



2023-2024

STUDENT HANDBOOK

At Western Beaver, We Believe:

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

Western Beaver Junior-Senior High School

WESTERN BEAVER JR - SR HIGH SCHOOL

216 Engle Road – Industry, PA 15052

Welcome to the 2023-24 School Year

The Western Beaver County School District is Committed to:

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

We Believe:

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

High School Administration

Mr. David M. Brandon, Principal

High School Secretaries

Mrs. Mary Halfhill, Guidance

Mrs. Lydia Hineman, Principal & Attendance

Special Services

Mrs. Kelly Fortner, Guidance Counselor
Mrs. Wendy Robison, School Nurse
Mr. Tyler Heydorn, Athletic Trainer

Mr. Paul Kovalesky, Maintenance Supervisor
Mrs. Brooke Stebick, Cafeteria Director
Mr. John Rosa, Athletic Director

Central Administration

Dr. Robert Postupac, Superintendent

Mrs. Elizabeth Altenhof, Director of Student Services

TELEPHONE NUMBERS AND EXTENSIONS

Commonly used phone extensions are included on this chart. Every teacher also has an extension with voicemail on our system. For additional information you can refer to our district web page www.westernbeaver.org. Western Beaver Jr.-Sr. High School: **(724) 643-8500**

HS Principal's Secretary	Ext. 1002	Athletic Director	Ext. 1100
Guidance Secretary	Ext. 1001	Cafeteria Office	Ext. 1010
Nurse's Office	Ext. 1015	Guidance Counselor	Ext. 1004
HS Fax	(724) 643-8504	Director of Student Services	Ext. 2016

Western Beaver Jr – Sr High School

Important Scholastic Dates for 2023-2024

August	28 & 29 30	Teacher In-Service Days # 1 & 2 First Day of School for Students
September	4 14	Labor Day - No School High School Open House @ 6 pm
October	2 9	Progress Reports – Q1 ACT 80 Day No - School
November	1 3 10 21 22 23 - 27	End of Q1 Grading Period Early Dismissal Veteran's Day – No School ACT 80 Day - No School for Students / Parent Conferences 10 – 6 pm Teacher In-Service Day # 3 Thanksgiving Break – No School
December	5 6 7 8 20 21	Keystone Retest for Algebra I Keystone Retest for Biology Keystone Retest for Literature Progress Reports – Q2 Early Dismissal Christmas Break Begins – No School
January	2 15 23 - 26 26	Last Day of Christmas Break – No School Martin Luther King, Jr. Day – No School Mid-Term Exams End of Q2 Grading Period / Early Dismissal
February	12 26	Snow Make-Up Day Progress Reports – Q3
March	27 28 29	End of Q3 Grading Period / Early Dismissal Snow Make Up Day Spring Break – No School
April	1 24 & 25 26 30	Spring Break – No School <u>PSSA ELA</u> (Grades 6-8) Teacher In – Service Day # 4 / Prom (No School) <u>PSSA MATH</u> (Grades 6-8)
May	1 2 3 17 21 22 23 24 27 30	<u>PSSA MATH</u> (Grades 6-8) <u>PSSA SCIENCE</u> (Grade 8 only) Progress Reports – Q4 2-Hour Delay / Senior Portfolio Presentations <u>Biology Keystone</u> <u>Algebra I Keystone</u> <u>Literature Keystone</u> Final Exams Begin Memorial Day – No School Final Exams End
June	6 7	End of Q4 Grading Period / Last Day of School Early Dismissal / Graduation @ 6 Teacher In – Service Day # 5

WESTERN BEAVER JR – SR HIGH SCHOOL 2023-24 STUDENT/PARENT HANDBOOK

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

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

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

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

“We agree that we have reviewed a copy of the 2023-24 Western Beaver Jr.-Sr. High School Student-Parent Handbook. We understand that all students are responsible for and held accountable to the policies, procedures and consequences contained within the handbook. If we do not understand any of the content, it is our responsibility to consult with an appropriate agent of the Western Beaver School District to establish clarity regarding all policies and procedures.”

Please click the link below to submit your e-signature.

<https://forms.office.com/r/3C6YkPb5a1>

LETTER FROM THE PRINCIPAL

Dear Students,

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

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

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

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

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

Sincerely,

Mr. David M. Brandon, Principal

REGULAR BELL SCHEDULE – “A”

Tardy Bell 7:43am → 2:24pm Dismissal

A Lunch Schedule 50 Minute Classes (Grades 6 – 8)		
Breakfast	7:20	7:40
1	7:43	8:33
2	8:36	9:26
3	9:29	10:19
A Lunch	10:22	10:52
4	10:55	11:45
5	11:48	12:38
6	12:41	1:31
7	1:34	2:24

B Lunch Schedule 50 Minute Classes (Grades 9 – 12)		
Breakfast	7:20	7:40
1	7:43	8:33
2	8:36	9:26
3	9:29	10:19
4	10:22	11:12
B Lunch	11:15	11:45
5	11:48	12:38
6	12:41	1:31
7	1:34	2:24

VoTech students must sign-in in the lobby and board the bus to VoTech by 7:43am. They will return to WBHS by the start of “B” lunch.

AM HOMEROOM SCHEDULE – “B”

Tardy Bell 7:43am → 2:24pm Dismissal

A Lunch Schedule 47 Minute Classes (Grades 6 – 8)		
Breakfast	7:20	7:40
HR	7:43	8:01
1	8:04	8:51
2	8:54	9:41
3	9:44	10:31
A Lunch	10:34	11:04
4	11:07	11:54
5	11:57	12:44
6	12:47	1:34
7	1:37	2:24

B Lunch Schedule 47 Minute Classes (Grades 9 – 12)		
Breakfast	7:20	7:40
HR	7:43	8:01
1	8:04	8:51
2	8:54	9:41
3	9:44	10:31
4	10:34	11:21
B Lunch	11:24	11:54
5	11:57	12:44
6	12:47	1:34
7	1:37	2:24

Vo-Tech students must board the bus by 7:43am for role to be taken. They will return before the start of “B” lunch.

PM ACTIVITY SCHEDULE – “C”

A Lunch Schedule 43 Minute Classes (Grades 6 – 8)		
Breakfast	7:20	7:40
1	7:43	8:26
2	8:29	9:12
3	9:15	9:58
5	10:01	10:44
A Lunch	10:47	11:17
4	11:20	12:03
6	12:06	12:49
7	12:51	1:35
Activity	1:38	2:24

B Lunch Schedule 43 Minute Classes (Grades 9 – 12)		
Breakfast	7:20	7:40
1	7:43	8:26
2	8:29	9:12
3	9:15	9:58
5	10:01	10:44
4	10:47	11:30
B Lunch	11:33	12:03
6	12:06	12:49
7	12:51	1:35
Activity	1:38	2:24

Vo-Tech students must board the bus by 7:43am for role to be taken. They will return before the start of “B” lunch.

HALF-DAY SCHEDULE – “D”

A Lunch Schedule 30 Minute Classes (Grades 6 – 8)		
Breakfast	7:20	7:40
1	7:43	8:13
2	8:16	8:46
3	8:49	9:19
5	9:22	9:52
6	9:55	10:25
A Lunch	10:28	10:58
4	11:01	11:31
7	11:34	12:04

B Lunch Schedule 30 Minute Classes (Grades 9 – 12)		
Breakfast	7:20	7:40
1	7:43	8:13
2	8:16	8:46
3	8:49	9:19
5	9:22	9:52
6	9:55	10:25
4	10:28	10:58
B Lunch	11:01	11:31
7	11:34	12:04

Vo-Tech students must board the bus by 7:43am for role to be taken. They will return before the start of “B” lunch.

2-HOUR DELAY SCHEDULE – “E”

A Lunch Schedule 32 Minute Classes (Grades 6 – 8)		
1	9:43	10:15
2	10:18	10:50
A Lunch	10:53	11:25
4	11:28	12:00
3	12:03	12:35
5	12:38	1:10
6	1:13	1:45
7	1:48	2:24

B Lunch Schedule 32 Minute Classes (Grades 9 – 12)		
1	9:43	10:15
2	10:18	10:50
4	10:53	11:25
B Lunch	11:28	12:00
3	12:03	12:35
5	12:38	1:10
6	1:13	1:45
7	1:48	2:24

Vo-Tech students must arrive by 12:38, the start of pd. 5. They must sign-in in the office upon arrival. Vo-Tech students arriving earlier will be assigned to study hall for periods 1-4.

PM HOMEROOM SCHEDULE – “F”

Tardy Bell 7:43am → 2:24pm Dismissal

A Lunch Schedule 47 Minute Classes (Grades 6 – 8)		
Breakfast	7:20	7:40
1	7:43	8:30
2	8:33	9:20
3	9:23	10:10
A Lunch	10:13	10:43
4	10:46	11:33
5	11:36	12:23
6	12:26	1:13
7	1:16	2:03
HR	2:06	2:24

B Lunch Schedule 47 Minute Classes (Grades 9 – 12)		
Breakfast	7:20	7:40
1	7:43	8:30
2	8:33	9:20
3	9:23	10:10
4	10:13	11:00
B Lunch	11:03	11:33
5	11:36	12:23
6	12:26	1:13
7	1:16	2:03
HR	2:06	2:24

Vo-Tech students must board the bus by 7:43am for role to be taken. They will return before the start of “B” lunch.

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ACADEMICS

BEAVER COUNTY CAREER AND TECHNICAL CENTER (BCCTC)

The BCCTC programs are limited to juniors and seniors, with the exception of students enrolled in the cosmetology program. Students must apply online to attend by April 1 of their sophomore year (freshmen year for cosmetology). A field trip will allow students to spend a day at the BCCTC prior to committing to attend.

Acceptance Requirements:

- Sophomore's scheduling for Junior year
- Students must obtain a final grade of a D or higher in all subjects
- Cannot exceed 10 total days of absence during Sophomore year
 - Extenuating circumstances may be considered
- No disciplinary violations noted in Skyward
- Administration reserves the right to make a final determination of a student's application status

Once a student is enrolled in the program and misses more than 5 total days of BCCTC per quarter OR fails a BCCTC course at the end of ANY quarter will be ineligible to attend the BCCTC for the remainder of the year. In such cases, the student will be responsible for making up course work/credits that were lost due to removal from the BCCTC. BCCTC students are not permitted to change programs upon his/her completion of year one. BCCTC students are expected to comply with all additional policies and procedures that apply specifically to students who are enrolled in the program.

