

# **Student and Parent Handbook 2017-2018**



## **Center Avenue Community School**

Alternative Education Program  
Butler Area School District

Telephone: 724-214-3960

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# **Alternative Education Program**

## **BUTLER AREA SECONDARY SCHOOLS**

### **Statement of Philosophy**

The purpose of the high school is to help young people develop abilities enabling them to accept the responsibilities that our democratic society expects: to acquire knowledge, be self-disciplined, tolerate and empathize with others, make sound political and moral decisions, earn a living, practice American citizenship, accept the social responsibility to plan for future generations, adjust to change, and to respect and appreciate life. Along with the fundamental skills of literacy and the ability to understand desirable attitudes and behavior related to civic responsibility, we feel students should also gain an appreciation for the fine and practical arts. We believe in a unified, comprehensive curriculum to prepare students for continuing education or for entering the work force. We also believe it is our purpose to instill a desire for further learning and to aid in the maturation process of the student academically, socially, and emotionally.

Ideally, school is not a place, but an activity in which students need to participate, directly and enthusiastically. It is our philosophy that education is not something one gives another but is rather a self-directed, continuing process that serves the needs and interests of the individual within the community. We believe each individual, regardless of background, interests or inherent abilities, deserves the chance to learn and succeed through school experiences. These educational experiences should provide opportunities for self-expression and individual creativity. Furthermore, it is our belief that the atmosphere of the high school should be one of cooperation and mutual respect among students, parents, teachers, administrators and all members of the community it serves.

Butler Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, or handicap in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504.

For information regarding civil rights or grievance procedures, contact Dr. William Pettigrew, Title IX Coordinator, or Mr. Aaron Royhab, Section 504 Coordinator, at 110 Campus Lane, Butler, Pennsylvania 16001; 724-287-8721. For information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact Mr. Aaron Royhab at 724-214-3121.

# **BUTLER AREA SCHOOL DISTRICT**

## **Belief Statements**

We in the Butler Area School District believe that all people are life-long learners and therefore...

### **The School should...**

- Provide an environment that challenges students and enables them to achieve academic and personal success.
- Provide enrichment and support activities for students to optimize their learning potential.
- Provide recognition of student achievement.
- Link education and career opportunities through broad access to academic and co-curricular offerings.
- Teach students to respect civic duty and develop responsibility to and for their school, community and the environment.
- Strengthen student awareness of the arts, sciences, and diverse aspects of cultures.
- Provide a safe and secure environment in which to learn.

### **The Butler High School Graduate should...**

- Build necessary life skills such as independence, responsibility, respect, cooperation, tolerance, and accountability.
- Value education and its link to the development of leadership skills, choice of role models, creativity in problem solving, and independence in thinking.
- Be able to effectively communicate through reading, writing, listening, and speaking.
- Be able to recognize the importance of one's self through mental, social, and physical health.
- Become media literate through the utilization of a modern library and information technology.
- Understand basic mathematic and economic principles and possess the ability to make sound decisions.

## Introduction

Recognizing that not all students achieve success in a traditional classroom setting, the Board of School Directors of the Butler Area School District established the Program for At-Risk Students (renamed the Alternative Education Program) during the 1994-1995 school year to provide an alternative high school program for students at risk of not completing their high school education. The Alternative Education Program is designed as an intervention program to provide an opportunity for students to achieve academic success and to develop behavioral skills, which will enhance their chances for success when returning to the traditional school setting or entering the world of work upon graduation.

We welcome you to the Alternative Education Program and hope that you will work hard to be successful in the program. We believe that all students want to be responsible, independent and life-long learners. We believe that, in a suitable environment, higher expectations produce higher results. We believe that everyone is entitled to be treated with dignity and respect. We believe that education is a school responsibility that depends on the mutual cooperation of the student, family, school and community. We believe very strongly that success breeds success. Our program is designed with these beliefs in mind.

The information in this handbook has been prepared to inform you of the expectations and operating procedures for the Alternative Education Program so that your enrollment begins in a safe, positive and informed manner.



The Butler Area School District Alternative Education Program is composed of students from the following home schools:

Butler Intermediate High School  
Butler Senior High School

Administration

Dr. William Pettigrew, Acting Superintendent  
Dr. Brian Slamecka, Assistant Superintendent of Secondary Education  
Mr. Steve Dobransky, Principal, Butler Intermediate High School  
Dr. Carrie Morgan-Davis, Assistant Principal, Butler Intermediate High School  
Mr. Glenn Raymer, Assistant Principal, Butler Intermediate High School  
Dr. John Wyllie, Principal, Butler Senior High School  
Mr. Douglas Ford, Assistant Principal, Butler Senior High School  
Ms. Alicia Beighley, Assistant Principal, Butler Senior High School  
Mr. Keenan McGaughey, Assistant Principal, Center Avenue Community School

Professional Staff:

Mr. Keenan McGaughey	Building Administrator
Mrs. Melanie Alston	Secretary
Mrs. Anita English	Secretary
Mrs. Michele Smith	School Nurse
Ms. Allison Jezak	School Psychologist
Mr. Thomas Long	Guidance Counselor
Mr. Jay McBride	Lead Teacher/Special Education
Mr. Mitchell Shaw	English
Ms. Gretchen Crissman	Mathematics
Mrs. Laura Milanovich	Science
Mr. Cory Sakolsky	Social Studies
Ms. Kelsey Roberts	Special Education
Mrs. Jill Widenhofer	Art
Mrs. Lindsey Walker	Family Consumer Science
Mrs. Christina Kelly	Librarian
Mrs. Carrie Persichini	Music
Mr. Aaron Kniess	Phys. Ed/Health

## **PROGRAM**

The Alternative Education Program is designed to meet the emotional and academic needs of any student for whom traditional approaches to education have been unsuccessful. It will provide instruction to students in grades seven through twelve. The program will:

Provide instruction in the following subject areas

- English
- Mathematics
- Social Studies
- Science
- Health/Physical Education
- Counseling Component [Social Development]
- Technical Education
- Family Consumer Science
- Library
- Art
- Music



Students enrolled in the Alternative Education Program attend classes daily from 7:50 a.m. to 2:30 p.m. at Center Avenue Community School. Required courses in English, mathematics, science, social studies, and reading/ math skills are taught Monday through Friday. Opportunities to take make-up courses, physical education and certain elective courses are provided during the week sessions. In addition, qualified students are encouraged to enroll in a vocational program at the Butler County Area Vocational Technical School in grades eleven and twelve.

# SCHOOL CALENDAR

## BUTLER AREA SCHOOL DISTRICT 2017 – 2018

FIRST DAY OF SCHOOL FOR STUDENTS: Wednesday, August 30, 2017

LAST DAY OF SCHOOL: Wednesday, June 6, 2018

### STUDENT VACATION DAYS

Labor Day Vacation .....	1 day .....	Monday, Sept. 4, 2017
Veteran's Day Vacation .....	1 day .....	Friday, Nov. 10, 2017
Thanksgiving .....	4 days .....	Wed., Nov. 22, - Mon, Nov. 27, 2017
Winter Vacation .....	6 days .....	Monday, Dec. 25, 2017 –Monday, Jan. 1, 2018
Martin Luther King Day .....	1 day .....	Monday, January 15, 2018
President's Day.....	1 day .....	Monday, February 19, 2018
Spring Vacation .....	4 days .....	Thursday, March 29 – Tuesday, April 3, 2018
Memorial Day Vacation .....	1 day .....	Monday, May 28, 2018

#### In-Service Days

Thursday, November 9  
Monday, January 22  
Friday, February 16

#### Act 80 Days

Tuesday, August 29  
Monday, October 9  
Friday, May 11

#### Make-Up Days

Monday, February 19  
Tuesday, April 3  
Thursday, March 29

#### School Semesters

Fall Semester: Wednesday, August 30, 2017

Spring Semester: Friday, January 19, 2018

### **MONDAY through FRIDAY**

Students will be scheduled for all academic classes based on student need to fulfill graduation requirements. Students will participate in four core academic classes, enrichment classes, and elective classes.

## **CLASS SCHEDULE**

Students attend the Alternative Education Program as full time students from the hours of 7:50 a.m. through 2:30 p.m.

Five class periods of instruction will be taught Monday through Friday.

Science	Social Studies
English	Reading/ Mathematics Skills
Mathematics	

## **ACT 80 DAY FOR REGULAR EDUCATION**

Act 80 Days will be full days off for students.

## **SNOW DAYS**

If school is cancelled or dismissed early, there will be an Alert Now message recorded and sent to the parents. Parents may also watch the local news or listen to the local radio stations for information concerning the Butler Area School District.

## **COURSE CREDITS AND GRADING**

The following procedures have been established in the areas of awarding course credit and the grading of students.

### **CREDITS**

Course credits and course work are earned and credited toward any subject deficiency first. All other course work may be scheduled as a part of the Monday drop-in portion of this program. The alternative education program will maintain the same academic requirements as the regular education program. All academic courses including health are worth .5 credits for a semester. Students will earn .25 credits during a semester for participation in Physical Education. Students participating in Vo-Tech will receive 1.5 credits for each eighteen-week (semester) period. Credit will be awarded for each class successfully completed.

Students in grade eight are not eligible to earn credits toward graduation, but will follow these same grading procedures. This will include failures if appropriate.

### **GRADING**

#### **Purpose**

The Board recognizes that a system of assessing student achievement can help the student, teachers, and parents/guardians to better assess the student's progress toward personal educational goals.

#### **Definition**

**Grading** shall be that system of measuring and recording student progress and achievement which enables the student, parents and teachers to:

1. Learn the student's strengths and weaknesses.
2. Plan an educational and vocational future for the student in the areas of the greatest potential for success.
3. Know where remedial work is required.

### **Authority**

The Board directs that the instructional program of this District include a system of assessing for all pupils which is consistent with the goals of the District and the regulations of the State Board.

### **Delegation of Responsibility**

The District shall provide for the development and continual analysis of student achievement.

### **Grading System**

**Secondary** – The grading procedure in grades 7 through 12 should reflect a fair and consistent evaluation of a student's academic achievement. During the first week of the course, the teacher will provide students with the following information pertaining to grades:

1. Whether or not a final examination will be used and what value it will have on the final grade.
2. All criteria/procedures used in determining the final grade, such as:
  - a. Achievement on tests and quizzes
  - b. Class participation
  - c. Evaluation of homework
  - d. Research papers
3. Make-up policy following an absence.
4. Policy regarding extra credit.

Grade distribution is based on the following percentage scale:

#### **Grades 2-12**

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

E = 59% and below

All subjects will be graded according to the above system. Any deviation in assigning letter grades based upon percentage equivalents must be approved by the building principal and the Assistant Superintendent of Secondary Education or the Assistant Superintendent of Elementary Education at the beginning of the grading period.

### **GRADUATION REQUIREMENTS**

**For all students who are anticipated to graduate from the Butler Area School District in 2018 and 2019 have the following graduation requirements:**

A minimum of 21.5 credits in the ninth, tenth, eleventh, and twelfth grade is required for graduation. Students must complete graduation requirements by the end of the summer following commencement to receive a diploma for that calendar year. Students who return the

following school year to complete graduation requirements will receive a diploma at the end of that school year with that graduating class.

Graduation requirements for the classes of 2018 and 2019 include:

<b>COURSE</b>	<b>Credits</b>
English .....	4.0
<ul style="list-style-type: none"> <li>• English 9 (Required, 1 credit)</li> <li>• English 10 (Required, 1 credit)</li> <li>• English 11 (Required, 1 credit)</li> <li>• English 12 (Required, 1 credit)</li> </ul>	
Mathematics .....	3.0
<ul style="list-style-type: none"> <li>• Three (3) full mathematics credits must be taken between grades 9 and 12, regardless of the level of mathematics courses taken in grades 7 and 8.</li> <li>• A student may be required to schedule a mathematics course in their senior year if he/she has not demonstrated proficiency on the state assessment in their junior year even if three (3) mathematics credits have been earned.</li> </ul>	
Science .....	3.0
Social Studies .....	3.5
<ul style="list-style-type: none"> <li>• World History 9 (Required, 1 credit)</li> <li>• World Cultures 10 (Required, 1 credit)</li> <li>• American Survey 11 (Required, 0.5 credit)</li> <li>• American Government 11 (Required, 0.5 credit)</li> <li>• Economics 12 (Required, 0.5 credit)</li> </ul>	
Arts/Humanities.....	2.0
<ul style="list-style-type: none"> <li>• Two (2) units humanities, two (2) units arts, or one (1) unit arts and (1) unit humanities.</li> <li>• Arts: visual arts, practical arts (includes industrial arts and home economics), music, band, theater, chorus.</li> <li>• Humanities: social studies, English, language, philosophy.</li> </ul>	
Health Education & Comprehensive Personal Health.....	0.5
Physical Education.....	1.0
<ul style="list-style-type: none"> <li>• Physical Education 9 (Required, .25 credit)</li> <li>• Physical Education 10 (Required, .25 credit)</li> <li>• Physical Education 11 (Required, .25 credit)</li> <li>• Physical Education 12 (Required, .25 credit)</li> </ul>	
Electives .....	4.5
<ul style="list-style-type: none"> <li>• Students are required to complete an additional 4.5 credits of elective courses. Credits will be given for vocational education, industrial arts, family and consumer science, health and physical education, and other core courses for which graduation requirements have already been fulfilled.</li> </ul>	
<b>TOTAL CREDITS.....</b>	<b>21.5</b>

Butler Area School District graduation requirements beginning with the graduating class of 2020 will be:

<b>Subjects</b>	<b>Credits</b>
English	4
Mathematics	3
Science	3
Social Studies	4
Arts and Humanities	2
Health and Physical Education	1.5
Electives	5 (4.5)
STEM	1.0
	<b><u>23.0 credits</u></b>

Arts and Humanities:

- i. Two (2) units humanities, two (2) units arts, or one (1) unit arts and one (1) unit humanities.
- ii. Arts: visual arts, practical arts (includes industrial arts and home economics), music, band, theater, chorus.
- iii. Humanities: social studies, English, language, philosophy.

