicate those changes to students, staff and parents/guardians.

STUDENT/PARENT HANDBOOK

The Student/Parent Handbook is published annually by the administration. It is a reference book for current students and parents and a means of acquainting new students with rules and regulations governing the operation of the Brockway Area Junior-Senior High School as well as its activities and other pertinent information.

MESSAGE FROM THE ADMINISTRATION

Life at Brockway Area Junior-Senior High School becomes a permanent part of the lives of all who "pass this way" and pause for a few years. The persons who have been a part of the student body in the past can be proud of the regulations that have assured order and systematic operations so necessary to make an efficient team-like body. Student leadership each year is orderly. Student cooperation with faculty leaders is good. When this situation exists, it is a combination that is hard to beat. Each student doing their best every day means Brockway Area Junior--Senior High School will achieve its ultimate purpose as individual students develop self-pride and self-discipline which form the basis for all worthwhile education and a mature adulthood.

May each year for all students be happy and successful, and may the beginning of each school term find every student with an expanding knowledge, exceptional health and a burning desire to learn. Make the effort to get involved in school life by joining a club, organization or athletic team. Your high school experience will be much more enjoyable if you do.

This handbook is also written for your parents so that they can better understand what having a son or daughter at Brockway Area Junior-Senior High School involves. Please share the information in this handbook with your parent(s) and do not hesitate to ask for their help in understanding anything you read in it.

The Brockway Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its educational programs, activities, and employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact the Superintendent of Schools, Title IX and Section 504 Coordinator, Brockway Area School District, 95 North Street, Brockway, PA 15824, 814-265-8411.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion or disability. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C., 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

BUILDING INFORMATION

LENGTH OF SCHOOL DAY

Building Open	7:25 a.m.
Classroom doors open	7:36 a.m.
Tardy bell	7:42 a.m.
Classes begin	7:42 a.m.
Time permitted to change classes	3 minutes
School dismissal	3:00 p.m.

No student activity after 3:45 p.m. unless supervised by an advisor or coach. You must leave the school by 3:30 p.m. unless you are waiting for a bus or are in a supervised activity.

The bell schedule follows:

Period 1	7:42 - 8:31	Period 6A	11:30 - 11:54
Period 2	8:34 - 9:15	Period 6B	11:57 - 12:21
Period 3	9:18 - 9:59	Period 6C	12:24 - 12:48
Period 4	10:02 - 10:43	Period 7	12:51 - 1:32
Period 5	10:46 - 11:27	Period 8	1:35 - 2:16
		Period 9	2:19 - 3:00

OPENING THE SCHOOL DAY

To begin the day at Brockway Area Junior-Senior High School, classrooms will be open at 7:36 when you will report to your 1st Period Class. At 7:42, the tardy bell will ring. Opening Exercises including "The Star Spangled Banner" and the "Pledge of Allegiance" will be conducted over the public address system. Announcements for the day will be made following the Opening Exercises.

ANNOUNCEMENTS

A few minutes are set aside near the beginning of each school day for announcements to be made over the public address system. All announcements should be properly written on prepared forms and signed by an administrator.

VISITORS

Student visitors from other schools are not permitted as a general rule, but exceptions may be made with prior administrative approval. All visitors must register at the main office and wear a visitor's tag while in the building. In some instances, visits may be denied. Parents, educators,

and other residents of the community are welcome to tour the facilities of Brockway Area Jr.-Sr. High School once they have registered in the main office and obtained a visitor's tag. Visits with faculty or staff can be arranged by contacting the office.

LIBRARY

The library is the information and social center of the school. It provides access to information in all formats, and works to create information and technologically literate students. It is also a space for students to study or work together.

LIBRARY HOURS

The library is open from 7:30 a.m. until 3:10 p.m. daily.

Before Period 1 & After School: Open visitation

School Day:

Scheduled classes: Arrangements made with your teacher.

Study hall or report room: Students **must** sign up prior to first period. Each student should sign their name only.

Other arrangements may be made on a case-by-case basis.

CAFETERIA

All students are required to eat in the cafeteria area. Food or beverages are not to be carried out of the cafeteria at any time and are not to be consumed in the hallways or classrooms during the school day. All beverages and food must be finished in the cafeteria or disposed of properly. You may carry lunches or purchase lunches. Breakfast is also available at 7:25 a.m. on a daily basis including study halls period 1 – 3.

Applications for free or reduced price lunches and/or breakfasts will be distributed the first day of school or can be picked up any time throughout the school year in the guidance office. The three lunch periods will be conducted during the sixth period of the day.

GYMNASIUM

You are not permitted to be in the gymnasium without a teacher or a coach. When participating in outdoor activities for gym class, the outer doors are not to be propped open. Students are not to try and shake doors to get into the building. The teacher will use a key to open doors.

WEIGHT ROOM

A weight room facility is available at the high school. If you stay after school to use the facility, you are to be in the Vo-Ag hallway by 3:10 p.m. You must remain in this designated area and maintain proper

behavior until the advisor, coach or supervisor arrives. All students interested in using the weight room must first have the proper paperwork completed.

STUDY HALLS

You may have study halls listed on your schedule. You are expected to bring sufficient work, reading material, project material, assignments, etc.. You must have a pass from another teacher or administrator to be excused from study hall. This pass must be secured by the student prior to the study hall.

HALL PASSES

All Students are required to carry a hall pass when traveling from one location to another. Hall passes will indicate your name, (one name/pass), the place leaving, the date, destination, the time of your departure and return, and the signatures of the teachers involved. Hall passes must be visible at all times. Prior to leaving a classroom, students must sign-out; upon returning, they must sign in.

Restroom passes will only be issued during the last 5 minutes of class, emergencies accepted.

Locker passes will not be issued. Students are expected to report to class with all necessary materials and are not permitted in lockers while classes are in session.

HALLWAY RESTRICTION

If you habitually misuse any kind of hall pass, you may be placed on Hallway Restriction. Being placed on Hallway Restriction means that your teachers will be notified that you are not to be issued any kind of hall pass for a specified period of time.

RESTRICTED AREAS

You are not permitted in the Maintenance Room, Boiler Room, Teacher Work Room, Faculty Room, Power Room, storage rooms, and closets, or other areas designated off limits except when you are accompanied by a teacher or other authorized school personnel. You are not permitted in the parking lot during the school day without specific permission from the Principal.

ORIGIN OF SCHOOL COLORS, MASCOT, AND YEARBOOK

School Colors..... Red and Black*

Mascot Rover Dog **

Yearbook..... The Dawn***

- * The School Colors and Mascot can both be traced to Mr. Edward Biss. When seeking the first football uniforms for Brockway, he found only red and black available.
- ** As a cub reporter for the Brockway Record, Mr. Biss once referred to the Brockway teams as rovers, since they had no home court and played all games on the road.
- *** The first edition of the DAWN was printed for the class of 1946. Through a yearbook naming contest, the name DAWN was selected as our title to symbolize the beginning or "dawn" of adulthood. (Students "graduate" from childhood to adulthood and begin their lives anew.)

SCHOOL PERSONNEL

HIGHLY QUALIFIED PROFESSIONALS

Did you know that according to the United States Department of Education, our staff is classified as being composed of "Highly Qualified" professional teachers and paraprofessionals? You may, at any time, request information regarding the professional qualifications of your child's teacher and/or the paraprofessionals who provide instructional services to your children. You may request this information by contacting the business office at (814) 265-8411.

RESPECT OF STAFF

It is expected that every staff member will be treated with respect and dignity both in and out of school just as the students receive the respect of the staff. Staff is responsible for supervision of students anywhere on school property and at school sponsored activities. There is no division of authority among the faculty of Brockway Area Junior-Senior High School. All teachers are authorized to reprimand or correct misbehaving students at any time or at any place during the school day.

PRINCIPAL'S OFFICE

The principals are available to be consulted from 7:30 a.m. to 3:30 p.m. by making an appointment with the secretary. They should be consulted on matters of importance regarding class and activity affairs, items of school business needing official permission, and other matters concerning the effective over-all operation of the high school and individual student involvement. Students are welcome to meet or visit with the principals any time.

ACADEMICS

COURSES OF STUDY

The curriculum offered is based on Pennsylvania Department of Education Chapter 4 regulations incorporating local determinations of student need. **Students in grade 8** will have the opportunity to apply for admission to Jefferson County-DuBois AVTS (Jeff Tech). Students will be accepted for varied four-year programs. While attending Brockway Jr/Sr HS, **students in grade 9** will have a choice of two programs of study: College Preparatory or Academic/Technical Preparatory.

CURRICULUM REVIEW BY PARENTS/GUARDIANS AND STUDENTS

Board Policy 105.1 ensures that parents/guardians have an opportunity to review instructional materials and have information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

The complete guidelines regarding Policy number 105.1 are available upon request to the high school administration.

CLASS DROP

You may withdraw from a course without penalty or notation on the permanent record card no later than the eighth scheduled day of the current academic year. Those who withdraw after the eighth day, but prior to the forty-sixth day of school, shall have notated on their permanent record card a W. If you withdraw, for other than legitimate purposes as determined by the administrative staff, after the beginning of the second nine weeks grading period, you will receive a 50% for the course. Any changes made after the first 45 days of school must have administrative approval.

