

## PARENT AND STUDENT AGREEMENT FORMS

Please read this handbook together. Sign and date the form below as indicated. Your student will be asked to return this completed form to his/her homeroom teacher. The signature below indicates that you have received, read, and understood the Berwick Area High School Student Handbook.

I acknowledge that I have received and read this student handbook and that I will abide by the rules and regulations contained within.

I understand the School District's "Code of Conduct" as stated in this Handbook.

I further understand that any infringement of these regulations is unethical and a direct violation of school rules and policies which may result in disciplinary action and/or criminal proceedings.

\_\_\_\_\_  
PLEASE PRINT Student's Name

\_\_\_\_\_  
Grade/HR #

\_\_\_\_\_  
Student's Signature (in ink)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's  
Signature (in ink)

\_\_\_\_\_  
Date

### Videotape, Photograph and Publishing Student Work Release Request

Throughout the course of the year, opportunities present themselves for photographs to be taken of students for purposes which may or may not include the following:

- Yearbook photos
- Press photos (local or regional newspapers, student newspaper, activities calendar)
- Student teacher portfolios
- Classroom use in school projects such as concerts and hall displays
- School newsletters
- Berwick Area School District's website

Additionally, students may create works that could be published on the Internet. These student works may include, but are not limited to, items such as artwork, digital projects, and stories.

Please sign on the reverse side indicating permission to photograph/record your child and permission to publish your child's educational works.

I/We the undersigned being the parents and/or guardian and/or persons in the position of loco parentis of

\_\_\_\_\_  
(Student Name & Grade)

a student in the Berwick Area School District, do hereby give my/our consent and permission for photographs and/or videos to be taken of the above-named child throughout the 2021-2022 school year.

This consent includes photographs/videos taken by Berwick Area School District Staff for educational and/or general public/media purposes (i.e., yearbook photos, activities calendar, website, school projects, newsletters, student newspaper, newspapers, TV, student teacher portfolios).

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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I/We the undersigned being the parents and/or guardian and/or persons in the position of loco parentis of

\_\_\_\_\_  
(Student Name & Grade)

a student in the Berwick Area School District, do hereby give my/our consent and permission for publishing to the Internet any work that my child may produce during the 2021-2022 school year.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

This handbook is the property of the Berwick Area School District. It is issued to all students to be used as a reference for the school rules and policies. Destruction of this student handbook or the removal of any pages is absolutely prohibited. If this book is damaged beyond normal use or it is lost, it must be replaced at the student's expense. Contact the high school office to purchase a replacement copy for \$5.00.

**BOARD OF EDUCATION  
Berwick Area School District**

Wendy Kupsky \* ..... Superintendent  
Sandra Slavick ..... President  
Brenda Post ..... Vice-President  
Rachel Gaizick\* .....Secretary

\*Nonmember

***Members:***

Carol Bodwalk  
Keith Hess  
Krista Kukorlo  
Joseph Nespoli  
Ron Robsock  
Jeffrey Taylor  
Susy Wiegand

**HIGH SCHOOL ADMINISTRATION**

Robert Croop..... Principal  
Gregory P. Michael..... Principal of Operations  
Michael Bennett.....Dean of Students  
Kate Warhurst.....Dean of Students  
Bo Orlando.....Athletic Director

**HIGH SCHOOL GUIDANCE**

Jennifer Hestor.....Counselor  
Heather Melito.....Counselor  
April Zluchowski.....Counselor

**ADMINISTRATIVE ASSISTANTS**

Mary Hmelak..... Principals’ Secretary  
Caroline Curry..... Guidance Secretary  
Linda Henrie ..... Receptionist

**\*The policies and procedures set forth in this handbook are subject to change during the 2022-2023 school year due to COVID-19. Please refer to the Health and Safety Plan on the district website for information relevant to the current school year.**

## ALMA MATER

Berwick High School, Alma Mater  
 Loving mother of our youth.  
 Ever tender, ever watchful,  
 Teaching honor, duty, truth.  
 Loyal voices swell the chorus  
 Alma Mater, B.H.S.

Berwick High School, Alma Mater  
 Tho' for years from thee we part  
 Yet the mem'ry of thy guidance  
 Will be cherished in each heart.  
 Pennsylvania's noblest daughter,  
 Alma Mater, B.H.S.

— Dr. E. A. Glenn, 1897

When the School's Alma Mater is played, or sung, all students and alumni should rise and stand at attention. Generally, hats are removed. The School Colors only are dipped. The Color Guard presents arms. Spectators face Colors if present; if not, they face the music.

## PRINCIPALS' GREETING

Dear Student,

Mr. Michael and I would like to welcome you back for a new year at the Berwick Area Senior High School. Our faculty and staff have worked throughout the summer preparing for the upcoming school year to ensure you are provided with the safest and most conducive learning environment.

We are very proud of the accomplishments of the Berwick Area Senior High School and are confident that our students and staff will continue to grow and achieve great things. We encourage you to become an active participant in the classroom as well as taking full advantage of the many extracurricular opportunities the Berwick Area Senior High School has to offer. Mr. Michael and I look forward to working with you and are always available for meetings if you so desire. We wish you a safe and successful 2022-2023 school year!

Sincerely,

Mr. Robert Croop

Principal

Mr. Gregory P. Michael

Principal of Operations

**COVID 19** - As approved by the Berwick Area School Board on June 12, 2022, per section 520.1 - A local education agency (LEA) that elects to implement temporary provisions in response to the COVID-19 global pandemic may meet the minimum 180 days of instruction and 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level through a combination of face-to-face and remote instruction, consistent with the requirements outlined in PDE's May 23, 2022 guidance. Berwick Area School District will utilize Google Classroom during remote learning in K-12. Students will be able to access live Google Meets with teachers as well as access materials through their Google Classroom. For students without internet access, hotspots will be provided to access their instruction and materials.

## **CODE OF STUDENT CONDUCT**

The staff of Berwick Area High School welcomes you to another school year. We are committed to do our best to help you meet the challenges of this year's school program as we help you prepare for the ever-changing demands of society around us.

There is also the expectation that you, the student, will share in this commitment by being dedicated to your education, developing good work habits, and cultivating a positive attitude about yourself and your school.

One of the major goals of education is to help students learn self-discipline, to know how to act and how not to act in various situations, and to accept responsibilities. Meeting the expectations of the school is part of the educational process. The purpose of this code is to make known the responsibilities of each student, so that all students may realize their full potential and so we may be able to provide the best possible learning climate.

These guidelines are not intended to be all inclusive as they do not always cover every situation and every condition inside the school zone. Therefore, if in the judgment of the high school administration, a student's behavior is not defined in the code of student conduct, the administration will take appropriate action in the best interest of the student and the school. The information in this handbook does not supersede any policy approved by the Berwick Area School District.

### **Berwick Area Senior High School Student Responsibilities PA Code 12.2**

- (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 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.

### **HANDBOOK**

Students are asked to sign that they have received this student handbook at the beginning of each new school year. The acknowledgment sheet on the first page should be signed and returned to the homeroom teacher. However, students who fail to return the student agreement form still must adhere to all school policies. Should you need to replace your handbook during the school year, a \$5.00 charge will be assessed.

### **CHANGE OF ADDRESS**

All changes of address and telephone numbers should be promptly reported to the child accounting office at the district administrative building. Changes during the school term, as well as those made during summer vacation, should be reported immediately.

### **COMPLIANCE STATEMENT**

Equal opportunity will be afforded our pupils in accord with the following nondiscrimination laws:

1. Title VI Civil Rights Act of 1964.
2. Title VII Civil Rights Act of 1964.
3. The Equal Act of 1963, as amended.
4. Executive Order 11246, as amended.
5. Section 503 of the Rehabilitation Act of 1973
6. Section 504 of the Rehabilitation Act of 1973, as amended

*NOTE: Synopses of the above laws are available in the school library, guidance office, faculty handbook, and principal's office.*

### DAILY TIME SCHEDULES

<b>HR</b>	7:45 - 7:57	<b>HR</b>	7:45 - 7:57	<b>HR</b>	7:45 - 7:57
<b>1</b>	8:00 - 8:43	<b>1</b>	8:00 - 8:43	<b>1</b>	8:00 - 8:43
<b>2</b>	8:46 - 9:29	<b>2</b>	8:46 - 9:29	<b>2</b>	8:46 - 9:29
<b>3</b>	9:32 - 10:15	<b>3</b>	9:32 - 10:15	<b>3</b>	9:32 - 10:15
<b>4</b>	10:18 - 11:01	<b>4</b>	10:18 - 11:01	<b>4</b>	10:18 - 11:01
<b>A Lunch</b>	11:04 - 11:34	<b>5B</b>	11:04 - 11:47	<b>5C</b>	11:04 - 11:47
<b>5A</b>	11:37 - 12:20	<b>B Lunch</b>	11:50 - 12:20	<b>6C</b>	11:50 - 12:32
<b>6A</b>	12:23 - 1:05	<b>6B</b>	12:23 - 1:05	<b>C Lunch</b>	12:35 - 1:05
<b>7</b>	1:08 - 1:50	<b>7</b>	1:08 - 1:50	<b>7</b>	1:08 - 1:50
<b>8</b>	1:53 - 2:35	<b>8</b>	1:53 - 2:35	<b>8</b>	1:53 - 2:35