CAREER / POST-SECONDARY RESOURCES

The guidance counselor and guidance secretary provide a wide range of post-secondary information including: college, university, trade school and technical school information. The guidance staff will also help students to locate online post-secondary resources. Other resources include: SAT and ACT preparation materials, a college search database, scholarship information, financial planning guides, vocational/occupational information and many other resources available throughout the year.

CCBC ACADEMIES

The CCBC Academies are dual enrollment programs with students attending their regular high school classes each afternoon and taking the Academy courses during normal school hours each morning (period 1-3). These programs are available for students in grades 11-12 that meet the enrollment requirements set forth by the Western Beaver County School District. All Academy courses are taught by CCBC faculty members and are excluded from a student's GPA calculation at Western Beaver. These courses may take place of a Western Beaver course requirement.

Acceptance Requirements:

- Sophomore's scheduling for Junior year
- Students must obtain a cumulative 3.0 GPA average
- Cannot exceed 10 total days of absence during Sophomore year
 - Extenuating circumstances may be considered
- No disciplinary violations noted in Skyward
- Administration reserves the right to make a final determination of the student's application status

Tuition for Academy courses are paid in full by the district, except flight hours associated with the Aviation Academy. **Students are responsible for all textbooks and materials required by the Academy's course syllabus.**

If a student does not earn a grade of a C or higher at the end of each CCBC marking period, he/she will be responsible for reimbursing the district for the full price of the course(s). Students will not be

permitted to continue participating in the Academy until such reimbursement is paid in full. When a student does not meet the grade requirement at the end of the first semester, they will be placed on academic probation for the remainder of the current school year. Administration reserves the right to make a final determination of the student's ability to return to their respective program. Students are not permitted to change Academies once enrolled.

All Academy students must complete a FAFSA application, as required by CCBC.

CITIZENSHIP CODE

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

CLASS RANK

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

COLLEGE VISITATIONS

Students are encouraged to make a visit to any school to which they apply for admissions. They should make every attempt to schedule this trip on a day that WB is not in session. However, if school must be missed, arrangements must be made through the guidance office. Students should obtain and complete a college visitation form. They should also bring a slip or form from the college representative in order to verify their absence.

COMMENCEMENT

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

CONFIDENTIALITY

Students are not to be discussed with anyone except parent/guardian or school personnel directly involved with the student. The nurse's confidential list and various memos from the office should not be left lying around for students to review. As per FERPA and HIPPA federal guidelines, significant consequences will result from open disclosure of protected student information. All staff must avoid open discussion of private, student-related matters.

DIPLOMAS

Students who meet the graduation requirements will receive a diploma. In order to receive a diploma under other circumstances requires special considerations. Students obtaining a GED from the State of Pennsylvania will not be issued a diploma. Students earning a diploma from another district or out of

state will not receive a diploma. Only a current resident who earns all graduation credits will receive a diploma.

DUAL ENROLLMENT (CONCURRENT ENROLLMENT)

Students may have the opportunity to earn both high school and college credit simultaneously through dual enrollment. To be eligible, students must be in grades 11-12 and have at least a 2.5 cumulative QPA. Currently, students may attend classes through several colleges as presented through the guidance office. Courses may even be offered at Western Beaver HS during the school day. Students must meet the college/university admissions requirements in order to participate. All dual enrollment courses are excluded from a student's GPA calculation unless taught by Western Beaver faculty. Courses will only be funded by the school district when budgetary means are available.

DROPPING A CLASS

After the first two (2) days of school, any course that is dropped from a student schedule will be considered a "WF", withdrawal with failure. This will then be considered in the student's QPA calculation. Therefore, course selection should be done very carefully when scheduling. Classes can be added during the first week of school if they are to replace a study hall. Schedules will not be rearranged for other reasons. Second semester courses may be added or changed through the second day of the second semester.

ENRICHMENT (Consultation)

Students who fail to score proficient or advanced on a PSSA and/or Keystone Exam (or below average on other standardized tests) may be scheduled to receive enrichment in the area(s) of deficiency. A data-driven approach will be used to address deficiencies in the standards in which the student scored in the basic or below basic levels. Students may also be enrolled in "boot camp" sessions that address specific deficiencies prior to the next test window.

EXCELLENCE AWARDS

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

FAILURE POLICY (Grades 6–8)

Any student in grades 6-8 who fails 2 or fewer core subjects (English, Reading, Math, Science or Social Studies) must pass all failed subjects during summer school or he/she will be retained in all grade-level classes. Any student who fails 3 or more core subjects will be retained in all grade-level classes regardless of summer school course completion. Academic performance is the only consideration for promotion, not the age of the student.

FAILURE POLICY (Grades 9–12)

In order to be promoted, students must earn the following credits: 6 to enter 10th grade, 12 to enter 11th grade, and 18 to enter 12th grade. In order to graduate, students must complete at least 24 credits in the specific areas that are outlined under "Graduation Requirements". Students should make summer school arrangements to make-up any failed courses. It is unlikely that failed courses can be scheduled during the regular school day during subsequent years.

FAILURE TO MEET RESPONSIBILITIES AS A STUDENT

A student who has exceeded the compulsory age as cited in the PA School Code and has not fulfilled his responsibilities as a student may be referred for expulsion to the board of education. Compulsory school age is defined as between 8 and 17 years old. School responsibilities include: academic,

attendance and behavior. If a student is failing to meet responsibilities in these areas and is no longer within compulsory attendance age range, that student may be referred for expulsion.

GRADING SCALE / REPORT CARDS

A	Superior	90 – 100%	M	Medical Excuse
B	Above Average	80 – 89%	I	Incomplete
C	Average	70 – 79%	X	No Grade
D	Below Average	60 – 69%	P	Pass
F	Failure	0 – 59%	F	Fail

The student report card will display a letter grade (A-F) for nearly every course. Teachers may also include academic or behavioral comments. The final grade is determined by averaging the percentage grades for all of the nine-week marking periods. A student who fails the last two, 9-week marking periods, may fail for the year despite his/her final average, based on the teacher's discretion.

GRADUATION REQUIREMENTS

1. Students must successfully complete twenty-four (24) credits including:

4	English	1	Physical Education
4	Social Studies	0.5	Health
4	Math	1	Senior/Graduation Project
3	Science	6.5	Electives <i>*(See notes below)</i>

**1. Elective credits must include 1.5 "technology" elective credits*

**2. Passing a Vo-Tech program is counted as four (4) elective credits per year*

**3. Juniors and seniors also receive a science (gr. 11) or math (gr. 12) credit waiver for successful completion of a Vo-Tech course*

2. All students must score proficient on the following Keystone Assessments or demonstrate proficiency on another local assessment (or PDE approved Project-Based Assessment) based on Keystone competencies in: Algebra 1, Literature, and Biology
3. A student must successfully complete a culminating, senior/graduation portfolio & presentation

GUIDANCE COUNSELOR

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

HOMEBOUND INSTRUCTION

Students who are under a physician's care and unable to attend school may receive up to 5 hours of instruction per week to help maintain educational continuity. A written request must be made to the principal. A licensed physician must also provide a written recommendation for homebound instruction. Once the request and recommendation are received, the instruction must be approved by the

Superintendent and the Board of Education. All attempts will then be made to provide a professional teacher who will provide instruction.

HOMEWORK

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

HONOR ROLL

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

INCOMPLETE GRADES

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

IVC (INTERACTIVE VIDEO CONFERENCE) COURSES

Courses may be offered using IVC for students in grades 9-12. Please refer to the high school program of studies for additional information. These courses are taught by a highly qualified teacher off-site. Students will be supervised by a staff member who will serve as a facilitator for the class.

LIBRARY MEDIA CENTER

The library is open before first period and during most periods throughout the course of the day. Academic classes often schedule time to use the library resources. Students from study halls can also request a pass to use the library. The librarian will establish classroom rules and procedures that must be followed. Borrowed books must be checked-out and will be issued for a two-week period. Reference books may only be borrowed overnight. A 5-cent charge per school day is assessed for any overdue materials. Students are responsible for the replacement cost of any lost or damaged library material that they have borrowed.

NATIONAL HONOR SOCIETY

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

PROGRESS REPORTS

Progress Reports will be available online through Skyward. Hard copies will only be sent home upon request via Skyward. Parents are strongly encouraged to monitor grades online, through Skyward (usernames and passwords carry over from one year to the next). Students who are new to Western Beaver will receive new account information in the early fall.

REPEATED COURSES

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

SCHEDULING PROCEDURES

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

SKYWARD

Students and parents will receive access to an online, Skyward account. This account will allow the user to access specific course information, as well as grade and discipline reports. This account should be the primary means for both students and parents to keep track of academic progress. Teachers are expected to update grade reports on a weekly basis. Therefore, parents who are actively involved in their child's education will be able to keep track of weekly academic progress and class attendance. Please keep in mind that parent and student accounts are separate. Parents and students should manage/use their own accounts, as options differ between them.

STANDARDIZED TESTING

Several standardized assessments will be administered to students. These assessments may include: PSSA Math, PSSA ELA, PSSA Science, Keystone Assessments, Star Reading/Math, ASVAB and other local assessments when necessary. These assessments are administered in order to assist struggling students, assess curricular strength against state and national standards, and to provide individual and systemic data that will be used to drive differentiated instruction for all students.

STUDENT RECORDS

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

STUDENT RECORDS – SPECIAL EDUCATION Records are kept in order to accomplish educational objectives of the student and the school and to comply with federal and state laws. Special education records including gifted support records of each student are maintained by the student's case manager and in the Special Education Office and are kept secure and confidential. The complete records are kept for a period of six (6) years after completion of the student's program or the student's graduation from high school. Special Education records that will be maintained following the six (6) year period are all Evaluation and Reevaluation Reports and the final Individual Education Plan (IEP) and final Notice of Recommended Educational Placement (NOREP) (or GIEP and NORA for gifted students). All other paperwork, including IEP's or GIEP's that are not the most recent, will be destroyed.