REPORT OF STUDENT PROGRESS TO PARENTS

Report Cards will be issued approximately one week following the end of each nine-weeks grading period. If a parent does not have access to the FOCUS Parent Portal, they may request a report from the guidance department. Appointments for parent-faculty conferences can be arranged at the request of either interested party, through the guidance department. At the mid-point of each 9 weeks, student progress reports will be sent via email to each parent or guardian.

GRADING SYSTEM

The grading system is based on a scale of 0 - 100. Any grade below 70 is not a passing grade. The first two nine week marking periods, no grade below 65 will be given. During the third nine week marking period, no grade below 60 will be given. The fourth nine week's grade may be the actual grade earned in class. Four nine week grades and a final grade will be given. The final average grades will be used to determine promotion or graduation status and student eligibility for participation in extra-curricular activities to begin the following school term. In a semester course, no grade below 65 will be given during the first 9 weeks of the course.

The numerical grading system may be converted to letter grades based on the following grouping:

A	93 - 100
B	86 - 92
C	77 - 85
D	70-76
F	Below 70

HONOR ROLL AND HONOR STANDING ROLL

An honor roll and honor standing roll will be issued at the end of each grading period. To make the honor roll, your grade point average must be 93 or above with no grade lower than 86. To make the honor standing roll, your grade point average must be 86 or above with no grade lower than 77.

In grades 7 and 8, all classes will be counted equally in determining your grade point average.

The number of periods a class meets and whether or not it's a weighted course is considered when calculating grade point averages in grades 9-12.

BROCKWAY'S A+TEAM

To increase the awareness of academic excellence for students in grade 7 through 12, Brockway's A+Team was established in partnership with Brockway Area Kaimanns. If you attain honor roll or honor standing status, you will be recognized throughout the school year. If you obtain honor roll status 3 times per year for any 2 years during grades 9-12, you will earn an academic jacket.

CLASS RANK

Class rank is determined by grade point average, for students in grades 9 through 12. There is one class rank listing per grade including all students in that grade regardless of their course of study.

Class rank will be computed by the final grade in all subjects. AP courses will be weighted at 1.10, along with all college equivalent/dual enrollment courses. Our AP course offerings include: AP Calculus AB, AP Calculus BC, AP Statistics, AP Chemistry, AP Physics, AP Biology, AP Government, AP US History, AP English. Honors courses will be weighted at 1.04 and include the following: Honors Algebra II, Honors Physics, Honors Biology, Honors Biology II/Anatomy, Honors Organic Chemistry, Honors Chemistry, Honors US History III, Honors Modern World History, Honors German III, Honors German IV, Honors Spanish III, and Honors Spanish IV. All other courses use 1.00 when determining class rank.

Any two or more students whose computed grade point averages are identical shall be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of students preceding him/her and not by the rank of the person preceding him/her.

ELIGIBILITY

Students participating in or belonging to extra-curriculars whose activities occur completely or partially outside of the school curriculum fall under Eligibility Guidelines. To be eligible for extracurricular participation, a student may not be failing more than one course that meets five days a week from a minimum of five required major subjects. A list of students currently participating in all extra-curriculars will be distributed periodically to all teachers. At the end of each week, names of extracurricular participants who are not passing will be reported to the office. Eligibility will be run on a weekly basis each Thursday afternoon at 3:30 p.m. unless in the event of a holiday or school cancelation. A student's grade for extracurricular eligibility purposes is determined in the regular fashion; it is cumulative from the beginning of the grading period. A student who is determined to be academically ineligible will not be able to compete for a minimum of a week. During the one-week, the student may still practice or take part in scrimmages in the activity, but not travel with the team to away events. In cases when a student's cumulative work from the beginning of the grading period does not as of any Friday meet the standards provided for, he or she shall be ineligible

from the immediately following **Sunday** through the next following **Saturday**.

If after one week the student does not meet the eligibility requirements, he/she cannot participate in the activity in any way whatsoever until the next Friday eligibility report confirms a cumulative passing grade is attained. Participation may resume at the beginning of the next eligibility period. **Four consecutive weeks of ineligibility will result in removal from the team.**

If a student is failing more than one course that meets five days a week in his major subjects at the end of a nine week grading period, he will be ineligible for at least 15 school days of the next grading period, beginning on the day report cards are issued. At the end of the 15 school days, the student's eligibility will revert to being determined on a cumulative basis for the remainder of the grading period. During this period of ineligibility, the student is not permitted to play, practice, or travel with the team or participate in the activity in any way whatsoever.

At the end of the school year, the final average grade determines eligibility for the next year. If a student is failing more than one credit in his major subjects on his final report card, he will be ineligible for the first 15 school days of the coming year.

A pupil who has been absent from school during a semester for a total of 20 or more school days, shall not be eligible to participate in any athletic contest until he has been in attendance for a total of 60 school days following his 20th day of absence, except that where there is a consecutive absence of 5 or more school days, due to confining illness, injury or death in the immediate family.

ACADEMIC INTEGRITY

The Brockway Area Junior-Senior High School is committed to encouraging strict standards of academic integrity and to helping students develop intellectually, creatively and ethically. Honesty in all schoolwork is considered essential in adhering to the standards. Cheating and plagiarism are both forms of academic dishonesty and will not be tolerated as acceptable behaviors. Cell phones and other electronic devices are subject to inclusion in this policy.

Cheating is defined as the submission of work that is not one's own. Plagiarism is the use of another person's ideas or words without giving proper credit. Both cheating and plagiarism are serious offenses. Those

students who violate the school's standards for academic integrity will be subject to consequences, which may include no credit for the assigned work, letter to parent/guardian, possible ineligibility for extra-curriculars, and possible failure of the subject for the year. The complete policy regarding academic integrity may be found on the district website under school policies.

PROMOTION POLICY INCLUDING GRADUATION REQUIREMENTS

Seventh and Eighth Grade

In grades 7 and 8, you must pass a majority of major subjects, excluding Band and Chorus, and minor subjects to be promoted. Failure of 2 core/content classes, English, Social Studies, Mathematics, or Science a second time in grade eight, requires student to remediate over the summer.

Ninth through Twelfth Grade

In grades 9 through 12, you shall obtain at least 24.25 units of credit. One class from each content area (Math, English, Social Studies, and Science) must be taken each year until the end of the junior year. When possible, you must be scheduled for 7 class periods a day.

Units of Credit Course Title

4.....	English
4.....	Mathematics
4.....	**Science
3	Social Studies
2	*Arts or Humanities
1	Health and Physical Education
6.25.....	Electives (Career Exploration is required for Graduation)

****Science:** Completion of Animal Science, Wildlife I, Wildlife II, Greenhouse and Plant Science, and/or Forestry and Land Management in the 11th and 12th grade year can count as a Science credit.

***Arts and Humanities** requirements are met by: Multi Digital Media, Elective Art, Creative Art, Family and Consumer Science 9 or 10, Family Consumer Science 11 & 12, Sports in American History and Society, Psychology/Anthropology, Accounting I, Accounting II, Retail Management, Yearbook, Band, Wood Tech, AG Mechanics I-Wood, AG Mechanics I-Metal, AG Mechanics II-Wood, AG Mechanics II-Metal, Modern Band, Senior High Chorus, Technical Theatre, Music 9, Piano

I, and Piano II. Each of the two curricula (College Preparatory or Academic/Technical Preparatory) will require certain course units to meet the above requirements.

Accumulated Units of Credit for Grade Placement

Grade 9 to 10	5
Grade 10 to 11	11
Grade 11 to 12	17
Grade 12 to Graduation	24.25

SENIOR GRADUATION PROJECT

According to Brockway Area School District Policy, seniors are required to complete a senior graduation project. The purpose of the graduation project is for students to demonstrate career or post-secondary education readiness. The student will use academic skills and an inherent passion to complete a senior graduation project that culminates with a positive benefit for the community of society. The project will be the culmination of required activities and goals (as listed below) as the student moves from their freshman to senior year.

Freshman Year:

- ___ Participate in the Industry Day and complete reflection
- ___ 2 hours of Community Service (Documentation must be provided)

Sophomore Year:

- ___ 2 hours of Community Service (Documentation must be provided)
- ___ Various career artifacts will be completed in Career Exploration (a list of required artifacts can be found under Student Resources on the Brockway High School webpage)

Junior Year:

- ___ Job Shadow and complete required documentation
- ___ Resume writing in google drive
- ___ Mock Interview
- ___ Business Plan (completed in Gov't/Econ Class or AP Gov't class)
- ___ Individualized Career Plan
- ___ 2 hours of Community Service (Documentation must be provided)

Senior Year:

- ___ Ensure all artifacts from grades 9-11 are documented in your Career Readiness/Graduation folder located in Guidance Office

DUAL ENROLLMENT OPPORTUNITIES

Senior high students have the opportunity to enroll in college courses while in high school. There are several ways to complete the courses, including on-line, on-campus, or through classes offered at the school, either during the regularly scheduled school day or after hours. Students interested in learning more about the current partnerships with colleges and universities and enrollment procedures should contact the senior high counselor or an administrator.

CYBER ACADEMY

Students have the opportunity to complete their academic requirements through the district's Cyber Academy. Students enrolled in the cyber program are expected to complete all on and off-line assignments and to comply with the requirements outlined in the cyber academy contract. Students may attend the Cyber Academy full time or part time. A "blended" schedule of cyber classes is possible. Students and parents interested in learning more about the Cyber Academy should contact a school counselor or administrator.

