



# 2009-2010 Student Handbook

*At Western Beaver, We Believe:*

- That all children can be academically successful
- In establishing a firm educational foundation
- In creating student-centered schools where learning occurs in a safe environment
- In supporting our staff's continued professional development in their respective fields
- In the collaborative efforts between the school district and the community

# Western Beaver Junior-Senior High School

# WESTERN BEAVER JR.-SR. HIGH SCHOOL 2009-10 STUDENT-PARENT HANDBOOK

This handbook contains policies, procedures and consequences for “student life” at Western Beaver Junior-Senior High School. Important information for a successful school year is outlined. Our students and their families are encouraged to review this information together. Those who follow the rules and practice good citizenship should experience success and enjoy a fun, worthwhile experience at school.

Once this handbook is distributed, each student and a parent/guardian must sign-off that they have received a copy and are aware of its contents. There are specific topics that must be carefully reviewed including: Academics, Extracurricular Activities, Discipline, Attendance and Other Topics. This handbook is organized according to these key topics for ease of use and understanding.

Policies in this handbook are in effect: (1) during school hours, (2) on school property, (3) while using district approved transportation, (4) before, during and after school at events observed and/or supervised by district staff, (5) while on route to or from school, (6) during the school day when truant from school, (7) or any other time a reasonable nexus can be made with the educational mission or representation of the school.

Failure to return this signature page will result in exclusion from sports, field trips, other school activities and/or may result in disciplinary action. Again, we hope that you are able to review this handbook as a family. We are confident that together we will have a positive and successful school year. Common understanding of the rules and expectations that govern the citizens of our school will go a long way towards this end.

*“We agree that we have reviewed a copy of the 2009-10, Western Beaver Jr.-Sr. High School Student-Parent Handbook. We understand that all students are responsible for and held accountable to the policies, procedures and consequences contained within the handbook. If we do not understand any of the content, it is our responsibility to consult with an appropriate agent of the Western Beaver School District.”*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

Please print student name: \_\_\_\_\_ Homeroom #: \_\_\_\_\_

*Return this form to your homeroom teacher by Friday, September 11, 2009.*

**WESTERN BEAVER JR.-SR. HIGH SCHOOL**  
**216 Engle Road – Industry, PA 15052**

Welcome to the 2009-10 School Year

**The Western Beaver County School District is committed to:**

Developing all students to their fullest potential, creating responsible, self-sustaining citizens that are life-long learners.

**We Believe:**

- That all children can be academically successful
- In establishing a firm educational foundation
- In creating student-centered schools where learning occurs in a safe environment
- In supporting our staff's continued professional development in their respective fields
- In the collaborative efforts between the school district and the community

***High School Administration***

Mr. Steve Wellendorf, Principal

Mr. Barry Borza, Asst. Principal / Athletic Director

***High School Secretaries***

Mrs. Correne Chevalier, Main Office  
Mrs. Lydia Hineman, Principal

Mrs. Mary Halfhill, Guidance

***Special Services***

Mrs. Kelly Fortner, Guidance Counselor  
Mrs. Janet Gailey, School Nurse  
Mrs. Vicki Mann, School Nurse

Mr. Jeff Shaffer, District Technologist  
Mrs. Dolly Gimbus, Cafeteria Manager  
Mr. Daniel Lampkin, Maintenance Supervisor

***Central Administration***

Mr. Robert Postupac, Superintendent  
Ms. Karin Pilarski, Special Programs Coordinator

Mr. Eric Palmer, School Psychologist

*This handbook belongs to:*

**Name:** \_\_\_\_\_ **HR#:** \_\_\_\_\_

*Please keep this handbook available for reference.*

## TELEPHONE NUMBERS AND EXTENSIONS

Commonly used phone extensions are included on this chart. Every teacher also has an extension with voicemail on our system. For additional information you can refer to our district web page [www.westernbeaver.org](http://www.westernbeaver.org).

Western Beaver Jr.-Sr. High School: **(724) 643-8500**

Main Office	Ext. 1003	HS Fax	(724) 643-8504
Principal's Secretary	Ext. 1002	Athletic Director	Ext. 1013
Attendance	Ext. 1003	Library	Ext. 1008
Guidance Secretary	Ext. 1001	Nurse's Office	Ext. 1015
Guidance Counselor	Ext. 1004	School Psychologist	Ext. 2016
Cafeteria Office	Ext. 1010	Prevention Specialist	Ext. 1019

## SCHOOL CLOSINGS AND DELAYS

Watch for listings on WTAE, WPXI, KDKA, check station web pages, or listen to WMBA, WBVP, KDKA or WTAE. The school district will send an emergency phone message to the primary contact number in the student database. If you do not hear or see anything, assume that school is in session. Please do not call the school as the phone lines must be kept open for emergencies.

## REGULAR BELL SCHEDULE

A Lunch Schedule		
HR	7:45	8:00
1	8:03	8:44
2	8:47	9:28
3	9:31	10:12
4	10:15	10:56
<b>A Lunch</b>	<b>10:59</b>	<b>11:29</b>
5B	11:32	12:13
6	12:16	12:58
7	1:01	1:43
8	1:46	2:27

B Lunch Schedule		
HR	7:45	8:00
1	8:03	8:44
2	8:47	9:28
3	9:31	10:12
4	10:15	10:56
5A	10:59	11:40
<b>B Lunch</b>	<b>11:43</b>	<b>12:13</b>
6	12:16	12:58
7	1:01	1:43
8	1:46	2:27

## 4SIGHT TESTING / 12:15 DISMISSAL

A Lunch Schedule		
HR	7:45	8:00
Testing	8:03	11:09
<b>A Lunch</b>	<b>11:12</b>	<b>11:42</b>
5B	11:45	12:15

B Lunch Schedule		
HR	7:45	8:00
Testing	8:03	11:09
5A	11:12	11:42
<b>B Lunch</b>	<b>11:45</b>	<b>12:15</b>

## ACT 80 / 12:15 DISMISSAL SCHEDULE

A Lunch Schedule		
HR	7:45	8:00
1	8:03	8:27
2	8:30	8:54
3	8:57	9:21
4	9:24	9:48
6	9:51	10:15
7	10:18	10:42
8	10:45	11:09
<b>A Lunch</b>	<b>11:12</b>	<b>11:42</b>
5B	11:45	12:15

B Lunch Schedule		
HR	7:45	8:00
1	8:03	8:27
2	8:30	8:54
3	8:57	9:21
4	9:24	9:48
6	9:51	10:15
7	10:18	10:42
8	10:45	11:09
5A	11:12	11:42
<b>B Lunch</b>	<b>11:45</b>	<b>12:15</b>

## PM ACTIVITY SCHEDULE

A Lunch Schedule		
HR	7:45	8:00
1	8:03	8:39
2	8:42	9:18
3	9:21	9:57
4	10:00	10:36
<b>A Lunch</b>	<b>10:39</b>	<b>11:09</b>
5B	11:12	11:48
6	11:51	12:27
7	12:30	1:06
8	1:09	1:45
HR	1:48	1:49
Activity Period	1:52	2:27

B Lunch Schedule		
HR	7:45	8:00
1	8:03	8:39
2	8:42	9:18
3	9:21	9:57
4	10:00	10:36
5A	10:39	11:15
<b>B Lunch</b>	<b>11:18</b>	<b>11:48</b>
6	11:51	12:27
7	12:30	1:06
8	1:09	1:45
HR	1:48	1:49
Activity Period	1:52	2:27

## 2-HOUR DELAY SCHEDULE

A Lunch Schedule		
HR	9:45	10:00
1	10:03	10:29
2	10:32	10:58
<b>A Lunch</b>	<b>11:01</b>	<b>11:31</b>
5B	11:34	12:04
3	12:07	12:33
4	12:36	1:01
6	1:04	1:29
7	1:32	1:57
8	2:00	2:25

B Lunch Schedule		
HR	9:45	10:00
1	10:03	10:29
2	10:32	10:58
5A	11:01	11:31
<b>B Lunch</b>	<b>11:34</b>	<b>12:04</b>
3	12:07	12:33
4	12:36	1:01
6	1:04	1:29
7	1:32	1:57
8	2:00	2:25

# LETTER FROM THE PRINCIPAL

Dear Students,

The entire educational community of Western Beaver share, with obvious pride, in the accomplishments of the students of the Western Beaver Jr.-Sr. High School. That community includes the students, parents, teachers, administrators, other staff members and the community itself. Therefore, a lot of people and resources have been invested into your educational experience.

Past graduates have demonstrated responsibility both in and out of the classroom. Many were academic and athletic all-stars. Most were fine examples of responsible citizens among a cohesive group of proud graduates. They had accepted the challenges of academia, social membership, family obligations and financial responsibility all while still teenagers. Their ability to manage and negotiate these areas led to their successful graduation.