SUPPLEMENTAL TESTING

Optional supplemental tests include: PSAT (Preliminary Scholastic Aptitude Test – National Merit Qualifier), SAT (Scholastic Aptitude Test), and the ACT (American College Testing Program).

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

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

TRANSCRIPTS

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

TUTORING

Tutoring is available between 2:30 and 3:00 most days. Arrangements should be made in advance between the student and subject teacher. The guidance office can also provide information regarding paid tutoring outside of the normal school day.

WITHDRAWING

A student who is changing schools and/or moving from the area must obtain and complete a withdrawal form through the guidance office.

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

Once a student withdraws, he/she will not be eligible to receive a Western Beaver diploma, even if he/she completes a state approved GED program or out-of-district online or alternative education program. GED information is available at CCBC and most local libraries. Students cannot complete the GED program until their cohort class graduates from high school.

EXTRACURRICULAR ACTIVITIES

ATHLETIC / EXTRACURRICULAR ELIGIBILITY

In addition to attendance and behavioral requirements, any student participating in a school-sanctioned, extracurricular activity, must be academically eligible. Students must have passed four (4) full-credit courses during the most recently finished marking period (including the previous year's final grades for fall activities that occur in the beginning of a new school year). Students must also be passing four (4) full-credit courses during the current marking period. Any student who becomes ineligible will remain so until he/she is able to raise his/her grades. Any student having 10 or more unexcused absences per semester will also become ineligible to attend/participate in any athletic or extracurricular activity. When a student is ineligible, he/she cannot participate in practice, games, events or other activities. This should allow the student to spend extra time improving his/her academic performance.

ATHLETIC HANDBOOK

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

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

ATTENDANCE REQUIREMENTS

In order to practice or participate in an athletic or extracurricular event, a student must attend school on the day of the practice or event. All students must attend at least four academic periods in order to participate in a practice, game or event. This includes all extracurricular activities. On a typical school day, this means that a student must be signed-in by 10:55am. An excused tardy or excused early release (see attendance policies) will not count against these attendance periods – provided that the student brings in the required paperwork on that day. All WPIAL and PIAA attendance requirements must be met in order for an athlete to be eligible to participate in school-sanctioned athletics.

DANCES

Typical school dances are only open to current students of Western Beaver High School. Students should pay attention to dance details as announced by the dance sponsor or group hosting the event. Dances will be specifically designated as junior high (grades 6-8) or high school (grades 9-12). School-sanctioned dances will be chaperoned by faculty members. No students will be admitted later than forty-five (45) minutes after the start of the dance. Any student who leaves a dance will not be readmitted. A student who commits a serious discipline violation may be banned from all extracurricular activities/events for the remainder of the year. All school rules are in effect during any and all school-sanctioned events.

DISCIPLINARY EXCLUSIONS

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

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

EVENT ATTENDANCE

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

HAZING

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

PHYSICALS

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

PROM

The Prom is open to students with academic standing in 10th, 11th and 12th grade. Prom guests from another school district must complete all necessary paperwork. Even if a guest is no longer a student, he/she must receive a "good-standing" sign-off from the last school that he/she attended.

An outside guest cannot be older than twenty (20) years old. All payments and paperwork must be completed by the timelines established by the event sponsor. Students attending without a date are only responsible for half of the ticket price. No refunds can be given within ten days of the event. All students must adhere to established rules, procedures and scheduled times. Otherwise, students' risk being excluded/removed from the event and/or facing other disciplinary consequences. All students must be in school the day prior to Prom in order to attend. All school rules are in effect during all school-sanctioned events.

SPECIAL EVENTS

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

DISCIPLINE

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

ACADEMIC DISHONESTY

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

Using a cell phone or personal electronic device without specific teacher permission during any type of assessment will be considered academic dishonesty. In addition to the sanctions for cheating, the student will lose the privilege to have/use a cell phone and/or other electronic device during school hours.

A violation will result in receiving a failing grade for the particular graded assignment. If an additional violation should occur, the student may receive an "F" for the grading period in which the violations occurred. A parent conference must be held to discuss the violations and pending consequences.

BRING YOUR OWN DEVICE

The Western Beaver County School District is pleased to offer our students the opportunity to bring their own device to enhance and aid in their learning opportunities. Devices are to be used for instructional purposes only. We are dedicated to the support of appropriate technological resources and preparing our students for success in a competitive global and electronic age. Access to these resources and understanding when and how these tools are appropriately and effectively used is imperative. Adherence to this agreement, as well as ALL applicable WBSD policies, is necessary for continued access to the school's technological resources and each student's success.

- All rules and guidelines stated in the Student Handbook - USE OF TECHNOLOGY RESOURCES/ACCEPTABLE USE OF INTERNET - ELECTRONIC DEVICES are applicable to the use of students' personal devices during school, on school grounds, or at any school related function.
- The District has the right to confiscate any device that is used in violation of any of the rules contained in this agreement or Board policies; or that is used in violation of any instructions or directives by any teacher, administrator or other person who is in charge of the function or activity. Confiscated devices shall be returned only to the student's parent or guardian and on such terms and conditions as shall be determined by the School District.
- Device care and security is the responsibility of the student. Western Beaver County School District is not liable for any device damaged or stolen. Devices need to be locked in the individual student's assigned locker, if a student is unable to supervise his/her personal device. It is the student's responsibility to notify the school office if his/her school locker is not working properly.
- Students are not authorized to use other students' personal devices or permitted to allow others to use their personal devices.
- Students are not permitted to use the audio or video recording function of a device unless given express and specific permission in advance by a teacher or administrator and the individuals whose voices or activities are being recorded.
- Obscene language and/or inappropriate materials, including screen-savers, backgrounds and/or pictures are strictly prohibited.
- Illegal use or transfer of copyrighted materials is strictly prohibited.
- The District's filter will be applied to Internet connections and using any means to bypass the filter is strictly prohibited. If students access the Internet through their personal data plan, it is with parental understanding that this is unfiltered access. However, while on school premises students are still required to follow this BYOD Agreement and WBSD policies.
- Attempts made to bypass network security or gain unauthorized access is strictly prohibited and access to district network resources such as network drive space, printing, and shared public drives may not be possible from a personal device.
- The district will not perform any device repairs or provide technical support beyond access to the WBSD wireless network.

I understand and will abide by all School Board policies and this BYOD Agreement. I further understand that any violation may result in the loss of my technological privileges, disciplinary action, and Federal, Civil and Criminal laws where applicable.

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

ARSON

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

BOMB THREATS

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

BULLYING

A bully shall be defined as anyone who repeatedly uses physical, verbal (including spoken and written language), and/or through electronic means in a negative manner toward or in regard to another person. This may include but is not limited to: actions of mal intent concerning age, color, creed, race, national origin, ancestry, religion, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, political beliefs, socioeconomic status, perceived reputation or family status.

Bullying that occurs on school grounds before, after or during school hours, anytime the school is being used by a school group/organization, off school grounds at a school-sponsored event or activity, traveling to or from school or school-sponsored event, or off school grounds when actions may be considered a disruption to the school day or educational environment of any student(s) is prohibited.

Bullying is an intentional action that intimidates or threatens a student with ostracism, extreme stress, shame, humiliation or that adversely affects the student's mental or physical health, safety or dignity. Bullying is committed by a single student or group of students and will not be tolerated.

When circumstances preclude a teacher, counselor or administrator from assigning blame (such as "he said...she said" situations), all named students will be warned of the consequences for subsequent bullying behaviors.

When a case is confirmed by a counselor or administrator, any student or group of students who bully another student will be assigned: Detention, Saturday Detention, OSS, alternative placement or possible expulsion, depending on the severity of the violation. The police may be asked to file all appropriate charges.

Any time that a confirmed case of bullying occurs through electronic means (including texting and/or the use of social media) the bully will lose the privilege to have/use a cell phone and/or other electronic device during school hours in addition to facing the sanctions for bullying.

BUS MISCONDUCT

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

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

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

CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES (P.E.D.s)

- All Junior High students (Grades 6-8) are prohibited from using cell phones and personal electronic devices. These devices, if brought to school, must be kept in his/her locker/bag (out of sight) and cannot be used during the school day. No exceptions! A student violating this policy will have his/her phone, or any other PED, confiscated and taken to the office. A parent/guardian will have to retrieve the item from the office at his/her convenience.

Policies that apply at all times:

- Students are prohibited from using the recording functions including audio, video and/or camera applications of cell phones and other P.E.D.s at all times, as defined in effect through the student handbook.
- Videoing any fight or altercation is prohibited and illegal. Those students found to have videoed or shared a video through text or social media will be given an initial 3-day suspension (OSS) and referred to law enforcement.
- Any handbook policy that is violated through the use of a cell phone and/or P.E.D. will cause the student to lose all privileges to have/use such items during the school day in addition to facing the sanctions that apply for the specific policy violation.
- **Students must comply any time a teacher, staff member or administrator directs them to cease using and put away a cell phone and/or other P.E.D. Failure to comply will be considered insubordination.**
- Student possession/use of cell phones and other P.E.D.s is a privilege that can be revoked for policy violations. Students can be required to check-in/store such items in the office to ensure compliance.
- Content on cell phones and/or P.E.D.s can be reviewed by an administrator or designee when there is reasonable suspicion that a violation has occurred.
- The administration has the right to confiscate a student cell phone or P.E.D. for improper use and/or policy violations. Once confiscated, a device may only be returned to a parent. The police will be consulted and may file charges for violations that are criminal in nature.
- Any access, data and service fees associated with the use of cell phones and/or P.E.D.s is the sole responsibility of the student or parent.

Permitted use:

Cell phones and P.E.D.s are permitted during breakfast, lunch, and class change under the following conditions:

- Cell phones and P.E.D.s must be used with headphones while using audio/video functions. Only the use of **one** earbud is permissible while in the hallways/cafeteria for safety reasons.
- Cell phones can only be used in silent mode
- Phone calls and/or FaceTime during school hours are NOT permitted at any time!