**Senior High School – Faculty Members by Department  
2022-2023**

<p><b><u>English</u></b> Joanna Calarco-14 Theresa Christian—60 Kathleen Haubert-07 William Phillips—53 Kyla Riccobon - 11 Michelle Timbrell—12 Sarah Warner - 13</p> <p><b><u>Math</u></b> Todd Gunther—42 Stephanie Hauer—36 Scott Hook—57 Emily Johnson—35 Kristi Kerbacher—31 Mark Thatcher—5 Kate Warhurst—38 Victoria Witner—34</p> <p><b><u>Science</u></b> Christine Dent—22 Patrick Heck—30 Donna Novicki – 32 Christine Readler -28 Michael Rochford—24 Stephanie Rothery—29 Matthew Shrader—26</p> <p><b><u>Social Studies</u></b> Matthew Baker—16 Nicholas Dawson—06 Pavan Gadam—09 Michelle Matash—10 Stephen Swicklik—17</p>	<p><b><u>Business</u></b> Julie Cerasoli-Kishbaugh—56 Kristina Corrado—33 Rhonda Rowles—37</p> <p><b><u>Family/Consumer Science</u></b> Kristina Corrado – 23 &amp; 25</p> <p><b><u>Music</u></b> Melissa Driscole Anthony McDonnell-Johnson Amy Pocius</p> <p><b><u>Health/Phys. Ed.</u></b> Michael Bennett-Gym Matt Hertz - 52 / gym Eric May-Gym</p> <p><b><u>Technology Education</u></b> Jim Hyde—70 Ronald Swingle--69</p> <p><b><u>Special Education</u></b> Meredith Arnold – 04 Stacy Banyas – 15 Michael Bobersky – 67 CJ Curry– 59 Debra Kern - 63 Marisa Newhart - 58 Liz Rinehimer -54/68 Katheryn Vozar – 03</p> <p><b><u>Special Ed – Gifted</u></b> Todd Gunther – 42</p> <p><b><u>Criminal Justice</u></b> Stacy Miller - 19</p>	<p><b><u>Foreign Language</u></b> Bernadette DiPippa—51 Annette Isenberg—49 Junko Torii – 47</p> <p><b><u>Library</u></b> Heather Henry</p> <p><b><u>ESL</u></b> Laurel Peifer – 50</p> <p><b><u>Nurse</u></b> Lisa Sheptock</p> <p><b><u>Guidance</u></b> Jennifer Hestor Heather Melito April Zluchowski</p> <p><b><u>Art</u></b> Sara Gorman - 40</p> <p><b><u>Speech</u></b> Bridget Lynn – 8</p>
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## ENROLLMENT INSTRUCTIONS

### Scheduling

All students will attend Enrollment meetings during the Spring of the current school year. Information regarding scheduling for the following school year will be distributed and several opportunities for guidance regarding course selection will be made available.

### Withdrawal

Any student dropping a yearlong course after three weeks will withdraw with a grade of zero unless there are extenuating circumstances. The principal, counselor, and teacher will consider each request for a change on an individual basis. Final approval for a change must be approved by the principal.

### General Information

**All Berwick Area Senior High School students are required to pass a minimum of 25 credits during their high school careers. Please refer to the student enrollment booklet, which can be found on the BHS Guidance Department webpage, or in the Guidance Office, for specific class requirements and credit information.**

## GRADING SYSTEM

The following numerical values are used on all reports and records:

93 - 100 = Excellent  
 85 - 92 = Good  
 77 - 84 = Fair  
 70 - 76 = Poor  
 0 - 69 = Failing  
 I = Incomplete

"I" This is not a grade. It means that for some reason the student's work is incomplete and therefore cannot be graded until the omitted or postponed part has been completed.

## GRADE PORTAL

Berwick Area School District students and parents now have the ability to access important, updated student information online. Our online Skyward system provides access to current grades, missing assignments, attendance record, daily class schedule and discipline record. To gain access to the portal, parents should contact the Child Accounting Office at 570-759-6400 x3530 or x3523. If you encounter difficulty with the process of creating an account or accessing information, please contact the IT Department at 570-759-6400 x3800.

## **GUIDANCE DEPARTMENT**

The services of the Guidance Department are available to all students who seek assistance in making choices or in making adjustments to situations as they arise. The Guidance Department utilizes the American School Counseling Association (ASCA) Model in order to provide individual attention to each student in the areas of Academic, Career Development and Personal/Social growth. Information used in providing this assistance is obtained from data which is available from the results of standardized tests, academic progress, teacher recommendation, and student/parent input.

Students may obtain help in many areas, some of which are listed below:

1. Planning his/her schedule.
2. Learning appropriate study skills based on their individual learning styles.
3. Career Development
4. Post-secondary options
5. Organizing college plans.
6. Securing financial help to meet college expenses through collaboration with PHEAA.
7. Scholarship information
8. Testing to determine aptitudes, interests, and personality.
9. Providing students tools to solve educational problems.
10. Providing students with coping skills and tools in order to solve social problems. Students are always welcome and encouraged to visit the Guidance office. Appointments may be made for future dates. Parents are also encouraged to visit the office to discuss problems of mutual interest. Evening appointments are possible when daytime arrangements are inconvenient.

### **College Entrance Exams**

SAT's and ACT's are entrance examinations utilized by many colleges in order to select their incoming freshmen. The SAT consists of verbal, mathematics, and writing sections. Berwick Area Senior High School serves as an examination center several times per school year for the SAT's. Students are notified of the SAT testing dates through individual interviews with their school counselor and through the daily announcements. Further information can be found at [www.collegeboard.org](http://www.collegeboard.org) for SAT's and at [www.actstudent.org](http://www.actstudent.org) for the ACT's. Both exams are regarded equally by colleges and universities.

### **Advanced Placement Program**

The Advanced Placement (AP) program at Berwick High School is a cooperative endeavor between high schools and colleges/universities. AP allows students the opportunity to study college-level courses while still in high school. Every examination receives an overall grade on a five-point scale: 5 (excellent); 4 (well qualified); 3 (qualified); 2 (possibly qualified); 1 (no recommendation). AP Grade Reports are available in early July to each student who creates an account at [www.collegeboard.org](http://www.collegeboard.org). *Students sign a contract at the beginning of the school year. The contract requires students to take the AP exam for the course(s) in which they are enrolled. AP students who do not take the exam will not receive the AP weighting for the course, which is 1.08.*

### **Student Assistance Program**

This program is designed to identify students exhibiting at-risk behaviors, assess their needs, and refer them to appropriate sources for help. Problems may include, but are not limited to, suspected drug or alcohol abuse, physical illness, suicidal thoughts, social/emotional difficulties, or dysfunctional school/home behavior.

Referrals to the team may be made by staff, parents, students, or a self-referral. Referral forms are available in the counseling office. When completed, the forms may be placed in the Student Assistance mailbox in the main reception area (near faculty boxes). All referrals are CONFIDENTIAL.

The Student Assistance Program (SAP) members are grateful for the past cooperation of students and faculty and look forward to continuing the positive relationship. Remember, the SAP team is here to serve you—don't hesitate to use it!

### **CONFIDENTIALITY OF SCHOOL RECORDS**

As a result of the Family Educational Rights and Privacy Act of 1974 and Pennsylvania's Right to Know Law, no information contained in a student's record will be released to a third party without the written consent of the student's parents or without the consent of the student if he or she is 18 years of age or older.

### **HEALTH SERVICES**

We have a full-time certified school nurse and a health room technician (R.N. or L.P.N.) to assist students as needed. The school nurse conducts mandated screenings and maintains updated health records on each student; processes free/ reduced lunch applications; notifies teachers of students with health problems and facilitates adaptations when necessary; follows standing orders of the school doctor to treat ill or injured students; gives medicine as ordered by private physicians; serves as a resource person.

The school nurse/health room technician is in the health office from 7:30 AM until 3:00 PM daily.

Under normal circumstances students are required to obtain a pass from the current period teacher to visit the health office. All students are required to sign in upon arriving in the health office.

According to the state mandate, physical examinations are required for all 11th graders. If a private physical exam is not provided to the school nurse, a physical will be completed by the school Doctor at the District's convenience. Eleventh grade students also receive hearing tests. All students receive vision, height, weight and BMI testing.

Emergency forms are distributed to students the first day of school and should be returned to the health office the next day. The health office must be notified of any changes that occur during the school year. Only individuals listed on the emergency form will be contacted.

The school nurse/health room technician is responsible for all emergency care of sudden illness and accidents occurring while the student is in school, but is not responsible for subsequent care or treatment of injuries

sustained away from school premises. If no one is in the health office, the student should report to the school office. Students feeling ill before coming to school or who have suspicious rashes are asked not to report to school. If a student becomes ill while in school and needs to go home, the parent will be contacted by the health office to arrange for transportation. Cell phones are not to be used by ill or injured students to call home. The Health Services Staff or School Administrator will make all telephone calls relating to student illness or accidents. Should a student directly contact an outside party to pick them up, the student will be faced with the following disciplinary consequences:

1st Offense-written warning

2nd Offense-written warning, one day in the In-School Suspension and student will be charged with an illegal absence for that day

3rd Offense-written warning, three days in the In-School Suspension and student will be charged with an illegal absence for that day

The Department of Health and Education regulations mandate procedures to minimize the spread of contagious disease in the school population. The following regulations will be adhered to by our schools:

1. The school nurse, in collaboration with parents, works to ensure that students are in compliance with the Pennsylvania Department of Health School immunization regulations.
2. District personnel will refer persons with symptoms suggestive of a contagious disease to the health office for possible exclusion.
3. In certain cases a physician's excuse is not always required for re-admittance to school after exclusion.

Examples:

- a. Chickenpox-if students have been absent ten (10) calendar days from the first eruption, they may return with a parent note. However, if the student is well enough to return before 10 days, a doctor's paper is required.
  - b. Head lice - a nurse check-in is required after exclusion for lice.
  - c. Skin eruptions (impetigo, ringworm, scabies)-a doctor's paper is needed. However, the nurse may readmit student if she assesses the condition has been adequately treated and clearly resolved.
  - d. "Pink eye"- the student may return without a doctor's paper if the eye is obviously clear upon inspection.
4. All questions concerning returning to school after an exclusion, an unusual disease or serious illness/accident, will be referred to the school nurse.

## **MEDICINES**

According to the Nurse Practice Act (Law), nurses cannot give medicine without a written order signed by the physician, physician's assistant, or certified registered nurse practitioner. School policy requires signed parent consent as well. Forms are available in the health office for students who must take medicine during school hours. Parents of students with severe asthma/allergy conditions are urged to contact the school nurse/health room technician about an asthma management plan.

All medication (including over the counter medication) must be taken to the nurse. It will be considered a violation of the Drug and Alcohol Policy if this procedure is not followed. Our concern is the health and safety of the entire student body of the Berwick Area School District.