As you look forward to your eventual graduation, certain standards apply here at school to help you to be successful. Your responsibilities include regular school attendance, conscientious effort completing required course work, and conformance to school rules and regulations. Most of all, you share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. Students should, therefore, always express ideas and opinions in a respectful manner so as not to offend, slander, or threaten the safety of others. It is **your responsibility** to:

- Be aware of all rules and regulations for student behavior and conduct yourself in accordance with them.
- Be willing to volunteer information in matters relating to health, safety, and welfare of the school community and the protection of school property.
- Dress and groom to meet fair standards of safety and health, and so as not to cause disruption of the educational process (see specific dress code contained in this handbook).
- Assume that until a rule is waived, altered or repealed it is in full effect.
- Assist the school staff in operation of a safe school for all students enrolled therein.
- Attend school daily and be on time to all classes and other school functions.
- Make all necessary arrangements for making up work when absent from school.
- Perform to your highest ability on all assessments and evaluations.
- Pursue and attempt to satisfactorily complete the courses of study prescribed by state and local school authorities.

This handbook has been produced to help you to negotiate your path to graduation. Your teachers, administrators and staff are here to help you to maximize your educational experience. Please keep this handbook as a guide should any questions arise. If you or your parents need any clarification or assistance with any section of this handbook, please don't hesitate to ask for help. I am looking forward to a rewarding and successful year for you and all of our staff here at the Western Beaver Jr.-Sr. High School.

Sincerely,

Mr. Steve Wellendorf, Principal

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# ACADEMICS

## CAREER CENTER

Provided through the guidance office, the Career Center provides a wide range of post-secondary information including: college, university, trade school and technical school applications. The guidance staff will also help students to locate online post-secondary resources. Other resources include: SAT and ACT preparation materials, a college search database, scholarship information, financial planning guides, vocational/occupational information and many other resources available throughout the year. The Career Center serves as an extension of the Guidance Office.

## CITIZENSHIP CODE

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. Students are expected to be honest and ethical in all endeavors. They are also expected to assist teachers and administration in operating a safe, healthy school climate for all students. Students do not have the right to interfere with the education of fellow students. It is the responsibility of all students to respect the rights of other students, teachers, administrators and all others involved in the educational process. Students should, therefore, always express ideas and opinions in a respectful manner so as not to offend, slander, or threaten the safety, welfare or reputation of others.

## CLASS RANK

Only courses taken at Western Beaver HS during the academic year in grades 9-12 will count towards class rank and QPA. Letter grades will be converted to a numeric system [A=4, B=3, C=2, D=1, F=0]. All full and half-credit courses, except physical education, will be included in the calculation. Weighted courses will be given an add-on factor [A=.1, B=.09, C=.08]. These courses include: AP Language and Composition, AP Literature and Composition, Comp III, AP Environmental Science, AP Government, Foreign Language level IV, Calculus, Statistics, Physics, Chemistry II and Biology II.

## COLLEGE VISITATIONS

Students are encouraged to make a visit to any school to which they apply for admissions. They should make every attempt to schedule this trip on a day that WB is not in session. However, if school must be missed, arrangements must be made through the guidance office. Students must have their visit verified by the guidance counselor and secure the signatures of all of their teachers and parents prior to missing school for a college visitation.

## **COMMENCEMENT**

Students must meet all graduation requirements and settle all outstanding financial obligations in order to participate in the commencement program. Students must also adhere to the event dress code, practice commitments, and other standards as identified by school administration. Speeches will be given by students who are ranked 1, 2 and 3 in the graduating class.

## **DIPLOMAS**

Students who meet the above commencement / graduation requirements will receive their diplomas with the rest of their graduating class. In order to receive a diploma under other circumstances requires special considerations. Students obtaining a GED from the State of Pennsylvania will not be issued a diploma. Students earning a diploma from another district or out of state will not receive a diploma. Only a current resident who earns all graduation credits will receive a diploma [only after their class would have graduated].

## **DUAL ENROLLMENT (CONCURRENT ENROLLMENT)**

Students will have the opportunity to earn both high school and college credit simultaneously through dual enrollment. To be eligible, students must be in grades 10-12 (11-12 for Penn State) and have at least a 2.5 cumulative QPA. Currently, students may attend classes at Penn State Beaver, CCBC, or Clarion (online). Penn State may also offer several courses at Western Beaver HS during the school day.

## **DROPPING A CLASS**

After the first week of school, any course that is dropped from a student schedule will be considered as a "WF", withdrawal with failure. This will then be considered in the student's QPA calculation. Students must always carry at least 6 credits plus physical education. Therefore, course selection should be done very carefully when scheduling. Classes can be added during the first week of school if they are to replace a study hall. Schedules will not be rearranged for other reasons.

## **ENRICHMENT**

Students who fail to score proficient or advanced on the PSSA [or that score below the 50<sup>th</sup> % on other standardized tests] will be scheduled to receive enrichment in the area(s) of deficiency. A data-driven approach will be used to provide enrichment specifically targeted to address the standards that fall into the basic or below basic levels.

## **EXCELLENCE AWARDS**

Students who make the honor roll at least three times during the school year and students who score proficient or advanced on all areas of the PSSA will be recognized through an event that provides special recognition. The administration will recognize these high-achieving students, issue a certificate and other incentives as a means to celebrate their accomplishments.

## **FAILURE POLICY [Grades 7, 8]**

Any student who fails 1 or 2 core subjects [English, Reading, Math, Science or Social Studies], must take one or both failed subjects during summer school or they will be retained in all grade-level classes. Any student who fails 3 or more core subjects will be retained in all grade-level classes regardless of summer school course completion. Academic performance is the only consideration for promotion, not the age of the student.

## **FAILURE POLICY [Grades 9 – 12]**

In order to be promoted, students must earn the following credits: 6 to enter 10<sup>th</sup> grade, 12 to enter 11<sup>th</sup> grade, and 18 to enter 12<sup>th</sup> grade. In order to graduate, students must complete at least 24 credits in the specific areas that are outlined under “Graduation Requirements”.

## **GRADING SCALE / REPORT CARDS**

A	Superior	93 – 100%	M	Medical Excuse
B	Above Average	85 – 92%	I	Incomplete
C	Average	70 – 84%	X	No Grade
D	Below Average	60 – 69%	P	Pass
F	Failure	0 – 59%	F	Fail

The student report card will display a letter grade [A-F] and percentage for nearly every course. Teachers may also include academic or behavioral comments. There are specific circumstances that require the above special characters [M, I, X, P, F]. The final grade is determined by averaging the percentage grades for all of the nine-week marking periods. A student who fails the last 2, 9-weeks marking periods, may fail for the year despite their final average.

## **GRADUATION REQUIREMENTS**

1. A student must complete twenty-four (24) credits including:

4	English	1	Computers / Technology
4	Social Studies	½	Health
4	Math	1	Senior / Graduation Project
3	Science [Biology required]	5	Electives [includes VoTech]
1.5	Physical Education		

*A passing final grade in a VoTech program is counted as 3 elective credits per year. Juniors and seniors also receive a science or math credit waiver for successful completion of a 3-credit VoTech course.*

2. A student must score proficient on the PSSA Math and Reading Assessments or demonstrate proficiency on another approved local assessment or successfully demonstrate proficiency through the successful completion of a standards-based enrichment program.
3. A student must successfully complete a culminating, senior / graduation project.

## **GUIDANCE COUNSELOR**

The following guidance services are available and may be provided on an individual and/or small group basis: course selection, academic needs/concerns, post-secondary educational planning, career planning, crisis consultation, social-emotional intervention, and many other unique student-centered services. Students are expected to develop autonomy and self-advocacy skills. The counselor will encourage this type of behavior among our student body. Individual appointments should be scheduled through the guidance secretary and should be made during study halls or other non-academic time. A prevention specialist is available several days per week to meet with students and help deal with other, more serious issues that may arise among our students.

## **HOMEBOUND INSTRUCTION**

Students who are under a physician's care and unable to attend school may receive up to 5 hours of instruction per week to help maintain educational continuity. A written request must be made to the principal. A licensed physician must also provide a written recommendation for homebound instruction. Once the request and recommendation are received, the instruction must be approved by the Superintendent and the Board of Education. All attempts will then be made to provide a professional teacher who will provide instruction. During the approved duration of homebound instruction, the student is not eligible to participate in any extracurricular activity or school event.

## **HOMEWORK**

Homework is an integral part of the educational process. Research clearly shows that homework enhances academic performance including significant statistical correlations between appropriate homework and reading comprehension and mathematical concept comprehension. Therefore, teachers at Western Beaver Jr.-Sr. High School are expected to assign homework regularly. Students are expected to complete homework assignments thoroughly and accurately. Assignments provide the opportunity to practice, prepare and extend.

## **HOMEWORK HOTLINE**

Students/parents are responsible for calling-in to the Homework Hotline [which is accessed through the teacher's voicemail extension] after 3:05pm. Updated assignment information is available per class using the Homework Hotline. For an extended absence of five or more days, the guidance office can be contacted to help coordinate assignments and materials for class.

## **HONOR ROLL**

A student who earns an “A” in all classes qualifies for high honors. A student who earns at least a “B” in all classes qualifies for honor roll. Students who qualify for honor roll at least three times during the school year will earn academic excellence recognition.