Health and Physical Education:

- i. Of the 1.5 health and physical education requirements, .5 will count towards satisfying the elective credits.

Mathematics:

- i. Three (3) full mathematics credits must be taken between grades 9 and 12, regardless of the level of mathematics courses taken in grades 7 and 8.

STEM:

- i. One (1) full credit of a STEM related course, which includes science, technology, engineering or mathematics course or courses, totaling one (1) full credit.
- ii. A student may be required to schedule a mathematics course in the senior year if s/he has not demonstrated proficiency on the state assessment in the junior year even if three (3) mathematics credits have been earned.

Students select five (5) additional courses (4.5 credits) from among those approved for credit towards graduation by the School District. Credit will be given for vocational education, industrial arts, home economics, health and physical education, and other courses for which credit has not been previously awarded.

Students may schedule one (1) health education elective upon the successful completion of the required health education course.

The fourth year of high school shall not be required for graduation if a student has completed all requirements for graduation and attends a postsecondary institution as a full-time student.

### **Transfer Credits:**

The Butler Area School District will accept transfer credits from other public schools and licensed or registered nonpublic or private academic schools for courses in which the student earned a passing grade. The Butler Area School District will not accept transfer credits from nonpublic or private academic schools that are not licensed by or registered with the Pennsylvania Department of Education or the Department of Education of another state. Registered or licensed nonpublic or private academic schools must be approved by the Department of Education to offer a full educational program, not just tutoring, educational testing, or remediation.

### **Exclusion From Graduation:**

No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure, but s/he may be denied participation in the ceremony of graduation when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.

### **Delegation of Responsibility:**

The District shall maintain procedures for implementing this policy which include the careful recording of the student's learning outcomes as determined by the Board and state regulations and shall issue periodic warnings to students in danger of not fulfilling graduation requirements. Beginning in grade nine and continuing through grade twelve, guidance counselors will monitor each student's credit count and notify students and parents of any credit deficiency. Students should make up failed courses as soon as possible to maintain the proper credit count. Early bird classes and summer school are options available for students to make up failed courses.

### **Guidelines:**

Seniors must complete all graduation requirements to participate in commencement. Seniors will be notified of their status relating to graduation throughout the school year.

1. Seniors who are not able to schedule enough courses for the spring semester to fulfill graduation requirements will not be permitted to participate in the commencement program. Notification of nonparticipation in the commencement program will occur through a certified letter being sent to the student's residence.
2. Seniors who have earned the correct number of credits at the conclusion of the fall semester and fail a course which is necessary to meet graduation requirements in the spring semester will not be permitted to participate in the graduation program. At the conclusion of the spring progress report, efforts will be made to notify seniors who are in danger of failing a course that they may not be eligible to participate in the commencement program. The student may participate in the graduation exercise should the course be completed satisfactorily by the conclusion of the spring semester.
3. Students may participate in the following year's graduation ceremony upon completion of graduation requirements.
4. Seniors will be permitted to participate in all senior activities, with the exception of graduation, whether or not they meet graduation requirements. Final determination of a student's participation in a senior activity rests with the building principal.

5. Any exceptions to this policy must be addressed to the Board by the senior high school principal in writing for action prior to commencement.

### **READING and MATHEMATICS GRADUATION REQUIREMENT**

In addition to the current graduation requirements, each student must demonstrate proficiency in reading and math on the Pennsylvania System of School Assessment (PSSA) or on a District assessment, or provide evidence of proficiency in reading and mathematics as determined by the District. Also, PSSA preparatory classes will be required throughout the school year and will satisfy elective credit requirements.

### **PROGRESS REPORT**

Progress reporting for all students is done midway through every nine-week grading period. At these intervals, the parent/caseworker will be notified by phone of their child's social and academic progress as well as the total number of days absent. At the ninth week, report cards will be issued and the student sponsor will receive a copy of the report card and may be invited to have a conference with the teachers concerning the student's progress.

The purpose of progress reporting is to hopefully prevent a student from falling behind in his or her class work or attendance. A student who is in danger of not receiving credit will be notified and given the opportunity to correct the deficiencies in any and all of his or her classes. A further purpose of the progress reporting is to notify the student's parents of superior academic achievement and to encourage parents to encourage their children to continue superior work. As is with all parent contacts, the parents/caseworker and staff must work together to ensure success for the student.

### **REPORT CARDS**

The Butler Area School District Alternative Education Program's year consists of four nine-week grading periods. At the end of each nine-week period, a home-school report card is prepared for each student enrolled in the program.

Copies of the student's grade reports are sent to the student's home school guidance counselor and principal each nine weeks to be included with the student's permanent records.

### **STUDENT PROGRESS**

The program principal will conduct a minimum of one staff meeting each quarter to review the progress of each student. At the completion of each school year, the principal will develop, with the staff, a placement recommendation for each student for the following year. The recommendation will be reviewed by the program principal and a building administrator to decide a final placement. Notification of parents and students on final placement will be made by the program principal and a schedule will be developed in conjunction with the guidance counselor.

### **PERIODIC REVIEW PROCESS**

Students attending the Center Avenue Community School Alternative Education program will have a periodic review at the end of each semester to assess their academic and behavioral

progress in the program. This formal review process will provide parents and/or guardians, along with the student, the opportunity to review the student's progress in the program.

## **PROMOTION AND RETENTION.....POLICY 215**

### **Guidelines:**

The promotion or retention of a pupil from grade to grade is dependent upon the recommendation of the teacher, the grading of the teacher and his/her evaluation of the student's progress and achievement.

Parents shall be informed well in advance of the possibility of retention of a student.

1. In grades seven (7) and eight (8), progress is from grade to grade. In grades nine (9) through twelve (12), one's class standing is determined by the number of satisfactorily completed courses, including courses required of all students, and the number of credits attained. At the end of grade nine (9), a student must have earned at least four (4) credits, with two (2) of the four (4) credits in core area courses, to be assigned to grade ten (10). By the conclusion of grade ten (10), each student must have earned at least ten (10) credits, with at least one (1) English credit and five (5) additional core credits, to be assigned to grade eleven (11). To be promoted to grade twelve (12), a student must have earned fifteen (15) credits, or fourteen (14) for students enrolled in Butler County Area Vocational Technical School, with nine (9) of the fifteen (15) credits earned in core area courses. A credit is based on the satisfactory completion of a course which has been offered for the equivalent of five (5) classes of at least forty (40) minutes for thirty-six (36) weeks.
2. When the welfare of the child and his/her promotion from one class to another, as well as from one course to another, proves to be of prime importance, a conference of principal, teacher, guidance counselor, and parent/guardian is encouraged.
3. At the elementary level, children identified as at risk of retention shall be recommended to the Student Support or Student Assistance Teams as early in the school year as possible so that the services of these teams may be applied prior to the rendering of a decision to retain.

Factors to be considered in the promotion/retention of elementary students are: chronological age, number of years in grade, social maturity, low or failing grades. Through the SST process, the final assessment will be determined by the classroom teacher, the building principal, and parents/guardians.

Cases shall be evaluated individually and the decision made in accordance with what will be in the best interest of the student. Every effort should be made to restrict retention to one (1) year in the elementary grades.

## **VOCATIONAL TECHNICAL PROGRAMS OFFERED AT BUTLER COUNTY VOCATIONAL-TECHNICAL SCHOOL**

One of the most important goals of the Alternative Education Program is to allow students to earn credits toward graduation. Besides earning the credits in the program, our aim is to help students develop career or vocational goals. A student who is in the eleventh or twelfth grade may enroll in Butler County Area Vocational-Technical School so that he or she might:

- Earn elective credits toward graduation;
- Receive excellent technical training, which might enable the student to obtain a higher paying skilled job upon graduation, or provide background for admission to a college or technical school.

Vocational training in the following areas is available at Butler County Vo-Tech for high school juniors and seniors:

Air Conditioning/ Heating/ and Electrical Occupations	Cosmetology
Auto Body/ Collision Repair	Culinary Arts
Automotive Technology	Graphic Arts
Building Construction	Health Assistant
Carpentry	Heavy Equipment
Commercial Art	Machine Technology
Computer Aided Drafting	Protective Services
Computer Networking & Telecommunications	Welding



### **MAKE-UP/ELECTIVE COMPONENT**

Students who need to make up courses will need to work with their guidance counselor and the program principal.

The following makeup courses will be offered:

- Makeup English
- Makeup Math
- Makeup Science
- Makeup Social Studies
- Makeup Physical Education

The following courses will be available on an as needed basis:

- Family Consumer Science
- Art
- Economics
- Wellness
- Technical Education

### **MAKE-UP WORK**

*Unplanned Absence:* Students who are legally absent from school due to an unplanned absence and who provide a written excuse within five (5) days of return to school shall have up to five (5) school days to make up work missed. The five days begin the day the student returns to school and is able to meet with each of his/her teachers.



guarding, for it is the only real picture of the accomplishments of the student as the years move on after his/her graduation. From it, the school must get his/her record to fill in the many applications that come to the high school from colleges and employers. On it are recorded the student's attendance record, academic performance and extracurricular activities. Any student may review his/her records. Copies may be obtained at any time during the Junior/Senior year for reference to future employers or colleges. After graduation, there will be a charge for every transcript beyond two (2). This record is required by law to be kept on file for ninety-nine years.

## **ATTENDANCE**

Students are expected to attend school daily, five days a week, Monday through Friday. Students are expected to attend all classes each day. Attendance is cumulative based on previous home school records. Senior High students are required to meet the school's fifteen-day per course per semester policy for absences. Students in grades 7 through 10 should not exceed 15 absences per semester. The following guidelines will be used to measure attendance:

1. Any class cuts on a particular day may be considered as an entire day's absence (unexcused) for each class missed.
2. Tardiness that extends more than fifteen minutes into the class period may be treated as a class cut and, therefore, as an entire day's absence if unexcused.
3. Two class tardies will count as one absence.
4. Unlawful absence is the absence for all pupils of compulsory school age without a legal excuse. Unlawful absence is always an unexcused absence.
5. Parents of a student who has been unlawfully absent for three or more days will receive a registered letter from the school attendance officer warning them that a First Offense has been committed. A Second Offense results in a fine plus costs, payable to the District Magistrate. Each additional offense carries a fine plus costs. Parents receiving a citation can either pay the fine or request a hearing before the District Magistrate. A parent failing to pay a fine can be sentenced to county jail (PA School Code Section 1354 and 1333).

Individual teachers are responsible for recording class attendance on a daily basis for each student.

Students who do not report for classes on a given day shall be **marked as absent.** Students who report late for the start of the program shall be **marked as tardy.**

The program coordinator and staff will keep a daily log of attendance for all students.

For the purposes of fines or other disciplinary actions, tardies or excessive tardies (fifteen minutes or more late in reporting) will be tracked as part of the daily log.

## **REPORTING OF ATTENDANCE TO THE HOME SCHOOL**

When a student is on campus, he/ she is expected to attend class. Once on campus, a student may not leave without permission from the office. Student attendance reports will be made on a daily basis to the home schools. Unless the parent/ guardian has previously notified the school

of an absence, the parent/ guardian will be contacted the evening of the absence to determine the reason for the absence. The parent/ guardian must also send in a written excuse for all absences within five days of the student's return to school.

## **COMPULSORY ATTENDANCE.....POLICY 204**

### **1. Purpose**

The Board of Education requires that school-aged pupils enrolled in the schools of this District attend school regularly in accordance with the laws of the state. The educational program offered by this District is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

### **2. Authority**

Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session, except that a principal or teacher may excuse a student for temporary absences when s/he receives satisfactory evidence of such mental, physical, or other urgent reasons which may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.

The parent/guardian of a school-age child is responsible to provide an explanation in writing for the pupil's absence from school. The mere fact that a parent/guardian has sent a written explanation to the teacher does not necessarily mean that the absence is "excused".

If a student is excessively absent from school fifteen (15) days per semester or twenty (20) days per year, the parent/guardian may be required to verify each additional illness/injury with a written excuse from a licensed practitioner of the healing arts. Days excused by a certified licensed practitioner of the healing arts will not count toward the 15-day/20-day limit. The administration has the right to excuse other absences as urgent conditions arise. (New in policy 204)

At the senior high school, students may be denied credit for classes when their absence exceeds fifteen (15) days per semester if they are not justified by a licensed practitioner of the healing arts excuse.

Any student who is absent, whatever the reason, is responsible to submit to the teacher (Attendance Office) a written explanation for his/her absence. All absences from school must be substantiated with a note signed by a parent/guardian.

The Board considers the following conditions to constitute reasonable cause for absence from school:

1. Illness or recovery from accident.
2. Quarantine.
3. Required court attendance.
4. Death of family member, classmate, or other adult affiliated with Butler Area School District.

5. Family emergency (unavoidable).
6. Inclement weather/impassable roads.
7. Other requests approved by the building principal.

**Unexcused absence** is an absence of a pupil for one (1) of the following reasons:

1. Absence through parental neglect.
2. Illegally employed.
3. Truancy.

**Unlawful absence** is the unexcused absence of all pupils of compulsory school age (8-17 years). Unlawful absence is always an unexcused absence.

The School District does not recognize any day as a so-called senior skip day. Absences on such days are considered unlawful and therefore make-up privileges are not granted.