## OPIOID OVERDOSE MANAGEMENT

**Deaths from prescription painkillers (opioid or narcotic pain relievers) have reached epidemic levels according to the Centers for Disease Control and Prevention. In response to this, the Berwick Area School District has established a policy and maintains a supply of and has nurses trained to administer Naloxone (Narcan) in the event of a suspected opioid overdose. This policy can be reviewed at the school's website <https://www.berwicksd.org/> Naloxone , as a narcotic agonist, displaces opiates from receptor sites in the brain and reverses respiratory depression that usually is the cause of overdose deaths.**

**Signs and symptoms of opioid overdose include pale or clammy skin, infrequent speech, not breathing, deep snorting or gurgling, unresponsiveness to stimuli, slowed heart rate/pulse, blue lips or fingertips, and /or pinpoint pupils.**

**Anyone who suspects someone in the school is experiencing a possible opioid overdose should notify the nurse immediately. If the nurse is not available, the main office staff should be notified.**

**Protection from criminal prosecution is provided by law for persons who report a suspected overdose using their real name and remaining with the overdosing person until emergency medical services (EMS) or law enforcement arrives, as well as for the person who overdoses. Additionally, protection from civil liability is provided by law for persons who report overdoses or administer Naloxone in overdose emergencies.**

## LOCKER POLICY

Students have been provided with lockers for the storage of hats, coats, clothing, and all school related materials. All students assigned a locker shall be subject to the following:

For the safety and welfare of the student, ownership of the locker is maintained by the school and the student is granted limited use of the locker solely in accordance with the policy. As such, students shall have no expectation of privacy in their lockers.

Because students are responsible for the contents of their assigned locker, students must keep their assigned lockers closed and locked against incursion by other students. Students are warned not to leave money or valuables in lockers. Lockers are not bank vaults, but serve only as receptacles for books and clothing during the school day. Money and valuables may be checked in at the principal's office. If a combination lock is not provided with the locker, you may rent a key at the front office for a refundable charge of \$5.00 per year. Personal locks are not allowed. Students are not permitted to use a locker as a depository for a substance or object which is prohibited by law or district regulations, or which constitutes a threat to health, safety, or welfare of the occupants of the school building or the building itself.

Physical Education and Tech. Ed. Instructors will make adequate arrangements in these special classes. Gym lockers will be assigned to individuals so that the carrying of gym bags will not be a continuous necessity. Personal locks can be purchased for use on gym lockers. Personal locks are not allowed in any other area of the building.

The school district reserves the right to have its official inspect the contents of any locker at any time for the purpose of determining whether the locker is being improperly used 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 good order of the schools.

## **SEARCHES AND SEIZURES**

### Administrative Regulations to Support Policy #226

Berwick Area School District recognizes that The Fourth Amendment provides that students have a right “to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures.” However, with the passage of the Gun Free Schools Act, the Safe Schools Act, and Act 26 of 1995 that amends the School Code, it is imperative that the school also recognize its responsibility to protect and maintain the health, welfare, and safety of all students.

Consequently, the school district contends that school lockers belong to the school, and that students are only given permission to use them. It is with this understanding that students should assume no expectation of privacy and realize that searches may be conducted by school officials with or without any suspicion of wrongdoing on the part of the student. Students should be aware that all student bags and lockers may be searched at any time and for any reason, with no qualifications or exceptions.

Student lockers will be inspected from time to time to ensure that they are being properly cared for and that the contents are in no way harmful to the student and other persons in the school building. Any illegal material may be seized. Students may also be asked to empty their pockets, backpacks, book bags, duffle bags, gym bags, purses and any other personal articles not previously stated to search for illegal, controlled, or criminal material.

\*Any items seized as contraband shall not be returned and properly disposed of by the Berwick Area School District Police Department.

## **SCHOOL OPERATIONS AND POLICIES**

### **I. RULES AND REGULATIONS**

#### **General Information**

The professional staff of the high school strongly believes that inappropriate behavior on the part of students has a negative effect on the total educational process and will not be tolerated. Discipline will be handled according to school policy. Teachers may, at their discretion, assign after school detention time for minor classroom infractions. Prior notification will be given to the student.

The following lists are not meant to be all inclusive, but rather a set of general guidelines in dealing with inappropriate behavior. Punishments are not limited to those listed. More serious offenses such as drug/alcohol violations, weapon possession, tobacco violations, fighting, or cheating will carry much more strict action.

### **HIGHLIGHTS OF DISCIPLINE VIOLATIONS**

#### ***Drug/Alcohol Violations***

- Parents/Guardian notified immediately
- Police notified and follow-up legal action
- Hearing
- Student suspended, out-of-school, for up to ten days awaiting possible hearing with the Superintendent for expulsion. The School Board reserves the right to conduct an expulsion hearing.
- Student Assistance Team notified

***Possession of Weapons/Explosives***

Weapons/explosives confiscated  
 Parent/Guardian notified immediately  
 Police notified and follow up legal action  
 Hearing  
 Student is suspended out-of-school, for up to ten days awaiting possible hearing with Superintendent for expulsion. The School Board reserves the right to conduct an expulsion hearing.  
 Possible permanent expulsion

***Fighting***

Parent/Guardian notified  
 Police notified and follow up legal action based upon severity of fight  
 Hearing  
 Student suspended, out-of-school, for up to ten days awaiting possible hearing with Superintendent for expulsion. The School Board reserves the right to conduct an expulsion hearing.

***Tobacco Products Violation***

*(These items include but not limited to cigarettes, e-cigarettes, vapes, and chewing tobacco)*

Parent/Guardian notified  
 Hearing  
 1st offense two days In-School Suspension (citation/fine)  
 2nd offense three days In-School Suspension (citation/fine)  
 3rd offense three days out-of-school Suspension (citation/fine)  
 Legal action required by law on each offense (citation/fine)  
 Confiscate tobacco product; no return

***Skipping Class***

Any student not attending a scheduled class/study hall/lunch period without proper documentation will be deemed skipping class. Consequences for skipping class are as follows:

First skip -1 day In-School Suspension parent/guardian contact.  
 Second skip- 2 days In-School Suspension parent/guardian contact.  
 Third skip- 3 days In-School Suspension parent/guardian contact.  
 Four or more skipped classes - a meeting with a parent/guardian and administration will be held. A discipline will be assigned at that time.

*A zero may be assigned for any assignment missed during the class period that was skipped.*

*See Attendance Policy concerning skipped classes.*

**In-School Suspension**

Should a student warrant in-school suspension, he/she will be placed in an alternative education setting for the duration of his/her in-school suspension. The planned school lunch or salad will be provided to the student. Bag lunches are allowed. All academic work must be completed in order for the student to return to the High School.

## **Detention**

If administration and/or teacher deems it appropriate to require a student to stay after-school for a stated period of time for a stated purpose, the principal may authorize such detention provided the parent/guardian has received at least one day's notice.

After-School Detention will be held 4 days a week (Monday - Thursday) from 2:45–3:45 PM in the library or Room 3. Students will be assigned to after-school detention by the principal, principal of operations, dean of students, or teachers for unexcused absenteeism, persistent tardiness to school or to class, failure to report to scheduled classes, leaving school without following proper procedures, or refusing to follow class rules or minor violations of school rules.

Serving of after-school detention takes precedence over any and all other school activities. Students who are involved in extracurricular activities may not be excused from detention to participate in those activities. Students who work outside school hours will be expected to make arrangements with their employers to attend detention on the day assigned.

Students may be excused from after-school detention for medical or dental appointments but will be required to serve the after-school detention on the next day. Such excuses must be presented to the administration prior to the day the student is to be excused. Verification of the appointment by the doctor's office will be made.

Students assigned to after-school detention will be required to provide their own transportation home.

If a student is unexcused from an assigned after-school detention, they must serve their detention the following day is offered. If the student is unexcused again, they must serve their detention as an in school suspension the following day.

## **II. DRUG AND ALCOHOL PROCEDURE**

The Berwick Area School District has a written drug and alcohol policy #227 (Controlled Substance/Paraphernalia) and students violating this policy will be dealt with according to the guidelines set forth in that policy.

### **Drug and Alcohol Abuse**

1. These rules and regulations are designed to assist in maintaining the order necessary for effective learning. They are in keeping with the school's duty to secure and maintain the safety and welfare of all students. They deal specifically with the fair treatment and/or punishment of all students who, by engaging in drug-related or alcohol related conduct, deny their fellow students an environment conducive to learning, and in doing so, endanger their own health and that of their fellow students.
2. Authority to apply these procedures shall be applicable in the school, on school property, on school trips, during school-sponsored activities, and at any place or any time when the school is responsible for students including the time students spend traveling to and from school and their homes by bus or otherwise.
3. These rules and regulations and the policy which serves as their basis include the following:
  - 3.1 Controlled substances -a drug, substance, or immediate precursor (as stated in Schedule I through V of the Pennsylvania Drug and Alcohol Abuse Control Act of 1972), such as marijuana, opiates and other narcotics



- 3.2 Drugs- defined in the Act and including substances used medically to treat disease or prevent disease in man or animals
- 3.3 Prescription drugs - drugs dispensed only upon prescription by a physician, according to federal law
- 3.4 Non Prescription drugs-see definition above in P.L. 233, No. 64.
- 3.5 Alcoholic beverages - liquid with an alcoholic content including, but not limited to, beer, wine, and liquor
- 3.6 In a situation that 3.1 through 3.5 are involved, a full ten-day suspension will be enforced
4. Students suspected of being in violation of these rules and regulations may be searched by the school principal or a designee, and his/her locker may be opened and examined for a violation of school policy. Students may be asked to empty pockets, purses, and/or other containers.
- 4.1 Refusal to permit a search in the presence of one witness shall make temporary suspension mandatory until a board hearing can be scheduled.
- 4.2 Any materials found in a personal or locker search shall be confiscated as evidence, labeled, held for use at subsequent informal or formal hearings, and finally transmitted to state or local law enforcement agencies if applicable and/or required.
- 4.3 Information and/or evidence secured in connection with any violation shall be treated with the confidentiality required by local, state, and federal laws.
5. Students in violation of the policy to which these rules and regulations apply shall be disciplined as follows:
- 5.1 The first violation regarding personal possession or use of an unauthorized substance shall result in a full out-of-school suspension for ten school days, a hearing with the Superintendent, and a possible recommendation by the Superintendent to the Board for expulsion.
- 5.2 First offense transfer or distribution, first offense sale, or subsequent incidents of possession or use of an unauthorized substance shall result in a full out-of-school suspension for ten school days, a hearing with the Superintendent, and a possible recommendation by the Superintendent to the School Board for expulsion.
- 5.3 Subsequent offenses of transfer or sale of an unauthorized substance shall result in full out-of-school suspension for ten school days, a hearing with the Superintendent, and a possible recommendation by the Superintendent to the Board for expulsion.
- 5.4 All suspensions shall be in accordance with established Board Policy.
6. Students who are willing to be helped in changing their habit or practice of using any of the substances which placed them in violation shall be referred to a professional counselor for consultation. Costs incurred, if any, shall be borne by the parents/guardians of the student.
7. Students in possession of drug paraphernalia (any equipment used in a drug-related activity, such as pipes, needles, tubing, etc.) in the circumstance noted in 2 above, even though not in possession of unauthorized substances, shall be disciplined as in 5.1 above.
8. Students selling, transferring, or distributing materials (over-the-counter medications, patient medicines, and other substances not covered in 3 above) under the pretense of their being unauthorized drugs or alcohol shall also be subject to the disciplinary measures indicated in 5.1 and 5.2.
9. Drug and alcohol education shall be included in the health curriculum of the Berwick High School.