## **INCOMPLETE GRADES**

Students who do not complete the required assessments for a course may be assigned an “I”, indicating incomplete, on their report card. These required assessments may include: tests, quizzes, research papers, presentations, or others deemed to be crucial for accountability in a given course. A student will have a maximum of seven (7) school days to rectify the situation with their classroom teacher. An unresolved “I” will be converted into an “F”.

## **IVC (INTERACTIVE VIDEO CONFERENCE) COURSES**

Several courses are offered using IVC for students in grades 9-12 including Sport’s History, Sports and Media Marketing and Mandarin Chinese. Please refer to the high school program of studies for additional information. These courses are taught by a highly qualified teacher off-site. Students will be supervised by a staff member who will serve as a facilitator for the class.

## **LIBRARY**

The library is open before homeroom and during most of the day. Academic classes often schedule time to use the library resources. Students from study halls can also request a pass to use the library. Study hall students must go to the library before homeroom to sign up. They then report directly to the library instead of study hall. The librarian has established classroom rules and procedures that must be followed. Borrowed books must be checked-out and will be issued for a two-week period. Reference books may only be borrowed overnight. A 5 cent charge per school day is assessed for any overdue materials. Students are responsible for the replacement cost of any lost or damaged library material that they had borrowed.

## **NATIONAL HONOR SOCIETY**

Juniors and Seniors who have a cumulative weighted QPA of at least a 3.25 are eligible for membership. Eligible candidates are reviewed by the faculty who complete a character rating for each student. Eligible candidates will also be given an inventory to complete that includes: service, leadership and activities. A point value is assigned for each category. Please be advised that only eligible candidates who earn high marks in each category will be invited to become members. Any serious discipline violation or academic dishonesty will be grounds to either remove a current member or cause a potential candidate to become ineligible.

## **PROGRESS REPORTS**

A notice will be sent home for any student who has a “D” or an “F” in a class at the midway point in each 9-week grading period. Notices will also be sent if a student is performing significantly lower than their previous 9-weeks grade. Parents are encouraged to contact any teacher who sends a progress notice in order to assist their child to improve their academic performance. Parents are also encouraged to monitor grades online (usernames and passwords will be distributed in the early fall).

## **REPEATED COURSES**

Credit can only be given once for any required course that has been passed. Any student who wishes to retake or audit a course a second time should speak with the guidance counselor. Retaking a course will not improve the students QPA as only the first attempt will be considered in the formula.

## **SCHEDULING PROCEDURES**

The scheduling process, course description booklet and overall scheduling timelines will be discussed in detail with all students near the beginning of the second semester each year. Classroom teachers, parents, the guidance counselor and most importantly, the student has a critical role in selecting the program of studies for the upcoming school year. Students who struggle in English and/or Math or score below proficiency on assessments in these areas will be assigned to consultation classes.

## **STANDARDIZED TESTING**

Several standardized assessments will be administered to students. These assessments include: PSSA Math, PSSA Reading, PSSA Writing, 4 Sight, Terra Nova, ASVAB and other local assessments when necessary. These assessments are administered in order to assist struggling students, assess curricular strength against state and national standards, and to provide individual and systemic data that will be used to drive differentiated instruction for all students.

## **STUDENT RECORDS**

Student cumulative records include grades, attendance, standardized test scores, and other pertinent data. Record keeping is in accordance to federal and state laws and Board of Education policy. This information is available to parents and students. Please contact the guidance office in order to request student records.

## **SUPPLEMENTAL TESTING**

Supplemental tests include: ASVAB [Armed Services Vocational Aptitude Test], PSAT [Preliminary Scholastic Aptitude Test – National Merit Qualifier], SAT [Scholastic Aptitude Test], and the ACT [American College Testing Program].

The ASVAB is required for all sophomores and should be taken by other students who may be considering VoTech. This test is also highly recommended for any students who are considering entering the military after high school.

Sophomores and juniors who plan to attend a 2 or 4-year college should take the PSAT. Juniors and seniors who plan to attend a 4-year college or university should take the SAT and/or the ACT. These three tests do require a registration fee and must be taken at a testing center [local high school]. Please visit [www.collegeboard.com](http://www.collegeboard.com), [www.actstudent.org](http://www.actstudent.org) or see your guidance counselor for additional information.

## **TRANSCRIPTS**

Official transcripts are required for most scholarship applications and college admissions applications. These cannot be issued to students. Therefore, students must provide all required paperwork to the guidance office who will validate, seal and mail the official transcript along with the other student-provided paperwork. A student can request copies of the originals and/or their unofficial transcript.

## **TUTORING**

Tutoring is available between 2:30 and 3:05 most days and may be available before homeroom. Arrangements should be made in advance between the student and subject teacher. English/Reading and Math tutoring is also available during most study halls upon study request. The guidance office can also provide information regarding paid tutoring outside of the normal school day.

## **VOCATIONAL EDUCATION**

Vocational Education is provided through the Beaver County Area Vocational Technical School, herein referred to as VoTech. Students must apply to attend by January of their sophomore year. A field trip will allow students to spend a day at VoTech prior to committing to attend. All 9<sup>th</sup> and 10<sup>th</sup> grade academic requirements must be met in order to be eligible. Furthermore, any sophomore who misses more than ten (10) days of school during the first semester will be ineligible to attend VoTech.

## **WITHDRAWING**

Students cannot withdraw from school until they reach seventeen (17) years of age. Students who desire to withdraw must complete the required form in the guidance office. Parent permission is required until a student reaches eighteen (18) years of age. Once a student, who is beyond compulsory attendance age, acquires ten (10) or more consecutive, unexcused absences, they will be dropped from membership at school. A formal withdrawal letter will then be sent home.

# EXTRACURRICULAR ACTIVITIES

## ATHLETIC / EXTRACURRICULAR ELIGIBILITY

In addition to attendance and behavioral requirements, any student participating in a school-sanctioned, extracurricular activity, must be academically eligible. Students must have passed four (4) full-credit courses during the most recently finished marking period [including the previous year's final grades for fall activities that occur in the beginning of a new school year]. Students must also be passing four (4) full-credit courses during the current marking period. Any student who becomes ineligible will remain so until they are able to raise his/her grades. When a student is ineligible, they cannot participate in practice, games, events or other activities. This should allow the student to spend extra time improving their academic performance.

## ATHLETIC HANDBOOK

A "Student / Athlete Handbook" is provided to all students participating in school sanctioned athletics. A parent / athlete sign-off page is included that must be signed and returned in order for a student to participate. There are detailed policies, procedures and other information that should be reviewed and understood by both the athlete and parent prior to participation. The Student / Athlete Handbook is considered an extension of this student handbook.

As a reminder, school rules and policies are in effect: (1) during school hours, (2) on school property, (3) while using district approved transportation, (4) before, during and after school at events observed and/or supervised by district staff, (5) while on route to or from school, (6) during the school day when truant from school, (7) or any other time a reasonable nexus can be made with the educational mission or representation of the school.

## ATTENDANCE REQUIREMENTS

In order to practice or participate in an athletic or extracurricular event, a student must be in attendance at school on the day of the practice or event. Students who are tardy to school on the day of a practice or event may be ineligible to participate. A legitimate tardy must be cleared in writing [doctor's note, obituary listing, etc.] with an administrator prior to participating in practice or an event. All WPIAL and PIAA attendance requirements must be met in order for an athlete to be eligible to participate in school-sanctioned athletics.

## **DANCES**

School dances are only open to current students of Western Beaver High School. Students should pay attention to dance details as announced by the dance sponsor or group hosting the event. Seventh and eighth grade students are not permitted to attend dances that are designated as a high school event. School-sanctioned dances will be chaperoned by faculty members. No students will be admitted later than forty-five (45) minutes after the start of the dance. Any student who leaves a dance will not be readmitted. A student who commits a serious discipline violation may be banned from all extracurricular activities/events for the remainder of the year. All school rules are in effect during any and all school-sanctioned events.

## **DISCIPLINARY EXCLUSIONS**

Students who are suspended [OSS] are ineligible to participate in any extra-curricular event or practice held on the same day that a suspension is invoked. Students who are suspended on the day before a weekend or a holiday break are ineligible to participate until they spend a full day back in their regular classes.

A pattern of behavior violations or receiving a suspension of longer than three (3) school days may cause a student to become ineligible for any/all extracurricular events. Extracurricular events are privileges that can be taken away if students do not uphold the expected Citizenship Code as described under the Academic section of this handbook.

## **EVENT ATTENDANCE**

Attendance at all school-sanctioned events is a privilege that is extended to all students who are in good behavioral standing and attend school regularly. Students who demonstrate a pattern of poor behavior or have received a suspension for longer than three (3) school days may be banned from attending school-sanctioned events. Students who do not attend school on the day of an event may not attend and/or participate. Students who demonstrate a pattern of poor school attendance may also be banned from attending school-sanctioned events.