All absences occasioned by the observance of the student's religion on a day approved by the Board as a religious holiday shall be excused, and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday. For the full or part-time excusal of a pupil from school or session of school to observe a religious holiday with his/her family, it is necessary that the pupil present a written request by the parent/guardian to the school official. A penalty shall not be attached to an absence for a religious holiday.

Title 22 – Sec. 11.8, 11.22, 11.23, 11.28

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board, or at the place where the student is receiving approved tutorial instruction or health care or therapeutic services, or at the place where the student is engaged in an approved and properly supervised work-study or career education program, or at home when the student is receiving approved homebound instruction.

The Board shall consider each student assigned to a program of independent study to be in regular attendance for the program, provided that he/she is under the guidance of a staff member so assigned and reports to such staff member the place in which he/she is conducting study and regularly demonstrates progress toward the objectives of the course of study.

Repeated infractions of Board policy requiring the attendance of enrolled students may constitute such misconduct and disobedience as to warrant the suspension or expulsion of the student from the regular school program.

The Board shall excuse the following students from the requirements of attendance at the schools of this District:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or

apply themselves to study for mental, physical or other reasons so urgent as to preclude regular attendance.

2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the schools of this District shall be counted as being in part-time attendance in this District.
3. Students fifteen (15) or sixteen (16) years of age whose enrollments in a private trade or business school have been approved.
4. Children fifteen (15) years of age, and fourteen (14) years of age who have completed sixth (6<sup>th</sup>) grade, who are engaged in farm work or private domestic service under duly issued permits.
5. Children sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.
6. Students receiving tutorial instruction in a field not offered in the District's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
7. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist and approval of the Secretary of Education.
8. Students enrolled in a special school conducted by an Intermediate Unit or the Department of Education.
9. Students attending a home education program in accordance with the law.
10. Students participating in a project sponsored by a state-wide or county-wide 4-H, FFA, or combined 4-H and FFA group upon written request prior to the event.

### **AUTHORITY OF STAFF**

All staff members, including teachers, secretaries, custodians, etc., have an obligation and the authority to enforce school rules and regulations. Any student who is observed violating school rules will be subject to disciplinary action as determined by the administration.

### **COUNSELING SERVICES**

One counselor will be designated to serve students in the alternative education program, with regards to career counseling/ scheduling.

Students can meet with counselors to review credits and discuss career information. Additional appointments may be scheduled by the student and/or guardian.

Counselors will attend quarterly meetings and have credit checks prepared for review and discussion.

At the initial placement of the student into the alternative education program, the designated counselor for the building will determine the courses for which the student should be scheduled.

### **DAILY DISMISSAL**

Students are to remain inside their classrooms each period until dismissed by their teacher.

# **IMPORTANT INFORMATION**

## **CARE OF BOOKS AND OTHER SCHOOL PROPERTY**

Every student in our school is entrusted with various supplies for study. These consist of textbooks, practice sets, lab manuals, etc. The best of care should be given to all of these supplies because they have to be used for the school year and then again by other students, and also because these supplies are paid for and given to the students by the taxpayers. On the inside cover of each book is the school stamp and a book number. *No student should accept a text that does not have a stamped number inside the cover.* Only books with stamped, bold type numbers will be accepted by the teacher. Every student should make a record of these numbers and in case his/her book is lost, report it immediately to his/her teacher. If the book is not found, he/she must pay the school the price of the book. If he/she does not turn the same book in to his/her teacher at the close of the course, a record of the obligation will be attached to his/her permanent record until cost of materials is paid in full.

All school materials such as desks, chairs, lockers, library books, textbooks, pencil sharpeners, are here for our use and should be treated with care.

Students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents and guardians of students shall be held accountable for student actions.

## **CHANGE OF ADDRESS**

We ask that you accept the responsibility for reporting any change of address or phone number to the office.

## **ACCEPTABLE USE OF COMPUTER NETWORKS/INTERNET**

- A. The use of the telecommunications network must be in support of education and research and consistent with the educational objectives of the Butler Area School District. Use of network and computer resources must comply with rules appropriate for that network. *Network accounts are to be used only by the authorized owner of the account for authorized purposes. Access to any network site which requires additional telephone charges shall not be made without written prior approval from a building administrator. Reimbursement to the District for charges resulting from inappropriate access shall be the responsibility of the user. The determination as to whether a use is appropriate lies solely within the discretion of the school district.*

The use of the telecommunications network for illegal, inappropriate or unethical purposes by students or employees is prohibited. More specifically, the following uses are prohibited.

- 1) Use of the network to facilitate illegal activity.
- 2) Use of the network for commercial or for-profit purposes.
- 3) Use of the network for non-work or non-school related work.
- 4) Use of the network for product advertisement or political lobbying.
- 5) Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
- 6) Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials.

- 7) Use of the network to access obscene, sexually explicit, or pornographic material.
- 8) Use of inappropriate language or profanity on the network.
- 9) Use of the network to transmit material likely to be offensive or objectionable to recipients.
- 10) Use of the network to obtain or modify files, passwords and data belonging to other users.
- 11) Impersonation of another user, anonymity and pseudonyms.
- 12) Use of network facilities for fraudulent copying, communications or modification of materials in violation of copyright laws.
- 13) Loading or use of unauthorized games, screensavers, programs, files or other electronic media.
- 14) Use of the network to disrupt the work of others users.
- 15) Destruction, modification or abuse of network hardware and software.
- 16) Quoting personal communications in a public forum without the original author's prior consent.

B. **Privileges:** Users of computer networks have certain privileges, rights and responsibilities. Specific guidelines for use are provided within the Acceptable Use of Computer Networks/Internet Board policy #815. In general these require efficient, ethical and legal utilization of the network resources. **The use of network resources including the Internet is a privilege not a right**, and inappropriate use shall result in a cancellation of those privileges. Other appropriate school disciplinary action and/or legal action may also follow.

C. **Vandalism:** Will result in cancellation of privileges. In addition, appropriate disciplinary measures shall be taken for violations of board policy. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any other networks that are connected to the National Science Foundation Internet (NSFNET) backbone. This includes, but is not limited to, the uploading or creation of computer viruses. The network user shall be responsible for damages to the equipment, systems and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

### **DRUG FREE - WEAPON FREE SCHOOL ZONE**

Safety and security are basic needs that all human beings share. School students need reassurances that their school environment is as safe and secure as humanly possible.

The Policy Manual of the Butler Area School District specifies the procedures and consequences for any student who violates its policies concerning illegal drugs and weapons. The purpose of a Drug Free - Weapon Free School Zone is to increase the penalties for persons 18 years of age and older who commit offenses regarding illegal drugs and weapons within 1,000 feet of a public school. It is hoped that this will create a "safety zone" where students can learn in an environment that is free from the supply of illegal drugs and/or weapons.

### **EMERGENCY DATA FORMS**

It is important that each student accurately complete the emergency data forms so that the appropriate parent, guardian or designee may be contacted in the case of illness or other emergency. Failure to complete this form in a timely manner will result in progressive

disciplinary action. In the case of address or phone number change, notify the principals' office as soon as possible.

## **FIRE DRILLS AND OTHER EMERGENCY DRILLS**

The fire drill is carried out so that in case of necessity pupils will be able to leave the building in a quiet and orderly manner. There is an instruction card posted near the door in each room. This tells the order in which the students leave the building. Do not talk on the way out so that any instructions that are needed may be given. Every person is to leave the building. Other emergency drills such as severe weather, lockdown, or silent evacuation will also be carried out throughout the year. Students are to follow the instructions of their teacher.

## **INJURY OR ILLNESS**

All accidents or illnesses must be reported to the teacher immediately. The teacher will refer the student to the principal where the extent of the illness or injury will be evaluated. The student's parent/ guardian will be contacted if it is necessary to transport a student to a doctor or hospital. In the event that a parent/ guardian cannot be reached, the school will act in the best interest of the student.

## **GRIEVANCE PROCEDURE FOR STUDENTS**

### **(Sex Discrimination on the Basis of Title IX of the Education Amendment of 1972)**

#### **Step 1. Informal**

Any student (parent) desiring to register a grievance of sex discrimination on the basis of Title IX of the Education Amendments of 1972 shall meet with the principal of the building. The principal and the student (parents) shall try to resolve the grievance in light of the requirements of the act. If this informal procedure does not resolve the grievance to the satisfaction of the student (parents), the student (parents) shall secure from the principal a form for presenting the grievance in writing.

#### **Step 2. Formal**

Failing to achieve satisfaction in Step 1, the student (parents) shall call or write the Title IX Coordinator of Butler Area Schools, Dr. William Pettigrew, Harriger Educational Services Center, 110 Campus Lane, Butler, PA 16001 (Telephone: 287-8721) within five (5) days to secure a meeting. At this appeal, the student (parents) shall present in writing, on the form provided, specifically, the nature of the grievance which will detail the basis of sex discrimination.

Within five (5) days of this appeal, the Title IX Coordinator shall provide to the student (parents), in writing, his decision and the basis of his decision, which will cite compliance with the requirements of Title IX.

Within five (5) days of the receipt of the decision of the Title IX Coordinator, if the student (parents) is not satisfied with this decision, an appeal shall be made in writing to the President of the School Directors requesting a hearing with the Board of School Directors. The President of the Board of School Directors will then appoint a committee of the Board consisting of at least three members, to hear this appeal, within a reasonable time, and will involve the school solicitor to assist them in their decision which will indicate compliance on the part of the school district with Title IX of the Education Amendment of 1972 and the Regulations implementing this act as promulgated by the U. S. Department of Health, Education and Welfare. This decision will be made in writing ten school days from the date of the appeal in Step 3.

Approved by the Board of School Directors, Butler Area School District, September 27, 1976.

(Title IX Grievance Procedure Forms are available in the Principal's Office.)

## **ASSURANCE OF HANDICAPPED STUDENTS' RIGHTS**

Under the provisions of Title 22, Chapter 15, Protected Handicapped Students, the Butler Area School District will provide each protected handicapped student enrolled in the district, without cost to the student or family, those related aids, services or accommodations which are needed to afford the student equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities without discrimination and to the maximum extent appropriate to the student's abilities.

## **LOST AND FOUND**

Items found in and around the buildings should be turned in to the receptionist at the principal's office. Any person who has lost an article may make inquiries to the receptionist. Lost library books should be turned in to the library, while schoolbooks should be turned in to the office.

**Warning:** Do not leave money or other valuables in desk, locker or classroom. For safekeeping, bring valuables to the office. They may be called for at the close of the school day. *Students taking physical education classes are advised to leave valuables at home. All personal items must be locked during physical education classes.*

## **MEDICATION POLICIES**

### **USE OF MEDICATIONS.....POLICY 210**

#### **Purpose:**

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication in accordance with the direction of a parent/guardian and family physician to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours.

#### **Definition:**

For purposes of this policy, **medication** shall include all medicines prescribed by a licensed prescriber and any over-the-counter drug or medication. A licensed prescriber shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physicians assistants.

#### **Authority:**

Before any medication may be administered to any student during school hours, the Board shall require written orders signed by a physician and a parent/guardian consent form signed by a parent/guardian which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication.

All medications shall be administered by the Certified School Nurse, or in the absence of the Certified School Nurse, by other legally authorized licensed school health staff (RN, LPN) or, when permitted to be self-administered, by a student when the self-administration of emergency medications is permitted and necessary and known to the Certified School Nurse.[3]

The School Nurse will keep records of all medicine dispensed by him/her or under his/her supervision. These records will include the student's name, the name of the medication, the dosage and the time and date of the dispensations and any other information required by law.

### **Student Self-Administration of Emergency Medications:**

Prior to allowing a student to self-administer emergency medication, the District shall require the following:

1. An order from the licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration.
  2. Written parent/guardian consent.
  3. An Emergency Care Plan.
  4. The nurse shall conduct a baseline assessment of the student's health status.
  5. The student shall demonstrate administration skills to the School Nurse and responsible behavior, including an understanding that medicine is **NEVER** to be shared or distributed to others under any circumstances.
  6. The School Nurse shall provide periodic and ongoing assessments of the student's self-management skills.
  7. The student shall notify the School Nurse immediately following each occurrence of self-administration of medication.
  8. Students shall demonstrate a cooperative attitude in all aspects of self-administration of medication. Privileges for self-administration of medication will be revoked if school policies regarding self-administration are violated.
- The document(s) shall be kept on file in the office of the school nurse.

### **Notification:**

1. Parents/Guardians and students will be notified annually of the District's policy on Use Of Medications.
2. Parents/Guardians or students can secure a copy of the medication forms in the nurse's office and on the school website.
3. Should a student be found to have a non-prescription medicine in school without a proper permission/consent form signed by the physician and parent/guardian, the school nurse or principal will confiscate the medication from the student and will notify the family by telephone of the need to file the form with the nurse's office.

### **Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors.....POLICY 210.1**

#### **Purpose:**

The Board recognizes that students can better manage their asthma and allergies when they are permitted to carry inhalers and epinephrine auto-injectors to self-administer the prescribed medication used to treat asthma and allergies.

#### **Authority:**

The Board shall permit students to possess asthma inhalers and epinephrine auto-injectors to self-administer the prescribed medication when such is authorized by a licensed physician, a certified registered nurse practitioner or physician assistant, and by the parent/guardian.

Possession and use of asthma inhalers and epinephrine auto-injectors by students shall be in accordance with state law and Board policy.

#### **Definitions:**

**Asthma inhaler** shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.

**Epinephrine auto-injector** shall mean a prescribed disposable drug delivery system designed for the self-administration of epinephrine to provide rapid first aid for persons suffering the effects of anaphylaxis.

**Self-administration** shall mean a student's use of medication in accordance with a prescription or written instructions from a licensed physician, certified registered nurse practitioner or physician assistant.