### **III. WEAPONS / TERRORISTIC THREATS POLICY**

#### Administrative Regulations to Support Policy # 218.1 & # 218.2

The Board recognizes that a school must provide a safe and secure environment in which learning can take place. The Board shall make provisions for this type of environment within school buildings, on school property, on school buses, or off the school grounds at any school activity, event, or function, before, during, and after school hours.

The definition of "weapon" includes: knives, cutting instruments, cutting tools, martial arts devices, firearms, shotguns, rifles, air rifles and pistols, sling shots, explosive devices, pepper spray/mace, and any other tools, instruments, or implements capable of inflicting serious bodily injury. Also included are "lookalikes" of the weapons listed above. The Berwick Area School District will comply with all local, state, and federal regulations pertaining to weapons in the school. (Federal Gun Free Schools Act of 1994 and Act of 1995)

If the weapon is a firearm, the prevailing state and federal regulations will be followed. The Federal Gun Free Schools Act of 1994 states that, "as a condition of receiving assistance under the Elementary and Secondary Education Act, local education agencies must have in effect a policy requiring the expulsion from school for a period of not less than one year, of any student who brings a firearm to school, except that the local educational agency's chief administrative officer may modify the expulsion requirement on a case by case basis". Under this provision, a local education agency would be permitted to discipline students with disabilities in accordance with the requirements of Part B of the Individuals with Disabilities Education Act (Public Law 91230 20 USC & 1400 Et. Seq.) and Section 504 of the Rehabilitation Act, and thereby maintain eligibility for federal financial assistance.

Terroristic Threats will be taken seriously and acted upon. Any terroristic threat should be reported immediately to administration, faculty, and/or staff. Please refer to policy # 218.2.

### **IV. DRESS CODE**

#### Administrative Regulations to Support Policy #221

All students are expected to be neatly dressed and well groomed. An individual's habits of dress and personal grooming are an important part of his total personality and they often determine not only his/her attitude toward him/herself, but also the way others look at them. The appearance of any young person is primarily the responsibility of the individual and his/her parents. We expect students to maintain the type of dress and grooming that does not interfere with the educational process of our school. Final judgment as to the appropriateness of any style of dress or article of clothing will be made by the administration.

1. Any clothing or accessories, whether in words or pictures, which have any obscene or demeaning expressions, sexual expressions, references to drugs or alcohol, references to organized gangs, or display offensive items, will not be permitted. This shall include clothing with vulgar language, double meanings, or disrespectful reference to religion, race, sex, or ethnic origin.
2. See-through, provocative, excessively tight, or excessively loose / baggy clothing is not permitted.
3. All upper body clothing must cover the chest and midsection of the body. Shirts and tops must be able to be tucked into the waistband. It must not be low cut in either the front or back

4. The length of dresses, skirts, skorts, shorts and the upper end of slits in skirts must be an appropriate length deemed by administration.
5. Oversized or baggy pants are not permitted, and pants cannot touch the floor nor be worn below the waistline.
6. All belts must be properly fastened around the waist. The belt should not be excessive in length and should not be hanging from either side of the body.
7. Wearing boxer shorts as outerwear clothing, pajama bottoms, and other forms of sleepwear are not permitted for school dress.
8. Sunglasses\*, heavy chains (including wallet chains), and spiked or sharp object jewelry are not permitted. (\* With appropriate medical excuses only.)
9. Hats, hoods, bandannas, knit caps, baseball caps, headbands, or any headgear (unless permitted for special school events) are not to be worn inside the school building.
10. Appropriate footwear must be worn at all times. Slippers and “heelies” are not permitted
11. Any other clothing, make-up, paint, body piercing, or the like that detracts from the educational environment and jeopardizes the health and welfare of the student or others is not suitable for school dress.

A student not complying with the guidelines of the High School dress code will initially be warned and asked to change into appropriate clothing. If appropriate clothing cannot be obtained, the student will be assigned to In-School Suspension for the remainder of the day.

The administration of Berwick Area High School believes we need to maintain a positive atmosphere in our school. We believe that appearance and positive modeling fosters respect for the individual and the institution of education. It also helps to minimize disruptions in school. While we recognize the rights of the individual, we are also responsible for the health and safety of the whole group. Consequently, when a student's appearance causes a disruption, or creates a health and safety issue, administrative action will follow. **Repeated failure to conform to the dress code may result in suspension.**

## **V. CELL PHONES & ELECTRONIC DEVICES**

We realize by today’s living standards the use of personal electronic devices is pervasive. However, the possession of electronic devices by students including, but not limited to; telephone paging devices, commonly referred to as beepers, emergency pagers, laser pens, and cellular telephones, CD players, walkmans, radios, MP3 players, iPods and/or any other personal electronic music devices or stereos is prohibited during regular school hours. Therefore, these items must be turned off from 7:45 A.M. until 2:40 P.M., regardless of the time the student is dismissed from school. Upon administrative approval a classroom teacher may set acceptable parameters (limits) for use that incorporate technology into the educational relevance of the classroom.

Any violation of this policy is subject to the following schedule of consequences:

**First Offense** -Electronic device is removed from the student’s possession and can remain in administrative custody for the remainder of the day.

**Second Offense** -Electronic device is removed from the student’s possession and can remain in administrative custody until an adult as stated on the student’s emergency form personally signs for the device at school. Student will serve one detention. Parents will be required to sign off acknowledging the consequence of the third offense.

**Third Offense** - Electronic device is removed from the student’s possession and can remain in administrative custody until an adult as stated on the student’s emergency form personally signs for the device at school. Student will serve one day of in-school suspension. Parents will be required to sign off

acknowledging the consequence of the third offense.

Subsequent offenses will be considered insubordination and handled at the discretion of administration. Additionally, students who have been found to have violated this policy through either an interview with or examination of another student's phone will be subject to the same schedule of consequences. Refusal to relinquish the entire electronic device, including the battery, to administration, faculty and staff will be considered an act of insubordination and will be handled in accordance with the Discipline Policy as stated in this handbook.

Any student who is found to possess pornography or other illicit or illegal materials on their phone will be reported to the Berwick Area School District Police. Possible charges could include, but are not limited to:

- Possession of Pornography
- Distribution of Pornography
- Corruption of minors
- Child pornography related charges
- Exploitation of minors

Students are also subject to school discipline as well. Students may be suspended, out-of-school, for up to ten days awaiting possible hearing with the Superintendent for expulsion. The School Board reserves the right to conduct an expulsion hearing.

### **Telephone (Land lines)**

As a general rule, student phones are to be turned off during the instructional day. Students may be able to check personal phone/text messages at a teacher's discretion.

No student will be called to the telephone during school time. Necessary messages will be taken and passed on to the student when most practical.

Students are not excused from classes to make telephone calls. In the case of an emergency, students may report to the office to make contact at home.

## **VI. EXCESSIVE DISCIPLINE REFERRAL POLICY**

Administrative Regulations to Support Policy 233

Accumulation of Disciplinary Referrals:

1. Student Discipline Referrals will be tracked in the Skyward System. A document will be mailed home and a copy kept on file at the building level.
2. A phone contact will be attempted on all disciplinary offenses.
3. Once a student receives a third offense, a meeting with the student, parent/guardian, and administration will be scheduled to discuss strategies and interventions to improve the student's behavior.
4. Upon a student receiving a sixth offense, a meeting with the student, parent/guardian, administration, and teacher and/or counselor will convene. Continuing and improving intervention strategies will be discussed, as well as the possibility of an alternative education placement and possible expulsion for a period to be determined by consensus of the school board.
5. Should a student receive a ninth discipline offense, he/she may be brought before the school board for an expulsion hearing. While awaiting the hearing he/she will be suspended from school and/or placed in in-school suspension and/or placed in the alternative education program. This applies to all students and accommodations will be made for those students that qualify under IDEA.

\*For the purpose of these regulations, should a student be involved in an altercation that results in police citations, he/she may go before the board for an expulsion hearing upon the first incident regardless of how many referrals have been accumulated to that point.

## VII. EXCLUSION FROM SCHOOL

Exclusion shall mean denial of entry to all Berwick Area School Facilities and property, and denial of participation in any school or school sponsored activities unless such entry or participation is specifically authorized in writing by appropriate authority.

### **Types of offenses that would lead to exclusion:**

1. Creating or posing a threat to the health or safety of the school staff or student body.
2. Possessing, using, distributing, attempting to sell, or selling of an illegal drug or alcoholic beverage.
3. Committing or threatening to commit an act of physical violence upon a member of the school staff or student body.
4. Committing an act of serious insubordination.
5. Committing a serious disruption of the educational program of the school district.
6. Committing acts of vandalism against school district property.
7. Committing an act of serious disrespect to staff or faculty.

This list is intended to be illustrative but not exhaustive of all possible offenses, nor is the list intended to replace or defer other actions as may be required or permitted by law. Although expulsion may result from a sufficiently serious offense, it will be considered by the board for any student who receives two suspensions during any one school year.

### **Exclusion from school may be affected by temporary suspension, full suspension or expulsion.**

1. "Temporary Suspension" shall mean exclusion from school for an offense for a period of up to three school days by the principal or principal of operations, in accordance with the policy.
2. "Full Suspension" shall mean exclusion from school for an offense for a period of up to ten school days, after an informal hearing before the principal or principal of operations is offered to the student and the student's parents.
3. "Expulsion" shall mean exclusion from school for an offense for a period exceeding ten school days, and may be permanent expulsion from the school rolls. Expulsions are decided at the level of the school board.

No student may receive a temporary suspension unless the student has been informed of the reasons before the suspension becomes effective. Parents will be immediately notified of the suspension. All full suspensions require a prior informal hearing, and all expulsions require a prior formal hearing in accordance with the following:

#### 1. Formal Hearing

- a. A formal hearing may be held before the board of school directors or a duly authorized committee of the board, preferably composed of no fewer than three members of the school board. The hearing committee's decision is advisory to the school board where expulsion is recommended. A majority vote of the entire school board is required to expel a student.
- b. At the formal hearing, the following due process requirements will be observed:
  - (1) Notification of the charges in writing sent to the parents or guardian by certified mail, and to the student.