## **HAZING**

Hazing is an intentional action that intimidates or threatens a student with ostracism, extreme stress, shame, humiliation or that adversely affects the student's mental or physical health, safety or dignity. Hazing can be committed by a single student or group of students and will not be tolerated. Any student or group of students who hazes another student will face the disciplinary consequences as found under Intimidation / Harassment, listed in the "Discipline" section of this handbook.

## **PHYSICALS**

Every student must have a signed physician's and parental certificate that clears them to participate in any interscholastic sport or cheerleading, prior to practicing or competing. Physical exams are provided at the school, at no cost to students. The proper forms, clearances and signatures must be acquired and returned to the nurse on-time.

## **PROM**

The Prom is open to students with academic standing in 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade. Prom guests from another school district must complete all necessary paperwork. An outside guest cannot be older than twenty (20) years old. All payments and paperwork must be completed by the timelines established by the event sponsor. Students attending without a date are only responsible for half of the ticket price. No refunds can be given within ten days of the event. All students must adhere to established rules, procedures and scheduled times. Otherwise, students risk being excluded/ removed from the event and/or facing other disciplinary consequences. All school rules are in effect during any and all school-sanctioned events.

## **SPECIAL EVENTS**

Participation in all extracurricular events/activities and "special" events such as the prom, homecoming, pep rallies, assemblies, dances, and others is undoubtedly considered a privilege. This privilege is only extended to students who are in good behavioral standing and attend school regularly. Students who demonstrate a pattern of poor behavior or have received a suspension for longer than three (3) school days may be banned from attending any/all school-sanctioned events. Students who do not attend school on the day of an event may not attend and/or participate. Students who demonstrate a pattern of poor school attendance may also be banned from attending any/all school-sanctioned events.

# **DISCIPLINE**

**STUDENTS DO NOT HAVE THE RIGHT TO INTERFERE WITH THE EDUCATION OF FELLOW STUDENTS. IT IS THE RESPONSIBILITY OF ALL STUDENTS TO RESPECT THE RIGHTS OF TEACHERS, FELLOW STUDENTS, ADMINISTRATORS, AND ALL OTHERS WHO ARE INVOLVED IN THE EDUCATIONAL PROCESS.**

## **ACADEMIC DISHONESTY**

Academic dishonesty includes: cheating during a test, quiz or exam; unauthorized possession of a test, quiz or exam; plagiarism [taking of language, ideas, content, writing or thoughts from another source without giving credit – claiming as one's own]; providing your work for someone else to copy and submit as his/her own; using another student's work to copy and submit as your own; and altering or forging the hard copy or computerized record of any recorded grade.

A first violation will result in the assignment of no credit [zero points] on the current assessment. The teacher will notify parents that a first violation has occurred. A second violation will result in the assignment of no credit [an "F"] for the current nine-weeks marking period. The parents and the guidance counselor will be notified. For any academic dishonesty violation, a standing member of National Honor Society will be removed. A potential member of NHS will lose his/her eligibility to become a member.

## **ARSON**

Any student who starts a fire or assists in setting a fire on school property will receive a minimum of ten (10) days of OSS and possible expulsion. The police will be notified immediately. The district will ask the police to file all appropriate criminal charges against the student.

## **BOMB THREATS**

And student who initiates or assists in communicating a bomb threat will receive a minimum of ten (10) days of OSS and possible expulsion. The police will be notified immediately. The district will ask the police to file all appropriate criminal charges against the student.

## **BULLYING**

Bullying is an intentional action that intimidates or threatens a student with ostracism, extreme stress, shame, humiliation or that adversely affects the student's mental or physical health, safety or dignity. Bullying is committed by a single student or group of students and will not be tolerated. Any student or group of students who bully another student will face the disciplinary consequences as found under "Intimidation / Harassment".

## **BUS MISCONDUCT**

All school rules, policies and procedures are in effect while students are on the way to and from school. The bus driver also has the responsibility to establish additional safety procedures and rules regarding appropriate student conduct. The driver will report any serious violation to the principal or assistant principal.

A first violation will result in a verbal warning and a parental notification. A second violation will result in a 3-day bus suspension and a 2-hr Saturday Detention. A third violation will result in a 5-day bus suspension and a 4-hr Saturday Detention. Any further violations will result in a permanent bus suspension and a 3-day OSS.

Students and parents are advised that audio and video recordings may be made of speech and actions on school buses by use of audio/video cameras. Students and parents are advised that there can be no reasonable expectation of privacy for actions taken or statements made on school buses.

## **CELL PHONES**

Student cell phones must be turned off and out of sight during school hours (between homeroom and dismissal). Any time a cell phone is in plain sight, vibrates, rings, etc., a staff member will ask the student to relinquish the phone. The phone will be kept in the office. This request is a reasonable directive that must be followed. Failure to comply will be considered insubordination.

First Violation	Verbal warning and phone can be picked-up at the end of the day
Second Violation	After-school detention and a parent must pick-up the phone
Third Violation	2-hr Saturday detention and a parent must pick-up the phone
Fourth or more	4-hr Saturday detention and a parent must pick-up the phone (any time a parent cannot pick-up the phone, it will be kept in the office safe for at least five (5) school days)

## **CLASS CUTS**

Students must attend all scheduled/assigned periods every school day. This includes: homeroom, academic and elective courses, study hall, lunch, activity period and assemblies. Students must always report to their assigned class first – even if they have a pass to see another teacher. In addition, if a student is sick they must report to class first, to secure a health pass. Whenever a student is unaccounted for [even if “sick” in a restroom], it is considered a class cut. Any time a student is ten (10) or more minutes late to class without an excuse, it is considered a class cut.

First Cut	After-school detention for the first incident
Second Cut	2-hr Saturday detention assigned
Third Cut	4-hr Saturday detention assigned
Fourth or more	Three (3) days of OSS will assigned

No credit will be given for any class work that is missed due to a class cut, including: tests, exams, quizzes, presentations, assignments, etc.

## **DETENTION**

Detentions are typically assigned for minor school/classroom policy and procedure violations. Examples included: minor classroom/hallway/cafeteria misbehavior, tardiness to class, minor incidents between/among other students, or other minor incidents that are addressed by teachers and/or building administration.

Detention is held from 2:30 – 3:05 pm every school day. The classroom location for daily detention will be announced. Students will be given three (3) school days to serve. If a student does not follow detention rules, they are removed and have to make-up the entire detention. Students who do not serve detention will receive additional after-school and/or Saturday detention. Students who normally participate in an after school / extracurricular activity must serve detention within three (3) school days or they are ineligible to participate until their time is served.

## **DISCIPLINE LEVELS**

- Level 1      Level 1 infractions are typically minor violations of school policies/procedures that disrupt the normal operation of the school.
- Level 2      Level 2 infractions include repeated Level 1 infractions, those that cause a significant disruption to the operation of the school, and those that are generally more serious than Level 1 infractions.
- Level 3      Level 3 infractions include repeated Level 2 infractions and those that are the most serious infractions [usually those that are cause for extended OSS, expulsion and/or referral for Alternative Placement].

## **DISORDERLY CONDUCT**

For incidents involving severe misconduct, severe disobedience, severe disrespect to staff or specific violations of the PA Criminal Code, the police will be notified. The police will be asked to file all appropriate charges. Any such incident will result in Saturday detention, OSS or possible referral for expulsion, depending on the severity of the violation.

## **DISPLAY OF AFFECTION**

Extensive hugging, kissing or other inappropriate displays of affection are unacceptable and embarrassing to fellow students and staff. Students engaging in this type of behavior will be addressed and expected to respectfully cease and desist, by any staff member who witnesses such displays. Parents will be notified of any ongoing problems or for uncooperative students. For continual or severe acts [including sexual contact and/or lewdness], Saturday detention or OSS will be assigned. Charges may also be filed.

## **DRUGS & ALCOHOL**

Possession, distribution, or being under the influence of illegal drugs [or “look-a-like” drugs], controlled substance(s) or alcohol is absolutely forbidden. Over the counter or prescription medications are also considered “illegal” when in the possession of students. Prescribed or over-the-counter medications must be kept and distributed through the nurse’s office only and should only be delivered to school by a parent.

A **first violation** of possession or being under the influence will result in an immediate five (5) day OSS, as a minimum. The police and parents will be notified immediately. The police will be asked to file all appropriate charges. An informal hearing must be attended by both a parent and the student. An assessment by a licensed drug and alcohol facility must be conducted. Failure to comply with recommended treatment(s)/program(s) will result in alternative placement. A student must also comply with all administrative re-entry guidelines when returning to school.

A **second [or any subsequent] violation** of possession or being under the influence will result in an immediate ten (10) day OSS, as a minimum. The police and parents will be notified immediately. The police will be asked to file all appropriate charges. An informal hearing must be attended by both a parent and the student. An assessment by a licensed drug and alcohol facility must be conducted. A formal expulsion hearing and/or alternative placement will be held/sought.