### **Guidelines**

Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the Board shall require the following:

1. A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant.
2. A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the District and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:
  - a. Name of the drug.
  - b. Prescribed dosage.
  - c. Times medication is to be taken.
  - d. Length of time medication is prescribed.
  - e. Diagnosis or reason medication is needed, unless confidential.
  - f. Potential serious reaction or side effects of medication.
  - g. Emergency response.
  - h. If child is qualified and able to self-administer the medication.

Students shall be prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy shall result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Board policy.

If the District denies a student's request to self-carry an asthma inhaler or epinephrine auto-injector or the student has lost the privilege of self-carrying an asthma inhaler or epinephrine auto-injector, the student's prescribed medication shall be appropriately stored at a location in close proximity to the student. The student's classroom teachers shall be informed where the medication is stored and the means to access the medication.

The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector.

The District reserves the right to require a statement from the licensed physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period. Permission for possession and use of an asthma inhaler or epinephrine auto-injector by a student shall be effective for the school year for which it is

granted. Newly completed Rescue Medication Self-Administration Form(s) will be required with each medication change and at the beginning of each school year.

The licensed physician, certified registered nurse practitioner or physician assistant shall verify that the child is qualified and able to self-administer the medication.

### **Delegation of Responsibility:**

The Superintendent or designee, in conjunction with the school nurse(s), shall develop procedures for student possession of asthma inhalers or epinephrine auto-injectors and the self-administration of prescribed medication.

The District shall annually inform staff, students and parents/guardians about the policy and procedures governing student possession and use of asthma inhalers or epinephrine auto-injectors.

When an asthma inhaler or epinephrine auto-injector is initially brought to school by a student, the school nurse shall be responsible to complete the following:

1. Obtain the required written request and statements from the parent/guardian and licensed physician, certified registered nurse practitioner or physician assistant, which shall be kept on file in the office of the school nurse.
2. Review pertinent information with the student and/or parent/guardian, specifically the information contained on the statement submitted by the licensed physician, certified registered nurse practitioner or physician assistant.
3. Review the student's ability to self-administer medication and the need for care and supervision.
4. Maintain an individual medication log for all students possessing asthma inhalers or epinephrine auto-injectors.

The District shall annually distribute to students and parents/guardians this policy along with the Code of Student Conduct.

### **RACIAL DISCRIMINATION AND SEGREGATED SCHOOLS**

The state, or other governmental body, may not establish racially segregated schools, thus depriving you of your right to an education regardless of race.

*The Butler Area School District complies with Title IX of the Education Amendments of 1972, which states:*

*"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."*

### **RESTROOMS**

Restrooms may be used only during our break except in an emergency. Students are urged to keep restrooms clean and neat. Smoking or loitering in restrooms is prohibited.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

This policy sets forth guidelines by which student rights are to be determined consistent with law.

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of students of the District. At the same time, no students shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association in accordance with these guidelines.

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Board Policies and school rules and regulations; respect for the rights of students, administrators, and others; expression of ideas and opinion in a respectful manner

### **A. Protection of Pupil Rights Amendment (PPRA)**

No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals any of the following information without the prior written consent of the student, if emancipated or over eighteen (18) years of age, or without the prior written consent of the parent for those students under eighteen (18) years of age:

1. Political or religious affiliations.
2. Mental and psychological problems potentially embarrassing to the student or his/her family.
3. Sex behavior and attitudes.
4. Illegal, antisocial, self-incriminating, and demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged and comparable relationships, such as those of lawyers, physicians, and ministers.
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
8. Religious practices, affiliations, or beliefs of the student or student's parents.

### **B. Confidential Communications of Students**

The Board recognizes that certain written and oral communications between students and school personnel must be confidential. Information received in confidence from a student may be revealed to the student's parent/guardian, building principal or other appropriate authority by the staff member who received the information when the health, welfare or safety of the student or other persons clearly is in jeopardy.

## **SCHOOL PROPERTY**

This building, equipment, books, and supplies are for your use and everyone is expected to treat the facility with proper care and respect.

You will be held responsible for all equipment that you use. Equipment that is lost or damaged through carelessness must be paid for by you or your parent/ guardian. Reimbursement in the amount necessary to repair or replace the item broken or damaged will be required for continuation in the program.

Willful and malicious destruction of school property will not be tolerated and will result in serious disciplinary action.

## **STUDENT REFERRALS/ ENROLLMENT**

Student referrals to the program will be made by building administrators, using the completed referral form. The home school must provide all appropriate records including academic records, credit checks, discipline records and attendance records prior to scheduling a student into the program.

A subject approval form will be completed for each student by the program coordinator in conjunction with the student's guidance counselor and building administrators prior to beginning classes.

Appropriate I.E.P.'s will be developed or amended for special education students in conjunction with a special education teacher.

To the extent possible, all enrollment meetings with the parents and student should involve the principal.

## **STUDENT WELLNESS**

The Butler Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

## **SUBSTITUTE TEACHERS**

Substitute teachers are to be recognized as having the same authority as regular members of the faculty, and should be accorded the same respect given to a teacher. They are invested with the same powers to make assignments and to award marks indicating their judgment of the success of students in completing the assignments. It is readily understood that substitutes face out-of-the-ordinary situations in taking up the threads of class work on relatively short notice and in teaching boys and girls with whom they have not had the opportunity to become acquainted.

Students should display good school citizenship in receiving these helping teachers in their classroom as they would guests in their home. No leniency will be shown for Senior High School students who show disrespect for substitute teachers or in any way misbehave while under the supervision of a substitute teacher.

## **TEEN PARENTING PROGRAM**

The Teen Parenting Program is offered to any student in the Butler Schools who is pregnant or is a parent, male or female. The courses in the program will be offered on a once a month basis by a liaison from the Midwestern Intermediate Unit IV. Students involved in the program will also need to make contact with the guidance counselor. The objective of the Teen Parenting Program is for the students to successfully complete high school and either go on for further schooling or enter the work force.

## **TELEPHONE**

Students may use the telephone in the main office. The telephone is to be used to conduct school-related business (such as arranging a ride home, etc). The student must have permission from the building administrator to make a call in the office. Permission will be

granted only if it is an extraordinary situation. Otherwise, the building administrator, or designee, will call home to communicate with the student's family.

The phone will **not** be available during class time, unless it is a clear emergency and the principal gives the student permission to use the phone.

Students will not be called from class to the telephone. If the message is urgent, it will be delivered immediately to the student. Students are urged to inform their parents and friends of the regulation. Students may **NOT** have cell phones during instructional time

### **TELEPHONE MESSAGES AND GIFTS**

Students are not to be called from class or study hall to the telephone. If the message is **urgent**, it may be phoned into the principal's office and the message will be delivered by an office aide. Students are urged to make their parents and friends acquainted with this regulation.

*No gifts, flowers, balloons, etc. will be delivered to students during the school day. Any such items will be kept in the office until the end of the school day. Any such deliveries are discouraged.*

### **TRANSPORATION**

#### **Following Secondary schedule for Alternative Ed program (with flexible start time for students).**

##### **Tentative staff schedule 7:30-3:00 (following district secondary schedule)**

Student shuttled from BSHS/BIHS to Center Avenue 7:20-7:35

Students shuttled from Center Avenue to BSHS/BIHS 2:30-2:45

Projected Alternative Ed. School day at Center Avenue 7:50-2:30

Students attend Vo-Tech attend third session and depart Center Avenue 12:30

Important: Safety is a top priority for all of our students. Due to special transportation arrangements and not having clear walking paths from the IHS to/from Center Avenue, students are not permitted to walk from one school to another. Students who are scheduled to be shuttled from the IHS to Center Avenue in the mornings and afternoons must ride the shuttle bus unless there are extenuating circumstances that require administrative approval.

### **USE OF STUDENT PHOTOGRAPHS, VIDEOTAPE, OR OTHER IMAGES**

The District recognizes that the use of student photographs, videotape, or other images can be used to promote students and School District activities in a positive manner and can be part of an effective public relations program with the community.

**IMPORTANT:** Parents who do not want their child's image used in any District publication, display, or broadcast must provide a written request to that effect to the building principal at the beginning of each school year. The District cannot guarantee that a student's image will not inadvertently appear as part of a school-related activity.

## **USE OF VIDEO SURVEILLANCE CAMERAS**

The Board of School Directors and school officials recognize the need to provide a safe learning environment for students and staff and to protect District property and equipment. Therefore, video surveillance cameras will be used as a security measure at each school location.

Any activities detected through the use of video surveillance cameras that present breach of security or possible criminal activity will be reported immediately to the building principal.

If it is determined through the investigation that a student has committed an unlawful or unsafe act in violation of school rules, appropriate disciplinary consequences will be administered.

Any type of activity detected through the use of video surveillance cameras that might constitute a violation of the law will be reported immediately to the appropriate law enforcement agency.

## **VALUABLES:**

It is most **IMPORTANT** that pupils be constantly reminded about the danger of bringing valuables to school. Students should recognize that they must accept sole responsibility for their personal belongings. ***Students should NOT bring large sums of money and valuables to school.***

## **VISITING ANOTHER DISTRICT CAMPUS**

Students are **not** to visit another secondary or elementary school campus before or after school or while school is in session. Students excused on an early dismissal pass, an out-of-school suspension, or who are absent from school due to illness or for any other reason, are not permitted to trespass on another campus unless prior permission is granted. Defiant trespass charges can be filed with the District Justice.

## **VISITORS**

Students who wish to bring a visitor to school must request permission in advance from a principal. All visitors and guests are required to register at the principal's office and obtain a visitor's pass upon entering the building. No visitors are permitted the last two weeks of the semester.

*Board of School Directors, January 17, 1994*

## **GUIDELINES FOR STUDENT BEHAVIOR**

### **STATEMENT OF STUDENT BEHAVIOR**

Proper student behavior is represented by each student's developing the desire and ability to live as a responsible citizen in a free society. It is the by-product of teaching and growth which result in an individual's feeling that he does right because it is habit to do right. The most effective positive behavior procedure is the development of self-discipline in each student. Therefore, discipline will always seek to foster self-discipline.

Students who behave inappropriately may suffer any or all of the following consequences. Consequences will vary depending on the nature of the inappropriate behavior and may be cumulative based on previous home school records. The consequences are generally as follows:

1. Behavior Counseling

2. Suspension from the program for one (1) day
3. Suspension from the program for up to three (3) days; a conference with the parent/caseworker may be arranged at the discretion of a home school principal
4. Suspension from the program for five (5) days; conference with the parent/caseworker and guidance counselor at the discretion of a home school principal
5. Suspension from school for ten (10) days and possible dismissal from the program; possible referral to the Board of School Directors for an expulsion hearing based upon an evaluation by the home school principal.

### **ACADEMIC INTEGRITY / CHEATING**

A lack of academic integrity is cheating. **Cheating** will be defined as the following and the attempt to do the following:

- Copying / sharing assignments,
- Plagiarism,
- Cheating on exams including building-wide standardized tests or on major projects,
- Forging / stealing,
- Falsifying records

Cheating is a very serious matter. The teacher, in consultation with the building principal, will determine the appropriate consequence based on the severity of the cheating incident. The consequence could range from a zero on the test or assignment, a failing grade for the class, a suspension from school, or a hearing before the Board of School Directors. Any student who is caught cheating on a test or assignment will receive a failing grade for the test or assignment upon the first offense. Any further cheating in that course will result in the offender receiving a failing grade for the grading period in which the offense occurred. A grading period is nine (9) weeks. The teacher will notify the parent, counselor, and principal of any cheating infractions. Any student caught stealing a test will fail the course and receive a failing grade for it.

### **ALCOHOL AND DRUGS**

The Board recognizes that the misuse of drugs and alcohol is a serious problem with legal, physical, and social implications for the whole school community.

As the educational institution of this District, the schools should strive to prevent such abuse.

For the purpose of this policy, **controlled substances** shall include all but are not limited to the following:

- a. Controlled substances prohibited by federal and state law.
- b. Look-alike drugs.
- c. Alcoholic beverages.
- d. Anabolic steroids.
- e. Drug paraphernalia.
- f. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
- g. Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

For the purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

Any student attending any District school is not permitted to possess any alcohol or drugs while on school property or off school property during a school-sponsored activity, function, or event.

All employees of Butler Area School District are responsible for the timely and accurate reporting of any actual or suspected violations of the District's policies related to alcohol, drugs or counterfeit drug abuse.

The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors, and other school employees shall be respected and no confidential communication made to any such employee shall be required to be revealed without the consent of the student or his/her parent unless the best interests of the student can be served only by doing so.

The Superintendent or his or her designee, upon consultation with the principal investigating the violation, shall determine which options are appropriate. The seriousness of the violation shall be the basis for determining whether Option One or Option Two is applicable. The Superintendent or his designee has the final authority to determine which option shall be made available to the student.

### **ALCOHOL**

- A. A student involved in the possession or use of an alcoholic beverage on school property or off school property during a school sponsored activity, function, or event will receive a ten (10) day out-of-school suspension, be reported to law enforcement officials, and following consultation with the Superintendent or his/her designee, will be informed that either *Option One* or *Option Two* is applicable.
- B. A student, while on school property or off school property during a school-sponsored activity, function, or event, or on a school bus, or during the time spent traveling independently to or from school or a school-sponsored activity, function, or event who is or appears to be under the influence of alcoholic beverages or who has or appears to have consumed alcoholic beverages will receive a ten (10) day out-of-school suspension, be reported to law enforcement officials, and following consultation with the Superintendent or his/her designee, will be informed that either Option One or Option Two is applicable.