- (2) Sufficient notice of the time and place of the hearing.
  - (3) The right to an impartial tribunal.
  - (4) The right to be represented by counsel.
  - (5) The right to be presented with the names of witnesses against the student and copies of the statements and affidavits of those witnesses.
  - (6) The right to demand that any such witness appears in person and answer questions or be cross-examined.
  - (7) The student's right to testify and produce witnesses on his/her own behalf.
  - (8) A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
  - (9) The proceeding must be held with all reasonable speed.
- c. If requested by the student or student's parent/guardian, the hearing shall be held in private.
  - d. Where the student is dissatisfied with the results of the hearing, recourse can be taken to the appropriate state court. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate federal district court.

## 2. Informal Hearing

- a. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended, to demonstrate that there is a case of mistaken identity or to show that there is some compelling reason why the student should not be suspended. The informal hearing also encourages the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.
- b. At the informal hearing, the following due process requirements will be observed:
  - (1) Notification of the reason(s) for the suspension in writing given to the parents or guardian and to the student.
  - (2) Sufficient notice of the time and place of the informal hearing.
  - (3) The right to cross-examine any witnesses.
  - (4) The student's right to speak and produce witnesses on his/her own behalf.

**The maximum period a student may be suspended** for an offense shall not exceed ten school days. A temporary suspension may be followed by a full suspension for the same offense.

**Students shall be permitted a reasonable period of time to make up exams and work** missed while being disciplined by temporary or full suspension. It is the responsibility of the student to make all necessary arrangements for making up work when absent from school during disciplinary action.

**If, when expulsion proceedings are initiated**, it is determined, after an informal hearing, that a student's presence in his or her normal class would constitute a threat to the health, safety, morals or welfare of others, and it is not possible to hold a formal hearing within the period of a full suspension, the student may be excluded from school for more than ten school days, provided the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative instruction.

**Students who are 18 years of age are still subject to** the compulsory school attendance law even though expelled, and must attend school. The responsibility for placing the student in school rests initially with the student's parents or guardian. However, if the student is unable to attend another public school, cannot afford to attend or is unable to be accepted at a private school, the student's school district has the responsibility to make some provision for the child's education, either through instruction in the home or by readmitting the child. If none of these alternatives are acceptable, the school district must take action to ensure that the child will receive a proper education.



## 2.0 Excuses

When leaving school early, excuses should be signed by a parent/guardian regardless of the student's age.

2.1 When a student returns to school after an absence, temporary or otherwise, he/she must bring an excuse stating the specific reason for the absence (see 3.0) and that excuse must be signed by a parent, guardian, legal custodian, court official or medical practitioner.

2.2 An excuse should be provided within 3 days of returning to school. Failure to provide a valid excuse could result in the day being marked as unexcused/illegal.

2.3 The principal, attendance officer, or superintendent may require that a parent/guardian/legal custodian provide a doctor's excuse for a student's absence or tardiness at any time.

2.4 If a student misses 3 consecutive school days, a doctor's excuse must be provided to the school immediately upon the student's return to school.

2.5 The school principal, attendance officer, nurse or superintendent may contact and make inquiries of appropriate persons to verify excuses that are turned into the school. Only information related to those excuses will be requested so as to not invade the privacy of students, parents/guardians.

## 3.0 Absences

- Parents/Guardians are permitted to provide up to 15 parent notes/excuses per school year for their student. After 15 days of parent excuses a doctor note is required for any additional absences.

### 3.1 Excused Absences

The following constitute reasonable cause for excused absences from class/school:

- Parent/Guardian excuses (up to 15 per school year)
- Medical appointment
- Educational trip (prior approval required)
- Funeral
- Religious Holiday
- Court hearings
- Technical issues (cyber school students), with administrative verification
- School functions
- Administrative approved days

3.2 Absences from school for reasons listed in 3.1 are considered excused if proper documentation is provided to the school.

3.3 Absences from school for reasons other than those listed in 3.1 are considered unexcused/illegal absences and subject to actions outlined in the Berwick School District Attendance Policy.

3.4 Students found by state, municipal, or school district personnel during school hours and not in school attendance will be charged with an unexcused/illegal absence unless those students can verify that they are absent from school for one of the reasons listed in Section 3.1



## **4.0 Compulsory Age Students and Enforcement of Compulsory School Law**

4.1 The parent, guardian, or person in parental relation to students of compulsory school age who have accumulated three (3) or more unlawful absences shall be notified in writing of these absences within 10 days of the third illegal absence.

4.1a A Student Attendance Improvement Conference will be offered by the school district when a student is deemed truant. The child, person in parent relation to the child, any other persons identified by the person in parental relation, service providers and school personnel will be invited to the conference. The meeting will take place in absence of the child and/or the person in parent relation, if they choose to not accept the invite to the meeting.

4.1b The school district shall not pursue any actions through the local magistrate courts before a School Attendance Improvement Conference is scheduled and takes place.

4.2 The parent or person in parent relation to the student will be notified with the 15-day limit for parental notes is approaching. After the 15<sup>th</sup> parent excused day is reached, a doctor excuse should accompany any additional absences. Excluded in the 15 day limit are physician excuses, suspensions/expulsions, school approved trips and prior approved absences by the building principals.

4.3 Nothing in these regulations is intended to supersede the attendance requirements outlined in Act 138 of 2016, which details enforcement procedures for violation of the compulsory school laws.

Please see the truancy flowchart in the back of the handbook for further explanation of the enforcement procedures to be taken concerning truant and habitual truancy, in compliance with Act 138.

## **IX. THE LIBRARY**

### **A. Library Hours**

The library is open all eight periods throughout the day and also after school on Tuesday and Thursday until 3:40. The after school hours are intended for book selection and research purposes.

### **B. Library Passes**

Students must have a pass whether it be a group pass or an individual pass to come to the library unless they are accompanied by a teacher. All passes should be left on the circulation desk and all students should sign in on the clipboard provided. All students should remain in the library until the bell rings unless a pass is secured from the librarian or library aide.

### **C. Library Expectations**

Students who come from study hall are welcome to read books/newspapers/magazines, use computers, study, do homework, use the Makerspace items, or work on projects. Students who are sent from a class are expected to complete the assignment given by the classroom teacher or they will be sent back. Students who are taking a test are expected to sit at a table by themselves, not talk to others, and give the test to a library staff member before leaving the library. All students are expected to respect others, school property, and themselves. Electronic devices are only permitted for educational purposes. All school rules are to be followed and the noise level should remain low enough to create a conducive learning environment. Please remember the usage of the library is a privilege, a privilege that can be revoked. Any infraction of the library rules will result in dismissal from the library. The first time is for the day, the second is for the week, the third is for the month, and the fourth is for the year.

### **D. Printing/Copying/Scanning**

Printing, copying, and scanning are all services that are provided in the library for educational purposes only. Access to both black/white and color laser printers are available from the library. Copying and scanning services are provided by the librarian/library aide. Students are not permitted to use the machine.

### **E. Borrowing laptops**

The library has one cart of 30 laptops that students can borrow if needed for academic purposes. Borrowing from this cart is not meant to be a daily event. Students should bring their own school issued laptop with them every day. The cart of laptops is meant to provide access for students who are not allowed to have a laptop of their own, who infrequently forget their laptop, or who temporarily need one while theirs is charging. Therefore, students who have their own laptop are restricted to 10 checkouts per year. All laptops from the cart must be checked out at the circulation desk and returned to the library by the end of the school day.

### **F. Circulation of books and other library materials**

All items must be checked out at the circulation desk before being removed from the library. Most books are checked out for two weeks, reference books are overnight, back issues of magazines are one week, and flash drives are two weeks. All items can be renewed if no one else is waiting for it. When returning an item, please place it in the book drop at the front of the circulation desk. Lost or damaged items are expected to be paid for by the person who checked them out. It is not wise to borrow items for other people to use.

### **G. Over dues/Fines**

Keep in mind that a \$.10 per day fine is charged for overdue books, flash drives, and magazines. Reference books and laptops are charged \$.25 a day. Weekends and holidays do not count. After the item is overdue for more than a month or the fine is more than \$1.00, a warning will be given that these obligations need to be taken care of by a certain date or a detention will be given. If obligations are not taken care of by that date, a detention will be assigned. Reparations can be made prior to the date of detention. After the detention is served, if the obligation has not been met, the student's name will be forwarded to the administration for further discipline. Students will lose library privileges at this point.

## **X. INTERNET ACCESS**

### Administrative Regulations to Support Board Policy #815

The Berwick Area School District has established board policy on the use of the Internet for both staff and students. Access to this service will be made available at our high school under a controlled environment. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. Electronic mail communication with people all over the world;
2. Information and news on an extensive variety of topics;
3. Access to Library of Congress, National Science Foundation, NASA news, college and university information, and the latest career statistics.

Anyone requesting the use of this technology is required to follow the terms and conditions set forth by policy 815 developed by the Berwick Area School District Board of Education. This policy is available for review in the main office of each school building in the District.

## **XI. LAPTOP POLICY & PROCEDURES**

### **Receiving Your LAPTOP**

#### **1. Parent/Guardian Orientation**

All parents/guardians of BHS students are required to sign the *Acceptable Use Guidelines* and the *Procedures and Guidelines Agreement Form* before a Laptop can be assigned to their student.

#### **2. All BHS Students**

All students who have submitted a signed *Acceptable Use Guidelines* and the *Procedures and Guidelines Agreement Form* will be assigned a Laptop to use. Students will be responsible for keeping their Laptop charged.

3. The student and parent(s) agree the Laptop is to be used only for school educational purposes and in accordance with Berwick Area School District *Acceptable Use Policy* and the procedures and guidelines within the *Laptop Procedures and Guidelines* document

### **Taking Care of Your Laptop**

Students are responsible for the general care of the laptop they have been assigned by the school. Laptops that are broken or fail to work properly must be taken to the Technology Office so that any issues can be addressed properly. District-owned laptops should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their laptop unattended except locked in their hallway locker.