Restricted use:

Cell phones and P.E.D.s are not permitted to be used during instructional/class time, including Study Halls. The following restrictions also apply during class time:

- Cell phones and P.E.D.s must be turned off (or silent mode) and stored in the cellphone organizer in each classroom. This include smart watches, air pods, ear buds, and headphones
- Any student caught with a cell phone, smart watch, headphones, air pods or any other PED during class time will have the item confiscated and turned into the office. A parent/guardian must retrieve the device at his and/or her convenience.
- All said items must remain in the organizer while using the restroom, nurse, or office privileges
- Failure to comply will be considered insubordination. See pg. 26 for consequences pertaining to insubordination.

- Please refer to “Academic Dishonesty” regarding cell phone and P.E.D. violations during assessments

CLASS CUTS

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

First Cut	2-hr Saturday detention assigned
Second Cut	4-hr Saturday detention assigned
Third or more	Three (3) days of OSS will assigned

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

DETENTION

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

Detention is held from 2:30 – 3:00 pm Monday-Thursday. The classroom location for daily detention will be announced. Students will be given three (3) school days to serve. If a student does not follow detention rules, he/she will be removed and must make-up the entire detention. Students who do not serve detention will receive additional after-school and/or Saturday detention. Students who normally participate in an after school / extracurricular activity must serve detention within three (3) school days or they are ineligible to participate until their time is served.

DISCIPLINE LEVELS

Level 1	Level 1 infractions are typically minor violations of school policies/procedures that disrupt the normal operation of the school. These types of violations usually lead to after school detention or Saturday Detention.
Level 2	Level 2 infractions include repeated Level 1 infractions, those that cause a significant disruption to the operation of the school, and those that are generally more serious than Level 1 infractions. These types of infractions usually lead to Saturday Detention or OSS.
Level 3	Level 3 infractions include repeated Level 2 infractions and those that are the most serious infractions (usually those that are cause for extended OSS, expulsion and/or referral for Alternative Placement). Any time a student has been assigned multiple referrals leading to OSS, an informal hearing will occur to consider alternative placement and/or permanent expulsion from school.

DISORDERLY CONDUCT

For incidents involving severe misconduct, severe insubordination, severe disrespect to staff or specific violations of the PA Criminal Code, the police will be notified. The police will be asked to file all

appropriate charges. In addition to charges, any such incident will also result in Saturday detention, OSS or possible referral for expulsion.

DISPLAY OF AFFECTION

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

DRUGS & ALCOHOL

Possession, distribution, or being under the influence of illegal drugs (or “look-a-like” drugs), drug paraphernalia, controlled substance(s), “synthetic” over-the-counter mood-altering substances or alcohol is absolutely forbidden. This also includes any refillable cartridges pertaining to vapes or any other electronic smoking device. Over the counter or prescription medications are also considered “illegal” when in the possession of students. Prescribed or over-the-counter medications must be kept and distributed through the nurse’s office only and should only be delivered to school by a parent.

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

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

A **first (or any subsequent) violation** of distribution will result in an immediate ten (10) day OSS. The police and parents will be notified immediately. The police will be asked to file all appropriate charges. An informal hearing must be attended by both a parent and the student. An assessment by Heritage Valley BusinessCare must be conducted the same day and will be paid in full by the district. A formal expulsion hearing will be held.

ALCOHOL WANDING POLICY

Only building administrators will be permitted to use the device when reasonable suspicion has warranted the use. The device will be accessible during the school day and any school-sponsored event.

- The device will only be used when reasonable suspicion warrants the use. Not everyone entering the building or event will be tested, only those appearing intoxicated.

“Reasonable Suspicion” is defined by the presence, observations or suspicion of one of the following factors:

- i. A student's behavior, in conjunction with physical appearance, indicates the possible use of alcohol, marijuana, or any controlled substance either through erratic or abnormal behavior or other signs of substance use.
- ii. The possession by a student of drug paraphernalia.
- iii. Direct observation of use, possession, sales or any outward signs of intoxication. Such drug or alcohol use or influence indicators can include, but are not limited to mood swings, aggressive or lethargic behavior, risk-taking behavior, paranoia, bragging or talking to other students about drug or alcohol use.
- iv. Reliable information communicated to an administrator by a teacher, parent, other adult or a student indicating a student is using, possessing or under the influence of alcohol, marijuana, or any controlled substance. Any such report will be investigated by the building administrator and may be substantiated by other indicators, if deemed necessary by the building administrator.
- v. Any other factor or indicator identified by a court of competent jurisdiction to constitute reasonable suspicion for a drug-related search or test.
- vi. Documentation: Reasons for the reasonable suspicion drug test will be reduced to writing by the administrator or his/her designee and will be provided to the student to be tested; to his/her parent/guardian; and to the Superintendent.

PROCEDURE FOR DETERMINING REASONABLE SUSPICION

1. The Western Beaver County School District reserves the right to conduct reasonable suspicion testing of its students upon a reasonable suspicion basis that a student is engaging in the use or abuse of drugs or alcohol. The relevant building administrator shall, in his or her judgment, determine whether reasonable suspicion exists to recommend that a student be tested for drug or alcohol use. The reasonable suspicion criteria shall be applied and documented in accordance with the definition set forth in section F, "Reasonable Suspicion".
2. If a building administrator determines that reasonable suspicion exists that a student is engaged in drug or alcohol use, that administrator will inform the relevant student and his/her parent(s)/guardian(s) that drug testing will be or has been conducted.
 - a. Parent(s)/guardian(s) will be notified of the test results. If a student's test sample demonstrates or indicates a positive test result, the Building administrator will notify the student's parent(s)/guardian(s) and a meeting shall be scheduled with the administrator, the student and the parent(s)/guardian(s).
 - b. At the above-described meeting, the administrator shall discuss with the student and his/her parent(s)/guardian(s) any disciplinary sanctions or treatment options available or pertaining to the student.

FIGHTING

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

The use of "fighting words", such as racial, cultural or ethnic slurs, or other confrontational language associated with hate speech or used to instigate or provoke a physical response will be treated in the same manner as physically participating in a fight.

A first violation will result in a three (3) day OSS. A second violation will result in a five (5) day OSS. Any participation causing serious bodily injury or participating in multiple fights will result in

consideration for alternative placement or possible expulsion. The police and a parent will be notified immediately. The police will be asked to file all appropriate charges.

FIRE ALARMS

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

FIRE EXTINGUISHERS

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

FORGERY

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

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

GAMBLING

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

HARASSMENT / INTIMIDATION

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

HEARINGS

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

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

An official transcript must be created that is available to the student at his/her expense. If requested, the hearing may be held in private. This hearing will be held before an authorized hearing committee of

the school board. This committee will report its findings to the entire board who will vote on the final decision regarding expulsion and/or other sanctions.

INCENDIARY DEVICES

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

INSTIGATION

According to our school citizenship code, "students are expected to assist teachers and administration in operating a safe, healthy school climate for all students." Therefore, any time that a student instigates a fight or confrontation between other students or groups of students or heightens the intensity of a disturbance, he/she will be disciplined for instigation. Students will be assigned to Detention, Saturday Detention or OSS depending on the severity of the violation and the resulting disturbance related to their action(s).

INSUBORDINATION

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

LEAVING SCHOOL WITHOUT PERMISSION

Leaving school grounds without permission will result in OSS for the first and subsequent violations and may also result in the loss of eligibility for all extracurricular activities and driving privileges for the remainder of the year.

LOITERING

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

NETWORK VIOLATIONS

Students are given access to the Internet and other district-approved technology and networked resources. Parents can request the termination of this access. These privileges can also be revoked at any time, for any reason deemed appropriate by the district. The Network Usage Policy is included in the "Other Topics" section in the back of this handbook. Violations of this policy will result in the revocation of network access. Deliberate misuse, malicious network "damage", or the use of the network to violate any school rules will result in disciplinary action, depending on the nature of the violation, including: detention, Saturday detention, OSS or referral for expulsion. The police will be notified and asked to file applicable charges for any serious violations. Restitution will be charged for any monetary damages or loss that results.

PHYSICAL ALTERCATIONS

A physical altercation occurs when a student places his/her hands, on another student. This can include horseplay, mischief, mild pushing, deliberate bumping, kicking or other actions involving physical contact that does not lead to an actual fight. The throwing of objects (including food, drinks, etc.) to provoke a response will be considered a physical act of aggression. If it can be determined that

there was an intent to injure, the consequences for fighting will be applied. Depending on the severity of the altercation, the overall disruption of the educational setting, agitation level of the students involved, the language used between the involved students, etc. the following disciplinary action will result: Saturday detention or OSS. Multiple altercations by the same student will result in additional OSS and possible referral for expulsion or alternative placement.

PROFANITY, VULGARITY, PORNOGRAPHY

Profanity, vulgarity or pornography in spoken, written, images or other expressive forms are not appropriate, based on the educational mission of the school. Inadvertent, non-disruptive profanity and/or vulgarity will simply be addressed by members of the school staff. Detention may be assigned. Intentional, disruptive profanity, vulgarity or the possession of pornography will result in Saturday Detention or OSS. The deliberate use of profanity/vulgarity towards a school employee will result in at least two (2) days of OSS, referral for alternative education or expulsion.

Suspected profanity, vulgarity, or pornography on a student cell phone, computer or other personal electronic device will result in confiscation of the device in order to further investigate. If electronic content is a potential criminal violation, the police will be asked to investigate. During an active investigation, confiscated items will not be returned.

PROHIBITED ITEMS

The following are not permitted: the wearing of coats, hats, bandanas, doo-rags, or athletic headbands during school hours. Toys such as, but not limited to fidget spinners. Food and drinks are not permitted outside of the cafeteria. Only water in a clear bottle is permitted in classrooms and hallways.

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

SATURDAY DETENTION

Saturday detention may be assigned by the principal or assistant principal for discipline violations as contained within the student handbook. Saturday sessions will be scheduled approximately every three weeks, when needed. When assigned, students will receive a written notice and/or a reminder notice prior to the session. Program basics include:

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

- Students must remain in detention the entire time span to receive credit for serving (if a student “has to leave” for any reason, the entire detention must be made-up)

Failure to serve an assigned Saturday detention will result in:

Missed 2-hour detention: one (1) day of OSS

Missed 4-hour detention: two (2) days of OSS

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

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

SEXUAL HARASSMENT

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

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

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

SLEEPING IN CLASS

Students are expected to be attentive and to participate in class. Therefore, students are not permitted to sleep in class. For a first violation, students are to be addressed by the classroom teacher (verbal warning). For subsequent violations, the student should be sent to the nurse’s office for a health assessment. Students who chronically appear to be tired or those who attempt to sleep in class will be referred to the student assistance program. Please see the “Student Assistance Program” and “At-Risk” policies as they relate to students with their heads down in class.