### **OPTION ONE**

Parent and student will sign a form at the time of the suspension stipulating that they will adhere to the following terms and conditions:

- 1. Student, within the ten (10) day suspension, will voluntarily participate in a drug and/or alcohol assessment at the expense of the family. The family has the right to select the agency of their choice to conduct the assessment from a list provided by the building principal at the time of the suspension.
- 2. Upon receipt of written notification that results of the assessment were negative, the student, at the conclusion of the ten (10) day, out-of-school suspension, will be permitted to return to the regular education program and will be referred to the CORE Team.
- 3. If the written notification of the assessment is not received prior to the end of the tenth (10th) day of the suspension, the student may be temporarily assigned to an alternative education program.
- 4. Upon receipt of written notification that the results of the assessment were positive, the student will agree to participate in and successfully complete the recommended treatment program.
- 5. If in-patient treatment is recommended, the student must continue to successfully complete each phase of the prescribed program. Upon receipt of

written notification of successful completion of the recommended program, the student will return to the regular education program and participate in the appropriate student assistance program.

6. If outpatient treatment is recommended, the student must continue to successfully comply with each phase of the prescribed program. While participating in out-patient treatment, the student's continued participation in the regular education program will be contingent upon the receipt of written verification, on a regular basis, from the treatment agency, confirming the student's continued cooperation and compliance with the prescribed program. Upon successful completion of the recommended out-patient program, the student will participate in the appropriate student assistance program.

### **OPTION TWO**

The parent and student shall be subject to one of the following provisions of Option Two:

1. The student shall voluntarily withdraw from the Butler Area School District in accordance with sections 1327.1 or 1330 of the Pennsylvania School Code.
2. The student shall receive a hearing before the Board of School Directors for possible expulsion from school.

Any and all expenses associated with any of the provisions of Option Two are the responsibility of the family. Further, no student involved in a drug/alcohol-related incident will be considered for re-admission to school until written documentation of a drug/alcohol evaluation is provided and proof that the student has successfully completed a rehabilitation program if the need for such a program is recommended through the evaluation.

### **C. Chemical testing for use of alcoholic beverages.**

1. Any time an employee of the school district has reasonable grounds to believe that a student, while on school property or off school property during a school-sponsored activity, function, or event, or on a school bus, or during the time spent traveling independently to or from school or a school sponsored activity, function, or event is under the influence of alcoholic beverages or has consumed alcoholic beverages, that employee shall, during regular school hours, accompany that student to the office of the principal of the building to which the student is assigned.
2. Upon arriving at the office of the principal, the principal or his/her designee may request (except under the conditions listed in item 4) the student to submit to one or more chemical tests of the student's breath which have been approved by the Board for the purpose of determining the alcoholic content of the student's blood.
3. If the student agrees to one or more approved chemical tests of his/her breath for the purpose of determining the alcoholic content of his/her blood, then one or more approved chemical tests of the student's breath for the purpose of determining the alcoholic content of the student's blood shall be conducted by the building principal or his/her designee in the presence of a witness.
4. During regular school hours, any student accused of, and denying being under the influence of alcoholic beverages or having consumed alcoholic beverages while on school property or off school property during a school-sponsored activity, function, or event, or on a school bus, or during the time spent traveling independently to or from school or a school-sponsored activity, function, or event, or on a school bus to or from school or a school-sponsored activity, function or event shall upon request have a right to one or more approved chemical tests of

- his/her breath for the purpose of determining the alcoholic content of his/her blood. Said test(s) shall be conducted by the building principal or his/her designee in the presence of a witness.
5. The result of any approved chemical tests of a student's breath for the purpose of determining the alcoholic content of the student's blood shall be considered along with other competent evidence in determining whether the student was or was not under the influence of alcoholic beverages or had or had not consumed alcoholic beverages.
  6. The refusal of a student to submit to one or more approved chemical tests of his/her breath for the purpose of determining the alcoholic content of his/her blood may be introduced into evidence along with any other testimony concerning the circumstances of the refusal at the time of a hearing before the Board. No presumption shall, however, arise from the refusal of a student to submit to one or more approved chemical tests of his/her breath for the purpose of determining the alcoholic content of his/her blood, but may be considered along with other factors.
  7. The test may be waived for students who are obviously under the influence of an alcoholic beverage, i.e., breath smell, speech context, walk mannerisms, and the inability to control normal body functions.
- D. Second offense situations will automatically be recommended to the Board of School Directors for an expulsion hearing.

## **DRUGS**

- A. A student involved in the purchase, sale, or distribution of controlled substances and/or alternatives on school property or off school property during a school-sponsored activity, function, or event, or on a school bus, or during the time spent traveling independently to or from school or a school-sponsored activity, function, or event will receive a ten (10) day, out-of-school suspension and be recommended to the Board for expulsion from school and be reported to law enforcement officials.
- B. A student possessing or using a controlled substance and/or its alternative on school property or off school property during a school-sponsored activity, function, or event, or on a school bus, or during time spent traveling independently to or from school or a school-sponsored activity, function, or event, will receive a ten (10) day out-of-school suspension, be reported to law enforcement officials, and following consultation with the Superintendent or his/her designee, will be informed that either Option One or Option Two is applicable.
- C. A student while on school property or off school property during a school-sponsored activity, function, or event, or on a school bus, or during the time spent traveling independently to or from school or a school-sponsored activity, function, or event who has or appears to have used a controlled substance and/or its alternatives or who is or appears to be under the influence of a controlled substance and/or its alternatives will receive a ten (10) day, out-of-school suspension, be reported to the law enforcement officials, and following consultation with the Superintendent or his/her designee, will be informed that either Option One or Option Two is applicable.

No student shall distribute, purchase or sell a non-controlled substance that has a stimulant or depressant effect on humans which, or the label or the container of which, substantially resembles a specific controlled substance. In determining whether there has been a violation of this subsection, the following factors shall be considered:

1. Whether the non-controlled substance in its overall finished dosage appearance is substantially similar in size, shape, color and markings, or lack thereof, to a specific controlled substance.
2. Whether the non-controlled substance in its overall finished dosage form is packaged in a container which, or the labeling of which, bears markings or printed material substantially similar to that accompanying or containing a specific controlled substance.

No student shall distribute, purchase or sell a non-controlled substance upon the expressed or implied representation that the substance is a controlled substance. In determining whether there has been a violation of this subsection, the following factors shall be considered.

1. Whether the non-controlled substance in its overall finished dosage appearance is substantially similar in size, shape, color and markings or lack thereof to a specific controlled substance.
2. Whether the non-controlled substance in its finished dosage form is packed in a container which, or the labeling of which, bears markings or printed material substantially similar to that accompanying or containing a specific controlled substance.
3. Whether the non-controlled substance is packaged in a manner ordinarily used for the illegal delivery of a controlled substance.
4. Whether the consideration tendered in exchange for the non-controlled substance substantially exceeds the reasonable value of the substance and where applicable, the price at which the over-the-counter substance of like chemical composition sell.
5. Whether the consideration tendered in exchange for the non-controlled substance approximates or exceeds the price at which the substance would sell upon illegal delivery were it actually the specified controlled substance it physically resembles.

No student shall distribute, purchase or sell a non-controlled substance upon the expressed representation that the recipient, in turn, will be able to distribute or sell the substance as a controlled substance.

Any student violating any of the provisions of this "counterfeit drug" policy shall be subject to a ten (10) day out-of-school suspension, be reported to law enforcement officials, and following consultation with the Superintendent or his/her designee will be informed that either Option One or Option Two is applicable.

The following is an attempt to explain the above "Counterfeit Drug Policies" of the Butler Area School District. This explanation shall, however, not be construed as limiting or expanding upon the above-mentioned "Counterfeit Drug Policies."

- No student shall distribute, purchase or sell any substance that is labeled or packaged in such a manner as to resemble a controlled substance.
- No student shall distribute, purchase or sell any substances upon the representation that the substance is a controlled substance.

A student possessing drug-related paraphernalia will receive a ten (10) day out-of-school suspension, be reported to law enforcement officials and following consultation with the Superintendent or his/her designee will be informed that either Option One or Option Two is applicable.

Drug paraphernalia is defined as all equipment, products and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivation, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing,

containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.

**OPTION ONE**

Parent and student will sign a form at the time of the suspension stipulating that they will adhere to the following terms and conditions:

1. The student, within the ten (10) day suspension, will voluntarily participate in a drug and/or alcohol assessment at the expense of the family. The family has the right to select the agency of its choice to conduct the assessment from a list provided by the building principal at the time of the suspension.
2. Upon receipt of written notification that results of the assessment were negative, the student, at the conclusion of the ten (10) day, out-of-school suspension, will be permitted to return to the regular education program and will be referred to the CORE Team.
3. If the written notification of the assessment is not received prior to the end of the tenth (10th) day of suspension, the student may be temporarily assigned to an alternative education program.
4. Upon receipt of written notification that the results of the assessment were positive, the student will agree to participate in and successfully complete the recommended treatment program.
5. If in-patient treatment is recommended, the student must continue to successfully complete each phase of the prescribed program. Upon receipt of written notification of successful completion of the recommended program, the student will return to the regular education program and participate in the appropriate student assistance program.
6. If outpatient treatment is recommended, the student must continue to successfully comply with each phase of the prescribed program. While participating out-patient treatment, the student's continued participation in the regular education program will be contingent upon the receipt of written verification, on a regular basis, from the treatment agency, confirming the student's continued cooperation and compliance with the prescribed program. Upon successful completion of the recommended out-patient treatment program, the student will participate in the appropriate student assistance program.

**OPTION TWO**

The parent and student shall be subject to one of the following provisions of Option Two:

1. The student shall voluntarily withdraw from the Butler Area School District in accordance with Sections 1327.1 or 1330 of the Pennsylvania School Code.
2. The student shall receive a hearing before the Board of School Directors for possible expulsion from school.

Any and all expenses associated with any of the provisions of Option Two are the responsibility of the family. Further, no student involved in a drug related incident will be considered for re-admission to school until written documentation of a drug/alcohol evaluation is provided and that the student has successfully completed a rehabilitation program if the need for such a program is recommended through the evaluation.

Second Offense situations will automatically be recommended to the Board for an expulsion hearing.

## **NON-ALCOHOLIC BEER AND WINE**

The consumption or possession of products labeled and sold as nonalcoholic beer or wine, which have a similar packaged appearance as an alcoholic beverage, and which contain a percentage of alcohol, is prohibited while on school property or off school property, during a school-sponsored activity, function, or event.

Violation of this policy will result in the following:

- \*First Offense: a warning (option of suspension)
- \*Second Offense: One (1) day of in-school suspension
- \*Third Offense: three (3) days of in-school suspension
- \*Fourth and/or Additional offenses: three (3) days of out-of-school suspension

## **PROHIBITION OF ANABOLIC STEROIDS**

Any pupils directly or indirectly involved in a school-related athletic program is prohibited from using anabolic steroids, except for a valid medical purpose. Body building, muscle enhancement, increasing muscle bulk or strength or the enhancement of athletic ability is not a valid medical purpose. Human Growth Hormone (HGH) shall not be included as an anabolic steroid under the provisions of this policy.

This prohibition includes but will not be limited to varsity athletes, student trainers, and cheerleaders.

Violation of this policy concerning anabolic steroids will mean:

- A. For a first violation, as reported to and verified by the district's school physician, suspension from school athletics for the remainder of the season.
- B. For a second violation, as reported to and verified by a physician, suspension from school athletics for the remainder of the season and for the following season.
- C. For a third violation, as reported to and verified by a physician, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of steroids exists. The Board may require participation in any drug counseling, rehabilitation, testing or other program as a condition of reinstatement into a school athletic program.

Education regarding the dangers of anabolic steroids will be included in the current District curriculum that addresses drugs and/or alcohol.

## **ACTIVITIES CONDUCTED OFF CAMPUS**

This policy shall also apply to student conduct that occurs off school property and would violate the Student Discipline Policy if:

- A. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school-sponsored activities.
- B. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
- C. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
- D. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Student Discipline Policy.
- E. The conduct involves the theft or vandalism of school property.

## **ASSAULT**

**Simple Assault** – a person is considered guilty of simple assault if he/she:

- A. Attempts to cause or intentionally, knowingly, or recklessly causes bodily injury to another.
- B. Negligently causes bodily injury to another person with a deadly weapon.
- C. Attempts by physical menace to put another in fear of imminent serious bodily injury.

**Aggravated Assault** – a person is considered guilty of aggravated assault if he/she:

- A. Attempts to cause serious bodily injury to another, or causes such injury intentionally, knowingly, or recklessly under circumstances manifesting extreme indifference to the value of human life.
- B. Attempts to cause or intentionally or knowingly causes bodily injury to another with a deadly weapon.
- C. Attempts to cause or knowingly causes bodily injury to a teaching staff member, School Board member, or other employee, including a student employee, of any elementary or secondary publicly-funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school while acting in the scope of his/her employment because of his/her employment relationship to the school.

A student found to have committed either simple assault or aggravated assault, as defined above, shall receive up to a ten (10) day out-of-school suspension and may be recommended to the Board for expulsion from school. In addition, said student may be reported to appropriate law enforcement officials.

## **AFFECTION/ PUBLIC DISPLAYS OF AFFECTION**

Over-zealous public displays of affection are not considered appropriate behavior. Any student referred to the office may receive behavior counseling for the first offense. Progressive discipline will be assigned for any future referrals.

## **CELL PHONES**

Students may possess cell phones for use before and after school, but their use during school is strictly prohibited. **Use is interpreted as using any cell phone function or feature, not just sending or receiving telephone calls.** Cell phones must be turned off upon entering the school building and may not be turned on again until the student leaves the building at the end of the school day. **Cell phones will be turned in to security upon student arrival and will be returned when students are dismissed.**

The Butler Area School District assumes no responsibility for the loss, theft, damage, or misuse of any electronic device that is brought onto school grounds, to a school-sponsored activity, or on any district vehicle.

