

Highland Middle School

Student Handbook 2022-2023

Courageous Cougars Do Your P.A.R.T.

All policies and procedures are subject to change.

This agenda belongs to:

Name: _____ Homeroom: _____

Grade: _____

**We will
not bully
others.**

**We will
help
students
who are
bullied.**

**We will
include
students
who are
left out.**

**If we know
somebody is
being bullied,
we will tell an
adult at school
AND an adult
at home.**

**Highland Middle
School**

**Do Your P.A.R.T.
to stamp out
bullying!**

Level 1	<p align="center">Physical</p> <p align="center">Harm to another's body or property</p>	<p align="center">Emotional</p> <p align="center">Harm to another's self-esteem</p>	<p align="center">Social</p> <p align="center">Harm to another's group acceptance</p>
	<ul style="list-style-type: none"> • Expressing physical superiority • Blaming the victim for starting the conflict • Taking items from others 	<ul style="list-style-type: none"> • Disrupting the class • Dirty looks 	<ul style="list-style-type: none"> • Spreading rumors • Ignoring someone • Excluding others from a group
Level 2	<p align="center">Physical</p> <p align="center">Harm to another's body or property</p>	<p align="center">Emotional</p> <p align="center">Harm to another's self-esteem</p>	<p align="center">Social</p> <p align="center">Harm to another's group acceptance</p>
	<ul style="list-style-type: none"> • Threatening physical harm • Making threatening gestures • Defacing property • Pushing & Shoving 	<ul style="list-style-type: none"> • Insulting remarks • Name-calling • Teasing • Insulting gestures 	<ul style="list-style-type: none"> • Gossiping • Starting rumors • Teasing other students publicly • Intimidation by group • Forcing academic dishonesty
Level 3	<p align="center">Physical</p> <p align="center">Harm to another's body or property</p>	<p align="center">Emotional</p> <p align="center">Harm to another's self-esteem</p>	<p align="center">Social</p> <p align="center">Harm to another's group acceptance</p>
	<ul style="list-style-type: none"> • Inflicting physical harm • Damaging property • Stealing • Starting fights • Pushing, tripping. or causing a fall • Assault 	<ul style="list-style-type: none"> • Insulting family • Insulting race, religion, ethnicity, gender, disability, or sexual orientation • Harassing through any electronic means 	<ul style="list-style-type: none"> • Posting slander in public or virtual spaces • Playing mean tricks to embarrass someone
Level 4	<p align="center">Physical</p> <p align="center">Harm to another's body or property</p>	<p align="center">Emotional</p> <p align="center">Harm to another's self-esteem</p>	<p align="center">Social</p> <p align="center">Harm to another's group acceptance</p>
	<ul style="list-style-type: none"> • Making repeated threats/harassments • Extortion • Threatening to keep someone silent • Destroying property • Physical cruelty • Repeatedly acting in a violent or threatening way • Assault with a weapon • Severe or pervasive harm 	<ul style="list-style-type: none"> • Repeatedly insulting race, religion, gender, disability, or sexual orientation • Writing graffiti w/ bias against race, religion, ethnicity, gender, disability, or sexual orientation • Severe or pervasive harm 	<ul style="list-style-type: none"> • Enforcing total group exclusion against someone by threatening others if they don't comply • Arranging public humiliation • Severe or pervasive harm

HMS Technology

Schoology

Every student in grades 5-8 will utilize Schoology, which houses our Teacher Websites. Each teacher will have a website for class and will add your child as a member to his or her class. When your child logs in, he/she will see all of his/her courses. Schoology pages will have folders for each unit in that class with helpful resources such as PowerPoints, handouts, notes, and website links. We have uploaded a video to the HMS Website with the below steps to help you log into Schoology. The students can log into Schoology by following the below steps:

1. Go to the Blackhawk Website at www.bsd.k12.pa.us
2. Click on "Students"
3. Click on "Schoology"
4. Log In
 - a. User Name: Last Name First Three Letters of First Name@s.blackhawksd.org
 - b. Password: Student ID Number (add a zero to the front of it)
 - c. Students are taken to Schoology's home page. To access individual teacher's webpage, choose Courses on the green bar

Student Emails

Every student in grades 5-8 will have a school email. This email is secure. Students can only receive email from students and teachers. This email should be used for school activities. The students can log into their email by following the below steps:

1. Go to the Blackhawk Website at www.bsd.k12.pa.us
2. Click on "Students"
3. Click on "Student email access"
4. Log In
 - a. User Name: Last Name First Three Letters of First Name@s.blackhawksd.org
 - b. Password: Student ID Number (add a zero to the front of it)
 - c. Choose Outlook from the Apps menu page

Office 365

When students log into the Email system with the directions above, they are taken to the Apps menu page. Students can choose Outlook for the email system, they can choose one of the Office 365 programs including: Microsoft Word, Microsoft Excel, and Microsoft PowerPoint, and they can also open their OneDrive file system to access files that they may have saved to OneDrive at school.