AG ADMISSIONS POLICY

In the event that Ag classes are at capacity (as determined by the administration, teachers, and OAC) students who are on track to complete the program will have preference when signing up for Ag classes. Students will then be accepted on a first come, first service basis until the class is filled.

AG ARTICULATION AGREEMENT

The Brockway Area School Agricultural Education class has an articulation agreement with BC3 that if the Ag Production Operations Program classes are successfully completed, students can receive college credit contingent upon the following:

Students must earn the grade of an A or B to be eligible to apply for and receive BC3 credit.

Students will receive credit on their BC3 transcripts after successful completion of 12 college-level credits at BC3.

To receive credit for BC3's BIOL 103 – Environmental Biology course, students also need to achieve an advanced score on the Agricultural Productions Operations PA NOCTI exam and submit scores to the Records and Registration Office.

Your child will have an opportunity to discuss curriculum choices in a group meeting with a School Counselor. Any questions should be directed to the appropriate member of the guidance department at 814-265-8414.

SCHOOL WORK HABITS

It is important that daily assignments be prepared satisfactorily. This is a good study habit and assures continuity in the material being studied. It is your responsibility if you have been absent from class, including tardies to school and early dismissals, to contact the teacher to make arrangements for covering the work missed. This should be done immediately after returning to class. Study halls should be used to complete assignments, make-up tests/quizzes, meet with advisors. Use your time wisely.

HOMEWORK ASSIGNMENTS DURING ABSENCE

If you are absent for three or more consecutive days, homework assignments are available through each teacher's Google Classroom. Teachers will use Google Classroom each day to post assignments and/or communicate what objectives were taught in that day's lesson. If you are truant, cut class, leave school without permission, or your absence is classified as "UNEXCUSED" you may receive a "0" for assignments, projects, quizzes, tests, etc....missed.

INCOMPLETE GRADES

Incompletes will be issued only in unusual cases such as an extended absence for medical reasons. You are expected to complete the course requirements for the marking period within ten school days of the end of the marking period unless an extension is granted by a principal. An incomplete is not a grade, but an indication that certain class requirements have not been completed due to extenuating circumstances.

MAKE-UP COURSE WORK AND REMEDIATION

Students are permitted to complete make-up work to serve as enrichment too, or to remedy deficiencies from, previously-taken courses.

The following guidelines apply:

1. Deficiencies in subject areas may be made up in summer school.
2. All summer make-up work must have prior approval of the appropriate counselor as well as a building administrator. No credit will be given without this approval. Students will have the opportunity to complete summer make-up work using the

district's cyber program, EDMENTUM. It is the responsibility of the student and parent/guardian to complete all applications, arrange for transportation and pay all fees. To be eligible to complete summer make-up work, the student must be enrolled in the Brockway Area School District or Jeff Tech for the prior year.

3. A summer school grade, taken as make-up work for a failed class with under a 65%, will be averaged along with all four quarters of the yearly course.
4. Students not scoring proficient or advanced on the Keystone exams in Algebra 1, Biology and/or Literature will not be required to remediate the areas of deficiencies. Students not reaching proficiency on the Keystone Exams will be required to complete one of the other four alternative pathways for high school graduation according to Act 158. Further information may be found on the District website under Pathways and Graduation information.

STUDENT AWARDS

Each spring, students who have contributed to the enrichment and growth of the school during the term are recognized through awards given in curricular and extracurricular areas. Many of these awards are given in student assemblies. Others are presented at end-of-year activities sponsored by or for the school organizations. Awards are also given to recognize annual and cumulative achievement on the part of individual students.

COMMENCEMENT CEREMONY

The date for graduation ceremonies is established by the Board of School Directors at one of their spring meetings. As a convenience to students, items associated with senior graduation are available for purchase during scheduled lunch periods. These items include caps and gowns, as well as announcements and other items significant to seniors. For consistency in color and style, all seniors are expected to order their cap and gown from the designated vendor. The purchase of all other items, including announcements, is voluntary and may be purchased from the supplier of choice.

ATTENDANCE

ABSENCES AND EXCUSES

When you are absent from school, your parents or guardian should call the school at (814) 265-8414 between 7:30 a.m. and 8:30 a.m. and report the reason for your absence. It is your responsibility, upon returning, to present a written note with the reason for the absence (signed by a parent or guardian) to the excuse box in the main office. Absences will be treated as unlawful until the district receives a written excuse explaining the absence within three (3) days after the student returns to school from the absence. Any absences not meeting the requirement shall be classified as unexcused absences. You must be in attendance at least 5 periods to be counted as present for the day. According to PA School Code:

Students are required to attend school every day except for:

- Illness of the student

- Death in the immediate family

- Court Appearance

- Impassable roads

- Inclement weather (school is cancelled)

- Excused upon a farm or domestic service emergency permit

- Religious holidays

- Exceptionally urgent reasons that affect the child directly (does not include work at home)

The above items are regarded as excused absences. All others are considered unexcused absences.

Some examples of unexcused absences are:

- Truancy

- No written excuse submitted within the three day period

- No medical excuse filed when one is required

- Student is illegally employed

Unexcused absences are also unlawful absences of children of compulsory school age except for:

- Family vacation trips which are approved by the principal and arranged in advance with the teachers (see website for form)

- Organized group events (must be arranged in advance)

- Suspension from school

The student and parent may request a prearranged absence through one of the principals. This should be done at least five school days in advance by submitting a written note from a parent or guardian. Teachers must be contacted before the student leaves regarding assignments. Students

may not participate in extracurricular activities on days they are absent. No student who reports to school after the end of 4th period or is dismissed prior to 6th period is eligible for extra-curricular participation that day or evening unless he has permission from the high school administration.

TARDY TO SCHOOL

You are expected to be in your 1st Period Class by 7:42 a.m. If you are not in your classroom when the tardy bell rings, you are considered late and must report to the main office. Students reporting to school after 7:42 a.m. must use the main entrance. All other doors will be locked and neither staff nor students are to open secured doors. If the reason for being tardy was a doctor's appointment, submission of a doctor's excuse or appointment card will mean the tardy will be marked "doctors excused". After 3 "non-doctor" tardies per grading period, you will be referred to a principal. This may result in a parent conference, telephone call, detention or possible suspension.

TARDY TO CLASS

You will be considered tardy to class if you are not in your classroom when the tardy bell rings. If you have a legitimate pass from another teacher, counselor, nurse, or principal, there is no tardy situation. Students who are chronically tardy will be assigned detention. Students late to class will be required to sign in using the classroom tardy sheet.

EARLY DISMISSAL

An early dismissal from the regular school day is a privilege granted under certain circumstances.

Reasons for granting an early dismissal may include:

Medical or dental appointment	Court Proceedings
Religious observations	Educational Travel
Illness	Emergency
Death in the family	School Events
Approved Work Study Programs	

Some reasons an early dismissal will not be granted include:

Tired	Report to Work Early
Going Shopping	Baby-sitting
Work at Home	

Permission should be requested the day of the early dismissal. Early dismissal permits are taken in a designated area before 7:36 a.m. The following information is necessary:

- Name of Student (First and Last name)
- Reason

Phone number at which a parent can be contacted in order to verify request

Parent/Guardian Signature

The fact that a parent has requested an early dismissal does not mean the school can automatically dismiss a student. Early dismissals may be denied or classified as unexcused if parental permission cannot be confirmed or an appointment card is not presented as confirmation following the student's return to school.

Students are to report to the office and **sign out** before leaving the building. Upon return from a doctor or dentist appointment report to the Main Office where you will be given a Hall Pass to be readmitted to class. Failure to report to the office immediately when reentering the building will be considered a violation of school policy.

POST HIGH SCHOOL VISITATIONS

You are encouraged to explore after graduation alternatives by gathering as much information as possible about Post-High School Institutions. A visit to the institution that you are seriously considering attending is one of the most valuable means of gathering the data necessary to make an informed decision about your post-high school plans. Students are permitted, with prior administrative approval, to make 3 college visits per year and/or complete 3 job shadows per year.

"Post-High School Visitation Forms" may be obtained from the high school counselor or on the high school website under student resource. This form must be completed and returned to the main office by any student requesting to be excused from school to make a visitation to a post-high school institution.

DOCTOR EXCUSES

If you miss a total of ten (10) or more school days due to sickness, you will be required to provide a doctor's excuse for such absence thereafter. If a doctor's excuse is not provided upon request, the day or days may be marked as unexcused/illegal absences. Students who are on required doctor's excuses may be given zeroes for the class periods and work missed for all subsequent unexcused tardies and/or absences.

EXCESSIVE ABSENTEEISM

In certain situations, if you are excessively absent or do not comply with the school's attendance policies, you may be dropped from the school rolls or face expulsion. If you are of compulsory school age and are

excessively absent, you face legal action. A Truancy Elimination Plan will be developed after four (4) unlawful absences.

WITHDRAWALS FROM SCHOOL

If you withdraw from the district before the end of the school term, notify the school several weeks prior to the actual moving date, if possible. Contact the Guidance Office two or three days before the date of withdrawal to obtain a Withdrawal Form. Circulate the Withdrawal Form to your teachers to obtain grades; at the same time return all books and supplies to your teachers and pay any outstanding fees which are due. Hall lockers and gym lockers must be cleaned. Advise your counselor of the new district you will be attending. This will allow the counselors to prepare the necessary transfer and release of your records and papers. You should also arrange to take with you a record of your immunization status for presentation to the receiving school at the time of enrollment.