STUDENTS WITH DISABILITIES

In the case of a serious discipline violation involving a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. When a suspension or expulsion constitutes a change of placement (either due to the number of days of suspension for a single incident or the cumulative number of

suspension days for the current school year) a manifestation determination hearing will be held. During this hearing, a determination will be made regarding whether or not the discipline violation (or pattern of violations) is a manifestation of the student's disability.

TARDY TO CLASS

Any time that a student arrives to class after the late bell, without a pass, he/she is considered tardy to class. After the third (3rd) class tardy in a given nine-weeks, the teacher will assign detention for each subsequent tardy to class. If a student arrives to class more than ten (10) minutes late without a pass, it is considered a class cut.

TARDY TO SCHOOL

Consequences for unexcused tardies to school (per semester) include:

1-4	Verbal Warning	11-12	4 Hr. Saturday Detention
5-8	Detention	13+	OSS assigned (1 day for each late)
9-10	2 Hr. Saturday Detention		*Loss of eligibility to attend/participate in extracurricular activities.
	*Loss of Parking Privileges		

Students who are not in first period by 7:43, must report to the office immediately in order to sign-in late. CTC students must board the CTC bus by 7:43 or they are considered tardy. Only a written medical excuse from the doctor's office will be accepted for a tardy to be considered as excused. Students who arrive on a late bus will be excused.

THEFT

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

THREATS

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

TOBACCO/NICOTINE

Possession and/or use of tobacco/nicotine is prohibited on school property, buses or at any school event. Smokeless, electronic cigarettes, as well as cartridges and refillable bottles related to such devices are also considered tobacco/nicotine under this policy. Charges will be filed for all tobacco/nicotine violations and students will automatically be referred to the SAP team. A first violation will result in a four (4) hour Saturday detention. A second violation will result in a three (3) day OSS. Subsequent violations will result in a five (5) day OSS. Students acting as "look-outs" for smokers will be assigned a 2-hr Saturday detention. Please see "Incendiary Devices" for other consequences for possessing lighters or matches.

VANDALISM

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

VERBAL ALTERCATIONS

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

WEAPONS

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

WEAPONS DEFINED

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

ATTENDANCE

APPEALS PROCEDURE

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

ATTENDANCE PROCEDURES

Upon arriving at school, students should stop at their lockers and eat breakfast in the cafeteria. Students will have approximately 15 minutes of “free” time in the morning prior to first period. All students must be in their first period class before the tardy bell rings at 7:43. Any student who is late for 1st period will be sent to the office to sign-in as “tardy”. Any student who enters the building without signing-in, either on-time for first period or late in the office, will be assigned a detention in addition to having a tardy added to his/her attendance record.

ATTENDANCE & DRIVING PROCEDURES FOR CTC & CCBC ACADEMY STUDENTS

CTC and CCBC Academy students must sign-in in their designated locations and board their respective bus by 7:43. Any students who sign-in in the office past 7:43 are considered tardy. Any student who enters the building without signing-in or who boards the bus without signing-in will be assigned a detention in addition to having a tardy added to their attendance record. Any CTC or CCBC Academy student that misses the bus and wishes to drive to his/her respective program is NOT permitted to do so more than 1 time per semester.

AUTOMATED ABSENTEE CALL SYSTEM

When students are marked absent, an automated phone call will be sent. If you receive a notification, you don’t need to call the school unless your child should be at school. Please make sure that your daytime phone number is current in our school database in order to receive such calls.

CHARGES FILED

Students who are 18 years of age and younger, who do not adhere to Pennsylvania compulsory attendance laws, may be cited at the local magistrate upon the tenth (10th) unexcused/illegal absence or the third (3rd) consecutive day of unexcused/illegal absence. Fines and court costs are assessed to the student and/or guardian.

CREDIT REQUIREMENTS

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

<u>Course Credits (sessions)</u>	<u>Maximum Absences for Credit</u>
1 cr (180 pds.)	27 classes
.5 cr (90 pds.)	14 classes
.33 cr.(59 pds.)	9 classes
.25 cr.(45 pds.)	7 classes

Class cuts, arriving ten (10) minutes late without an excuse, classes missed due to an unexcused tardy, and all unexcused absences are considered class absences. Absences for the following reasons do not count towards class absences: OSS, homebound instruction, excused absences, school-sponsored activities/events/testing, approved religious holidays, and others as approved by the principal.

Individual teachers are responsible for keeping accurate class attendance. They will file a report so that parents receive official notice in the form of an attendance warning letter sent through the office. Class-by-class attendance is reported through Skyward. It is expected that parents monitor this attendance. Should any questions arise, please contact the appropriate subject teacher(s).

EARLY DISMISSALS

Effort should be made to avoid scheduling appointments during school hours. However, if an early dismissal is required, students must adhere to the following guidelines: A note should be brought to the office by 7:43am, signed by a parent/guardian stating the time that dismissal is needed. The parent/guardian must include a phone number where they can be reached during the morning. If parents make an early dismissal request by phone (without a note), they must come into the office to sign you out. The school may call the location of an appointment for confirmation. Upon returning to school, the appointment card (or other official form) must be submitted to the office. If you return to school the same day, you must sign-in when entering the building.

EXCUSED ABSENCES

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

Illness (verified by physician)	Court appearance (verified)
Medical appointment (verified)	Weather emergency (approved by principal)
Death in the family (obituary)	Out of school suspension (OSS)
Approved educational trip	Pre-approved family vacation
Approved religious holiday	"Others" as approved by principal
Early release by school nurse	

In accordance with PA School code, a parent note to verify student illness is now acceptable – a parent note can be used to excuse up to 10 days each year.

All official verifications must be submitted to the office within three (3) school days of the student's return to school or they are considered unexcused. We cannot accept excuses that are received past the third school day.

Please be advised that only absences or tardies that are verified within three (3) school days can be considered as excused.

MAKE-UP WORK

Students are responsible for checking their teacher's webpage. For an extended absence of five or more days, the guidance office can be contacted to help coordinate assignments and materials for class. Students will be given a reasonable amount of time to complete missing work or to make-up assessments, projects, or class work that are missed due to absence.

When students miss multiple days, they will be given the opportunity to "catch-up" on class work, assignments, and assessments without a penalty – provided that their work is completed in a reasonable amount of time. It is always the responsibility of the student to clearly communicate with his/her teacher in order to establish clear timelines, due dates, etc. when multiple days of school are missed.

TRUANCY

Truancy is used to describe any absence from school or class that is illegal. Examples include: cutting class, leaving the building/grounds without permission, and any illegal absence from school. See the "Charges Filed" section for further details.

VACATIONS

Only pre-approved trips will be considered as excused. In order to qualify, a parental request must be made in writing at least two weeks prior to the trip. The student will be issued a "student absence notice" in the office. This form must be signed by all of the student's subject teachers and returned to the office. It is expected that student work is completed and submitted upon return.

WRITTEN EXCUSES

A parent note can be used to excuse up to 10 days each year for student illness or family quarantine. In order for an absence to be excused, such verifications must be turned-in within three (3) school days of the student's return to school.

If parents write a note for an early dismissal or a bus pass, they must include a cell phone number or daytime phone number. Students will only be issued an early release or bus pass once a verbal verification is made.

OTHER TOPICS

ASSEMBLIES

Students should enter the auditorium or gymnasium quickly and quietly for assemblies. Students will have assigned seating in designated rows. Homeroom teachers may take attendance. Students who opt out of certain programs due to religious or other beliefs should notify their homeroom teacher ahead of time. They will be able to report to an alternate location instead of attending the assembly.

BOOK BAGS & BACKPACKS

Book bags and backpacks may be used to transport school supplies and materials to and from school, but must be kept in student lockers during the school day. Such items include, but are not limited to, traditional backpacks, drawstring bags, duffel bags, wheeled backpacks, or other

totes that students may consider using to transport classroom supplies and materials to and from school.

BOOKS, RESOURCES, OBLIGATIONS, DEBTS

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

BUS REGULATIONS

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

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

CAFETERIA PROCEDURES

Students are to report to lunch, on time, like any scheduled class. Students are not permitted to "order-out" or have deliveries from outside restaurants or vendors. Students are expected to help maintain a safe, orderly and clean environment. Failure to comply with cafeteria rules/procedures may result in disciplinary action including lunch detention and/or assigned seating. Students must clean up after themselves and return all utensils, plates, etc. to the dishwashing area. Food and drinks cannot be taken outside of the cafeteria.

Based on our POS (point of sale) cafeteria program, students can no longer use cash to pay for transactions during lunch. Students must deposit funds into their cafeteria account ahead of time. Students can make cash or check deposits, in person, during breakfast hours. Parents can login to our district website from home in order to make deposits and to monitor transactions.

A student may only charge up to \$10.00. No extras (hot foods, drinks, snacks, etc.) may be charged. Once a negative balance of -\$10.00 limit is met, the child will receive only the school lunch provided that day.

The debt must be paid in full by the last week of school. Seniors will not be permitted to participate in commencement ceremonies if a debt is owed. Debts carry over year to year with the student as well.

Students who are staying for after school activities can order an after-school, bagged lunch. He/She must pre-order their after-school lunch during breakfast or lunch.

CLASS OFFICERS

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

DRESS CODE

Students who violate the school dress code may be removed from class until they comply. Teachers may send any student who is in possible violation of the dress code to the office for administrative review if student does not comply with teacher directive.