SKYWARD

In grades 5-8 our students will utilize SKYWARD for their online gradebook. The teachers will put all assignments here, so you will be able to see your child's grade. Students can access SKYWARD online or with the App on a phone. Students can access SKYWARD online by following the below steps:

1. Go to the Blackhawk Website at www.bsd.k12.pa.us
2. Click on "Login" on the right side under SKYWARD Family Access
3. Type in your user name and password

BLACKHAWK SCHOOL DISTRICT

2022-2023

August (3-3)						
S	M	T	W	R	F	S
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30	31			

September (21-24)						
S	M	T	W	R	F	S
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	

October (21-45)						
S	M	T	W	R	F	S
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
	31					

November (17-62)						
S	M	T	W	R	F	S
		1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30			

December (16-78)						
S	M	T	W	R	F	S
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	

January (20-98)						
S	M	T	W	R	F	S
	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30	31				

February (19-117)						
S	M	T	W	R	F	S
			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28				

March (23-140)						
S	M	T	W	R	F	S
			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30	31	

April (17-157)						
S	M	T	W	R	F	S
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	

May (22-179)						
S	M	T	W	R	F	S
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30	31			

June (1-180)						
S	M	T	W	R	F	S
				1	2	

Grading Periods	
End of Nine-Weeks	
Term 1:	Oct 31 45 days
Term 2:	Jan 19 45 days
Term 3:	Mar 24 45 days
Term 4:	Jun 1 45 days

- In-Service Day
No School for Students
- Holiday (No School)
- Early Release
- Act 80 Day
No School for Students
- Act 80 Kindergarten Only
- First / Last Day
- Snow Make-Up Day
- Graduation

Open House

IMPORTANT DATES

August 23-26	Teacher In-Service Days #1-4	January 13	Early Dismissal
August 29	First Day of School	January 16	MLK Jr Day (No School)
September 5	Labor Day (No School)	February 20	Snow Make Up Day
October 10	Act 80 Day (No school for students)	March 24	Early Dismissal
October 28	Early Dismissal	April 6	Snow Make Up Day
November 11	Veterans Day (No School)	April 7 & 10	Easter Holiday (No school)
November 22	Act 80 Day (No school for students)	May 9 - 12	Kindergarten Registration (ACT 80 K only)
November 22	Parent Conf & Senior Exit Interviews	May 12	Act 80 Day (No school for students)
November 23	Teacher In-Service Day #5	May 29	Memorial Day (No School)
November 24-28	Thanksgiving Holiday (No school)	June 1	Last Day of School / Early Release
December 22	Early Dismissal	June 2	Graduation / In-Service Day #6
Dec 23-January 2	Winter Holiday (No School)		

PSSA ASSESSMENT DATES

English Language Arts	April 24 - 28	Grades 3-8
Mathematics, Science & Make-ups	May 1 - 12	Grades 3-8

KEYSTONE EXAM TESTING WINDOWS

Algebra I, Biology, Literature	Winter: Dec 5 - Jan 18	Spring: May 15 - 26
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APPROVED: 3/17/22

MISSION of the BLACKHAWK SCHOOL DISTRICT

The Blackhawk School District's Mission is to empower every student to achieve his/her best every day.

VISION of the BLACKHAWK SCHOOL DISTRICT

The Blackhawk School District prepares, educates, challenges, and inspires students.

NOTICE OF NONDISCRIMINATION

The Blackhawk School District will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, or any other legally protected classification. This policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, and in Section 503 and 504 of the Rehabilitation Act of 1973. Employees and participants who have an inquiry or complaint of harassment of discrimination or who need information about accommodations for handicapped persons should contact the Business Manager at 724-846-6600. A more detailed explanation of this notice is presented in the School District's Policy for Nondiscrimination – Schools and Classroom Practices (103) and Nondiscrimination – School and Employment (104). These policies are available for review, upon request, at the District Office.

**BLACKHAWK SCHOOL DISTRICT
HIGHLAND MIDDLE SCHOOL
2022-2023**

SCHOOL BOARD

John Battaglia
Lynn Kalcevic
Dr. Frank Makoczy

Rachel Cline
Kathy Helsing
Andrew Huzyak

Dan Jones
Gwen Deluca
Roberta Mansell

ADMINISTRATION

DR. AMY ANDERSON, MIDDLE SCHOOL PRINCIPAL

5th Grade

Mr. Anderson
Mr. Chismar
Mrs. Hanna
Mr. Merulli
Mrs. Muslin
Mrs. Omogrosso
Mrs. Taylor
Mrs. Squicquero Special Education