#### **1. General Precautions**

- No food or drink should be next to laptops
- Cords, cables, and removable storage devices must be inserted carefully into laptops
- Laptops should not be used with the power cord plugged in when the cord may be a tripping hazard
- Laptops must remain free of any writing, drawing, stickers, and labels
- Heavy objects should never be placed on top of laptops

#### **2. Carrying**

- Always transport laptops with care
- Never lift laptops by the screen
- Never carry laptops with the screen open

#### **3. Screen Care**

The laptop screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a laptop when it is closed

- Do not store a laptop with the screen open
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or flash drives)
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

#### **4. Asset Tags**

- All laptops will be labeled with a District asset tag
- Asset tags may not be modified or tampered with in any way
- Students may be charged up to the full replacement cost of a laptop for tampering with a District asset tag or turning in a laptop without a District asset tag

### **Using Your Laptop at School**

Students are expected to bring their laptops to all classes unless specifically advised not to do so by their teacher.

#### **1. Repairs**

- Loaner computers may be issued to students when they leave their school-issued laptop for repair
- A student borrowing a loaner computer will be responsible for any damage to or loss of the loaned device
- Computers on loan to students having their devices repaired may not be taken home. The computer must be returned at the end of the day
- Students will be notified when their devices are repaired and available to be picked up

#### **2. Charging**

- Laptops must be charged at home to ensure that it is fully charged for the next school day

#### **3. Backgrounds and Themes**

- Inappropriate media may not be used as laptop backgrounds or themes
- Inappropriate media will result in disciplinary action

#### **4. Sound**

- Sound must be muted at all times unless permission is obtained from a teacher
- Headphones may be used at the discretion of the teachers
- Students should have their own personal set of headphones for sanitary reasons

#### **5. Printing**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate

#### **6. Logging In**

- Students will log into their laptops using their school issued account
- Students should never share their account passwords with others, unless requested by an administrator

#### **7. Managing and Saving Your Digital Work**

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices
- Some files may be stored on the laptop's hard drive temporarily for working offline
- The district will not be responsible for the loss of any student work
- Students are encouraged to maintain backups of their important work by having multiple copies stored in different Internet storage solutions

### **Using Your Laptop Outside of School**

Students have the privilege of taking their laptops home nightly. A Wi-Fi Internet connection will be required for the majority of laptop use; however, some applications can be used while not connected to the Internet. Students are bound by the Berwick Area School District *Acceptable Use Policy*, administrative procedures, and all other guidelines in this document wherever and whenever they use their laptops. Since the student is responsible for whatever the Laptop is used for, it is advisable to not let anyone else use your laptop.

### **Operating Systems and Security**

Students may not use or install any operating system on their Laptop other than the current version that is supported and managed by the district.

#### **1. Updates**

- The Laptop operating system updates itself automatically
- Students do not need to manually update their Laptops

#### **2. Virus Protection**

- Laptops use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot
- There is no need for additional virus protection

### **Content Filter**

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Laptops being used at school will have all Internet activity protected and monitored by the district. Internet activity outside of the district will be recorded. It is the parent's/guardian's responsibility to monitor their child's use of the Laptop at home.

### **Software**

#### **1. Google Apps for Education**

- Laptops utilize the Google Apps for Education suite of productivity and collaboration tools
- This suite includes Google Docs (word processing), Sheets, Slides, Drawings, and Forms
- All work is stored in the cloud

### **Laptop Identification**

#### **1. Records**

- The district will maintain a log of all Laptops that includes the Laptop serial number, asset tag code, and name and ID number of the student assigned to the device

## 2. Users

- Each student will be assigned the same Laptop for his/her high school career.
- *Students are encouraged to take good care of their Laptop!*

## Repairing/Replacing Your Laptop

### 1. Repair Drop-off

- All Laptops in need of repair must be taken to the Technology Office during the day with teacher permission only
- A staff member will analyze and repair the machine
- **If machine or parts are damaged from misuse, the student will be held responsible for replacement or repair costs as outlined in the *BASD Technology Device Protection Plan/Agreement Waiver* form.**

## No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Laptop, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Laptops at any time for any reason related to the operation of the District. By using a Laptop, students agree to such access, monitoring, and recording of their use.

### 1. Monitoring Software

- Teachers, school administrators, and the technology department staff will monitor activity on student Laptops.

## Appropriate Uses

Refer to the district's *Acceptable Use Policy* for detailed guidelines regarding the acceptable use of technology and the Internet.

Laptop is to be used only for school educational purposes and in accordance with Berwick Area School District *Acceptable Use Policy* and the procedures and guidelines within the *Laptop Procedures and Guidelines* document

## XII. DRIVING TO SCHOOL

Since the school district is responsible for the student from the time he/she departs from home until he/she returns in the afternoon, any students who drive automobiles to school must complete a registration form in the high school office. Students who violate the rules or drive carelessly or recklessly will lose this privilege.

### **Regulations for Parking on School Grounds**

1. The purpose of these regulations is two-fold: for easy identification of all automobiles parked on school grounds and to control all automobiles parked or moving on school grounds.

2. Any student wishing to park his/her automobile in the school parking lot must sign for parking privileges in the office. All questions on the form must be complete. A parking tag will be issued for a fee of \$5.00 for the current school year.
3. The following regulations must be obeyed. Any violations of these regulations may forfeit the student's parking privileges.
  - a. Parking tags must be attached to the rear view mirror and student must park in the appropriate numbered space.
  - b. Speed limit on school grounds 10 M.P.H.
  - c. Parking in the student parking lot will be on a first-come, first-served basis.
  - d. Students must not loiter in the parking lot. A student must park his/her automobile and proceed immediately to the designated area of the school building.
  - e. Students will not use the parking area in front of the building on Fowler Avenue; between the High School and Middle School; or the Middle School pool parking lot. These lots are reserved for faculty and staff.
  - f. Students are not permitted to park in the area reserved for bussing.
  - g. Automobile arrival and departure of Band and Choral students must be in the student parking lot and never in front of the Fowler Avenue side of the building.

### **Parking on School Grounds**

1. Parking on school grounds will be prioritized by grade level. A parking tag will be assigned and hung from the rear view mirror. All vehicles parked on school grounds are searchable by administration if reasonable cause of a violation is suspected. Vehicles parked off school property are under the same law as civilians in our borough.
2. All students will park in only the area assigned for the individual student. This area is located behind the varsity gym. Students will enter from Holly Drive.
3. Failure to comply with these parking restrictions and permits will result in the student's automobile being towed at his/her expense and loss of parking privileges.

### **XIII. ATHLETIC POLICIES**

Athletic Activities are part of our school program; therefore, it is the duty of all teachers and students to embody these principles in their own actions, and advocate them before others:

1. The rules of the game are to be regarded as mutual agreements, the spirit or letter of which no honorable person would break.
2. No advantages are to be sought over others except those in which the game is understood to show superiority.
3. Unsportsmanlike or unfair means are not to be used even when they are used by opponents.
4. Visiting teams are to be honored guests of the home team, and should be treated as such.
5. No action is to be taken, nor course of conduct pursued, which would seem unsportsmanlike or dishonorable if known to one's opponent or the public.
6. Remember that a student spectator represents his/her school the same as does the athlete.
7. Any spectator who continually evidences poor sportsmanship may be barred from future contests.
8. Decisions of officials are to be accepted even when they seem unfair.
9. Attention is called to the following Board rule: "Any student, who by personal action, shall bring discredit upon the school system in general, and themselves in particular, shall, by such, forfeit all rights to awards or recognition or participation in that particular extra-curricular activity."

### **Athletic Eligibility**

- To maintain eligibility, student athletes must maintain an overall average of C.
- Any student athlete who is failing two core classes (Math, Science, English, Social Studies) will be ineligible following a remediation period of not less than five school days – provided that the student-athlete has not increased the grade(s) to passing status within that time period.
- Remediation will be provided in core classes only.
- The remediation program will be monitored by the High School Principal, who may extend the program to Saturday School, as needed.
- Co-Curricular programs are not included.
- All PIAA regulations will stay in effect as currently mandated.
- Any failing grade will be recorded as a 60 for eligibility purposes.

### **P.I.A.A. Eligibility Requirements**

A student is eligible to compete in interscholastic sports if:

1. There is, on file with the principal, a certificate of consent which is signed by his/her parent or legal guardian.
2. He/she has been examined by a school physician or other regular physician, and his/her condition is pronounced satisfactory before he/she commences to train or practice the sport in which he/she intends to participate.
3. He/she has not attained the age of 19 before July 1 of the school year.
4. He/she is an amateur.
5. He/she is regularly enrolled in the Berwick High School and in regular attendance, or enrolled in a district approved Home Schooling Program / Cyber School
6. He/she has not been absent from school for twenty school days during a semester, or if he/she has been, he/she must be in attendance sixty school days following the absence before he/she can participate.
7. He/she has never represented another team of which he/she was not at the time a member or has never participated in an athletic contest as a member of any similar team during the same season.
8. He/she has never accepted money, prizes, competed under a false name, or played on a team whose players are receiving, or have received compensation for their athletic service.
9. His/her parents reside in the Berwick Area School District, or he/she has legal residence in this district.
10. He/she has not been enrolled in high school for more than eight semesters beyond the eighth grade.
11. He/she has not played four seasons beyond the eighth grade in any form of athletics.
12. In order to be eligible for interscholastic athletics a pupil must have passed at least four (4) full credit subjects, or the equivalent, during the previous grading period. Additionally, students must be passing a minimum of four (4) credits at all times during the sports season in order to be eligible to compete. At the end of the school year, the student's final grades and credits in his/her subjects rather than his/ her grades and credits for the last grading period shall be used to determine his/her eligibility for the next grading period.
13. Any student-athlete absent or arriving after 8:30 A.M. may not be permitted to practice or participate in an event on that day. In the event of any school delay, any student-athlete arriving after the first bell would be considered tardy and not eligible that day.

The student-athlete may remain eligible if the tardy or absence is due to one of the following situations:



- Life event – (Immediate family) death, tragedy, wedding, childbirth
- College visit – prearranged and approved by guidance office, student must return with a signed visitation form from the institution.
- Doctor or Dental visit – accompanied with note and time of appointment on medical professional’s stationary.
- Any local visit (Berwick, Nescopeck, Salem Township) the student-athlete must return within two periods, any out of town visit – the student must return within three periods.
- This stipulation also pertains to a student-athlete being dismissed from school during normal school hours to go on an appointment with a medical professional. The student-athlete must return within two periods for a local visit and three periods for an out of town visit.

Any student who is dismissed early from school by the School Nurse’s Office will not be able to participate in practice or games on that day.

Special consideration may be given by the High School Principal or Athletic Director for extenuating circumstances.