ATHLETICS

ATHLETICS

Interscholastic athletic teams on various levels from junior high to varsity represent the school in baseball, basketball, football, golf, soccer, softball, tennis, volleyball, wrestling, track and field, and x-country. Varsity teams are fielded in all sports; junior high and junior varsity offerings vary. Boys are not eligible to participate on girls' teams.

ATHLETE'S RESPONSIBILITIES

If you choose to participate in any of Brockway's interscholastic athletics, you must accept the following responsibilities:

1. Always display good sportsmanship.
2. Maintain good citizenship so that you may represent Brockway Area Junior-Senior High School with pride.
3. Comply with all eligibility rules.
4. Prevent athletic participation from interfering with your grades or attendance.
5. Return all athletic equipment and uniforms at season's end.

ATHLETIC PRACTICES

All practices that are hosted on Brockway School District property are considered closed practices. All coaches have to be board approved by the beginning of the season to help participate in the sport that is taking place.

COLLEGE BOUND STUDENT ATHLETES

If you plan to compete athletically at the college level, start asking questions. Find out if you're on track to meet academic eligibility and core-course requirements. See what the graduation rate of the athletics programs and the athletes in your sport are at the colleges in which you are interested. Ask what academic support services are available and how academic progress is tracked.

If you are focusing on which college can lead to a career in the pros, consider that: There are nearly 1 million high-school football players and about 550,000 basketball players. Of that number, about 250 make it to the NFL and about 50 make an NBA team.

Take a hard look at those numbers and think about what will matter in the long run – a college education.

The National College Athletic Association publishes a guide that is intended to help you and your family understand the rules of the NCAA. You can get a free copy of the guide by calling 1-800-638-3731. Any student athlete planning to pursue athletics on the collegiate level must sign a National Letter of Intent. If you have any questions about the NCAA college eligibility requirements, see the senior high guidance counselor for details or visit www.national-letter.org.

ATHLETE'S ILLEGAL ABSENCES

As a member of one of Brockway's teams, you are expected to maintain your attendance. You cannot attend practice on any day you are absent from school. Unless a doctor's note is provided, you will be ineligible to participate in the next most immediate contest following your absence if it is:

1. The day of the game.
2. Determined to be unexcused for any part of the day before an athletic event.
3. Unexcused for any part of the day of an athletic event.

The administration reserves the right to limit athletic participation for any athlete who is 1) Tardy the day of an athletic event, and 2) Absent or tardy the day following the athletic event.

*No student who reports to school after the end of the 4th period or is dismissed prior to 6th period is eligible for extracurricular participation that day or evening unless he has permission from the high school administration.

SEASON ATHLETIC PASSES

In order to enjoy the extra advantage of school athletic events, it is possible for adults to buy season athletic passes at a substantial savings. These passes are not transferable. Possessing a season athletic pass entitles the holder admission to home athletic events. All Brockway students are admitted to all athletic events at no cost.

CHEERLEADING

Varsity, junior varsity, and junior high cheerleading squads are chosen by tryouts in the spring for the following school year. Cheerleaders cheer at selected sporting events during the fall and winter sports seasons. A competition squad of cheerleaders may also be chosen to compete in district, state, and regional cheerleading competitions.

EXTRA CURRICULARS

Brockway High School has a variety of clubs, activities, and sports in which you can become involved. Some of the activities are year-long and some are seasonal. Some of the clubs meet after school and in the evening. Membership and dues are determined by each club. Club offerings vary from year to year based on student interest and advisor availability. Students are free to pursue participation in extracurricular activities regardless of race, color, national origin, sex or handicap. Look over what Brockway has to offer, pick one that interests you and get involved!

Academic Competitions

Art Club

Chemistry Club

Drama Club/Int'l Thespian
Society

Envirothon

FCCLA-Family Career and
Community Leaders of Am.

Future Farmers of America

GAPP-German Am. Partnership

Interact

Library Club

Mock Trial

National Honor Society

Outdoor Club

Prom Committee

Rocket Club

Ski Club

Social Studies Club

Student Council

Trap Club

CLASS OFFICERS

Eligible students are elected as class officers by their respective classes in grades six through eleven each spring. These officers (president, vice-

president, secretary, treasurer) take office in the fall and serve during the following school term. They work with the class advisor to plan and organize various class activities.

STUDENT COUNCIL

The Student Council is an organization which considers school problems and aids in enlisting the help of the student body for the improvement of the school. The Brockway Area Junior-Senior High School Student Council is affiliated with the National Association of Student Councils and the Pennsylvania Association of Student Councils. The Council sponsors many activities and assemblies to enrich the overall program of the school. Elections for student council representatives are held each spring.

NATIONAL HONOR SOCIETY

Selection for membership in the National Honor Society (NHS) is based on outstanding scholarship, character, service and leadership. At the beginning of the second semester of each year, the local NHS chapter will notify sophomores, juniors and seniors who have a cumulative average of at least 92%, they are being considered for membership in the NHS.

The local chapter will ask each student to complete a questionnaire to assess the criteria of Character, Service and Leadership. The faculty Council will ask the students' teachers, both present and from the previous year, to complete a questionnaire to assess Character, Service and Leadership.

Students who receive a majority vote from the Faculty Council will be invited to become a member. They will receive a written contract that outlines their membership obligations. Students who sign and return the contract will be inducted into the NHS. (The Faculty Council will not use race, gender, or religion as basis for selection.)

YEARBOOK

The high school yearbook, "The Dawn", provides a pictorial and factual record of the class memberships, activities of the year, and the athletic events. "The Dawn" staff for each year will be comprised of those students who have enrolled and are scheduled for the yearbook course. Orders for the yearbook are completed independently by students/parents on-line. Ordering information will be mailed directly to students by the yearbook production company.

CLASS AND ACTIVITY FUNCTIONS APPROVED

All class, club and extra-curricular affairs not scheduled during the regular school day must receive the approval of the principal before being scheduled. Approval should be sought at least one week prior to the requested event. Where Board approval is needed, this request must be presented in time for the Board of School Directors to act at their regularly scheduled meeting which is held on the second Tuesday of each month. A written request must be presented to the building principal.

SCHOOL DANCES

Brockway Area Junior-Senior High School has several regularly scheduled formal school dances and as well may include several informal dances during appropriate times of the school year. All dances are sponsored by school clubs or organizations. Admission may be charged for any dance either at the door or by purchasing an advance sale ticket. All proceeds will be deposited in the appropriate activity account. Generally speaking, school rules apply to after school dances.

Guidelines for informal dances are as follows:

1. Grade levels permitted to attend will be decided prior to dance announcements and approved.
2. Only Brockway Area School District students and those participating in the sports program co-op are eligible to attend, unless the sponsoring group has voted otherwise regarding out-of-district students. District students not enrolled at Brockway Area Jr.-Sr. High School will be required to sign-in and/or show identification prior to entering the dance.
3. Out-of district students will be required to complete a **guest form** at least 24 hours prior to the dance and is subject to the approval of the administration.

Guidelines for formal dances:

1. Formal dances will be the Homecoming Dance and the Jr/Sr Prom. Others may be scheduled as interest dictates.
2. Only juniors and seniors may purchase tickets for the Jr/Sr prom, and invite one guest.
3. Ninth and tenth graders may attend Prom only as an invited guest of an upper classman.
4. Only Students in grades 9,10,11,12 may purchase tickets for the Homecoming Dance and invite one guest.
(no students in grades 7 or 8 will be eligible to attend).
5. Escorts for the Homecoming Court must be members of the senior class.

6. To be eligible for recognition or election by the student body, a student must have been enrolled at Brockway for at least a semester prior to the recognition or election.
7. Dismissal prior to 11:15 a.m. for prom students on the day of the prom is highly discouraged.
8. Guest forms must be completed and returned prior to any formal dance.
9. Formal dances are for those age 20 and under
10. Request for guests who have been expelled or have a drug, alcohol, disorderly conduct, or infliction of injury to another person violation will be excluded.

STUDENT SERVICES

HEALTH SERVICES

A nurse, physician and dentist are employed by the Brockway Area Schools. The following state-mandated screenings are performed and parents are notified when a problem is identified:

7th Grade - Vision, Hearing, Height, Weight, Dental, Scoliosis, BMI

8th Grade - Vision, Height, Weight, BMI

9th Grade - Vision, Height, Weight, BMI

10th Grade - Vision, Height, Weight, BMI

11th Grade - Vision, Hearing, Height, Weight, Physical, BMI

12th Grade - Vision, Height, Weight, BMI

Yearly hearing tests are given to those students with a previous hearing problem. The Body Mass Index is reported to parents to assess whether their child may be overweight or underweight. In collaboration with their health care provider, this information can be used to help prevent diseases and build self-esteem.

MEDICATIONS

When possible, all medications should be given at home. If you must take medication during school hours, the following procedures apply:

1. A parent/guardian or responsible adult designated by the parent/guardian should deliver all medication to the school. The students will not be permitted to transport any medication to and from school, unless it is an inhaler or Epi-pen needed for emergency use by the student and a self-carry form is filed with the school.

2. All student medication must be in the properly labeled bottle or container, as purchased from the pharmacy. Pharmacies will provide an extra properly labeled bottle for school when asked.
3. Medications are not to be kept in pockets, lunch boxes, desks, etc.
4. Failure to follow these procedures would be considered a violation of school policy.
5. The cough drop procedure for high school students is as follow: Students will need to bring in any cough drops they need in school and will self-administer. They will be able to carry their cough drops. No parent permission is required for cough drop use. (Please note – the cough drop procedure differs for elementary students.)