A **first [or any subsequent] violation** of distribution will result in an immediate ten (10) day OSS. The police and parents will be notified immediately. The police will be asked to file all appropriate charges. An informal hearing must be attended by both a parent and the student. An assessment by a licensed drug and alcohol facility must be conducted. A formal expulsion hearing will be held.

## **FIGHTING**

A fight is classified as an incident during which one or more student(s): strike(s), tackle(s), or otherwise engage(s) another student(s) with intent to injure or harm. While students do have the right to defend themselves from being assaulted, once they become an active participant, they are considered a combatant.

A first violation will result in a three (3) day OSS. A second violation will result in a five (5) day OSS. Any participation causing serious bodily injury or participating in multiple fights will result in consideration for alternative placement or possible expulsion. The police and a parent will be notified immediately. The police will be asked to file all appropriate charges.

## **FIRE ALARMS**

Setting off a false fire alarm will result in a ten (10) day OSS. The police will be asked to file all appropriate charges.

## **FIRE EXTINGUISHERS**

Tampering with or dispensing a fire extinguisher will result in a five (5) day OSS. The student must also pay all costs associated with replacing or replenishing the extinguisher.

## **FORGERY**

Providing false information or altering any document with an institutional function at school is considered forgery. Using communication under false pretense is also included. Examples include: teacher passes, hall passes, parent excuses, early dismissals, etc.

Depending on the severity, intent and any past violations, forgery will result in discipline including: hall pass restriction, detention, Saturday detention or OSS. Violations involving criminal forgery [altering money, student records, protected personal information, etc] will be turned over to the police. The police will be asked to file all appropriate charges.

## **GAMBLING**

Gambling of any kind [including any game/activity of chance wherein money is paid, exchanged or rewarded] is prohibited. Depending on the severity, amount of money involved, and any past violations, gambling will result in Saturday Detention, OSS or possible referral for expulsion. The police may be asked to file all appropriate charges.

## **HARASSMENT / INTIMIDATION**

Harassment, bullying or hazing another student that results in intimidation will not be tolerated. An administrator and/or guidance counselor will attempt to meet with the students who are involved and intervene. Confirmed violations will result in Saturday Detention, OSS, alternative placement or possible expulsion for severe and/or multiple violations. The police may be asked to file all appropriate charges.

## **HEARINGS**

An informal hearing may be requested for any suspension from school [OSS] in excess of three [3] school days. This hearing will be documented and the following will be provided: notice of charges, student database information, review of the policy violation, presentation of the student's version of the events, expected behaviors upon re-entry, and any other information specific to the violation. An informal hearing is required for any suspension from school [OSS] of ten [10] or more days or in other circumstances as required by policy.

A formal hearing is conducted [often referred to as an expulsion hearing] when a student is to be excluded from school in excess of ten (10) consecutive days. An informal hearing must be held prior to the formal hearing. Notification of charges must be sent using certified mail. Sufficient notice of the time and location of the hearing must be given. An independent, impartial hearing officer must conduct the hearing. The student may be represented by legal counsel. The student has the right to be presented with/ review all evidence. The student has the right to question any witness. The student has the right to testify and produce witnesses on their own behalf.

An official transcript must be created that is available to the student at his/her expense. If requested, the hearing may be held in private. This hearing will be held before an authorized hearing committee of the school board. This committee will report its findings to the entire board who will vote on the final decision regarding expulsion and/or other sanctions.

### **INCENDIARY DEVICES**

Incendiary devices include, but are not limited to: lighters, matches, or any other device or substance used to ignite a fire or to propel a fire are strictly prohibited. Possession of an incendiary device will result in Saturday detention for a first offense. Any subsequent violations will result in OSS. The use of an incendiary device to start a fire at school will be handled according the "Arson" section. The use of any incendiary device to harm another student will be handled under the "Weapons" section.

### **INSUBORDINATION**

Students must follow directives from school personnel in order to maintain safety and effective management of the school. Depending on the nature of the directive and the student response/or lack thereof, students will face disciplinary action including: detention, Saturday Detention, OSS and/or a police referral for disorderly conduct.

### **LEAVING WITHOUT PERMISSION**

Leaving school without permission will result in a 4-hr Saturday detention for the first violation. Any subsequent violations will result in three (3) days of OSS and the loss of eligibility for all extracurricular activities for the remainder of the year. Truancy charges may also be filed when appropriate.

### **LOITERING**

Students are not permitted to loiter in the restrooms, hallways or other areas that are not under the direct supervision of school personnel. Students can only remain in the building after school if they are directly supervised by a teacher, coach, sponsor or chaperone. Therefore, students should arrange for transportation immediately after practice or events. Students who chronically loiter will be assigned detention and/or Saturday detention for subsequent violations.

## **NETWORK VIOLATIONS**

Students are given access to the Internet and other district-approved technology and networked resources. Parents can request the termination of this access. These privileges can also be revoked at any time, for any reason deemed appropriate by the district. The Network Usage Policy is including in the “Other Topics” section in the back of this handbook. Violations of this policy will result in the revocation of network access. Deliberate misuse, malicious network “damage”, or the use of the network to violate any school rules will result in disciplinary action, depending on the nature of the violation, including: detention, Saturday detention, OSS or referral for expulsion.

## **PHYSICAL ALTERCATIONS**

Though not as serious as a fight, a physical altercation occurs when a student places his/her hands, on another student. This can include horseplay, mischief, mild pushing, deliberate bumping, kicking or other actions involving physical contact that does not lead to an actual fight. If it can be determined that there was an intent to injure, the consequences for fighting will be applied. Depending on the severity of the altercation, the overall disruption of the educational setting, agitation level of the students involved, the language used between the involved students, etc. the following disciplinary action will result: Saturday detention or OSS. Multiple altercations by the same student will result in additional OSS and possible referral for expulsion or alternative placement.

## **PROFANITY / VULGARITY**

Profanity and/or vulgarity in spoken, written or other expressive forms is not appropriate for the educational mission of the school. Inadvertent, non-disruptive profanity and/or vulgarity will simply be addressed by members of the school staff. Detention may be assigned. Intentional, disruptive profanity and/or vulgarity will result in Saturday detention or OSS. The deliberate use of profanity/vulgarity towards a school employee will result in OSS.

## **PROHIBITED ITEMS**

The following are not permitted: Wearing of coats, hats, bandanas, doo-rags, or athletic headbands during school hours; Possession/use of radios, I-Pods or CD players during school hours; Food or drinks of any kind outside of the cafeteria (only water in a clear bottle is permitted with a nurse’s note).

A student may possess a cell phone. However, the phone cannot be turned “on” or be in plain sight during school hours.

Students must relinquish a prohibited item(s) to any staff member upon request. This item will be sent to the office. A first violation will result in a verbal warning. The item will be kept in the main office until the end of the school day. Any further violations will result in an after-school detention and a parent must come to the office to pick-up the item. The item will remain in the office until a parent is able to come to pick it up. If a student fails to comply with the teacher request to relinquish the item, they will be assigned one (1) day of OSS, according to the “Insubordination” section, in addition to the above sanction.

## SATURDAY DETENTION

Saturday detention may be assigned by the principal or assistant principal for discipline violations as contained within the student handbook. Practically speaking, Saturday detention will effectively replace the TOC (Time Out Center) which functioned primarily as in-school-suspension. Saturday sessions will be scheduled approximately every three weeks, when needed. When assigned, students will receive a written notice and/or a reminder notice prior to the session. Program basics include:

- Detention will be either 2-hours (8am to 10am) or 4-hours (8am to 12pm)
- Students must arrive by 7:55am (any student arriving past 8am will not be admitted) Late arrivals will fall under the “failure to serve” rules below.
- Students are responsible for their own transportation
- Students must provide their own school work and/or reading material
- All school rules/policies are in effect while students are on school property
- Students will not be permitted to eat, drink, listen to music, sleep or use their phones, computers or any other electronic devices
- Detention proctors will have additional “classroom” rules such as assigned seats, no talking, etc.
- Disruptive students will be dismissed and receive no credit for time served
- Any serious violations/disruptions will be reported to the administration and will likely result in further disciplinary action
- A “supervised” restroom break will be provided at the end of each hour
- Students must remain in detention the entire time span to receive credit for serving (if a student “has to leave” for any reason, the entire detention must be made-up)

Failure to serve an assigned Saturday detention will result in:

First offense: The assignment will be doubled (2 hr → 4 hr; 4 hr → 2, 4 hr).

Second offense: The assignment will be doubled; the student will be ineligible for any/all extracurricular activities until the original detention is made-up.

Third offense: The student will receive 3-days OSS; the student will also be ineligible for any/all extracurricular activities until all detentions are served.

Clarifications: Detentions assigned must be served and will not be removed and/or credited until they are served, even if additional punishment has been applied. Extracurricular activities include all WB-sanctioned events that are sponsored beyond the regular school day including but not limited to: athletic practices/competitions, dances, Prom, Commencement, etc.

Dates of most major Saturday activities [including football games] will be avoided. Only students with legitimate academic scheduling conflicts, such as SATs or Dual Enrollment classes, will be able to reschedule, only if requested in advance. Medical documentation will be required if a student misses due to illness.