Violation of any part of this policy may result in consequences ranging from confiscation and loss of privileges, to behavior counseling, suspension, and referral to the Board of School Directors for possible expulsion.

## **CLASS CUT**

Illness is the only acceptable excuse for not reporting to class. If a student becomes ill, she/he must report to the school nurse with a properly signed pass. Spending the class period in the restroom is inexcusable.

**First offense:**

**Second offense:**

**Third offense:**

**Behavior counseling**

**One (1) day out-of-school suspension**

**One (1) day out-of-school suspension and**

**One (1) Behavior Counseling Session**

<b>Fourth offense:</b>	<b>One (1) day out-of-school suspension and parental conference.</b>
<b>Fifth offense:</b>	<b>Three (3) days out-of-school suspension</b>
<b>Sixth offense:</b>	<b>Ten (10) days out-of-school suspension</b>

**NOTE: Cutting more than one (1) class in a given school day will result in one (1) additional hour of behavior counseling for each class, up to a maximum of seven (7) hours.**

### **DANCES**

Any dress or conduct not suitable to the school setting will not be tolerated. Students in violation will be asked to leave with no warning and no refund. All policies of the school district will be enforced.

### **DESTRUCTION OF SCHOOL PROPERTY**

*A student who damages property, or his/her parent/guardian, will be required to pay for damages. Also, the student, depending upon the severity of the case, may receive a penalty ranging from temporary out-of-school suspension to expulsion. Students and others who damage or deface school property may be prosecuted and punished under law.*

### **DISRESPECT**

Disrespect is defined as the lack of respect, rudeness, or offensive behavior in word or action to any professional and support staff. The penalty for this violation ranges from a warning or loss of a privilege to behavior counseling or to suspension, depending upon the severity of the case.

### **ELECTRONIC DEVICES**

The Board has determined that the possession of most electronic devices by students is not a vital part of the education process. Such items, under most circumstances, serve as a distraction to the educational process and some can be used in the furtherance of inappropriate and unsafe activities. Laser pens and other laser devices are particularly capable of causing harm and disruption and are therefore prohibited from being in a student's possession in school, during a school-sponsored activity, or on a district vehicle. Students are not permitted to use radios, iPods, CD players, headsets, etc.,. **Upon entering the building, these items must be turned off and turned in to security.** They are to remain off and put away throughout the day. Violation of this regulation will result in a warning for the first offense. Progressive discipline will be assigned for any other similar violations.

Students are discouraged from possessing certain types of electronics during school hours; however, their possession does not constitute a violation of this policy unless the student fails to comply with the following provision:

- A. Students are not to use audio listening devices (CD players, MP3 players, etc.), handheld electronic games, digital cameras, audio or video recording devices, or other such devices during the instructional school day unless they have permission from a staff member to do so as part of a classroom activity. In addition, the distribution, emailing, or posting on an internet site of any unauthorized photograph, audio recording, or video recording taken in school buildings or on school grounds, or on any school bus or commercial vehicle providing transportation to and from school or any

other school-related activities is prohibited. Consequences for violation of this policy may include warning, detention, suspension, or a hearing before the Board of School Directors.

The Butler Area School District reserves the right to define the educational value and place restrictions or prohibitions on the possession or use of any electronic device currently available, or that may become available in the future, whether or not it is addressed in this policy.

The Butler Area School District assumes no responsibility for the loss, theft, damage, or misuse of any electronic device that is brought onto school grounds, to a school-sponsored activity, or any district vehicle.

Violation of any part of this policy may result in consequences ranging from confiscation and loss of privileges, to behavior counseling, suspension, and referral to the Board of School Directors for possible expulsion.

### **FAILURE TO REPORT TO THE PRINCIPAL'S OFFICE, ATTENDANCE OFFICE, NURSE'S OFFICE OR GUIDANCE OFFICE**

Any student who fails to report to the office in the following circumstances will be subject to an out-of-school suspension:

- A. Requested to report to the office by a teacher or other staff member, and fails to report.
- B. Student does not report to the office at the time indicated on the pass.
- C. Students must report to the principal's office when they receive a pass.
- D. Students told to leave class by a teacher are to report directly to the principals' office.

### **FAILURE TO SERVE DISCIPLINARY ASSIGNMENTS**

*Any student who fails to serve any disciplinary assignment will receive additional and/or more severe penalty for the infraction. Failure to fulfill a disciplinary obligation may result in a withholding of student's report card, and eventually, the diploma.*

*Failure to Attend Detention Hall: All students are expected to fulfill their detention or make-up obligations immediately. Violation of this regulation will result in the following:*

*First Offense – Behavior Counseling*

*Second Offense – One (1) day Out-of-School Suspension.*

*Third Offense and all following Offenses – Three (3) days Out-of-School Suspension.*

### **FALSIFYING ANY SCHOOL FORM**

Any alteration or forgery of a pass, report card, or other school document, is considered a distortion of the intent of the person whose signature appears on the pass. This includes, but is not limited to, forging of any type of absences or early dismissal forms and tardies. Students may receive loss of privileges or temporary suspension for falsification of any school form.

### **FIGHTING**

Students are not permitted to fight. Depending on the severity of the incident, violation of this policy will result in the following:

- A. Suspension
- B. The suspension shall range from either a temporary suspension, one to three days, to a full suspension, up to ten days.
- C. All students involved in a fight are subject to a suspension.

- D. If proof can be obtained concerning the blame or cause for the fight, the student who provoked the fight may receive a longer suspension.
- E. Students who instigate fights between others, but do not actually participate may also receive a suspension. This includes students who push one student into another or verbally incite other students into fighting.
- F. The local police may be involved in certain types of fights and disorderly conduct charges may be filed against all students involved in fighting. The local magistrate may levy a fine if disorderly conduct charges are filed.
- G. The student may also be referred to The Board of School Directors for a hearing and a possible expulsion from school.

### **FIRECRACKERS, SMOKE BOMBS, ANY OTHER TYPE OF EXPLOSIVE MATERIAL OR INCENDIARY DEVICE**

Police will be notified, and the student will be suspended pending police and school investigation.

### **GAMBLING**

Games of chance are prohibited in the schools. Students who violate this policy will receive appropriate disciplinary action and may be reported to law enforcement officials.

### **GANGS**

The Butler Area School District prohibits all gangs and gang activities from buses, school buildings and school property at all times. Students involved in any gang activity may receive a suspension up to ten (10) days out-of-school, with a possible recommendation, based on the severity of the incident, for a hearing for expulsion before the Board of School Directors. Gangs are defined as any identifiable group or club which exists without sponsorship of the school or any recognized adult community or civic organization and which has no acceptable social goals.

### **HALL PASSES**

During the time that classes are in session, students are not permitted to be in the halls unless they have a hall pass issued by a teacher for use by the student. It entitles him/her to be in the halls for a reasonable period of time until his/her errand is performed. He/she is only permitted to report to the indicated destination. Students found to be "roaming" the halls will be assigned disciplinary action.

### **HARASSMENT AND BULLYING**

The Board prohibits all forms of harassment and bullying of students by all District students. Bullying is an intention electronic, written, verbal, or physical act directed at another student or students.

Any student who believes she/he has been subject to harassment shall report all incidents to the principal of the building or one of the assistant principals. The Board directs that complaints of harassment or bullying shall be investigated promptly and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained consistent with the District's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment or bullying. Harassment or bullying is defined as conduct where a student strikes, shoves, kicks, or otherwise subjects another student to physical contact or attempts or threatens to do the same or when a student commits acts or engages in a course of conduct, which demonstrates:

- A. An attempt to place the person in reasonable fear of bodily injury.
- B. *An intent to cause substantial emotional distress to the person.*
- C. Hostile, offensive, or derogatory remarks
- D. Physical interference with another student's movements.
- E. Offensive or abusive behavior having the purpose or effect of interfering with an individual's academic pursuits or going to and from school.
- F. Substantially disrupting the orderly operation of the school, and the "school setting" shall mean in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised or sanctioned by the school district.

The term "harassment" or "bullying" includes but is not limited to slurs, jokes, bullying, hazing, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, gender, national origin, age, handicap/disability, or sexual preference. Consequences for harassment and/or bullying may range from a warning or loss of privilege(s) to out-of-school suspension and/or referral to the Board of School Directors for an expulsion hearing.

### **IDENTIFICATION**

Any student who gives a false name or refuses to identify himself/herself to any staff member is subject to out-of-school suspension.

### **LEAVING SCHOOL WITHOUT PERMISSION**

Students must clear all trips off campus through the Principal's Office. The student parking lot is considered off limits from 7:50 a.m. until 2:30 p.m. Violation of this rule will result in Out-of-School Suspension. Vo-Tech students may also be removed from the Vo-Tech Program.

### **LEAVING THE CLASSROOM WITHOUT PERMISSION**

Any student who leaves a classroom without the permission or knowledge of the classroom teacher may receive an out-of-school suspension or behavior counseling.

### **METAL/WEAPON DETECTION SYSTEM/DEVICES**

Students and adults entering any building on school property will be asked to submit to a metal detector search procedure to ensure that weapons and other dangerous objects are not brought into the buildings. (See "Search Policy" section for more information.)

### **OFF LIMIT AREAS**

Students in off limit areas (cafeterias, the towers, and other areas of the Intermediate High School) may receive one day of Out-of-School Suspension on the initial offense. Any further incidences will result in further disciplinary action. **Students are not permitted on any other campus.**

### **PAGING DEVICES (Telephone Paging Devices)**

Telephone paging devices are prohibited in school with the following exceptions which require a written request and the principal's approval:

- A. A student who is a member of a volunteer fire company, ambulance, or rescue squad (the chief of the company or squad must make the written request).
- B. A student who is in need of a telephone paging device due to a medical condition of an immediate family member (a health care provider must make the written request).

C. A student who is provided with a paging device for employment purposes when such a device remains in the student's vehicle while on school grounds (the employer must make the written request).

*The Butler Area School District reserves the right to define the educational value and place restrictions or prohibitions on the possession or use of any electronic device currently available, or that may become available in the future, whether or not it is addressed in this policy.*

The Butler Area School District assumes no responsibility for the loss, theft, damage, or misuse of any electronic device that is brought onto school grounds, to a school-sponsored activity, or on any district vehicle.

Violation of any part of this policy may result in consequences ranging from confiscation and loss of privileges, suspension, and referral to the Board of School Directors for possible expulsion.

### **PARKING LOTS**

Students are not permitted in the parking lots without a pass while school is in session. Violation of this regulation will require an Out-of-School suspension and/or loss of driving privileges. Students, upon arriving at school with their vehicles, must leave them and go to the cafeteria. There is to be **NO** loitering in or around the vehicles. Passes may only be issued from the principal's office by the principal.

### **PROFANITY**

Profanity or abusive language will not be tolerated. Students using unacceptable language or making unacceptable gestures will receive behavior counseling, lunch detention, In School Suspension or Out of School Suspension.

### **RACIAL AND ETHNIC INTIMIDATION**

Butler Area School District policy strictly prohibits all forms of racial and ethnic intimidation in any work area, learning area, activity area, or any other place under control of the Butler Area School District. Any person who engages in racial or ethnic intimidation while acting as a member of the school community will be in violation of this policy. Racial or ethnic comments or conduct which unreasonably interferes with an individual's personal or academic performance or creates an offensive, hostile or intimidating academic environment is considered to be racial or ethnic intimidation. Any student who feels he/she has been a victim of racial or ethnic intimidation shall bring the matter to the immediate attention of any teacher, principal or counselor. If it is determined that a student has engaged in racial or ethnic intimidation in violation of these policies, rules and regulations, he/she shall be subject to appropriate disciplinary action, up to and including suspension or expulsion.

### **SEARCH POLICIES**

#### **A. LOCKER SEARCH (Students do not receive lockers, but are able to leave items in the office.)**

The Board acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property and may provide lockers for such storage. All lockers are and shall remain the property of the School District. As such, students shall have no expectation of privacy in their lockers.

The locker is provided for the sole purpose of storing school-related items and appropriate clothing. The school has an obligation to ensure that the locker is properly used and that no item or substance that is placed in the locker jeopardizes the health, safety, or welfare

of students, faculty, school property, or the educational process. To fulfill this obligation, school officials have the right to conduct locker searches for the reasons hereinafter set forth or any reason allowed pursuant to law.

**General Locker Search** - This search may be conducted, without notifying students, of more than one (1) locker where school authorities have a reasonable suspicion that the locker(s) contain(s) materials which pose a threat to the health, welfare, and safety of students in the school.

**Individual Locker Search** – This search of the locker(s) will be made on the basis of reasonable suspicion that the student (s) is/are concealing something, in the locker(s), possession of which is either in violation of the law or of school rules or which might pose a threat to the health, safety, or welfare of any student.

*Should any prohibited items be found in a locker(s), appropriate disciplinary action may be taken and criminal proceedings may be instituted against the student in accordance with the School District's Discipline policy and state and federal law.*

*Illegal or prohibited materials seized during a locker search may be used as evidence against the student in a school disciplinary proceeding.*

*No decals or pictures shall be permitted on any part of the locker. Students shall not give their locker combinations to other students and shall use only the locker assigned to them. Any student who is having any mechanical problems with his/her locker should notify the office. The District shall maintain the combinations or keys necessary to open locks or lockers. No outside or private lock is permitted, and such locks may be cut off and/or removed by school personnel.*

*Students and parents/guardians shall be notified at least annually, by the administration concerning the contents of this policy. Students may be required to acknowledge that they have read this policy in order to have the use of a school locker.*

## **B. STUDENT SEARCHES**

The primary purpose and justification for a student search is the protection of the health, safety and welfare of the students, faculty, school property and the educational process.