14. Any student assigned to In-School Suspension will be ineligible to participate (play or practice) the day or days they are assigned to In-school suspension. Upon completion of the discipline, and the student returns to a normal class schedule, the student will regain their eligibility.

15. Any Dual Enrollment student will follow their assigned schedule in the event the college they are attending is on a semester break.

16. Period of Participation – A student may participate in a maximum of six seasons in each sport beyond the sixth grade or four seasons beyond the eighth grade. A student may participate until he/she has reached the student’s fourth consecutive year (8<sup>th</sup> consecutive semester or equivalent) beyond the 8<sup>th</sup> grade, without regard to the student’s period of attendance.

In cases where a student's work in any preceding grading period does not meet the standards provided, the said student shall be ineligible to participate in interscholastic athletics for the first 20 days of the next grading period.

## STUDENT CONDUCT AT ATHLETIC EVENTS

### STUDENT ATHLETES

**All school rules and policies are in effect for school sponsored and approved athletic/musical/field trips and/or competitions. Students violating the rules and policies will be subject to disciplinary action. If in the judgment of the high school administration, a student's behavior is not defined in the code of student conduct, the administration will take appropriate action in the best interest of the student and the school.**

### STUDENT SPECTATORS

**Students are to show proper respect for the opposing team, coaches, cheerleaders, and fans at all times. This respect should be demonstrated at both home and away games.**

- **The use of profanity is strictly prohibited.**
- **Individual players or coaches should not be singled out by fans and/or players.**

- **Students should remain respectful when opposing cheerleading squads are performing a cheer.**
- **Noisemakers are not allowed.**
- **No person may throw objects onto the playing surface.**

#### **XIV. GENERAL INFORMATION**

##### **Insurance**

A school accident insurance policy is available to every student in the high school. Contact the High School if more information is needed.

##### **Homebound Instruction**

In cases of illness which require prolonged periods of absence from school, arrangements can be made through the Administration Office for homebound instruction. In this way the student is not penalized by the illness.

##### **Homework Assignments**

Homework assignment requests for the prolonged illness of a student must be made no later than 9:00 a.m. and picked up at the school by 2:30 p.m. the same day. Requests of this nature should not be made unless it is anticipated that the student will be absent because of illness for three or more days.

##### **Backpack**

Students will not be permitted to use a backpack during the school day. Students are permitted to use backpacks to carry books and supplies to and from school but are not permitted to carry them between classes. Students will have an opportunity to go to their lockers several times a day. Large athletic bags, and large purses able to hold books, notebooks, or any other item in similarity will be considered a backpack.

##### **Food and Drink**

Unauthorized student consumption of food and drinks outside of the cafeteria is not permitted during the school day. Exceptions for medical reasons must be made in advance with the school nurse.

Students may carry water in clear containers throughout the school day. Students who fail to follow these procedures will result in disciplinary action.

##### **Deliveries to the School**

The delivery of balloons, flowers, and other non-essential items to the High School Office will be distributed to students at the end of the school day. Students are not permitted to have food delivered to the high school unless prior permission is granted by administration.

##### **Student Meetings**

It is necessary that a faculty member be present at all committee meetings, club meetings, conferences, athletic practices, rehearsals, etc., held in any part of the building. Groups wanting to use the building after school hours must have a teacher in charge. Such groups must have permission from the principal.

##### **Student Relationships**

This school recognizes the relationships that develop between students while attending school. The school does not, however, accept certain conduct. The following conduct will not be permitted in school: kissing, embracing, sitting on students' laps, holding/carrying another student, or any other action deemed to be inappropriate by faculty, staff, or administration.

### **Textbooks**

The textbook for a course is loaned to the student at the beginning of the year. At that time the teacher records the book number and its condition. Until the book is returned to the teacher, the pupil is responsible for it. At the end of the course the book is checked against the teacher's record.

*If the book is lost, damaged, or unduly worn, the student must cover the cost of replacement or damages. If a student should leave the district during the school year, any unreturned district items will be subject to a fine and civil charges at the District Magistrate.*

### **Care of Books**

Each pupil should write his/her name and homeroom number with INK on the inside cover of his textbook. Books should not be left lying about in the classrooms, halls or study halls. If books are found, they should be taken to the library where they may be claimed by the owner.

The same care should be given to your textbooks as is given to your personal property. You will be held financially responsible for their return in good condition later in the year.

### **Visitors**

Visitors are welcome to our high school, but must remember that school property is considered to be semi-public and school officials reserve the right to deny any person from entering the said property. For the safety of our students and staff, the following procedures have been established:

Upon entering the building, visitors must produce an official Pennsylvania photo identification, and present it to office personnel. Visitors must prominently display their visitors pass at all times. All parents/visitors wishing to see a pupil are required to secure permission from the office. If a visitor desires to speak to a teacher, a formal meeting must be scheduled. Classes will not be interrupted for visitation purposes. Students are not permitted to bring their younger siblings or friends from other school districts / countries to school unless prior permission has been granted by the principal.

### **Parent/Guardian Conferences**

The principal, assistant principal and faculty of the school are interested in meeting with parents/guardians. Appointments must be made through the guidance office to see a teacher(s) during his/her regularly scheduled conference period.

### **School Bus**

School bus transportation is provided by the school through transportation contracts. The tax money which parents and patrons provide makes possible the privilege of riding on school buses. *This privilege can be denied to anyone who, in the opinion of the driver and administration, causes unnecessary noise or disturbance on the bus.*

Please remember that students' lives are entrusted in the hands of the bus driver twice each day if you are a bus student. Any attention which you require from the driver endangers all of the passengers. It is not only showing proper courtesy, but a safety precaution also to conduct yourself in the bus as you would in school. *School buses and bus stops are considered school zones and students are subject to the same policies and consequences that are upheld on campus.*

The school district reserves the right to place audio and video recording devices aboard school vehicles. The resulting recordings may be used to aid administration in the investigation of misconduct, but are not necessary to determine consequences of such misconduct.

### **Hall Pass**

There are valid reasons for students to be in the halls while classes are in session, but in no case is this allowed without permission. The pass must state the Name, Date, Time, Destination, and Teacher's name in ink. In addition, a student must sign in and out of the classroom. It is the student's responsibility to secure their pass and return it when the mission is completed. The possession of blank hall passes that is not yours is a serious offense.

Permission to leave the building must be secured from the main office.

### **Cafeteria**

The Berwick Area School District will be implementing a new provision known as the Community Eligibility Provision (CEP) in the 2018-2019 school year. This program is available to schools/districts who are participating in the National School Lunch and School Breakfast Programs.

All enrolled students of the Berwick Area School District are eligible to receive a nutritional breakfast and lunch every day at the school at no charge to your household.

No further action is required of you. Your child(ren) will be able to participate in these meal programs without paying a fee or submitting an application.

## **SCHOOL POLICY ON PLAGIARISM/CHEATING**

Plagiarism is defined as "literary theft." Most authorities agree that verbatim copying of more than three words in succession of someone else's work constitutes plagiarism. In addition, the use of another individual's ideas without giving credit to that writer is plagiarism.

Therefore, ANY QUOTATION, SUMMARY, PRECIS, AND/OR PARAPHRASE (regardless of the number of words) of another individual's work must be documented (footnoted or source cited). Otherwise the writing will be considered as plagiarized.

PLAGIARISM/CHEATING will receive a failing grade of zero. Students may be given an opportunity to re-do the assignment at the discretion of the teacher and administration. The grade from the second assignment will be averaged with a zero.

## **SENIOR COLLEGE VISITS**

Seniors are permitted to visit college campuses for interviews which will be counted as excused absences, however the Guidance Office must see the letter of appointment or receive a telephone call from the college in advance of the student's absence, otherwise such absences will be counted as unexcused. Upon the return from the college visit, the stamped and signed college visitation form provided to the student prior to the visit will be handed back into the Guidance Department. ***Students will also be required to fill out a college visitation summary upon their return and failure to do so will be considered an illegal/unexcused absence and may affect their opportunity to go on further college visits.***

## **STUDENT OBLIGATIONS**

Obligations such as books, cafeteria money, fund raising, uniforms, etc., are the student's responsibility and need to be attended to with the utmost importance. All student obligations must be resolved in a timely manner as established by the teacher, advisor or coach. Failure to do so can result in, but is not limited to, the following consequences:

- 1.) Delay in schedule requests
- 2.) Denial of Sno\*Ball participation
- 3.) Ineligible for participation in out-of-school trips
- 4.) Denial of Prom participation
- 5.) Restriction from Graduation and/or receiving high school diploma

If obligations are not fulfilled by the end of one school year, they will be carried over to each school year until the student's graduation. Civil charges may also be filed at the District Magistrate's office at the discretion of the administration.

## **SOCIAL FUNCTIONS AND CLASS/CLUB TRIPS**

During the school year many extracurricular activities, some sponsored by the school for all the students and some by individual groups, are held in the school. These are an enjoyable and necessary part of the high school program. Listed are the rules for eligibility for any activity that is offered in a school zone:

### **Rules & Procedures**

1. The time for events will require administrative approval.
2. Location of all events must be approved by administration.
3. Consumption of alcoholic beverages will not be tolerated at any social gathering sponsored by the high school. The strictest disciplinary measure will be resorted to if any indication of alcohol is discovered. Parents and police will be notified.
4. Smoking will not be tolerated in the school building or grounds; rule includes chewing tobacco.
5. Anyone caught using drugs will be reported to the police. Parents and police will be notified.
6. The officers of the class or organization sponsoring an event will be expected to cooperate fully in the enforcement of all the foregoing regulations.
7. A clean-up committee must be formed and must perform its duty thoroughly.
8. Musical instruments must not be moved without consent of the music department and the office.
9. Tables and chairs which are brought from other parts of the building must be returned.
10. Attendance at these functions is a privilege. Attendance is not guaranteed and the right to revoke this privilege at any time is at the discretion of the administration.

### **Eligibility**

1. Should a student accumulate over six illegal/unexcused days in a semester, he/she will not be allowed to participate in any social function or club/class trip for that semester. (Sno\*ball eligibility will be based on fall semester attendance)

2. Should a student receive three discipline offenses (not including tardies) in a semester, he/she will not be allowed to participate in any social function or club/class trip at the discretion of administration. (Winter Formal eligibility will be based on fall semester discipline)
3. Should a student accumulate over five days of out-of-school suspension, he/she may not be allowed to participate in any social function or club/class trip. Final determination will be made by administration.
4. Should a student owe any financial obligation to the High School or District, he/she may not be allowed to participate in any social function or club/class trip. Final determination will be made by administration.