7th Grade

Mrs. Cox English/Reading
Mr. Hardesty Social Studies (7th & 8th)
Mrs. Kelley Math
Mr. Haddox Science
Mrs. Ream Math (7th & 8th)
Mrs. Shuleski English/Reading
Mr. Nolte Social Studies (7th & 8th)
Mrs. Veri Reading
Mrs. Durish Special Education

C.A.T.S., Physical Education, Gifted, Library, Speech, Specials

Mrs. Andrews Family & Consumer Science
Mr. Okon STEAM
Mr. DeCaria Physical Education
Mrs. Desselle Speech Support
Ms. Frengel Physical Education
Mr. Foley Technology Education
Mr. Baker Orchestra
Mr. Hoydich Band
Ms. Kunkel Art
Mr. Linkenheimer Gifted Support
Mrs. Martin Computer Education
Mrs. Effert Art
Mrs. Kalmar Music
Mrs. Planitzer Physical Education
Mr. Stiteler Physical Education
Mr. Vitali Physical Education
Mrs. Wilkinson Gifted Support

6th Grade

Mrs. DeSanzo Math/Science
Mrs. George ELA/SS
Mr. Roorback Math
Ms. Mallozzi ELA
Mr. Egger Science/SS
Mr. Braddock Math/Science
Mrs. Zenisek ELA/SS
Mrs. Fisher Special Education

8th Grade

Dr. Bain Science
Mrs. Crow English
Mrs. Holiday Math
Mrs. Phelps Social Studies
Dr. Shasteen English
Mr. Stanton Science
Mrs. Singletary Special Education

Foreign Language

Mr. Bauer German
Mr. Ricciardi Spanish
Mrs. Stein Latin
Mrs. Clyde French

Support Services

Mr. Hanna Guidance Counselor
Mrs. Haddox Nurse
Mrs. Weyand Secretary
Mr. Yingling Head Custodian
Mr. Bosco Special Education
Mrs. Yowler PRIDE

Blackhawk School District
School Bus Contract
General Information

- Bus drivers, students, parents, teachers, and school administrators share the responsibility for bus safety, following all bus rules, and behaving in a responsible manner.
 - Riding a school bus is a privilege and not guaranteed by law! When students behave appropriately, they are allowed to ride the bus.
 - An audiovisual recording device is installed and will be used in school buses for purposes related to safety.
-

_____ I (student) promise to ride my bus safely by... (SAFETY)

- Including:**
- | | |
|---|--|
| Remaining seated. | Not distracting the driver. |
| Talking softly, especially at bus stops. | Keeping my body and belongings out of the aisle. |
| Not talking at railroad crossings. | Not shoving, pushing, or touching others. |
| Giving the driver my name when asked. | Not putting any part of my body or any objects |
| Staying away from the bus until it stops. | outside of the bus window. |

_____ I (student) promise to follow all bus rules... (ORDER/RESPONSIBILITY)

- Including:**
- | | |
|--|--|
| Keep hands and feet to yourself. | DO NOT possess weapons including Laser pens. |
| Respect bus company property. | DO NOT possess alcohol, tobacco, or illegal drugs. |
| Respect personal property at bus stop. | DO NOT tamper with emergency door or equipment. |

_____ I (student) promise to treat the bus, the driver, and all passengers with respect. (RIGHTS)

- Including:**
- | | |
|--|--|
| Obey directions from your bus driver. | DO NOT leave trash, food, etc. on the bus. |
| Talk kindly to others. | DO NOT throw, kick, spit, or hit. |
| DO NOT use foul language, tease, threaten others, or use inappropriate gestures. | |

_____ If I (student) break my promises, I understand that the following may happen:

- Minor problem:** Usually the bus driver reminds students to follow the rules, to act safely, and to respect other people.
- Warning:** My parent(s) will be contacted in writing or by phone by my principal if I choose not to follow the rules.
- Bus Referrals:** NOTE: If bus privileges are suspended, I must arrange my own transportation to and from school. Students must continue to attend school.
- # 1st Offense: I will be warned about the consequences of not following the rules and my parent/guardian may be notified. I may also receive a lunch detention or detention.
- # 2nd Offense: My parent/guardian will be notified by my principal and I may lose all bus privileges for 1 school day, receive a lunch detention or detention.
- # 3rd Offense: My parent/guardian will be contacted by my principal and I may lose all bus privileges for 2-3 school days, receive a detention or receive a suspension.
- # 4th Offense: My parent/guardian will be contacted by my principal and I may lose all bus privileges for 5-10 school days or receive a suspension.

****Additional referrals may result in removal from the bus for the remainder of the school year.***

NOTE: A serious problem, such as a weapon, drug, or physical violence, may result in bus privileges being suspended immediately. The student will be required to remain at school and law enforcement will be called.