## **SEXUAL HARASSMENT**

Sexual harassment includes: unwelcome sexual advances, requests for sexual favors or other unwelcome verbal or physical conduct of a sexual nature. All persons, including students and staff should be free from sexual harassment in the school/workplace. Sexual harassment, by definition, includes: affecting educational decisions or programs, making decisions affecting the student, or otherwise interfering with the student's academic/intellectual or extracurricular autonomy based on the student's submission to or rejection of such advances.

All students at Western Beaver should be free from sexual harassment by other students, teachers and staff. All complaints will be promptly investigated and resolved. Each case will be handled according to the best course of action for eliminating the harassing condition or situation. Findings and allegations will be communicated with both the complainant and the alleged harasser.

Students who violate this policy will face discipline as described under the "Harassment/ Intimidation" section. Teachers and other staff who violate this policy will be disciplined according to legal standards including contract and agency law. Students who file false accusations of sexual harassment will be disciplined and may even face expulsion, based on the nature of the complaint and its impact on the educational climate of the school.

## **SLEEPING IN CLASS**

Students are expected to be attentive and to participate in class. Therefore, students are not permitted to sleep in any class or study hall. For a first violation, students are to be addressed by the classroom teacher. For subsequent violations, the student should be sent to the nurse's office for an assessment. Students who chronically appear to be tired or attempt to sleep in class will be referred to the student assistance program.

## **TARDY TO SCHOOL**

Consequences for unexcused tardies to school [per semester] include:

0-2	none	8	4-hr Sat detention
3	verbal warning	9-15	OSS assigned (1 day for each late)
4-6	detention assigned	16 +	2-days OSS and loss of all
7	2-hr Sat detention and loss of parking privileges		eligibility to attend/participate in all extracurricular activities

Students who are not in homeroom by 7:45am must report to the office immediately in order to sign-in late. Students who do not sign-in will be assigned after school detention in addition to receiving the consequence for being tardy to school. Only a written medical excuse from the doctor's office will be accepted for a tardy to be considered as excused. Students who arrive on a late bus will be excused. When students miss an entire class, or even part of a class due to an unexcused tardy, they cannot make-up missed work for credit.

## **TARDY TO CLASS**

Any time that a student arrives to class after the late bell, without a pass, they are considered tardy to class. After the third (3<sup>rd</sup>) class tardy in a given nine-weeks, the teacher will assign detention for each subsequent tardy to class. If a student arrives to class more than ten (10) minutes late without a pass, it is considered a class cut. Habitually tardy students may also be referred to a principal and be assigned to Saturday detention.

## **THEFT**

Taking or receiving another student's property, or school property, without appropriate permission, is considered theft. Depending on the value and severity of the violation, the following discipline will be assigned: Saturday detention, OSS or referral for expulsion. In all cases, the stolen property must be returned and/or restitution be made. The police may be asked to file all appropriate charges.

## **THREATS**

Threats of any kind, (physical, verbal, written, via telephone and/or via computer) made to any student, group of students, community member(s) or district employee(s), will be dealt with on a case-by-case basis. Discipline will include OSS or referral for expulsion. For serious or terroristic threats, the police will be asked to file all appropriate charges.

## **TOBACCO**

Possession and/or use of tobacco is prohibited on school property, buses or at any school event. Charges will be filed for all tobacco violations. A first violation will result in a four (4) hour Saturday detention. A second violation will result in a three (3) day OSS. Subsequent violations will result in a five (5) day OSS.

Students acting as "look-outs" for smokers will be assigned a 2-hr Saturday detention. Please see "Incendiary Devices" for other consequences for possessing lighters or matches.

## **VANDALISM**

Students who willfully or carelessly damage any school property will be assessed the cost of repair. Depending on the severity/nature of the damage and the cost of repair, the following discipline will also be assigned: Saturday detention, OSS or referral for expulsion. The police may be asked to file all appropriate charges. School records will be withheld until all resulting debts are paid.

## **VERBAL ALTERCATIONS**

Verbal altercations including the use of profanity or mild threats will result in OSS. Students who engage in a verbal altercation without using threats or profanity that still results in a disruption to the educational climate of the school will be assigned to Saturday detention.

## **WEAPONS**

Any student found to have brought a weapon onto school property, to a school-sponsored activity, or onto school-provided transportation, regardless of intent, will be in violation of the district weapons policy. The student will immediately be reported to the police and receive a ten (10) day OSS. The student will also be referred to the superintendent and board of education for a possible expulsion hearing. The student may be expelled for one (1) year, according to state law.

A “weapon” includes: any type of gun, knife, cutting instrument, sword, striking instrument, nunchaku, firearm, shotgun, rifle or any other instrument capable of inflicting serious bodily injury. The following are also considered a “weapon” according to this policy: pellet/bb guns, “look-a-like” firearms, explosive devices of any kind, ammunition, bullets, shells, chains, brass knuckles, batons, black-jacks, axe handles, pepper-spray, mace, tasers, stun-guns or incendiary devices.

# ATTENDANCE

## APPEALS PROCEDURE

Whenever a student fails to meet the attendance requirements to receive academic credit for a course, an appeal may be requested to the Appeals Committee for Attendance. Students who have also failed a course due to academic reasons are ineligible to appeal based on attendance. A request form is available in the principal's office. This form is to be completed by the student/parent. The form will be reviewed by the principal and forwarded to the Appeals Committee for Attendance. The committee will review the request and respond to the student/parent in writing.

## CHARGES FILED

Students under the age of seventeen (17), who do not adhere to Pennsylvania compulsory attendance laws, will be cited at the local magistrate upon the twentieth (20<sup>th</sup>) unexcused/ illegal absence or the third (3<sup>rd</sup>) consecutive unexcused/illegal absence. Fines and court costs are assessed to the student and/or guardian.

## CREDIT REQUIREMENTS

For a student to receive academic credit for a course, they must attend at least 85% of the class sessions. The following chart provides specific period/class requirements:

<u>Course Credits [sessions]</u>	<u>Maximum Absences for Credit</u>	
1.4 cr. [252 pds.]	38	classes
1 cr. [180 pds.]	27	classes
.6 cr. [108 pds.]	16	classes
.5 cr. [90 pds.]	14	classes
.34 cr. [61 pds.]	9	classes
.33 cr. [59 pds.]	9	classes
.25 cr. [45 pds.]	7	classes
.2 cr. [36 pds.]	5	classes

Class cuts, arriving ten (10) minutes late without an excuse, and all absences [excused or unexcused] are considered class absences. Absences for the following reasons do not count towards class absences: OSS, homebound, excused extended absences [of 5 or more days], school-sponsored activities/events/testing, religious holidays, and others as approved by the principal.

Individual teachers are responsible for keeping accurate class attendance. They will notify parents when students have accumulated half of the maximum number of allowable absences for credit. They will also notify parents a second time prior to the student missing the maximum number of classes.

## **EARLY DISMISSALS**

Effort should be made to avoid scheduling appointments during school hours. However, if an early dismissal is required, students must adhere to the following guidelines: Bring an appointment card to the office by 8:00am with a signed note from a parent/ guardian stating the time of the appointment and time dismissal is needed. Your parent/guardian must include a phone number where they can be reached. They should also call to confirm by 9am. If a parent makes an early dismissal request by phone, they must come into the office to sign you out. In all cases, the school may call the location of an appointment for confirmation. Upon returning to school, the appointment card [or other official form] must be submitted to the office. If you return to school the same day, you must sign-in when entering the building.

## **EXCUSED ABSENCES**

The following are considered excused, as long as documentation is submitted to the office within three (3) school days of the student's return to school. All other reasons, including "personal", are considered unexcused/ illegal according to the Pennsylvania Attendance Laws.

Illness [verified]	Court appearance [verified]
Medical appointment [verified]	Weather emergency
Death in the family	Out of School Suspension (OSS)
Sanctioned educational trip	Pre-approved family trips
Religious holiday	Others approved by principal

*All official verifications and/or a note from a parent/guardian must be submitted to the main office within three (3) school days of the student's return to school or they are considered unexcused/ illegal.*

## **MAKE-UP WORK**

Students are responsible for calling-in to the Homework Hotline [which is accessed through the teacher's voicemail extension] after 3:05pm. Updated assignment information is available per class using the Homework Hotline. For an extended absence of five or more days, the guidance office can be contacted to help coordinate assignments and materials for class.

## **TRUANCY**

Truancy is used to describe any absence from school or class that is unexcused and/or illegal. Examples include: cutting class, leaving the building/grounds without permission, and any unexcused/illegal absence from school. Students who participate in a "skip day" will only be readmitted to school if accompanied by a parent upon their return.

## **VACATIONS**

Only pre-approved, family educational trips will be considered as excused. In order to qualify, a parental request must be made in writing two weeks prior to the trip. The student will be issued a "student absence notice" in the office. This form must be signed by all of the student's subject teachers and returned to the office a week prior to the trip. Individual class absences are still counted towards the attendance policy. See "Credit Requirements" found earlier in this section.