STUDENT ILLNESS

If you become ill during the school day, you are required to obtain a pass from the teacher to go to the nurse's office. Visits to the nurse's office between classes should be limited to acute health needs. If the nurse is unavailable, you are to report to the main office. Under NO circumstances should you leave the building without permission. Transportation of students who become ill during the school day is the responsibility of the parent. Students are NOT to use cell phones to contact parents to pick them up when they are ill. The nurse will make all necessary contacts.

ACCIDENTS

Your safety is a major concern. Should an accident occur, it is to be reported promptly to the nurse who will initiate medical care. The principal will be notified and a report filed.

COMMUNICABLE DISEASES

Students with any of the following conditions are not permitted to attend school:

- | | | | |
|----------------|------------------|--------------|---------------|
| 1. Measles | 4. Scarlet Fever | 7. Ringworm | 10. Body Lice |
| 2. Mumps | 5. Rubella | 8. Impetigo | 11. Scabies |
| 3. Chicken Pox | 6. Pink Eye | 9. Head Lice | 12. COVID-19 |

CORONAVIRUS (COVID-19)

Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.

You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks when in close contact with you, or by touching a surface or object that has the virus on it and then by touching your mouth, nose, or eyes.

Symptoms include fever, cough, body aches, sweats & chills, loss of taste, loss of smell, vomiting/diarrhea.

EMERGENCY CARDS

Emergency cards are to be returned to school promptly with parent/guardian signature. Accurate information on the card is vital in securing proper care of the student. This information is confidential.

In dealing with an emergency situation, the health, safety, and well-being of the student will be the major consideration of the school.

LIBRARY SERVICES

Materials/services assist learning and support the school's curriculum, including: Planning instruction with teachers, teaching use of information and technology, and assisting students. 24 desktop computers and 36 Chromebooks are available for students. We also have iPads and Nook eReaders available. Students may print a reasonable amount of materials free of cost.

The library contains a variety of materials (print and electronic). It is supplemented by interlibrary loan service through Access Pennsylvania, a state-sponsored borrowing system from other libraries. Electronic materials include research databases and eBooks for reference or leisure. Databases include state-sponsored POWER Library and other databases subscribed to. These provide accurate and reliable information. They are available from home with a library card and/or the username and password.

LIBRARY BORROWING PRIVILEGES

Students may borrow as many items as they need. They may be renewed by bringing them to the library.

- Loan period: 2 weeks, except iPads (1 day w/signed form).
- Materials not returned after one week of due date are charged \$1.00, plus \$.10 per day after that.
- Notices will be sent weekly, but students are responsible for returning materials on time. Borrowing privileges or library visitation may be withheld if materials are not returned or fines are not paid.

BOOKS AND SUPPLIES

Books, supplies and school equipment are purchased with tax money. They are on loan for your use. Your responsibility is to take care of this

public property. You will be held financially responsible for lost or damaged books, supplies, and equipment.

GUIDANCE SERVICES

School counselors are available for consultation with you, your parent or teacher. The counselors are interested in your personal and social development as well as your educational and vocational plans. Occupational information, college catalogues and other guidance related materials are available in the library and the guidance offices. You are encouraged to make use of these materials.

The counselors will have personal interviews with students during the year. However, if you wish to talk with the counselor to discuss a specific matter, you may stop at the guidance office. Situations needing immediate consideration will be given prompt attention. In non-urgent cases, an appointment will be scheduled. You may access additional school and guidance information on the District Website at www.brockway.k12.pa.us.

SPECIAL EDUCATION

The Brockway Area School District provides a full range of special education programs and/or services for students identified as exceptional, either through those operated by the district or those contracted with the Riverview Intermediate Unit. Programs/services are provided at no cost to parents and are individualized to meet the education needs of each student.

A variety of related services and itinerant programs are also available within the district, including speech and language therapy, psychological services, physical and occupational therapy, sensory support (vision or hearing loss), emotional support, and school health services. More specialized programs are available to serve students who need to develop independent living skills, need full-time emotional support, or have multiple disabilities.

Parents with a child who is experiencing academic, social/emotional, behavioral and/or communication difficulty may request a screening. They may also request a detailed written explanation of the district's special education referral process by contacting the high school counselor's offices at (814) 265-8414.

ADVISOR/ADVISEE PROGRAM

Advisors will meet with advisees in grades 7-12 monitoring attendance, academic performance, co-curricular activities and graduation requirements. Advisors will contact counselors or parents as needed regarding any of these issues.

INTERNET POLICY #815

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track and log network access and use; monitor fileserver space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the ISP, local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.

Users must be trained by the school's designated personnel, complete the Internet contract, and agree to obey standards of online behavior, language, content and security. The district is not responsible for any unauthorized charges, fees or fines a user incurs. Consequences for misusing the Internet range from Loss of Privileges for 30 days to Permanent Loss of Internet and/or Computer Usage at school. Cyberbullying will not be tolerated. All violators will be subject to disciplinary and/or legal action. Loss of privileges will carry over to the next school year if not served during the current year of violation. Students who have computer privileges suspended are still responsible for completing all assignments. Ask the librarian about requirements and procedures to begin using the Internet.

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Internet safety education will be provided to students each year through assemblies and classroom instruction. Students may lose Internet privileges as a result of failing to follow school policies.

LOST AND FOUND

If you have lost an item, check in the main office. If you have found something that does not belong to you, take it to the main office.

POST-SECONDARY TESTS

In addition to the regular group guidance testing program, special tests are scheduled for specific times during the school year. These tests are given nation-wide and are **OPTIONAL** on the part of the student. Various fees are charged by the testing companies and you are responsible for payment. Information concerning them may be obtained in the guidance office.

The College Entrance Examination Board Tests (SAT) This test is given in DuBois, PA, and other locations during various months. It will also be offered during the school day in Brockway.

The American College Testing Program

The ACT is given in Brookville and other locations during various months.

Armed Services Vocational Aptitude Battery (ASVAB)

The ASVAB is given in Brockway.

FOREIGN EXCHANGE STUDENTS

In order to promote cultural awareness and understanding and to provide diverse experiences to district students, foreign exchange students may be accepted for admission to the high school. If admitted, exchange students shall be subject to all district policies and regulations governing students. Students will be encouraged to participate in student activities and athletics, provided all eligibility criteria are met.

FIELD TRIPS

A field trip is defined as a group of students leaving the school campus under the sponsorship of the school and under the supervision of school employee(s) to extend educational experiences consistent with the general goals and objectives of the instructional program. All field trips must be approved by the Board of School Directors.

Prior to going on a field trip, you must return a completed written parental permission slip. You must continue to participate and travel with the group until the field trip is completed. Obey the field trip chaperone or sponsor who accompanies you on the trip. The chaperone or sponsor is responsible for handling any emergency, and will make necessary reports to the superintendent or school principal. The school discipline policy will be in effect for all field trips. Students violating this policy may be denied participation on future field trips.

SCHOOL BUSES

Buses will load and unload on the North Street side of the building. You may be given an assigned seat and proper conduct on the bus is demanded. When boarding the bus after dismissal, wait behind the

double yellow line in the bus loading zone until the bus has stopped. You must stay in the designated areas while waiting for your bus. Students inside the building are permitted to wait in the gymnasium lobby from the exit door to the cafeteria intersection (including the adjoining restroom area); students outside the building may wait from the exterior double doors at the boy's side of the gymnasium to the point where the interior cafeteria ends and the auditorium overhang begins. Students are not permitted in the Vo-Ag hall while waiting for a bus. Students are not allowed to leave school property while waiting for a bus. Only bus students are permitted in the bus areas after school. Playing hacky sack and other similar games is not permitted in the bus loading zone or on school property prior to 3:25 p.m. In addition, according to policy 810.2, video and audio recording is authorized on school buses and school related vehicles.

TEMPORARY BUS CHANGE PROCEDURES

When you request a bus change that is a temporary change of one or a few days, you will be required to report to the transportation office in the morning with a note from a parent/guardian requesting a Bus Pass. This pass must be given to the driver of the new bus if you want to be granted permission to board the bus.

ONE CALL NOW NOTIFICATION SERVICE

Keeping you informed is a top priority at Brockway Area School District. The One Call Now Notification Service allows us to send telephone or e-mail messages to you providing important information about school events, weather delays or closings and/or emergencies. The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that we have your most current phone numbers. If this information changes during the year, please let us know immediately.

FOCUS PORTAL

FOCUS Portal is the on-line grading program used at the junior-senior high school. Parents and students are able to log-on, via the Internet, to the assigned account and access grades, assignments, and attendance. Log-on passwords for parents are available through the high school counselor secretary.

FIRE AND SEVERE WEATHER DRILLS

Fire and severe weather drills are required in schools. Printed regulations will be placed in the rooms. It is important that you become acquainted

with the route of evacuation and procedure. All drills must be quiet and orderly. A floor plan is included at the front of the handbook.

LOCKDOWN DRILLS/EMERGENCY SITUATIONS

An administrative or emergency lockdown drill will be conducted throughout the course of the school year. Students are to follow the designated procedures set forth by school administration/law enforcement personnel.