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

Any clothing that interferes with the educational mission of the school will be restricted. Students are expected to wear clean, neat, safe clothing. They are not permitted to wear clothing that is see-through, provocative, offensive, or in poor taste. The following items are not permitted during school hours:

hats	sunglasses	slippers
bandanas	heeley shoes	blankets
hoodies	tube/halter tops	tank tops / cut-offs

- All tops that expose the chest, shoulders, torso, back, or midriff are prohibited unless covered by a blouse/shirt that provides adequate coverage
- Skirts, skorts, and dresses must reach the tip of the middle finger when arms are fully extended at the sides (**any questionable length will require a change of clothes**)
- Appropriate undergarments must be properly worn at all times and may not be exposed
- Clothing and other possessions that are obscene, profane, vulgar or promote the use of illegal substances or that depict any type of weapon (see "weapons defined") are prohibited
- Students may not wear any emblems, badges or insignias that identify groups that are associated with violence, illegal activities, or hate groups
- Metal chains and metal or plastic spikes or studs are not permitted and may be considered a weapon under the school weapons policy
- Outer garments such as coats or jackets cannot be worn during the school day
- Anything that may be considered to be gang-related are prohibited
- Teachers of any classes that are conducted in a lab-type setting will specify additional clothing restrictions that are applied for safety and hygiene reasons
- Attire that results in any unnecessary distraction will be prohibited if it interferes with the educational mission of the school - the administration reserves the right to limit these types of distractions whenever necessary
- The faculty and administration have the right to question a student's dress and take necessary action if an item is not specifically covered in this section

DRIVING / PARKING

Students who desire to drive to school must complete a driving/parking permit application in the office. A nominal fee will be assessed for the permit, to be paid – cash only. Students who are given permission to drive/park will be directed to use only the designated parking area. This area is limited to spaces along the grass between the corner of the gym and Engle Road.

Students are not permitted to park on the side or back of the building or in staff or visitor parking rows during school hours. Students who do not register for parking may have their vehicle towed at their expense. Students who park outside of designated student parking may be ticketed or towed at their expense.

Student drivers must drive safely and carefully. Students are not permitted to drive on the grass or other areas that aren't designated as parking/driving lanes. Any dangerous/reckless behavior will result in the revocation of their permit and may also result in disciplinary action. Permits will also be revoked for excessive tardies to school, leaving school without permission and for demonstrating a pattern of poor behavior or having received a suspension for longer than three (3) school days.

Student drivers, students who ride with student drivers, students who are being picked-up and walkers must all remain in the building until the last bus leaves the parking lot at dismissal. The only students who are allowed outside during bus dismissal are students who are riding a bus home.

When there is reasonable suspicion that a car brought onto school property contains contraband (any prohibited item(s)), the car will be searched by a principal in the presence of the student who drove the car (when possible). If a student is uncooperative, the parents and/or police will be involved in order to make sure that the principal is able to conduct the search. The student/driver is responsible for all contents of a vehicle that they drove onto school property. If a student driver is found to be "under the influence" during the school day, his/her car will be impounded at owner's expense.

Due to safety reasons and that the parking lot is unsupervised during the school day, student drivers are not permitted to go to his/her car except upon arrival to school and at the end of the school day. **CTC and CCBC Academy students cannot stop at their cars when leaving for or returning from their respective programs.** If there are extenuating circumstances, only a principal can give a student permission to go to their car during the school day.

Any CTC or CCBC Academy student who drives to their respective program without administrative permission will lose his/her driving privilege for the remainder of the year. Any CTC or CCBC Academy student who drives a passenger, without administrative approval, will also lose his/her driving privilege for the remainder of the year.

EMERGENCY SITUATIONS

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

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

FLAG SALUTE / PLEDGE

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

HALL PASSES

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

marking period. Students should only use the pass at the beginning or end of class and/or during a restroom “emergency”.

HANDBOOK SIGN-OFF

Students and parents have online access to this handbook via www.westernbeaver.org. It is expected that all students submit handbook verifications by Friday, September 8th. Failure to submit will result in a loss of extracurricular privileges and/or disciplinary sanctions. Please click the following link to submit: <https://forms.office.com/r/3C6YkPb5a1>. All students must also complete and return an updated “Student Emergency Card” by **Friday, September 8th**. Failure to return this card will result in a loss of extracurricular privileges and/or disciplinary sanctions.

HARASSMENT REPORTING

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

HEALTH SERVICES

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

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

Various health screenings will be conducted by the nurse in a cyclical nature. Students will have audio, vision, dental and overall physical exams at different times during their time at the junior/senior high. Anytime that a student/parent wishes to be exempt, proper documentation from a family doctor will be accepted by the nurse. Letters will be emailed to parents regarding student BMI if parents have supplied an email in Skyward. If not, parents must request student results. A printed copy will be available.

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

Specific student immunizations are required by PDE before the start of 7th and 12th grades. Exclusion from school and school-related activities may occur if appropriate immunizations are not on file with the school nurse. Please refer to the school website for immunization requirements.

INFORMATION CHANGES

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

LOCKERS

Lockers are school property. School employees have the right to search lockers or to open them anytime. This includes random, periodic or sweeping searches (including canine searches). Students cannot expect privacy regarding items placed in school lockers or brought onto school property.

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

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

LOST or MISSING ITEMS

Students are strongly discouraged from having valuable possessions at school. Expensive jewelry, personal digital devices, large amounts of money, etc. should not be taken to school or to school events.

The school cannot be responsible for any lost, missing, or stolen personal valuables. Often times, teachers and/or administrators cannot use an extensive amount of time to investigate the possible theft of items that should not even be in school. All books, resources and personal items should always be stored in a locker, secured with a dependable lock. Valuables can/should be checked-in with a teacher, coach or sponsor if a locker is unavailable.

MCKINNEY-VENTO ACT

The term "homeless children and youths"

(A) means individuals who lack a fixed, regular, and adequate nighttime residence...; and

(B) includes —children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as "doubled-up");

- i) living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations;
- ii) living in emergency or transitional shelters; or
- iii) are abandoned in hospitals;
- iv) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- v) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- vi) migratory children who qualify as homeless because the children are living in circumstances described above.

Unaccompanied Youth

The term, "unaccompanied youth" includes youth in homeless situations who are not in the physical custody of a parent or guardian.

All schools within the Western Beaver School District shall ensure that public notice of the educational rights of students in homeless situations is disseminated. Posters in English will be posted prominently at all schools. School Principals will directly provide notification of rights either orally or in writing to families and unaccompanied students who meet eligibility. The District Plan can be located on the school website at www.westernbeaver.org. You can also contact our Homeless

Liaison, Mrs. Kelly Fortner, at 724.643.8500 or email at kelly.fortner@westernbeaver.org. with any questions.

MILITARY DISCLOSURE

Federal laws require local educational agencies (Western Beaver School District) to provide military recruiters, upon request, with: names, addresses and telephone numbers of high school students, unless parents have advised the school that they do not want their student's information disclosed without prior written consent. If you do not want Western Beaver to disclose information to the military, you must notify the district in writing before Friday, October 6th, 2023. Please address your letter to Mary Halfhill, Guidance Secretary, at the high school's address.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the district receives a request for access.
2. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
4. Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
5. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
6. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations.

Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student...

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4)) To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- From: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

PA ANNOUNCEMENTS

Announcements are made to provide important information and updates regarding school events, schedules, news, etc. Announcement forms are available in the office. All announcements are subject to administrative approval.

PARENT CLASSROOM VISITATION/OBSERVATION

All requests for classroom visitation shall be made in writing and submitted to the principal at least three school days prior to the requested date of the classroom visit. The principal will consult with the teacher(s) involved and may grant the request or suggest a more convenient time for a visit. Requests by parents to visit classes may be denied by the principal if the principal determines that the visit would result in disruption to the learning process. The District reserves the right to determine when the visitation will be scheduled based upon the best interests of the District and its students. The District also reserves the right to cancel a visit in the event of an unforeseen circumstance. The principal or another administrator designated by the principal shall be present during all classroom visitations. No more than two people shall be permitted to visit the child's classroom(s) during any one visit.

A parent or guardian may designate an advocate or other professional to observe the child's classroom. Any parent seeking to allow a non-parent visitor to observe the student shall notify the District of that request and shall identify any non-parent visitor at least three school days prior to the requested date of the visit. All visitors to the classroom must agree to follow these rules:

1. The maximum length of visitation shall be two hours. The principal may grant an extension of time for a visit
2. Classroom visitation shall be limited to one visit per semester for each child unless the principal determines that more frequent classroom visits are in the best interests of the student and/or the District
3. Visitors to the classroom shall have no interaction during class with the teacher or with any students, including the child who is being observed. The teacher, principal, or designee shall have the right to terminate any classroom visit in the event that the teacher, principal, or designee determines that the visit has become disruptive to the educational process
4. If an advocate or other non-parent professional makes a classroom visit, that professional shall meet with District personnel after the visit in order to discuss the professional's observations. A copy of any notes or reports generated from the advocate's/professional's observations (not otherwise privileged by law) shall be provided to the District
5. All visitors, including parents, guardians or non-parent professionals, must maintain the confidentiality of any information that they learn or observe during a classroom visitation that relates to any other students, including but not limited to the identity of other students in the class

PARENT CONFERENCES

Open House is Thursday, September 14th, from 6-7:30pm. Parent Visitation Day is scheduled for Tuesday, November 21st, from 10pm-6pm. In order to meet with specific teachers on visitation day, parents should contact the guidance office in order to make an appointment.

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

PERMISSION TO PUBLISH AGREEMENT

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

PERMISSION TO DISTRIBUTE

All recognized school clubs, activities or organizations are able to distribute materials to students and/or make such materials available for students. Such materials must be approved by the sponsor or advisor of the approved student club, activity or organization. P.A. announcements may also be made to include information for such school clubs, activities or organizations.

Outside, non-school, non-profit clubs, activities or organizations can also make materials available to students, through the high school office. The mission of such clubs, activities or organizations must align with the overall educational mission of the school and/or satisfy a moral/ethical community standard. Any P.A. announcement must be approved and will likely be edited by administration prior to broadcasting.

Student-created publications must fall within the guidelines of the student handbook with regards to content. Specific sections of concern include: Citizenship Code, Bullying, Harassment/Intimidation and

Profanity/Vulgarity. Distribution of student-created publications should only occur during lunch or homeroom/activity period.

POSITIVE BEHAVIORAL SUPPORT

Behavior support is defined as development, change, and maintenance of selected behaviors through the systematic application of behavior change techniques. Positive behavior techniques should be used with all students starting with effective classroom management, positive reinforcement, and clear expectations. When a student requires specific intervention to address behavior(s) that interfere with learning, the IEP team for a student with a disability shall develop a Positive Behavior Support Plan. Positive Behavior Support Plans may contain specific strategies and replacement behaviors for select students (e.g., use of scheduled reinforcement, differential reinforcement, tangible rewards, planned ignoring, explicit teaching and modeling of appropriate replacement behavior, and other specially planned interventions).