## **WRITTEN EXCUSES**

As noted earlier, verified documentation and a note signed by a parent/guardian that clearly identifies the date(s) missed and includes a daytime phone number is required within three (3) days of a student's return to work following any absence. A note is required for any absence. However, only absences listed in "Excused Absences" found earlier in this section are excused.

# OTHER TOPICS

## ASSEMBLIES

Students should enter the auditorium quickly and quietly for assemblies. Students will have assigned seating with their homeroom in designated rows. Homeroom teachers will take attendance. Students who opt out of certain programs due to religious or other beliefs should notify their homeroom teacher then report to the library.

## BOOKS / RESOURCES / OBLIGATIONS / DEBTS

Students are issued text books for most classes. They also use other resources such as lab equipment, library books, etc. Students who borrow or use these books or resources are financially responsible for their loss or damage. Prorated cost of replacement, rebinding or repair will be determined and assessed by the issuing teacher. Students are also responsible for any damage to school property or money owed to a student account such as the cafeteria or fundraising for a club. This debt must be settled or report cards, diplomas, and transcripts will not be released. Extracurricular event participation can also be suspended until outstanding debts are settled.

## BUS REGULATIONS

District transportation is provided to students who reside within the district within certain guidelines. Students are to remain orderly and seated at all times. All school rules as contained within this handbook apply to students who are on the way to the bus stop, at the bus stop, while on the bus and/or on school property. Students must only ride their designated bus and enter/exit at their assigned stop. In order to ride a different bus or enter/exit at a different stop requires administrative permission. A parent note that includes the reason for the request, the specific change needed and a contact phone number must be submitted to the office in order to receive permission.

Bus drivers are expected to establish reasonable rules and expectations to maintain safety and order on the bus. Students who violate the driver's rules or other school rules will be given a verbal warning, Saturday detention, or OSS in addition to a possible bus suspension depending on the nature of the offense. Typically the first bus suspension will be for three (3) days. The second bus suspension will be for five (5) days. Any subsequent violation may result in permanent bus suspension.

## CAFETERIA PROCEDURES

Students are to report to lunch, on time, like any scheduled class. Students are offered several choices of prepared food and a-la-carte items to choose from. Students are not permitted to "order" food from outside vendors. Students are expected to help maintain a safe, orderly and clean environment. All cafeteria procedures must be followed at all times. Failure to comply with cafeteria rules/procedures may result in disciplinary action including lunch detention. Students must clean up after themselves and return all utensils, plates, etc. to the dishwashing area. Food and drinks cannot be taken outside of the cafeteria and students cannot "cut" into serving lines.

## CLASS OFFICERS

Class officers represent their peers and their school. Therefore, they must be of good character, show initiative and enthusiasm. Officers are elected by their classmates. To be eligible, a student must maintain at least a “C” average (2.0 cumulative QPA). Any student who has multiple suspensions or a single suspension over three (3) school days is ineligible.

## DRESS CODE

Students who violate the school dress code will be removed from class until they are in compliance. Teachers will send any student who is in possible violation of the dress code to the office for administrative review.

1 <sup>st</sup> violation	Verbal warning
2 <sup>nd</sup> violation	After-school detention
3 <sup>rd</sup> violation	2-hr Saturday detention
4 <sup>th</sup> or more	4-hr Saturday detention

Any clothing that interferes with the educational mission of the school will be restricted. Students are expected to wear clean, neat, safe clothing and nothing that is see-through, provocative, offensive, or in poor taste.

The following items are not permitted during school hours:

hats	spandex pants	tank tops (unless covered)
bandanas	tube/ halter tops	pants with holes above the knee
athletic headbands	slippers	
cut-off sweat pants	pajamas	
cut-off shorts	sunglasses	

- All tops that expose the chest, torso, back, or midriff are prohibited unless covered by a blouse/ shirt that provides adequate coverage
- Skirts, shorts, and skorts must reach the tip of the middle finger when arms are fully extended at the sides (any questionable length will require a change of clothes)
- Appropriate undergarments must be properly worn at all times
- Clothing and other possessions that are obscene, profane, vulgar or promote the use of illegal substances are prohibited
- Students may not wear any emblems, badges or insignias that identify groups that are associated with violence, illegal activities, or hate groups
- Metal chains and metal or plastic spikes or studs are not permitted and may be considered a weapon under the school weapons policy
- Oversized clothing including pants, t-shirts, shirts, coats, jackets are prohibited
- Outer garments such as coats or jackets cannot be worn during the school day
- Body piercings may be prohibited during labs, gym and any other time that safety is a concern
- Anything that may be considered to be gang-related are prohibited

- Attire that results in any unnecessary distraction will be prohibited if it interferes with the educational mission of the school - the administration reserves the right to limit these types of distractions whenever necessary
- The faculty and administration have the right to question a student's dress and take necessary action if an item is not specifically covered in this section

## **DRIVING / PARKING**

Students who desire to drive to school must complete a driving/parking permit application in the office. A nominal fee may be assessed for the permit. Students who are issued permission to drive/park will be directed to use only the designated parking area. Student drivers must drive safely and carefully. Any dangerous/reckless behavior will result in the revocation of their permit and may also result in disciplinary action. Permits will also be revoked for excessive tardies to school, leaving school without permission and for demonstrating a pattern of poor behavior or having received a suspension for longer than three (3) school days.

When there is reasonable suspicion that a car brought onto school property contains contraband [prohibited item(s)], the car will be searched by a principal in the presence of the student who drove the car. If a student is uncooperative, the parents and/or police will be involved in order to make sure that the principal is able to conduct the search.

## **EMERGENCY SITUATIONS**

During any fire drill, evacuation drill, weather drill, lock-down, etc. students and parents are expected to cooperate with school employees. Students are to follow the procedures as directed by their teachers and principals. Deviating from these directives and/or procedures will be considered insubordination. Procedures are in place for the health, safety and welfare of all of our students. Only in extreme, life-or-death situations, should students/parents communicate using cell phones during the school day. Otherwise, all calls should go through the main office.

Parents are also strenuously discouraged from driving to the school to pick up their child whenever they hear of a situation. Our staff is best prepared to manage the overall safety the whole student body. When parents are "crowding" the parking lot, it makes it very difficult for emergency personnel to access the school. To prevent this occurrence, a perimeter may be established to restrict access to the campus.

## **FLAG SALUTE / PLEDGE**

Students do not have to recite the pledge on the basis of personal and/or religious beliefs. Students who choose not to recite the pledge must stand and remain silent until their classmates have completed this meaningful ceremony.

## **HALL PASSES**

Students are not permitted out of class, unless they have an authorized hall pass or are accompanied by a staff member. Teachers are expected to limit the number of passes issued per student per marking period.

## **HANDBOOK SIGN-OFF**

It is very important that both students and parents review and discuss the content of this handbook. Therefore, it is required that the sign-off sheet is returned in a timely manner. Students are issued this book during the first week of school. It is expected that they return the sign-off sheet by Friday, September 5<sup>th</sup>. Failure to return this sheet will result in a loss of extracurricular privileges and/or disciplinary sanctions.

## **HARASSMENT REPORTING**

It is very important that all students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. They are also expected to assist teachers and administration in operating a safe, healthy school climate for all students. Therefore, it is the responsibility of all students to report harassing, intimidating behaviors that they directly witness to a teacher or other staff member. We share the common goal that all students should feel safe, welcome and accepted during their tenure here at Western Beaver Jr.-Sr. High School.

## **HEALTH SERVICES**

When a student is feeling sick during school, they should ask their teacher for a nurse's pass. If they feel sick between classes, they should see their next period class teacher to ask for a nurse's pass. The nurse will recommend the appropriate action. Under no circumstances should a student "call home sick" on their own in order to be picked up from school. Furthermore, cutting class or leaving school without permission due to "sickness" is considered truancy and will be handled as such.

All prescribed or non-prescribed [over-the counter] medications must be checked-in and kept with the nurse. Parents must write a note that includes the name of the medication, dosage, and contact phone number. Parents should bring the medication to school to check-in with the nurse. Student possession of any "drug" [see "Drugs and Alcohol under Discipline] is considered a violation.

Various health screenings will be conducted by the nurse in a cyclical nature. Students will have audio, vision, dental and overall physical exams at different times during their time at the junior/senior high. Anytime that a student/parent wishes to be exempt, proper documentation from a family doctor will be accepted by the nurse.

Student-created health issues, such as body-piercings, cannot be treated or sterilized by the nurse at school. Students are discouraged from engaging in any type of behavior that takes away their time and attention during the school day.

## **HOMEROOMS**

Upon entering school in the morning, students are to report to their assigned homeroom. Daily attendance, valuable information, testing, and communication often occur through the homeroom. Students should use this time to prepare for their day, study, and ask questions regarding school procedural and/or policies.