School officials shall be permitted to conduct a search of a student and/or of items in the student's possession or within the student's control if the school official has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the laws of the United States of America or the Commonwealth of Pennsylvania or the rules and regulations of the School District or the school official has reasonable cause to believe that the search is necessary to maintain school discipline or to protect school property or the educational process.

The Superintendent directs the Administrative staff to conduct student searches according to the following procedures:

1. All searches of a student and/or of items in the student's possession or within the student's control shall be conducted in the presence of the building principal and/or his/her designee(s) and a witness. Based on nature and severity of the incident, the student's parents/guardian are permitted to be present during the search of a student and/or of items in the student's possession or within the student's control if it is possible to locate the student's parent(s)/guardian and they report to the building principal's office within a reasonable period of time. Such searches shall be conducted in private.
2. Prior to conducting a search of a student and/or of items in the student's possession or within the student's control, the school official conducting the search may provide the student with an opportunity to voluntarily produce any suspected evidence that the student has violated or is violating either the laws of

- the United States of America or the Commonwealth of Pennsylvania or the rules, policies, and regulations of the School District.
3. Illegal or prohibited material(s) seized during a student search may be used as evidence against the student in a school disciplinary proceeding.
  4. If the student refuses to voluntarily produce any suspected evidence that the student has violated or is violating either the laws of the United States of America or the Commonwealth of Pennsylvania or the rules, policies, and regulations of the School District and refuses to consent to a search, the school official may ask the student to consent to a search prior to conducting an involuntary search of the student and/or items in the student's possession or within the student's control.
  5. If the student refuses to voluntarily produce any suspected evidence that the student has violated or is violating either the laws of the United States of America or the Commonwealth of Pennsylvania or the rules, policies, and regulations of the School District and refuses to consent to a search, the building principal and/or his/her designee(s) in the presence of a witness and, if present, the student's parent(s)/guardian(s), shall order the student to empty his/her pockets, remove his/her outer jacket, coat and/or vest, remove his/her shoes and socks, roll up his/her sleeves to the elbows, remove his/her belt, and turn over to the person conducting the search any and all items in the student's possession or within the student's control.
  6. The refusal of a student to submit to a search of himself/herself and/or of items in the student's possession or within the student's control shall be immediately reported to the appropriate law enforcement officers and/or juvenile probation officers for further investigation. The student shall be detained by the principal until such time as a law enforcement officer or juvenile probation officer arrives to interview the student.
  7. If the search produces weapons, drugs, or any other dangerous or illegal items or contraband, such items shall be turned over to the police as soon as possible. Such items shall be secured by the building principal and/or his/her designee until they are able to be turned over to the police.

**C. METAL/WEAPON DETECTION SYSTEM/DEVICES**

(Metal Detectors)

In order to reduce or discourage the presence of weapons, the Board of Education has authorized the use of metal detectors in certain circumstances where a heightened danger to students and staff justifies a limited intrusion into a student's personal privacy.

**Criteria:**

1. When school staff or District staff become aware of information or circumstances which indicate a significantly increased likelihood that students may be alarmed, the school principal or designee may initiate the procedures below.

**Training:**

1. Prior to initiation of an administrative search program, the staff to be utilized in operating the detection equipment and the staff who will conduct any search of a person or personal effects shall receive training in the operation of the detection equipment. Each year a qualified police officer will conduct in-service training for the administrative staff during the month of August.

**Purpose:**

1. The purpose of the metal detector scan is to prevent the possession of weapons on school property. At all times, the degree and nature of the search are not to go beyond what is necessary to allow staff to discharge its responsibility of maintaining the health, safety, and welfare of a safe school environment.

**Notification:**

1. Notification will be provided that a scanning device may be used to detect prohibited articles.
  - a. Prohibited Articles (District Policy Section)
    - Alcohol(5370.1)
    - Counterfeit Drugs(5370.6)
    - Drugs(5370.5)
    - Drug Paraphernalia(5370.8)
    - Fireworks(5390.2)
    - Obscene Materials(5380.3)
    - Stolen Property(5390.3)
    - Tobacco Products(5330.13)
    - Weapons(5390.1)

Any student of the Butler Area School District attending Butler Area schools is not permitted to possess any of the articles defined above while on school property, off school property during a school-sponsored activity, function or event, or on a school bus to or from school or a school-sponsored activity, function or event. Any student suspected of concealing these articles will be accompanied to the office of the principal of the building to which the student is assigned where the student will be subject to the procedures outlined under the Butler Area School District's Student Search Policy.

- a. Metal detector searches will be conducted on a daily basis at each of the district's school buildings.
- b. Metal detector searches may be conducted at the "District's" discretion during after-school events such as dances, the Prom, or any athletic event.

**Procedure:**

1. Principal/designee must be present to observe the scanning of the students. Where there is more than one scanning site, designees shall be assigned at the direction of the principal to ensure proper coordination of the scan and to further enable the principal to report accurately the results and to provide an evaluation of the scanning procedures.
2. Under no circumstances may school officials select a particular individual(s) to be searched, unless there is reasonable suspicion to believe that the individual (s) is in possession of detectable "Prohibited Articles" as set forth above.

**Use of Hand Held Detectors:**

1. Weapon scanning will be conducted by a principal/designee, and a witness of the same sex as the individual being scanned will be present.
  - a. To avoid physical contact with the individual being screened, the scanning device will be held two (2) inches from the body.
  - b. The principal/designee will request individuals, prior to scanning, to place bags or parcels they are carrying on a table and to remove any metal objects from their pockets and lay these items on a tray.
  - c. The refusal of the student to submit to a search of himself/herself or of the items in the student's possession or within the student's control may be introduced into

evidence, along with any other testimony concerning the circumstances of the refusal at the time of a hearing before the Board of Directors. No presumption, however, shall arise from the refusal of a student to submit to a search of himself/herself and/or of items in the student's possession or within the student's control, but may be considered along with other factors. The refusal of a student to submit to a search of himself/herself and/or of items in the student's possession or within the student's control shall be immediately reported to the appropriate law enforcement officers and/or juvenile probation officers for further investigation.

- d. The principal/designee will proceed with the scanning device in the following manner: the principal/designee will face the individual and stand to the left side of the person to be scanned. Scanning will begin at the chest area and proceed down to the feet. The principal/designee will move to the rear of the subject and scan the back of the subject from the head to the feet. The principal/designee will scan all parcels or bag.

**Response to Activation of the Metal Detector:**

- a. If the detector is activated while scanning a bag or parcel, the principal/designee will examine the contents for detectable "Prohibited Articles."
- b. If the metal detector activates on a person and the source of the alarm is not apparent (e.g., jewelry), the principal/designee conducting the scan will direct the individual to remove any remaining metal objects from his/her person and will conduct a second scan. If the detector activates again, the principal/designee shall escort the individual to a separate private area (e.g., an office) and proceed to conduct a search in accordance with the procedures outlined herein.

**Search Procedure:**

- a. The search must be conducted in a private or screened area by the principal/designee in the presence of a witness of the same sex as the person being searched.
- b. All searches of a student and/or of items in the student's possession or within the student's control shall be conducted in the presence of the building principal and/or his/her designee(s) and a witness. The student's parents or guardian may be permitted to be present during the search of a student and/or items in a student's possession or within the student's control if it is possible to locate the student's parents or guardians and the student's parents or guardians report to the building principal's office within a reasonable period of time.
- c. Prior to conducting the search, the principal/designee will once again ask the individual to remove any remaining metal objects from his/her person.
- d. If the student refuses to voluntarily produce any suspected evidence that the student has violated or is violating either the laws of the United States of America or the Commonwealth of Pennsylvania or the rules and regulations of the Butler Area School District and refuses to consent to a search, the building principal and/or his/her designee(s), in the presence of a witness, and, if present, the student's parents or guardian, shall order the student to empty his/her pockets, remove his/her outer jacket, coat, and/or vest and turn over to the person conducting the search any and all items in the student's possession or within the student's control. A pregnant student or a student with health-related concern, who does not wish to be searched with a metal detecting device, will be referred to the police for further investigation.

- e. If the principal/designee conducting the search feels an object which may have activated the metal detecting device is present, the principal/designee shall ask the individual to remove the object. If the person refuses to remove the object, the principal/designee will detain the individual and the police will be involved.

**Discovery of Contraband:**

- (1) Where an individual is in possession of “Prohibited Articles” (except tobacco products), the principal/designee must notify the appropriate police authority. If an arrest is made, the police will take custody of “Prohibited Articles.”

**Return of Property:**

- a. All property removed from an individual, which is not prohibited by Board policy must be returned to that individual upon completion of the search.

**D. MOTOR VEHICLE SEARCHES**

The District’s obligation to maintain a safe and secure educational environment may at times require the search of motor vehicles driven by students on to Butler Area School District premises. A search may be conducted without notice, without student consent, and without a search warrant.

A **plain view inspection** will mean a visual inspection of the exterior and/or interior of a motor vehicle, effectuated without the opening of any doors, windows, hoods, or trunk lids.

A **physical inspection** will mean a thorough search of the interior compartments, trunk and/or engine of a motor vehicle, effectuated by the opening of windows, doors, hood, or trunk lid, and may involve a physical entry into the vehicle.

A **student vehicle** will mean any vehicle driven by a Butler Area School District student on to school premises, regardless of the actual legal ownership of the vehicle.

The following guidelines are set forth with respect to student vehicle searches:

1. No Butler Area School District student shall operate a vehicle upon school premises and during school days/hours without a valid driver’s license and prior written permission from the School District administration. A prerequisite for the issuance of a student parking permit shall be the execution by the student and his/her parent or legal guardian of a written consent form authorizing the search of a vehicle by the building administrator or a designee in accordance with the terms of this policy.
2. The School District officials may conduct plain view inspections of any student vehicle while said vehicle is on school premises.
3. The School District officials may conduct a physical inspection of a student vehicle while the vehicle is on school premises when there exists reasonable grounds to suspect that the student in question has violated the law or the rules, regulations, or policies of Butler Area School District and/or that the vehicle is being used for the storage of objects, substances, or other evidence of such activities or contains items which constitute a threat to the health, safety, or welfare of the student or other students of the School District.
4. Prior to the physical inspection of a student vehicle, the student may be notified of the possibility of the physical inspection.
5. In those cases where the student receives prior notice, the student shall be given an opportunity to address the grounds used by the administration to search the vehicle and/or to voluntarily open or unlock the vehicle. The student shall also be informed that:

- a. Failure to voluntarily unlock any part of the vehicle as requested by School District administration will result in notification of his/her parent or legal guardian.
  - b. Failure to voluntarily unlock any part of the vehicle as requested by School District administration may result in notification of law enforcement officials and the school police.
  - c. Failure to voluntarily unlock any part of the vehicle may result in revocation of permission to operate a vehicle on school premises and/or other disciplinary action.
6. If following the student's explanation and/or the failure to voluntarily open or unlock the vehicle in the presence of the School District officials a physical inspection of the motor vehicle remains advisable, the building administrator or designee may conduct a physical inspection of the vehicle as defined herein.
  7. A building administrator or designee who reasonably suspects that the contents of a motor vehicle create an emergency situation in which health or safety of the student in question or other students, school personnel, or facilities may be endangered may open and physically inspect the motor vehicle in question as expeditiously as deemed necessary to preserve the health and welfare of the school population.

### **SEXUAL HARASSMENT**

The School Board is committed to assuring equal educational opportunities to all students and does not discriminate on the basis of sex. The School District is committed to maintaining an educational environment for all its students, which is free from any type of sexual harassment. The School Board will not tolerate any behavior by administrators, faculty, staff or students, which constitutes sexual harassment of a student.

Sexual advances, requests for sexual favors and other verbal comments or conduct of a sexual nature shall constitute sexual harassment when:

- A. Submission to or rejection of such conduct by an individual is used as the basis of academic decisions affecting that student including but not limited to the individual's academic evaluation.
- B. Such conduct has the purpose or effect of interfering with an individual's academic performance by creating an intimidating, hostile or offensive academic environment.
- C. Such conduct has the purpose or effect of interfering with an individual's academic environment, including any and all school-related activities, by creating an intimidating, hostile or offensive environment.
- D. Such conduct, off or on campus, has the purpose or effect of creating an intimidating, hostile or offensive environment for the student. Such conduct shall include, but is not limited to, threats or other acts that may intimidate students and verbal or physical sexual advances and sexual innuendoes in the classroom or in the presence of students. Complaints shall be processed in accordance with the following procedures: Any student who believes he/she has been subject to sexual harassment by an administrator, faculty member, staff member or student shall report all incidents to the building principal within fifteen (15) days of the occurrence of the incident. The principal shall investigate the complaint thoroughly, generally after notification to the parents/guardians, and attempt to resolve the matter to the satisfaction of the parties involved. Any slander of a person's character, as a result of filing a false claim, shall be subject to appropriate discipline.

## **SMOKING / TOBACCO**

The use or possession of tobacco products, cigarettes, cigars, pipes, and smokeless tobacco, commonly called chewing tobacco, is prohibited on any part of school property during the school day.

**First offense:** ..... **Behavior Counseling**  
**Second offense:** ..... **Two (1) days of out-of-school suspension**  
**Third offense:** ..... **Three (3) days of in/out-of-school suspension**  
**Fourth offense:** ..... **Three (5) days out-of-school suspension**  
**Fifth offense and any thereafter** ..... **Ten (10) days out-of-school suspension**

### **ATTENTION STUDENTS!**

*Use or possession of tobacco products in **ANY FORM** on school property is a violation of state law.*

*Violators are subject to pay a fine & court costs.*

**Act 145 (School Tobacco Control Act / Effective February 3, 1997)**

A "look-out" for smokers will receive one day of out-of-school suspension for the first violation. Subsequent violations will result in out-of-school suspension.