### **Non-District Guest Requirements/Guidelines**

Any student wishing to bring a non-district guest to a dance must get prior approval from the administration or their designee.

Non-district students currently enrolled in another high school, charter school, or cyber school must fill out a guest pass information sheet and have it signed by his/her school's administration.

Non-district students not enrolled in high school may not exceed the age of 20 at the time of the event.

Non-district students not enrolled in high school must submit his/her driver license to be checked by the High School V-soft software which is a database background check the week before the event.

### **CLASS OFFICER REQUIREMENTS**

1. Scholarship: passing average or better.
2. Character: as displayed by the student in school activities and outside relationships.
3. Service: displayed toward teachers, fellow students, school activities, etc.
4. Leadership: as displayed in past activities and general initiative.

### **CHILD FIND**

Every school district, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs and related services because of their disabilities (Chapter 14, Pennsylvania Regulations 14.121; Part 300 Federal Regulations 300.125). Furthermore, Federal Regulations under Individuals with Disability Education Act require child find from birth to 21 years of age. This notice is to help find these children, assist parents and describe the parents' right with regard to confidentiality of information that will be obtained during this process.

### **504 Plan and Individualized Health Plan**

#### **504 PLAN**

Section 504 of the Rehabilitation Act of 1973 is a civil rights statute that prohibits discrimination against individuals with disabilities.

A student may be eligible to receive Section 504 Accommodations if he/she:

- Has a physical or mental impairment, and
- The impairment substantially limits one or more major life activities and the disability is not transitory and minor.

The district's 504 Accommodation Team is responsible for identification, eligibility, and development of accommodations and the Accommodation Plan.

**Note:** A determination that the student has a disability or a medically diagnosed illness or condition does not guarantee eligibility for a 504 Accommodation Plan. However, a student may be found to be eligible for Section 504 nondiscrimination protections without requiring an accommodation plan.

### **INDIVIDUALIZED HEALTH PLAN**

- For students with health management needs.
- Ensures access to an education for students with special health care needs, whether or not the student is classified as eligible for special education or 504.
- A formal written agreement is developed with the interdisciplinary collaboration of the school staff in partnership with the student's family, the student, and the student's health care provider(s)

### **SPECIAL EDUCATION SERVICES**

Annual Public Notice of Special Education Services and Programs, for Gifted Students and Protected Handicapped Students

Notice to Parents According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district shall publish written information in the handbook and on the web site. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this notice.

#### **Evaluation and Consent**

School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

#### **Program Development**

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program,

and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

### **Confidentiality of Information**

The SDs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible school entity listed below. For school age children, information, screenings and evaluations requested may be obtained by contacting: Pamela Hegland at 570-759-6400, ext. 3500

Book: Policy Manual

Section: 200 Pupils

Title: Bullying/Cyberbullying

Number: 249

Status: Active

Adopted: December 3, 2008

Last Revised: June 8, 2015

Last Reviewed: July 22, 2019

### **Purpose**

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

### **Definitions**

Bullying means 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:



1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

### **Authority**

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

### **Delegation of Responsibility**

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

### **Guidelines**

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.

### **Education**

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

### **Consequences For Violations**

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

### Legal

1. 24 P.S. 1303.1-A
2. 22 PA Code 12.3
3. Pol. 218
4. 24 P.S. 1302-A
5. Pol. 236
6. Pol. 233

## **STUDENT RECORDS NOTIFICATION OF RIGHTS PARENTS/GUARDIANS/ELIGIBLE STUDENTS**

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, as follows:

1. The right to inspect and review the student's education records within forty-five (45) days of the district's receipt of a request for access.

A parent/guardian or eligible student making such a request must submit to the school principal (or appropriate school official) a written request that identifies the record(s) s/he wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

2. The right to request amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading or otherwise violates the privacy rights of the student.

A parent/guardian or eligible student may request the district to amend a record s/he believes is inaccurate, misleading or violates the privacy rights of the student by clearly identifying in writing the part of the record s/he wants changed and specifying why it is inaccurate, misleading or violates the privacy rights of the student. The request shall be made to the building principal (or appropriate school official).

If the district decides not to amend the record as requested, the principal will notify the parent/guardian or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.

Disclosure of personally identifiable information can be made without consent to the following:

- a. School officials, including teachers, have a legitimate need to review an education record in order to fulfill their professional responsibilities. This may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or well-being of the student or others. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.
- b. Officials of another school or school system in which the student seeks or intends to enroll. In this case, disciplinary information may be included. The district will make a reasonable attempt to notify the student's parents/guardians prior to the disclosure of information and will provide the parent/guardian with a copy of the record if so requested.
- c. Authorities named in FERPA and accompanying federal regulations, including authorized representatives of the Comptroller General of the United States, Secretary of Education, and state and local educational authorities.
- d. Officials connected with a student's application for a receipt of financial aid.
- e. State and local officials who are required to get specific information pursuant to state law if the disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released. If the state statute was enacted after November 19, 1974, the officials must certify in writing that the information will not be disclosed to any other person, except as provided by state law, without prior written consent of the parent/guardian.
- f. Educational testing and research organizations for the purpose of administering student aid programs or improving instruction or predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.
- g. Accrediting institutions.
- h. In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.

- i. Anyone if required by a court order or subpoena. However, where the subpoena is issued by a federal grand jury, the district will make reasonable efforts to notify the parent/guardian or eligible student prior to complying with the subpoena or court order.

The school district may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent/guardian or eligible student.

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

5. The right to refuse to permit the designation of any or all of the categories of directory information.

The district is permitted by law to disclose directory information without written consent of the parent/guardian or eligible student. The parent/guardian or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if a written refusal is forwarded to the building principal by the 5th day of the current school term.

Directory information which may be released may include the student's name, date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent and previous education agency or institution attended by the student; email address; photograph and other similar information.

6. The right to request that information not be provided to military recruiting officers.

Names, addresses and home telephone numbers of secondary school students will be released to military recruiting officers unless a student submits within twenty-one (21) calendar days a written request to the Superintendent that such information not be released.

### **McKinney-Vento Homeless Education Program**

#### **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT:**

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).<sup>1</sup> The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

**DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHT TIME RESIDENCE:**

"Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.

Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.

Living in emergency or transitional shelters.

Living in a public or private place not designed for humans to live.

Migratory children living in above circumstances

Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings

Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

**Residency and Educational Rights:**

**Students who are in temporary, inadequate and homeless living situations have the following rights:**

Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment.

Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation.

Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

**When a student is identified as being McKinney-Vento eligible, staff will:**

Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)

Provide school supplies and other school related materials as needed

Advocate for and support students and families through school and home visits

Set clear expectations for student behavior, attendance and academic performance

Assist students/families access with community services

Assist students/families with access to tutoring, special education, and English language learner resources

Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

**For additional information, contact LEA Homeless Liaison at 000-000-0000.**

**Berwick Cyber Academy - Program Overview**

The Berwick Cyber Academy is an educational learning environment designed to meet the needs of students who desire to pursue their education in a non –traditional format. The Berwick Area School District recognizes the value of online learning, yet it continues to carry the belief that the interaction with professional educators truly extends learning to a higher level. The educational program offers an online

learning opportunity that includes a variety of interactions with highly- qualified professional educators, guidance counselors and administration.

Like the educational program of the Berwick Area School District's traditional "brick and mortar" system, the learning environment of the Cyber Academy is based on the Pennsylvania Academic Standards. This standards-aligned curriculum emphasizes the students' demonstration of mastering specific skills by engaging in an academic program that emphasizes proficiency in all curricular activities through online learning.

The Berwick Cyber Academy strives to engage students in a highly motivational, student-centered educational program that relies on basic educational principles while utilizing the latest information and communications technology to promote student achievement in fostering higher-order thinking and problem-solving skills. Students will master essential content skills and build a strong foundation to compete in a global workforce.

**The goals of the Berwick Cyber Academy are to:**

- Offer a non -traditional learning environment to the students of the Berwick Area School District that is in line with the district's mission and vision statements.
- Provide students who desire a non-traditional learning environment with opportunities to acquire the education necessary to earn a diploma from the Berwick Area School District.
- Provide students who select the Cyber Academy with balanced educational experiences, academic programs, and interactions with highly-qualified professional educators.
- Establish individualized learning plans for participating students that are consistent with the Pennsylvania Academic Standards and graduation requirements of the Berwick Area School District.
- Provide students with a sense of ownership and responsibility for their learning.

**Registration/Orientation**

All students enrolling in the Berwick Cyber Academy will complete an orientation prior to accessing their courses. This orientation may be in-person or accessible online.

**Cyber Attendance**

The Berwick Cyber Academy follows the school district's calendar. Students are required to complete work each school day. A **MINIMUM** of 4 hours must be recorded to be considered present for the day. *Students enrolled in the Berwick Cyber Academy are subjected to the same attendance regulations and guidelines listed below.*

## ATTENDANCE REGULATIONS AND GUIDELINES

Administrative Regulations to Support Policy #204

**Act 138 of 2016 expressly states that its purpose is to improve school attendance and deter truancy through a "comprehensive approach to consistently identify and address attendance issues as early as possible through credible interventions."**

For the purposes of this attendance policy:

- Compulsory school age refers to the period of a child's life from the time that they enter school (which may be no later than 6 years of age), until the age of 18 or graduation from High School, whichever occurs first.
- **Truant** is defined as having three (3) or more school days of unexcused absence during the current school year by a student who is subject to the compulsory school attendance law.
- **Habitually truant** is defined as having six (6) or more school days of unexcused absences during the current school year by a student who is subject to the compulsory school attendance law.
- **Student Attendance Improvement Conference** is defined as a conference where the child's absences and reasons for the absences are examined in an effort to improve attendance, with or without additional services.
- A doctor's excuse is defined as a written statement authorizing absence from school and signed by a practitioner of the healing arts and/or those licensed in the science of diagnosis and treatment of disease or ailments of the human body.

### **Clubs/ Activities/Organizations/Extra-Curricular**

As a member of the Berwick Cyber Academy students are eligible and are strongly encouraged to join in and participate with all clubs, organizations, and extracurricular activities offered by the District. This includes attendance at dances, proms, and assemblies. Students will need to meet eligibility requirements outlined in the student handbook.

**TRUANCY FLOW CHART**

**Truancy Under Act 138 of 2016: A Flow Chart**