In the event of an emergency situation at school, any student or staff member in the bathroom or hallway should enter the nearest room that can be locked and remain. Students will not be permitted to leave that classroom under any circumstances until the emergency situation has been addressed by the proper authorities.

The chief school administrator shall in most instances, provide notice of the school security drill(s) in advance to teachers in the school, in the school building for which the school security drill is scheduled.

STUDENT LOAN FUND

The Brockway Area High School Student Loan Fund is a combination of several individually established funds which enable graduates of the Brockway Area Jr.-Sr. High School to borrow money for their educations beyond high school. The basic fund was established in 1957. The fund was then, and is currently, controlled by a Board of Trustees consisting of representatives of the school and community. Any eligible student who is interested in applying to borrow from this fund should contact the School Counselor's Office.

STUDENT INSURANCE

Accident insurance for students is permitted by the Board of School Directors to be offered through the school. The school is not the insurance company, nor is it the company's representative. School personnel report accidents to the proper authorities and forms are prepared in the office for insured students. It is the responsibility of the students to report accidents to the staff member who is supervising at the time of the accident and to get claims signed and returned to the high school office. The responsibility of parents is to see that claims are processed and bills presented to the company representative or to the high school office. It is not usually necessary to present the claim to the doctor on the first visit. Parents without insurance for their children are encouraged to contact the administration for more details on purchasing this inexpensive coverage.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program is designed to help you if you are having problems in school or are not feeling good about what is happening with your life. It is a program to assist you to find ways to deal with problems. The Student Assistance Core Team is comprised of teachers and others trained to help you. The team's job is to investigate the problem and establish an appropriate way to help. Any teacher, administrator, or school counselor can assist you or others regarding a concern you may have about someone.

Any teacher can refer you to a core team member who can provide you with information you may need about drug and alcohol counseling, rehabilitation, or re-entry programs.

HOMELESS

Homeless/displaced students are defined as individuals lacking a fixed, regular and nighttime residence. Refer to the district website to view the board policy on homelessness. If you need additional assistance, please contact the Superintendent in the business office.

PERSONAL PROPERTY

You are responsible for the care of your own personal belongings. All valuables should be in your possession at all times or left at the main office. Items not needed for school work or which can potentially cause harm to others or damage school property are not to be brought to school at any time. Cell phones may be in your possession at school. You may use your cell phone before school starts each morning. During assemblies, pep rallies and other scheduled events, cell phones or other electronic devices may not be used.

PERSONAL CELL PHONES

Student cell phone use will be subject to teacher discretion in the individual classroom. Students are not to answer phone calls on their cell phone during the school day. All phone calls to students should be directed to the main office. Student cell phone use may be permitted in study halls. Use in the school cafeteria and report room is permitted provided students are listening to appropriate **music** with ear buds. Student cell phones are to be placed upon desks or an appropriate designated area upon entering the classroom. Students violating this policy are subject to disciplinary action. Repeat offenses will result in increased consequences. **Possession or use of any cell phone,**

smartphone, or other electronic devices during testing is not allowed and strictly prohibited. Any student in possession of any electronic device during a test or quiz will receive a “0” on the assessment; will not be permitted to retake the assessment; and will have the electronic device confiscated, requiring a parent/guardian to retrieve it from an administrator. All electronic devices will be placed in a designated bin during the testing period.

Cellular telephones that have the capability to take photographs or to record audio or video shall not be used for such purposes while on district property or while a student is engaged in school sponsored activities, unless expressly authorized in advance by the building principal or designee. No Text Messaging, using Facebook, Snapchat, Instagram, etc. is permitted. The cell phone is not to be used as a watch to check the time.

LOCKERS FOR STUDENTS

You will be assigned a hall locker for books, backpacks, book bags, and outerwear. Book bags, backpacks, hats and outerwear must fit completely in your locker and remain in your locker during the school day. Lockers are to be kept clean and neat. You are not allowed opened beverage containers of any kind, including bottled water containers, in your locker. You are not to use another student's locker. You are responsible for the security of your own possessions and books. Do not leave valuables in your locker. The best policy is leave valuables at home. The school is not responsible for lost or stolen items. A school issued combination lock is available and may be requested by notifying the main office. Physical education lockers are available. Students are permitted to buy a lock for the locker, giving a key to the physical education teacher. As school property, lockers are not to be defaced or altered in any way. Any damage should be reported to the office immediately.

LOCKER/VEHICLE SEARCH AND SEIZURE

Student lockers are school district property. Lockers may not be used to store anything that is prohibited by law or school district policies. Lockers may be searched at any time in order to determine if they contain anything prohibited by law or school district policy. Students may be notified and given an opportunity to be present during a locker search. Student vehicles parked on school property are also subject to search. An administrator may seize any evidence indicating that a student is violating or has violated the law or a school rule, that the administrator

may find as a result of a search of a student's property, clothed body, or areas designated for a student's use if the search is proper and reasonable.

A student who refuses the request for a search by an administrator that is proper and reasonable may be disciplined under the district's discipline policy. Action may include suspension or referral to the board for an expulsion hearing. The Board reserves the right to authorize its employees to inspect a student's locker or and district property at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and order of the schools in accordance with school board policy 226. Searches conducted by the administration may include but are not limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety, and welfare of the school population.

STUDENT APPAREL

Since attitude, actions and dress are closely related, it is necessary that dress guidelines be established for school attendance. You are expected to be mature enough to exercise good judgment in the selection of appropriate clothing for school. Extremes in fashion should be avoided for classroom wear. You should present a neat, attractive appearance at all times. Any form of dress detrimental to the health, safety, or welfare of any student will not be permitted, nor will dress which may be disruptive to the educational process. Some examples of inappropriate attire are defined below:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana, or other controlled substances.
2. Headwear, including hoods, hats and bandanas, sunglasses, headbands, skate shoes, chains, heavy/multiple chains, chain wallets and all spiked jewelry are not permitted. Due to safety factors, students may not participate in shop classes while wearing open-toe footwear.
3. Halters, tube tops, net shirts, open-cut muscle shirts, bare midriffs, or off-the shoulder tops are not permitted. Sleeveless tops and tank tops are permitted as long as they do not have spaghetti straps or reveal any undergarments. Male students are not permitted to wear the white undershirt tank tops. Modesty must be maintained.
4. Because it is hazardous and fails to assure adequate modesty, the wearing of oversized clothing that fits improperly is not

permitted. All jeans and slacks must be properly fitting and intact. Pants must be worn at the waist and are not to have oversized bellbottoms. Low rise jeans or slacks that compromise modesty should not be worn.

5. No spandex, stretch material, bike pants, or excessively tight-fitting shorts will be permitted as outerwear. If shorts are worn over spandex biker pants or alone, they must be fingertip length. Skirts or dresses must also be fingertip length.
6. Suggestive clothing is not appropriate for an educational setting and is forbidden. Female students should not wear clothing that overly exposes cleavage.
7. Hats, trench coats, jackets, or garments designed for protection from outside weather shall not be worn in the building under ordinary circumstances, (including nylon jackets). They must be stored in your locker during the day.
8. Students wearing jeans or shorts with holes in them may be required to wear a spandex short or leggings under the clothing.
9. Pajamas and blankets shall not be worn as attire unless explicitly permitted by administration and/or staff.
10. Violators will be subject to the disciplinary code. You may be sent home to change clothing or remain in the office until parents or guardians bring in appropriate change of clothes if you violate the dress code.
11. No costumes of any kind should be worn, unless directed by the school as permissible.

PARKING

There are three parking areas on the high school grounds. Area number one-beyond the flag pole-is reserved for school employees and others visiting the office who wish to park for a short time. Area number two-outside the entrance to the auditorium-is for student parking and for school employees. Area number three-in the rear of the building-is for staff members and student parking.

You are permitted to park your vehicles in the auditorium lot (area number two) and the parking section of the area at the back of the building (area number three). Teachers parking area in the rear parking lot is the curb lane. Parking must be between the painted lines. You should familiarize yourself with appropriate parking during good weather to insure you park properly when lines may be snow covered.

DIRECTORY INFORMATION

The district Superintendent or his/her designee can distribute Directory Information. Directory information includes a student's name, address, date and place of birth, telephone number, sex, date of entry and date of withdrawal from school, major field of study, academic grades and class rank, attendance record, standardized achievement test scores, participation in recognized activities and sports, weight and height of members of athletic teams, awards received; names, addresses, and telephone numbers of parents or guardians. Students may be recognized for their accomplishments, including photographs, on the District Website at www.brockway.k12.pa.us.

The parent or eligible student has the right to refuse the disclosure of any or all types of directory information by giving the school written notice by the Tuesday following the Labor Day Holiday. The Family Educational Rights and Privacy Act (FERPA) and Pennsylvania law afford parents/guardians and students eighteen (18) years of age and over (eligible students) certain rights with respect to the student's educational records. A copy is available in the main office for review.

PROHIBITED ACTS & ITEMS

CONTRABAND

Objects that are not permitted in school are considered contraband. School personnel may confiscate such items. The principal will decide if confiscated items will be returned. The administration may require confiscated contraband to be claimed by a parent. The use of cellular phones, iPhones, Smartphones, electronic reading devices, laptop computers, laser pointers, and other similar electronic signaling devices is not permitted in school without administrative approval. Cell phones, beepers, pagers and other electronic devices become contraband when used during the regular school day. You are not permitted to have pocketknives in your possession nor any other object that might be considered a dangerous weapon. Bringing weapons, illegal drugs, alcohol, or tobacco products is a Level III violation referral, and/or an expulsion recommendation. Bringing items into the school not usually found within a school must have prior administrative approval.