## **SNOWBALLING**

Students are not permitted to throw snowballs. Depending upon the severity of the incident, violations of this policy will result in a suspension, which shall range from a temporary out-of-school suspension, one to three days, to a full out-of-school suspension of up to ten days with the possibility of a hearing before the Board of School Directors which may result in the extension of the suspension or expulsion for the remainder of the school year.

## **STEALING**

Students who are caught stealing will be assigned progressive discipline and may be reported to the local police department. An out-of-school suspension will last from 3 – 10 days.

## **STUDENT DRESS CODE**

### **PURPOSE:**

An individual's dress, personal appearance, and cleanliness, like his/her behavior, should reflect sensitivity to and a respect for others. The fact that the school will permit a wide variety in school clothes does not mean that all styles are equally appropriate. This is a decision that the student must make in conjunction with his/her parents or guardian, always keeping in mind that his/her appearance must not present danger to the student's health and safety, cause an interference with work, or create classroom or school disorder.

### **AUTHORITY:**

Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

### **GUIDELINES:**

Although this is no attempt to include all items, the following types of clothing will be excluded from what is considered acceptable dress by District students.

- A. Articles which are soiled with grease, oil, paint, and dirt.
- B. Articles that could cause damage to other students or property.
- C. Torn or ragged clothing.
- D. Apparel that reveals or exposes the midriff, lower back, chest, sides of the upper body, and/or undergarments (such as strapless tops, tube tops, etc.).
- E. Gang-related attire, articles of clothing which are inappropriately designed, contain offensive and/or inappropriate logos, iron-ons, emblems, decorations and words.
- F. Clothing, pins, patches, tattoos, or any other items that encourage violence.

**Footwear:**

Shoes must be worn throughout the building at all times, except in the locker room and pool areas. Students are expected to follow all school rules related to safety that may require proper foot protection; for example, in science labs, shops, physical education classes, etc.

Steel-toed shoes are not permitted.

**Clothing:**

Clothing should be worn in the manner for which it has been designed.

For example:

1. Shirts and blouses must be properly buttoned.
2. Outerwear (coats) must be placed in lockers or on coat hooks during the school day. Exception Senior High School students during the winter.
3. Military camouflage and hunting clothing, unless required for a class activity, and tear-away pants are not permitted.
4. Loose-fitting clothing such as baggy pants must be secured with a belt and must be worn above the hips. The midriff, lower back, chest, sides of the upper body, and/or undergarments may not be exposed.
5. To avoid accidental tripping or falls, pant legs are not permitted to be worn below the student's footwear.

Students representing the school at extra-curricular activities should wear clothes appropriate for the occasion.

**Shorts:**

Shorts are permitted to be worn by students provided that they meet the following guidelines. Shorts must:

1. Reach below the fingertips when arms are fully extended at one's sides. If a student wears a combination of layers of clothing, the length of the outer garment must reach below the fingertips when the arms are fully extended at one's sides.
2. Be designed and sold as walking shorts such as Bermuda shorts or culottes; swim suits, cut-offs, gym shorts, and shorts with frayed or slit bottoms are not acceptable.

**Skirt/Dress Length Guidelines:**

Skirts and dresses should be long enough to reach below the fingertips when the arms are fully extended at one's sides. If a student wears a combination of layers of clothing, the outer garment must reach below the fingertips when arms are fully extended at one's sides.

**Hats/Caps/Hoods:**

Students are expected to remove caps or other “headgear”, including hoods to sweatshirts, while in the building. All caps or other “headgear” are to remain in the students’ classroom or in the locked security closet between 8:45 a.m. – 3:15 p.m.

**Body Piercings:**

Body piercings shall be restricted as follows:

1. Any piercing items shall be removed for safety reasons in the following curricular and extracurricular activities:
  - i. Physical education classes
  - ii. Science lab classes in which protective eyeglasses must fit securely around the eyes
  - iii. Industrial arts classes where equipment is used and protective glasses must be worn
  - iv. Extracurricular activities involving physical contact

**Body piercing that has become infected and presents a health hazard to the student and/or others is prohibited and must be removed.**

**Accessories:**

- 1) Chains that are attached to wallets or other items are not permitted.
- 2) Sunglasses are not permitted to be worn during the school day unless medically prescribed.
- 3) Bandanas, either worn as “headgear” or as an accessory are not permitted at any time.

**Penalties:**

Penalties for violation of the student dress code are as follows:

- First Offense: Student will be sent home or retained in the office until a parent or guardian provides a proper change of clothes.
- Second Offense: Student will be assigned behavior counseling.
- Third Offense: Student will be assigned Out-of School suspension in addition to the first offence penalties.
- Fourth Offense: Principal will determine appropriate consequence, ranging from suspension to a hearing before the Board of School Directors in addition to the first offence penalties.

**DELEGATION OF RESPONSIBILITY:**

In view of the fact that fashions are continually changing, the building principals, or acting coordinators of the program, have the discretion to be the final authority in all issues regarding the dress code.

**STUDENT DRIVERS**

The administration expects that all parents and students read and comply with all rules and regulations if they choose to drive.

**DRIVING A MOTOR VEHICLE IS A SERIOUS RESPONSIBILITY. THE BUTLER AREA SCHOOL DISTRICT WILL NOT HESITATE TO REVOKE A STUDENT’S DRIVING PRIVILEGE FOR ANY IRRESPONSIBLE BEHAVIOR.** The school district will not be held responsible for any damage, vandalism or theft that may occur to student vehicles while on school property.

## **STUDENT EXPRESSION**

While respecting the right of students to express themselves in word or symbol and distribute materials as a part of that expression, the Board of School Directors recognize that the exercise of that right must be limited by the need to maintain an orderly school environment and to protect the rights of all members of the school community. The Board reserves the right to designate and prohibit manifestations of student expression which violates the rights of others. Students who wish to distribute materials must submit them for prior approval by the principal. If approval is denied, an appeal process is available upon request.

**Distribution** - students handing non-school materials to others on school property or during school-sponsored events; placing upon desks, on or in lockers; or engaging in any other manner of delivery of non-school materials to others while on school property or during school functions. When e-mail, text messaging or other technological delivery is used as a means of distributing or accessing non-school materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

Any violation of the Student Expression policy will result in appropriate disciplinary action.

## **STUDENT OBLIGATIONS**

- A. Students must pay all library fines.
- B. Students must pay for all damaged property.
- C. Students must pay for lost or damaged books.
- D. Students must do all discipline time.
- E. Incoming seniors will not receive a schedule until they remove obligations.
- F. Potential graduates will not receive a diploma until they have removed obligations.

Textbooks, supplemental instructional materials, industrial art supplies, athletic equipment, etc., are distributed for the use to the students by the faculty throughout the school year. Once they are placed in the hands of the student, the student assumes complete responsibility for proper care and return to the issuing teacher. If they are lost, stolen or damaged, the student will be required to make financial reimbursement. If this obligation is not fulfilled, notice will be sent to the office and it may result in the withholding of the student's report card, and eventually, the diploma.

## **STUDENTS AND THE POLICE**

*In the best interest of those responsible for the protection of the student body, teaching and administrative staff, and community, the following types of offenses occurring during school hours on school properties shall be reported to the police or appropriate agencies for further investigation. The following list contains examples of offenses and is not necessarily exhaustive:*

- A. Serious assaults when victim is injured by use of a weapon or continued patterns of recurring simple assaults.
- B. Reports of knives, firearms, ammunition, blasting caps or any other explosive being brought into school.
- C. Drinking and narcotic offenses.
- D. Indecent assault on pupils.
- E. Rape or assault with intent to ravish.

- F. Morals offenses (pornography, exhibitionism, etc.)
- G. Organized gambling (numbers and pools)
- H. Criminal neglect or abuse of children.
- I. Adults loitering on or near school property, particularly before and after school.
- J. Unknown persons parked near schools at times pupils are going to and from school.
- K. Telephone threats made to school personnel.
- L. Arson or suspicion of arson.
- M. Observation of reckless driving and traffic hazards endangering lives of school children.
- N. Rumors or observation of any gang rivalries or activities.
- O. Thefts of personal property.
- P. Thefts of school equipment or property.

### **SUSPENSION**

*Students who are suspended are not allowed on campus from the point in time the administrator indicates until the time he/she is to report back to school for classes.*

***Noncompliance may result in arrest for defiant trespass.***

### **TARDY TO CLASS**

Every student should be in his/her classroom when it is time to begin class. Tardiness between classes is handled by the individual teacher. If the problem becomes chronic (five or more recorded tardies), the student will be referred to the office for disciplinary action, which can be behavior counseling, or temporary suspension.

### **TARDY TO SCHOOL**

One area that causes students a particular problem during the school year is tardiness. The following will be encountered by students with excessive tardies:

- |                                 |   |
|---------------------------------|---|
| A. Fifth Offense:               | Warning for tardiness   |
| B. Six through nine offenses:   | Behavior Counseling   |
| C. Seventh Offense:             | 2 Behavior Counseling Sessions  |
| D. Ten Offenses:                | One day of Out-of-School Suspension                                   |
| E. Eleven Offenses:             | 3 Behavior Counseling Sessions  |
| F. Twelve Offenses:             | One-day Out-of-School Suspension<br>Conference with parent conference |
| G. Thirteen - Fifteen Offenses: | Behavior counseling for each offense                                  |
| H. Sixteen and Above Offenses:  | 3 days Out of School for each offense                                 |

### **TERRORISTIC THREATS**

“Terroristic Threat” means a threat to commit violence with the intent to terrorize another, cause a building evacuation, cause a serious public inconvenience in reckless disregard of the risk.” “Terroristic Act” is an offense against property or involving danger to another person.”

Any information or knowledge relevant to a possible or actual threat or act must be reported by staff members and students to the building principal. This should be done immediately upon hearing about any terroristic threats/acts. The principal will immediately inform the Superintendent or an Assistant Superintendent. **When the principal has evidence that a student has made a terroristic threat, or committed a terroristic act, he/she will be suspended, reported to law enforcement officials, and be recommended to the Board for an expulsion hearing.**

## **VANDALISM**

Vandalism is the malicious destruction of School District or private property. Depending on the seriousness of the offense, vandalism will be punishable by the loss of privilege, and/or the assignment to detention, and/or suspension. In some cases, the child will be expected to clean or remove the vandalism from the damaged surfaces. If the property is destroyed, the student(s) or parent(s)/guardian(s) will be required to pay for the damage. The incident will be forwarded to the school solicitor's office should payment not be received.

## **WEAPONS (Act 167)**

Carrying weapons is prohibited. A student violating this rule will have the knife or weapon confiscated and receive a ten day out-of-school suspension, and will be reported to police for further action. The student will be referred to the Board of School Directors for an expulsion hearing.

The General Assembly of the Commonwealth of Pennsylvania enacted Act 167 in December 1980. *The Act provides criminal penalties for carrying weapons on school property* and defines aggravated assault as it relates to a teaching staff member, school board member, other employee, or student of any elementary or secondary public school. No student is to bring any type of weapon to school.

Definition: "Weapon," for purposes of this section, shall include but not be limited to, any knife, cutting instrument, cutting tool, martial arts implement, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury. Policy: Any student possessing a weapon in the building of, on the grounds, or on any school bus providing transportation to and from any school within the Butler Area School District shall receive a ten day out-of-school suspension from school and be referred to the Board of School Directors for expulsion from school. In addition, said student shall be reported to the appropriate law enforcement officials.

Regardless of anything to the contrary contained in these Guidelines, the School Administration and the School Board retain their inherent power to suspend or expel students for disobedience or misconduct and to institute proceedings in Juvenile Court against students for incorrigibility, truancy, insubordination or other bad conduct or if the presence of any student attending school is detrimental to the welfare of the school on account of the foregoing, as contained in Article XIII; Section 1318 and 1338 of the Public School Code.

## **NOTICE TO PARENTS AND ELIGIBLE STUDENTS ON THE CONFIDENTIALITY AND DISCLOSURE OF STUDENT RECORDS**

The following information is provided to notify you of your rights and privileges under the Family Educational Rights and Privacy Act (FERPA), a federal law which protects the confidentiality of student educational records limiting their disclosure. FERPA guarantees parents and "eligible students" (students eighteen years of age or older) certain rights which are described below:

### **I. Access to Records**

Parents or eligible students have the right to inspect their child's or their own educational records, to receive copies of the records in most cases, and to have a school official explain the records if requested. To inspect your child's or your records, contact the building principal of the school your child attends. For the purpose of records access, a parent includes both natural parents, a guardian or an individual acting as a parent of the students in the absence of a parent or guardian. The school presumes that either parent of the students has the authority to inspect and review the

educational records of the students unless the school has been provided with evidence that there is a legally binding instrument or a state law or court order governing the divorce, separation, or custody, providing to the contrary.

II. Challenge to Records

Parents or eligible students have the right to request that their educational records be changed if they are inaccurate, misleading, or violating, or violate student's rights and to have a hearing if that request is refused.

III. Disclosure

FERPA provides that educational records cannot be released without the written consent of the parent or eligible student, except in certain specified instances.

IV. Policy

A more detailed explanation of your rights, the procedures to follow if you want to take advantage of them and the limitation on the release of records as presented in the School District FERPA policy statement. You may obtain a copy of this policy by contacting the Supervisor of Pupil Personnel Services.

V. Complaints

If you believe that the School District is not complying with FERPA or not guaranteeing you your rights as outlined above, you may file a letter of complaint with the federal office in charge of enforcing the Act at the address:

FERPA Office  
Department of Education  
4511 Switzer Building  
Washington, D.C. 20202