## **INFORMATION CHANGES**

Parents and students are responsible for making sure that we have the most updated contact, address, custody, and medical information for every child. Please provide any updates or changes to the main office as soon as possible. The district also uses an emergency One Call system. Therefore, it is important that your primary phone number is always updated

## **LOCKERS**

Lockers remain the property of the school. The administration reserves the right to search lockers or to open them anytime, upon reasonable suspicion of a violation of school rules or law. This includes random, periodic or sweeping searches, including canine searches. Students cannot expect privacy regarding items placed in school lockers.

The homeroom teacher will assign lockers. Lockers should be secured with a dependable lock. For health reasons, gym clothes should be taken home at the end of each day. Any student entering a locker, other than his/her own, destroying locker contents and/or stealing locker contents will face school discipline as described under the "Vandalism" or "Theft" headings.

The Western Beaver Area School District can not/will not be responsible for any stolen, missing or damaged personal property. When in gym class, athletic practice, games, etc. valuables should always be given to a teacher, coach, sponsor or parent for safe keeping.

## **LOST / MISSING ITEMS**

Students are strongly discouraged from having valuable possessions at school. Expensive jewelry, personal digital devices, large amounts of money, etc. should not be taken to school or to school events. The school cannot be responsible for any lost, missing, or stolen personal valuables. Often times, teachers and/or administrators cannot use an extensive amount of time to investigate the possible theft of items that should not even be in school. All books, resources and personal items should always be stored in a locker, secured with a dependable lock. Valuables can/should be checked-in with a teacher, coach or sponsor if a locker is unavailable.

## NETWORK USAGE POLICIES

- All use of the Internet and computer technology must be in support of the educational program in which the student is enrolled in the Western Beaver County School District.
- The Internet and computer technology will not be used for illegal activity, for profit purposes, non-school related activities, lobbying, advertising, to transmit offensive materials, hate mail, discriminating remarks, or to obtain obscene or pornographic material.
- Users shall not intentionally seek information, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the network.
- Use of school technology or Internet for fraudulent or illegal copying, communication, taking or modification of material in violation of the law is prohibited and will be referred to appropriate authorities.
- Loading or use of unauthorized games, programs, files or other electronic media is prohibited.
- The illegal use of copyrighted software is prohibited.
- The network shall not be used to disrupt the work of others.
- Hardware or software shall not be destroyed, modified, relocated or abused in any way.
- The user shall be responsible for damages to the computer/network or related equipment systems and software resulting from deliberate or willful acts.
- Please see “Network Violations” in the discipline section of the handbook.
- **COMPUTER, INTERNET OR NETWORK ACCESS WILL NOT BE GIVEN TO ANY STUDENT WHO HAS NOT RETURNED THE PARENT/STUDENT SIGN-OFF PAGE FOUND IN THE BEGINNING OF THIS HANDBOOK.**
- Mr. Shaffer, District Technologist, can be reached at ext. 1007 or in the office across from the auditorium if technological assistance is needed.

## PA ANNOUNCEMENTS

Video or public address announcements are made to provide important information and updates regarding school events, schedules, news, etc. Announcements are only made when requested by a teacher, coach or staff member. Forms are available in the office. Other information is distributed or communicated during the homeroom period.

## PARENT CONFERENCES

Open House is scheduled for the evening of September 18th. Parent Visitation Day is scheduled for November 10<sup>th</sup> from 11am – 6pm. In order to meet with specific teachers on visitation day, parents should contact the guidance office in order to make an appointment.

Parents are encouraged to use ClassRoll to monitor the progress of their children in their classes. Parents can contact the individual teacher or guidance counselor at any time during the school year in order to schedule a conference. Most meetings will be scheduled at 2:30pm, the end of the “teaching day.”

## **PAY PHONES**

There are pay phones available for student use in the lobby. Students must get a pass from their teacher, or permission from a lunch monitor to be excused from class to use the pay phones. Students should not ask to use a teacher and/or office phone unless there is an absolute emergency. As a reminder, student cell phones are to be turned “off” and out of plain sight at all times during the school day.

## **PERMISSION TO PUBLISH AGREEMENT**

Through various forms of media, and/or displays including photographs and/or video footage, our students may be published in conjunction with participation in school activities and school sponsored functions. As a parent/guardian, it is important that you understand that this occurs. Through our website, pictures, videos and work may be displayed and shared electronically via the internet. If you do not consent to pictures, videos or work that includes your child being published, you must notify the principal in writing. Otherwise, consent to publish is assumed.

## **RESTROOMS**

Students are encouraged to use the restroom before and after school, between classes and during their lunch. Students should avoid using the restroom during academic classes. Students who loiter, smoke, vandalize or abuse their restroom/hall pass privileges will only be permitted to leave class when supervised.

## **SPECIAL EDUCATION**

No student shall be denied access to a free and appropriate public education on account of race, religion, sex, national origin or particular learning ability level/ educational program. All students will have full-access to the district curriculum, although some may need instructional and/or other supports/aides. All necessary evaluations, reports, plans and monitoring will be conducted as needed per individual student with a learning disability or other exceptionality.

## **STUDENT ASSISTANCE (S.A.P.)**

The guidance counselor leads the Student Assistance Program (SAP). A prevention specialist is also available several days per week. The SAP Team functions to help to eliminate barriers to a child’s education by helping the student to build resiliency and enacting some additional supports here at school. We cannot provide on-site, therapeutic counseling. The primary function of SAP is to be a referral agency to allow students/parents access to outside agencies that can better serve the needs of students who are struggling with depression, substance abuse, or other mental health/ social-behavioral issues that cause significant interference with their educational progress. Parents are encouraged to contact the guidance office when they have concerns along these lines. Students are also encouraged to self-refer by making an appointment to meet with the guidance counselor or prevention specialist.

We believe that students who are at-risk (facing depression/suicide) should receive help as quickly and professionally as possible. Confidentiality must be waived in any life-threatening situation. All attempts will be made to coordinate the efforts of the SAP Team, family members and community services to prevent harm to a student who is considered at-risk to help develop within the student a feeling of self-worth and resiliency.

However, to provide a safe environment for all students, if a student attempts suicide or exhibits suicidal ideation, he/she must receive an evaluation (at the parent's expense) from a licensed mental health facility. In order to return to school, documentation must be provided that includes the recommendation from the facility and that the student is in compliance with these recommendations and is safe to return to school.

## **STUDENT COUNCIL**

The Student Council will consist of the president and vice-president of each class and one representative from each homeroom. At-large members will also have the opportunity to serve. Officers will be elected according to the Student Council by-laws. Qualifications for officers are the same as those for class officers.

## **STUDENT SEARCHES**

When there is reasonable suspicion of a violation of school rules or laws, or in the case of an emergency, the administration reserves the right to search a student and his/her belongings. The scope of the search may include, but is not limited to: outer garments, backpacks, purses and any other personal belongings. As a reminder, lockers and vehicles that are driven onto school property are also subject to search. Non-compliance with a reasonable request to search may result in suspension or referral to the Board of Education for expulsion depending on the scope of the investigation. Any time that a student search is conducted, a parent will be contacted immediately following the investigation to disclose the reason for and findings of the search.

## **STUDY HALL**

All school rules are in effect, including those applying to: prohibited items, food/drink, sleeping in class, hall pass use, etc. Students are expected to bring study materials to study hall. In order to be excused from study hall to see another teacher, a student must secure a pass prior to the beginning of class. Students who want to go the library instead of study hall must sign-in with the librarian in the morning, before homeroom.

## **SUMMER SCHOOL**

Students who fail a required course may make-up the credit lost during summer school. Only credits taken through a state-approved program [including 60 instructional hours] will be applied towards a student's graduation requirements. Typically, Beaver County students use the extensive program offered through CCBC during June and July. In order participate, Students must sign-up by the announced deadline through the guidance office or through CCBC. Students are responsible for transportation and all costs associated with summer school.

## **TRANSPORTATION**

The school district provides transportation to all students who reside in the school district. Arriving to school by other means implies an assumption of responsibility by parents and students. With written parent permission, students are permitted to walk or ride a bicycle to school. The written permission must be received and approved by the principal.

Any motor vehicle that is not registered with the school [license plate and registration] is not permitted on school property. Students who desire to drive to school must follow the requirements found under the "Driving/Parking" section.

## **VISITORS**

To ensure a safe, limited-access facility, students are not permitted to bring visitors to the high school during the regular school day. Former students who desire to visit teachers may only enter the building after 2:30pm. Parents, guardians, outsider vendors, etc. who enter the school during the school day must report directly to the office.

## **WORK PERMITS**

In order to receive an application, a student must be at least fourteen (14) years old and present a birth certificate in the main office. The application will be given to the student. This application must be signed by the parent, employer and physician [a physical is required]. Once all signatures are obtained, the application is to be turned-in to the main office where the actual work permit can be issued.

## **WORK RELEASE**

Only seniors can take advantage of work release. Seniors who have questions about the eligibility and qualifications required should inquire in the guidance office. Academic standing, attendance, discipline and any obligations/debts will be considered prior to administrative approval of work release.