DRUGS AND ALCOHOL

Students should be aware that the possession or usage of drugs, alcohol, or controlled substances is absolutely forbidden. Drug paraphernalia and

look-a-likes are also prohibited. Included in this area are inhalants such as whiteout, markers, paints or any aerosols.

TOBACCO USAGE

The Brockway Area Junior-Senior High School is a Tobacco Free School. You are not permitted to use or possess tobacco products in school, on a school bus, or on school property. Dissolvable tobacco products, including flavored tobacco pills, electronic cigarettes, JUULs and vapor cigarettes are prohibited. Cigarette lighters and matches are prohibited and may be confiscated. If you violate this policy, you may be referred to the district magistrate per Pennsylvania State Law and may also be required to participate in tobacco cessation classes. Act 128 of 2000 prohibits the use of tobacco products by any person within 50 feet of school buildings, stadiums or bleachers.

1st Offense – The student will receive a one (1) day in-school suspension and the school district will initiate prosecution or the student may attend the Tobacco Cessation Program in lieu of discipline and prosecution.

2nd Offense – The student will receive a one (1) day out-of-school suspension and the school district will initiate prosecution.

3rd Offense – The student will receive a two (2) day out-of-school suspension; the school district will initiate prosecution

POSSESSION OF WEAPONS

The possession of weapons on school premises is a serious violation and will result in severe disciplinary action. "Weapon" shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, explosive weapon, or any instrument represented as such.

For purposes of this policy, school premises means the school, grounds, school buses, or any premises, grounds, or vehicles used for official school purposes. Students with knowledge of a violation should report it to the office immediately.

DELIVERIES

You are not permitted to have food, flowers, balloons, etc. delivered at school. The main office will not accept any of these deliveries. The vendor will not be permitted to leave them at the main office.

HARASSMENT

Brockway Area Junior-Senior High School strives to provide a safe, positive learning environment for students. Harassment in any form is

not tolerated. The term **harassment** includes but is not limited to slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age or handicap/disability. You are responsible to respect the rights of your fellow students and to ensure an atmosphere free from all forms of unlawful harassment. Report harassment complaints to principals, teachers, counselors, the nurse, and/or the school psychologist.

BULLYING POLICY

The district defines bullying as an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting that is severe, persistent or pervasive and has the effect of doing any of the following: Substantial interference with a student's education, creation of a threatening environment, or substantial disruption of the orderly operation of the school. Bullying as defined in the policy includes Cyberbullying. (See Board Policy #249). A Bullying Report Form must be completed by any student reporting any type of bullying behavior. The administration will investigate the report upon receipt of the reporting form and determine appropriate action based on their findings.

TERRORISTIC THREATS/ACTS

Terroristic threat is defined as a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. Terroristic act is defined as an offense against property or involving danger to another person. You are prohibited from communicating terroristic threats or committing terroristic acts directed at any student, employee, board member, community member, or school building. Violations of this policy may result in suspension, a law enforcement referral, and/or expulsion. Due to the serious nature of such threats a **zero tolerance** policy will be enforced.

SOLICITATION OR SELLING

There shall be no soliciting from or selling to student or staff within the school without approval of the principal.

Soliciting outside the school premises for funds for school activities, or sales of products outside the school premises for funds for school activities by the students and staff of any school, shall have the prior written approval of the superintendent and the principal. Solicitation or

borrowing of products for school activities shall have the principal's approval.

TELEPHONE USE

You are not to be called to the telephone during school hours. In the event of an emergency, a message will be delivered. You are urged to make your parents and friends acquainted with this procedure. The telephones in the offices are business phones; please do not ask permission to use them except in cases of extreme emergency.

SECURITY EQUIPMENT

You are not permitted to tamper with any components of the school's safety and security system including fire alarms, fire extinguishers, computer systems and security cameras. Violations are considered TYPE III offenses.

TRAFFIC ON SCHOOL PROPERTY

School authorities are responsible for traffic regulations on school property. You are to comply with the Pennsylvania Vehicle Code. Careless and fast driving and driving past buses that are loading or unloading are forbidden. The privilege of driving on school property will be revoked for any violation. In addition, you may be cited by proper authorities and may be fined. Don't take chances, be a safe driver.

Skateboarding is not permitted on school property. Students riding their skateboards to school can keep them at the bicycle rack. Skateboards are not to be brought into the building.

DISCIPLINE

DISCIPLINARY PROCEDURES

Referral of a student to the principal's office is used as a last resort after teachers have exhausted all other appropriate preventive and corrective measures. If you are sent to the principal's office, the seriousness of the case will speak for itself. The case will be dealt with as rapidly, firmly, and as fairly as possible. In most instances, your parents will be contacted. The final decision as to appropriate response to a discipline problem rests with the principal.

DISMISSAL FROM CLASS

If you are dismissed from class because of misbehavior, report directly and AT ONCE to the principal's office. Failure to do so will be considered a violation of school policy.

DETENTION PROCEDURES

1. It is the responsibility of the student to attend assigned detentions. Detentions will not be rescheduled, emergencies excepted.
2. Students must report to After-School Detention by 3:10. Students will not be dismissed until after their detention time has been completed. After School Detention will be scheduled for either one hour or two hours on Mondays, Tuesdays, Wednesdays, and Thursdays.
3. Students must report to detention on time. Students who arrive late may remain at detention until their ride arrives but will not be credited with serving detention. This may be treated as a Failure to Serve Detention situation.
4. Students will report to detention with texts and materials sufficient for continued use during their period of detention. Teachers will have the authority to assign alternative work.
5. Detention is to be used as educational study time.
6. Talking, sleeping, reading magazines, eating, drinking, or other nonproductive use of time is not permitted.
7. Disruptive or uncooperative behavior will result in the assignment of additional detention or suspension.
8. Phones and other electronic devices will be placed upon the teacher's desk or designated area.
9. If the student is absent or not in school for any reason the day of the assigned detention, the student will automatically be rescheduled for the next available detention date without additional notice.
10. Because of weather or other reasons, a principal may postpone detention. If detention is postponed, students will automatically be rescheduled for the next detention date unless notified otherwise.
11. Morning detention may be assigned in lieu of after-school detention. It is the sole discretion of the administration.

FAILURE TO SERVE DETENTION POLICY

1. First Offense.
 - a. Reassignment of "original" detention.
 - b. Assignment of one additional, similar detention.
 - c. Suspension of all extra-curricular privileges until both detentions are served.
2. Second Offense.

- a. Reassignment of "original" detention.
 - b. Assignment of three day suspension.
 - c. Suspension of all extra-curricular privileges until both the suspension and the detention(s) are served.
 - d. Parental contact.
3. Third Offense.
- a. Reassignment of "original" detention(s).
 - b. Assignment of five day suspension.
 - c. Suspension of all extracurricular privileges until both the suspension and the detention(s) are served.
 - d. Parent conference.
4. Fourth Offense.
- a. Referral to Superintendent/School Board Directors.

TYPES OF DISCIPLINARY RESPONSES

1. Verbal or written reprimand will be an appropriate approach for some violations. If so, it will come from the teacher or, if deemed necessary, from the principal.
2. Parental conference may be required for some violations. This may involve the student, the teacher, the principal, and the parents as requested. The time and notification of the conference will be established by the principal.
3. Exclusion from extra-curricular activities may be enforced as a result of student misconduct at such events.
4. A detention room will be assigned for students who repeatedly violate school regulations. Teachers and administrators may, at their discretion, assign detention to pupils for not having completed required work or for violations of school regulations. The time and location of the detention will be assigned by the disciplinarian. Students assigned detention will be given a 24-hour notice as they must arrange THEIR OWN TRANSPORTATION HOME. After-School Detention will be held Mondays, Tuesdays, Wednesdays and Thursdays, and will be a minimum of one hour and a maximum of two hours in length, beginning at 3:10 p.m.
5. Temporary removal from class or in school suspension may be necessary when behavior is disrupting the learning environment for others.

6. Suspension may be warranted for some violations. This punishment can be recommended by the teacher. Suspension will be implemented by the administration. Parents will be contacted and notified of the violation and the length of suspension. A copy of the discipline referral will be sent to the parents along with any readmission procedures that must be followed. Suspensions may be internal suspension (student reports to school) or external suspension (student is not permitted in school). Any student expelled or serving an out of school suspension may not attend any school sponsored activity or be on school grounds during the time of suspension.

When a student accumulates five (5) days of in school/out of school suspension, a pre-expulsion conference will be held with the Principal, School Counselors, student, parent/guardian. At this meeting the parent/guardian will be informed that on the ninth (9th) day of suspension, the student will be referred to the superintendent for possible expulsion.

At the five-day suspension conference, the student is also told that for every 20 school days that pass without a written discipline referral to the office, one (1) suspension day is removed from his discipline record.

7. Expulsion may be necessary for the safety or welfare of the school and student body. Regulations of the State Board of Education of Pennsylvania Chapter 12 Students Rights and Responsibilities will govern all expulsions.

RULES, REGULATIONS, AND DISCIPLINARY PROCEDURES

I. TYPE I OFFENSES

MISCONDUCT

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. Minor misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel. Other Type I Offenses usually require the intervention of personnel on the administrative level because of two reasons: (1) previous attempts to correct the situation have failed or (2) educational consequences are serious enough to require corrective action on the part of administrative personnel.