Please see the district policy regarding Behavior Support (113.2) for more information. Specific research-based interventions and more information can be found at the following websites:

<http://www.interventioncentral.org/behavioral-intervention-modification>
<http://www.pattan.net/category/Educational%20Initiatives/Behavior>
<http://www.pbis.org/>
<http://www.nasponline.org/educators/index.aspx>

RESTROOMS

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

Only students in grades 6-8 are permitted to use the restrooms located in the 100-wing. High school students are to use the restrooms located in the cafeteria and auditorium lobbies.

SPECIAL EDUCATION

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

STUDENT ASSISTANCE (S.A.P.)

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

Students, staff and parents are strongly encouraged to refer any incidents of drug, alcohol or other substance abuse. Staff and administration are court mandated reporters of child abuse, neglect and "dating violence" (as defined "when one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner").

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

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

Student Drug, Alcohol and/or Substance Abuse, At-Risk Policy

In order to establish clear guidelines for defining students who are "At-Risk" regarding possible drug, alcohol and/or other substance abuse, this policy has been created. Students will be considered "At-Risk" through the following combination of processes:

SAP Referral -	Any student who is referred and has been determined to be "At Risk" for possible drug, alcohol and/or other substance abuse as defined and determined through our SAP team
Head Down Provision -	Any student who is consistently "too tired" to remain alert and awake during class (a teacher will provide one verbal warning in any class period – after a second violation, a SAP referral will be made)
Nurse / Medical Assessment -	Any student who is referred to the nurse for possibly being under the influence of drugs and/or alcohol or for violating the "Head Down Provision" will be given a medical assessment. If drug and/or alcohol use is determined to be a likely factor or the student's health, safety and welfare are questionable, the student will be considered "At-Risk"
Drug and/or Alcohol Policy Violation -	Any student who commits a Drug and/or Alcohol policy violation as defined through the student handbook

"At-Risk Students"

Students cannot be active learners, effectively engaged in the learning process at school if they are using drugs and/or alcohol. Students who are under the influence of drugs and/or alcohol or even "hung-over" from the use of drugs and/or alcohol cannot be active learners, effectively engaged in the learning process at school. Therefore, At-Risk students must adhere to the following process / procedures:

1. An At-Risk student must undergo a drug and alcohol assessment administered by Heritage Valley Business Care. This assessment will be paid in full by the district. This must be done immediately following release from the school. Medical releases must also be signed so that findings may be shared with the high school SAP team.
2. The initial assessment and follow-up counseling will be available at the high school on a regular basis, during the regular school day.
3. An At-Risk student must comply with the recommendation(s) and follow-up that are

prescribed through the initial assessment process. If a student tests positive for drugs and/or alcohol, follow-up random tests may be administered to ensure compliance with program recommendations.

4. Students who do not comply with these “At-Risk” guidelines or fail to follow program recommendations, will be immediately suspended from participation in any/all extracurricular activities. Students will not be permitted to participate in shop, physical education, and lab classes. Students will also be prohibited from driving to/from school.
5. Students who do not comply with these “At-Risk” guidelines or fail to follow program recommendations, will also be reported to a multidisciplinary evaluation team. Alternative education options will be reviewed, in lieu of participation in a substance abuse assessment.

STUDENT COUNCIL

The Student Council will consist of members from each class, both in the Junior High and Senior High School. Students must meet all qualifications before being considered. Elections will be held in September to determine which qualified students will be part of Student Council. In addition, at-large members can be chosen by the Student Council Advisors. Officers will be elected according to the Student Council by-laws. All Student Council members must follow the attendance policy and maintain a high standard of character as outlined at the first meeting in order to maintain membership.

STUDENT SEARCHES

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

STUDY HALL

All school rules are in effect, including those applying to: prohibited items, food/drink, hall pass use, etc. Students are expected to bring study materials to study hall. In order to be excused from study hall to see another teacher, a student must have a pass prior to the beginning of class.

SUMMER SCHOOL

Students in grades 6 through 12 who fail a required course may make-up the credit lost during summer school. Only credits taken through a state-approved program (including 60 instructional/remedial hours) are eligible. Students may enroll through the Western Beaver Online Academy. Students are responsible for tuition, and all costs associated with summer school. Optional computer lab hours will be available at the school each week during the designated summer session.

TECHNOLOGY – 1:1 POLICY

The Western Beaver County School District’s one-to-one program is designed to provide early learners with the fundamental technology skills required in the 21st century. All students in grades 6-12 will be issued a Chromebook.

Technology Use with Service Fee - \$75*

Provide students a Chromebook for a yearly service fee payment of \$75

Students are provided:

- Chromebook
- Loaner provided in the event of repair/service only!
- Accidental damage protection warranty (ADP). Warranty does NOT cover damage that is intentional or malicious in nature. Please note student is responsible for entire cost where the device is lost or stolen. We encourage you to check with your insurance company for coverage under an existing homeowner's policy or separate plan.
- \$75 payment must be made prior to teacher issuing device (cash or check made payable to Western Beaver County School District)
- Pricing Notes:
 - Families with two or more students will be charged \$75 for the first student and \$35 for each additional student/device

Before technology devices are issued, students & parents are encouraged to review all forms included below:

- Student Technology Device Use/Loan Agreement
- Student/Parent Responsible Use Agreement
- Network Acceptable Use Guidelines and Requirements
- Procedures and Tracking Mobile Devices
- Children's Online Privacy Protection Act (COPPA) – if student is under age 13

Student Technology Device (tablet or Chromebook) Use/Loan Agreement

1. Western Beaver County School District 1:1 Student Technology Device (tablet or Chromebook) Use/Loan Agreement
2. That Western Beaver County School District owns the Technology Device (tablet or Chromebook), its accessories, apps and issued peripherals and may search the device or its contents at any time.
3. If the student ceases to be enrolled in Western Beaver County School District, the student/parent/guardian will return the Technology Device (tablet or Chromebook) in good working order or pay the full replacement cost of the device. If the Technology Device (tablet or Chromebook) is not returned, the student/parent/guardian must pay for the Technology Device (tablet or Chromebook).
4. In no event shall Western Beaver County School District be held liable to any claim of damage, negligence, or breach of duty.
5. The Western Beaver County School District's network is provided for the academic use of all students and staff. The student/borrower agrees to take no action that would interfere with the efficient, academic use of the network.
6. This device is, and at all times remains, the property of Western Beaver County School District, and it is herewith loaned to the student/borrower for educational purposes only for the academic school year.
7. One Technology Device (tablet or Chromebook) is being loaned to the student/borrower and is in good working order. It is the student/borrower's responsibility to care for the device and ensure that it is kept in a safe environment. In the event insurance is not purchased for the Technology Device (tablet or Chromebook), the parents of the student who has been loaned the Technology Device (tablet or Chromebook) shall assume full financial responsibility in the event the Technology Device (tablet or Chromebook) is lost, broken, stolen, or if the physical components of the Technology Device (tablet or Chromebook) are otherwise damaged.
8. The student/borrower may not deface or destroy this property in any way, i.e.: stickers, decals, modification, etc. Inappropriate use of the device may result in the student/borrower losing his/her privilege to use this Technology Device (tablet or Chromebook).
9. The device may be used by student/borrower only for non-commercial purposes, in accordance with the district's policies and rules, the Western Beaver County School District's Project

Student/Parent Technology Device (tablet or Chromebook) User Handbook, as well as local, state and federal statutes.

10. The student and/or parent/guardian agree upon signing that this is a non-transferable contract.
11. Western Beaver County School District does not provide warranties of any kind for the service it is providing. Western Beaver County School District is not responsible for any damages the student/borrower may suffer while using the internet or the device. This includes loss of data resulting from service interruptions. Western Beaver County School District does not guarantee or endorse the accuracy or quality of information obtained via the internet. Electronic information available to the student/borrower does not imply endorsement of the content by the school.
12. The district shall not be responsible for injuries, damages, penalties, or losses, including legal fees and costs, incurred by the student and/or parent/guardian or other persons due to installation of software, transporting the device, or any other use described in the agreement. The district shall not be made responsible for any unlawful use or security of data transmitted. The student and parent/guardian agree to hold harmless and indemnify the district for any and all injuries, damages, and loss incurred or related to the use of this device due to the intentional or negligent acts of student or others. This indemnification shall survive this agreement.

The student and parent/guardian hereby agree to the policies and regulations listed within the Student/Parent Technology Device (tablet or Chromebook) use/loan agreement, in the Western Beaver County School District's Technology Device (tablet or Chromebook) Use/Loan Agreement, and in the student handbook, which are incorporated by reference, as they may be amended from time to time. The student and parent/guardian further agree to abide by state and federal laws, including, but not limited to, laws of libel, privacy, copyright, trademark, gambling, obscenity, and adult content.

Student/Parent Responsible Use Agreement

Student Responsibilities:

Your Technology Device (tablet) is an important learning tool and is to be used for educational purposes. You must be willing to accept the following responsibilities:

1. When using the Technology Device (tablet) at home, at school, and anywhere else I may take it, I will follow the policies of Western Beaver County School District, especially the student code of conduct, acceptable use policy, acceptable use guidelines and requirements, and Technology Device (tablet or Chromebook) loan agreement, and abide by all local, state and federal laws.
2. I will treat the Technology Device (tablet) with care by not dropping it, getting it wet, leaving it outdoors or submitting it to extreme conditions/temperatures.
3. I will keep my Technology Device (tablet) in its district-issued or district- approved protective case at all times.
4. I will not lend my Technology Device (tablet) to anyone, not even my friends or family. I will keep it in a secure spot at all times.
5. I will not remove district-owned programs or files from the Technology Device (tablet or Chromebook).
6. I will bring the Technology Device (tablet) to school every day.
7. I will recharge the Technology Device (tablet) nightly.
8. I agree that email (or any electronic communication) should be used only for appropriate, legitimate and responsible communication.
9. I understand my Technology Device (tablet) is not to be taken into locker rooms, restrooms, or any restricted areas set forth by Western Beaver County School District.
10. I understand pictures, videos, apps and other media that are not educational do not belong on my Technology Device.
11. I will keep all accounts and passwords assigned to me secure and will not share them with anyone else.
12. I will not attempt to repair the Technology Device (tablet).
13. Students may only borrow a school-issued device if his/her device has been returned for damage or repair.
14. I will return the Technology Device (tablet) when requested and/or upon my withdrawal from Western Beaver County School District.