EXAMPLES

Examples of Type I Offenses include but are not limited to the following:

- * Dress Code Violation
 - * Eating and Drinking in Unauthorized Areas
 - * Lying
 - * Repeated Tardies to School (4 or more per grading period)
 - * Repeated Tardies to Class
 - * Littering
 - * Tampering With Any School System
 - * Repeated Class Disturbance
 - * Safety Violations; Throwing Water, Snowballs and Other Objects
 - * Cutting Class (1 Cut = 1 Detention)
 - * Failure to Respond to Pages
 - * Violation of Established School Policies
 - * Bullying/Cyberbullying
 - * Lunch Period Misconduct
 - * Misconduct During School Events
 - * Lavatory Misconduct
 - * Failure to Return Books, Materials, or Forms
 - * Hallway Misconduct
 - * School Grounds Misconduct
 - * Inappropriate Affectionate Behavior
 - * Minor Vandalism (A)
 - * Locker Violations
 - * Inappropriate Language
 - * Disabling School Equipment
 - * Unauthorized Electronic Devices in School
 - * Cell Phones
- (A) = Restitution

RESPONSE OPTIONS

Response options include but are not limited to the following:

- * Warning
- * Temporary Removal from Class
- * After-School Detention
- * Loss of Driving Privileges
- * A.M. Detention
- * Exclusion from Extra Curricular Activities
- * Saturday Detention
- * In-School Suspension

II. TYPE II OFFENSES

MISCONDUCT

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.

Type II misbehaviors are considered serious enough that intervention by administrative personnel is necessary.

EXAMPLES

Examples of Type II Offenses include but are not limited to the following:

- * Abusive or Obscene
- * Possession of

- | | |
|--|--|
| Gestures or Language | Pornographic Material |
| * Major Class Disturbance | * Failure to Serve Detention |
| * Lunch Period Misconduct | * Minor Vandalism (A) |
| * Tobacco Use/Possession in School, on School Bus, or on School Property | *Involved in an Altercation With Another Student |
| * Forgery | *Disrespect |
| * Leaving Building/School Grounds Without Permission | *Disobedience or insubordination |
| * In Unauthorized Area | * In Restricted Area Without Authorization |
| * Parking Lot Violation | * Truancy |
| * To encourage, provoke, advocate or promote a fight or altercation with another student or between other students | * Harassing, Threatening, or Intimidating Others |
| * Bullying/Cyberbullying | * Disruption of School Activities |
| | * Repeated Abuses of Type I Offenses |
| | * Cell Phones |
| | (A) = Restitution |

RESPONSE OPTIONS

Response options include but are not limited to the following:

- | | |
|------------------------------|--|
| * Warning | * Exclusion from Extra Curricular Activities |
| * After-School Detention | * A.M. Detention |
| * Saturday Detention | * Suspension (In - Out) |
| * Loss of Driving Privileges | |

III. TYPE III OFFENSES

MISCONDUCT

Acts which result in violence to another's person or property; which pose a direct threat to the safety of others in the school; which are intentionally in defiance of established school policies; or otherwise require a Law Enforcement Referral.

Type III misbehaviors are so serious that they always require administrative action which results in the immediate removal of the student from school; intervention of law enforcement authorities; and/or action by the board of directors

EXAMPLES

Examples of Type III Offenses include but are not limited to the following:

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|------------|------------------------|
| * Fighting | * Use or Possession of |
|------------|------------------------|

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|---|--|
| * Use or Possession of Drugs
or Controlled Substances
Including Paraphernalia
or Look-a-likes or inhalants | Alcoholic Beverages
Including Low or No-Alcohol
Look-a-likes |
| * Sex Offenses | * Extortion, Theft, or Gambling |
| * Arson | * Possession of Fireworks |
| * Threats or Bomb Scares | * Weapons |
| * Motor Vehicle Violation | * Causing a False Alarm |
| * On School Property During
Period of External Suspension | * Assault and Battery |
| * Tampering with Security
and computer systems or
equipment | * Major Vandalism (A) |
| * Repeated Bullying Offenses/
Cyberbullying | * Repeated Abuses of Type II
Offenses |
| | * Student Demonstrations,
Boycotts, and Walkouts |
| | (A) = Restitution |

RESPONSE OPTIONS

Response Options include but are not limited to the following:

- | | |
|----------------------------|-------------|
| * Suspension (In - Out) | * Expulsion |
| * Law Enforcement Referral | |

Note: The Administration retains the right to assign more severe punishment.

SCHOOL CODE

STUDENT RIGHTS

(a) All persons residing in this Commonwealth between the ages of six and twenty-one years are entitled to a free and full education in the Commonwealth's public schools.

(b) Parents or guardians of all children between the ages of six and eighteen are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 18 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because:

1. The student is married.
2. The student is pregnant.
3. The student has a disability as identified by Chapter 15 (relating to Protected handicapped students).

4. The student is an eligible student identified under Chapter 14 (relating To special education services and programs).

STUDENT RESPONSIBILITIES

- (a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- (b) No student has the right to interfere with the education of his 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.
- (c) Students should express their ideas and opinions in a respectful manner.
- (d) It is the responsibility of the students to conform to the following:
- (1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
 - (2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
 - (3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
 - (4) Assist the school staff in operating a safe school for the students enrolled therein.
 - (5) Comply with commonwealth and local laws.
 - (6) Exercise proper care when using public facilities and equipment.
 - (7) Attend school daily and be on time at all classes and other school functions.
 - (8) Make up work when absent from school.
 - (9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
 - (10) Report accurately in student media.
 - (11) Not use obscene language in student media or on school premises.

SCHOOL RULES

(a) The governing 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 governing board has only those powers that enumerated in the statutes of the Commonwealth, or that may reasonably be implied or necessary for the orderly operation of the school.

(b) Governing boards may not make rules which are arbitrary, capricious, discriminatory or outside their grant of authority from the General Assembly. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

(c) Each governing board shall adopt a code of student conduct that includes policies governing student discipline and a listing of students' rights and responsibilities. The conduct code is stated below for review by students, parents, and guardians.

CODE OF CONDUCT

The Brockway Jr/Sr High School believes that good conduct is closely related to a positive environment for learning and an effective instructional program. It is expected that students follow the rules and regulations governing student conduct in school and during the time spent in travel to and from school.

Such rules shall require that students:

1. Conform to reasonable standards of socially acceptable behavior.
2. Respect the rights, person, and property of others.
3. Preserve the degree of order necessary to the educational program in which they are engaged.
4. Respond positively and promptly to those adults charged with the responsibility of monitoring student behavior.

To ensure a safe learning environment, students are expected to have appropriate behavior, attendance, and a willingness to contribute to overall school safety; **“If you see something, say something.”**

Detentions, suspensions, and possible expulsion from school could result when students are guilty of infractions. Participation in any school function or activity including athletics is prohibited for the duration of the suspension and could result in exclusion from extracurricular activities for part or all of the school year.

Student participation in athletics, extra-curricular activities, and co-curricular activities is a privilege. The student's participation in these activities and the reputation of the school are dependent, in part, on the student's conduct as an individual.

DISCRIMINATION

Consistent with the Pennsylvania Human Relations Act (43 P.S. 951-963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability.

CONCLUDING STATEMENT

This guide - STUDENT/PARENT HANDBOOK - to school operations is not intended to be the sole or exclusive rules and regulations statement. This abridged version in no way preempts additional rules and regulations.

The Student/Parent Handbook is meant to be used as a day-to-day reference. For a more detailed description of the regulations, rules, laws, requirements, and rights and responsibilities of students, readers are referred to the original documents on which these guidelines are based.

BROCKWAY AREA SCHOOL DISTRICT

You are receiving this notice because you have received a hard copy of the BASD Student/Parent Handbook, which is also available on the district website at www.brockway.k12.pa.us To view: select High School, select Student Resources, under the heading “Other Resources”, select Student Handbook.

I acknowledge that I have received a copy of the Brockway Area School District Student/Parent Handbook. I realize this handbook is not intended to cover every situation which may arise, but is simply a general guide to refer to

By signing below, you understand that you are responsible for familiarizing yourself with the districts rules, procedures, policies, and other content.

Please return this form to your first period teacher by the Tuesday following the Labor Day holiday.

Student Name (Print) _____

Student Signature _____

Grade

Date

BROCKWAY AREA SCHOOL DISTRICT

You are receiving this notice because your child has received a hard copy of the BASD Student/Parent Handbook, which is also available on the district website at www.brockway.k12.pa.us To view: select High School, select Student Resources, under the heading “Other Resources”, select Student Handbook.

I acknowledge that I have received a copy of the Brockway Area School District Student/Parent Handbook. I realize this handbook is not intended to cover every situation which may arise, but is simply a general guide to refer to.

By signing below, you understand that you are responsible for familiarizing yourself with the districts rules, procedures, policies, and other content.

Please return this form to your first period teacher by the Tuesday following the Labor Day holiday.

Parent Name (Print) _____

Parent Signature _____

Student Name _____

Grade

Date

ALMA MATER

**In a peaceful, quiet valley
Under skies of blue,
Stands our noble Alma Mater,
Glorious to view.
Lift the chorus, speed it onward,
Praise her to the sky,
Hail to thee, our Alma Mater
Dear old Brockway High.**