Parent/Guardian Responsibilities:

Your child has been issued a Technology Device (tablet or Chromebook) to improve and personalize his/her education this year. It is essential that the following guidelines are followed to ensure the safe, efficient and ethical operation of this device:

1. I will supervise my child's use of the Technology Device at home.
2. I will discuss our family's values and expectations regarding the use of the internet and email at home.
3. I will supervise my child's use of the internet, email, and all forms of digital communication.
4. I will not attempt to repair the Technology Device, nor will I attempt to clean it with anything other than a dry cloth.
5. I will report to the school any problems with the Technology Device and will not delete any district-installed software.
6. I will make sure my child recharges the Technology Device nightly, and I will make sure my child brings the Technology Device to school every day.
7. I understand that if my child comes to school without the Technology Device, I may be called to bring it to school.
8. I agree to make sure that the Technology Device is returned to school when requested and/or upon my child's withdrawal from Western Beaver County School District.

9. I understand that I am responsible if the Technology Device is lost or stolen.
10. I agree to immediately report a stolen Technology Device that occurs outside of the school day to the Western Beaver County School District principals and to provide them with a copy of a police report that was filed with my local police department.
11. I understand web-filtering tools to monitor content accessed by my student are in use only on Western Beaver County School District networks.
12. I understand that Western Beaver County School District employees may randomly check my student's internet history for inappropriate websites visited.

I have received, read and understand the student/parent responsible use agreement and will follow these guidelines. I have reviewed the student responsibilities with my child. I understand that if I or my student do not fulfill this agreement, I or my child may be subject to disciplinary action and/or legal consequences.

Network Student Acceptable Use Guidelines and Requirements

The Western Beaver County School District's electronic network provides online information, email accounts and internet access to all students in the Western Beaver County School District. The goal in providing this service to students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Use of the Western Beaver County School District network shall be limited to educational purposes, instructional purposes related to the class curriculum of the particular user, or necessary clerical uses. The Western Beaver County School District network is a dynamic, growing and evolving network. Needed technologies and information will be added to the Western Beaver County School District network as they become available.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials and an industrious user may discover controversial information. The Western Beaver County School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with our educational goals. However, an acceptable use and terms and conditions policy for using the Western Beaver County School District network, including the internet, has been established, as well as accompanying guidelines.

The Western Beaver County School District network resources may not be used in violation of any U.S., state, or local regulation. The internet resources may not be used to access, upload, download, or distribute pornographic, obscene, sexually explicit, threatening material, or any information that is not consistent with our educational goals. The Western Beaver County School District network resources may not be used to infringe on copyrights or to plagiarize materials.

Student users of the Western Beaver County School District network are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

Be polite. Do not write or send abusive messages to others. Use appropriate language.
Do not receive, view or distribute pornography, obscene, or sexually explicit materials.
Do not reveal your personal address or phone numbers or that of other students or colleagues.
Note that electronic mail and all digital communication is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities. Do not use the network in such a way that you would disrupt the use by other users (e.g. downloading huge file during prime time; sending mass email messages, downloading or uploading computer viruses). Student users will not respond to unsolicited online contact.
Security on any computer system is a high priority, especially when the system involves many users. If users believe they can identify a security problem on the Western Beaver County School District network, they must notify a system administrator or teacher. Please observe the additional security

measures: Do not demonstrate the problem to other users. Do not use another individual's account. Do not give your password to any other individual. Attempts to log into the network as any other user will result in cancellation of user privileges. Any attempts to log into the Western Beaver County School District network as a system administrator will result in cancellation of user privileges and/or other disciplinary actions.

Vandalism will result in cancellation of the Western Beaver County School District's network privileges and compensation for damages and/or other disciplinary actions. Vandalism is defined as any deliberate malicious attempt to change, harm, or destroy Western Beaver County School District network data or data of another user. This includes, but is not limited to, the uploading or creation of computer viruses and/or destructive type files or programs.

Purchasing of goods and/or services via the Western Beaver County School District network could result in unwanted financial obligations and is prohibited.

The Western Beaver County School District will not be held liable for: information stored on school district storage devices including, but not limited to, diskettes, hard drives, zip drives, tape backup units, or server information retrieved through the school district computers, networks, or on-line resources. This includes any personal property used to access school district computers, networks, or on-line resources and/or any unauthorized financial obligations resulting from use of the Western Beaver County School District network.

Installing or use of unauthorized games, programs, files, or other electronic media is prohibited. The use of Western Beaver County School District network for any advertisement or political lobbying is prohibited. The use of the Western Beaver County School District network to intentionally obtain or modify files, passwords, or data belonging to others is prohibited.

The use of Western Beaver County School District network to misrepresent others on the network is prohibited. The use of the Western Beaver County School District network for commercial/ profit purposes is prohibited.

Hate mail, harassment, discriminatory remarks, and other antisocial communications on the Western Beaver County School District network is prohibited.

Failure to follow the listed policies may result in suspension or loss of the Western Beaver County School District network privileges and/or other disciplinary actions.

It is the intention of the school board to strictly enforce these requirements. To that end, users of the Western Beaver County School District network, who are uncertain as to whether a particular activity would violate these requirements, should seek a specific interpretation from the teacher and/or principal. Violations of any part of these requirements may follow the normal disciplinary procedure for violations of student code of conduct.

Network Student Acceptable Use Guidelines and Requirements

I have read the Western Beaver County School District Network Student Acceptable Use Guidelines and Requirements. I have reviewed the guidelines with my student. I understand and will abide by the stated terms and conditions for the Western Beaver County School District. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and/or school disciplinary action may be taken which may include appropriate legal action.

Procedure on Tracking Mobile Devices

Students of the Western Beaver County School District are provided technology assets of the district. These devices are to be used for district purposes only and any information contained upon them, including email, files and digital assets becomes property of the district.

All portable, district-owned devices will be configured, tracked, and managed by the Western Beaver County School District technology staff using a mobile device management tool, which can provide very detailed information of the device's location and status, to within 30 feet of its actual physical location. This gives the district the ability to control permissions and settings, filter content, perform necessary updates when needed, and the ability to track lost or stolen devices, and will only be used for these purposes, in accordance to privacy and confidentiality laws and regulations.

Also, each asset will be tagged with district identification and will have a district asset tag, which must never be removed. It is the user's responsibility to ensure the devices are fitted with asset tags, and to report immediately to Western Beaver County School District if a device has had one removed or is missing.

The district also employs a content filtering service that is applied to all wireless devices on the district network. The district may leverage methods to apply filtering for off-site networks, but like all filtering products, these are not 100% fool proof against determined efforts to circumvent them. The person to which the technology is assigned is fully responsible for the use and/or misuse of their equipment.

It is a violation of this procedure to give any person, technology, or entity access to this device. This includes the sharing of any district assigned passwords, access to any content, data or intellectual asset of the district, and/or use of assigned equipment. Assigned equipment is to be used only for district use, and is not to be considered personal possession. Equipment cannot and will not be purchased by users, as it violates district policies.

If any equipment is stolen or missing, Western Beaver County School District staff is to be immediately notified by filling out a Technology Device (tablet or Chromebook) damage report form and submitting to their child's building principal. Users may be held accountable for financial reimbursement of lost or stolen devices and information. Each case is reviewed individually.

Children's Online Privacy Protection Act (COPPA)

(Parents & Guardians of school-aged children under the age of 13)

In order for schools within the Western Beaver County School District to continue to be able to provide your child with the most effective web-based tools and applications for learning, they need to abide by federal regulations that require a parental signature as outlined below.

Our district utilizes several computer software applications and web-based services, operated not by this school, but by third parties. These include contracted content providers (Schoology, Accelerated Reader, Skyward, etc.), and websites and apps that support educational programs.

In order for our students to use these programs and services, certain personal identifying information might be requested by the service provider, such as the student's name, a username, password and occasionally a school email address. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. (For more information on COPPA, please visit <http://www.ftc.gov/privacy/coppafaqs.shtm>.)

With your permission, the law allows schools to create and manage student accounts. If you have any questions, contact your child's building principal.

I have been provided with a notice of the websites and online services our district may consent to on our behalf. This form constitutes permission for our district to create accounts for my child on district approved websites and services for instructional purposes.

TRANSPORTATION

The school district provides transportation to all students who reside in the school district. Students are only permitted to have one scheduled pick-up and drop-off location (which both must be located within the district). In order to request a “new” bus stop, a verified change of address must be completed through the high school office. A one-day bus pass can be issued by written parent request.

Video-audio surveillance equipment will be used to monitor security and student behavior in high traffic areas of the schools and/or on school buses. Surveillance equipment may or may not be monitored at any time. Video recordings may be used for disciplinary purposes. Law enforcement representatives may view video recordings pertaining to criminal investigations. Recordings considered part of a student’s educational record shall be maintained in accordance with established student record procedures governing access, review, and disclosure of student records.

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

Any motor vehicle that is not registered with the school (license plate and student name) is not permitted on school property. Students who desire to drive to school must follow the requirements found under the “Driving/Parking” section of this handbook and those found in the PA Motor Vehicle Code.

VISITORS

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

WORK PERMITS

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

WORK RELEASE

Juniors and Seniors can take advantage of work release. Students do not automatically qualify. Academics, attendance, discipline, and the student’s work schedule will be considered prior to administrative approval for work release. Work Release will be considered on a case-by-case basis, after evaluating multiple criteria per student.

Students who qualify for work release must maintain steady employment and fulfill all job-related responsibilities. If a student fails to comply with work release expectations, this privilege will be revoked. It may be difficult to replace “empty” class periods that were previously assigned to work release. Students who are eligible due to an IEP must comply with all transition goals and expectations or this privilege will be revoked. In all cases, the student will be responsible for making up course work/credits that were lost due to a failed work release experience.