**HIGHLAND MIDDLE SCHOOL
THINK – ABOUT – IT**

SAMPLE FORM

NAME: _____

DATE: _____

Homeroom #: _____

Teacher's Signature: _____

1. What did you do that does not fit with our HMS school rules?
(Be specific and begin with "I".)
2. Why was this behavior wrong or hurtful to others?
(Who did you hurt? How do you know you hurt that person?)
3. Why did you act in this way?
4. How will you act more positively in the future?
5. How will you apologize to those that you hurt?

Parent signature: _____ Date: _____

**HIGHLAND MIDDLE SCHOOL
STUDENT BULLYING REPORT FORM**

SAMPLE FORM

DIRECTIONS: You must complete this entire form for us to be able to BEST help the student.

Your Name _____ **Date** _____ **Time** _____

Who was bullied? _____

By whom? _____

Where did it occur? _____

What happened? _____

ACADEMIC DISHONESTY AND PLAGIARISM

Plagiarism means presenting work done in whole or in part by someone else as if it were one's own. Academic dishonesty includes but is not limited to reproducing information from the internet, written text without proper citation, illegal use of copyrighted materials, and falsification of data, any form of text messaging and any form of cheating on exams, tests, quiz, laboratories, essays or homework. Students who allow others to copy their work to be submitted are also engaging in academic dishonesty and are subject to the same penalties. Plagiarism and academic dishonesty must be proven and documented by the instructor. Students who are found to have engaged in academic dishonesty or plagiarism will be subject to disciplinary action.

ACCEPTABLE USE POLICY

The purpose of access to the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources opportunities for collaborative work. Use of the system must be in support of education and research and be consistent with the educational objectives of the Blackhawk School District. Use of other organizations, networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities and by for-profit institutions is not acceptable. Use for product advertisement or political lobbying is also prohibited. All persons who access the Internet must conduct themselves in a responsible, ethical, and polite manner while using the network. On the Internet, however, there are many resources that are inappropriate or not designed for use with elementary and secondary education. Use of the Internet shall be limited to educational and instructional purposes related to the class curriculum of the particular user and for no other purpose. The Blackhawk School District will make a good faith effort to block inappropriate material but cannot guarantee all inappropriate material will be excluded from view. Use of the Internet shall be subject to the policies of Blackhawk School District governing student expression and permissible uses of school district facilities generally. Ignorance of this policy and expectations does not exempt individuals from consequences. A complete copy of the *Policy 815: Acceptable Use of Network / Internet Access* is available on the district's website, www.bsd.k12.pa.us or by contacting the school office. We strongly encourage parents to allow maximum access to technologies available at Blackhawk School District. Teachers and support staff closely monitor student work while using a variety of technologies in order to receive maximum benefits of a quality education. Students will be permitted to utilize Internet resources, publish materials on the World Wide Web, and have their image (photo/video) published unless a parent completes a form requesting for their child NOT to participate. To receive a copy of this form, parents may contact their child's school.

ACTIVITY NIGHTS

Activity Nights are scheduled during the school year. These evening events are for Highland Middle School students ONLY! All activity nights begin at 7 and end **promptly** at 9 p.m. Cost of admission is \$3.00. Students MUST be present in school on the day of an activity night in order to be permitted to attend. If a student receives 3 detentions, a bus suspension, in-school suspension, and/or out of school suspension in the time leading up to an Activity Night, the student will not be permitted to attend.

AMERICAN FLAG

It is the responsibility of every citizen to show proper respect for his/her country and its flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interest of classmates who do wish to participate.

ANNUAL PARENT NOTICES

Special Education Public Awareness & Screening Information

The Blackhawk School District offers a full continuum of special education programs and services to students eligible for such services. Special education programs and services are available for students with disabilities between the ages of three (3) and twenty-one (21). Services for eligible children ages three (3) to school entry age may be requested by contacting the Beaver Valley Intermediate Unit at 724-774-7800. Services for eligible and gifted students of school entry age through twenty-one (21) years of age may be requested by contacting your child's building principal. All eligible students are entitled to a free, appropriate public education.

Special education programs at the Beaver Valley Intermediate Unit and/or the Blackhawk School District include:

- Developmental delays (Preschool only)
- Blind or visually impaired support
- Autistic support
- Emotional support
- Life skills
- Multiple disabled support
- Learning support
- Speech and language support
- Deaf or hearing impaired support
- Neurologically impaired support
- Physical support
- Other health impaired support
- Occupational therapy services
- Physical therapy services

ART-RELEASE FOR DISPLAY OF STUDENT WORK

Through the school year many opportunities are presented for the exhibition of student artwork outside the school district. The display venues may include, but not be limited to, Internet, news media, exhibitions, and publication. The student artist's full name, grade level, and school district may appear whenever and wherever the work is displayed and/or reproduced. Through display, the work and information may be viewed by the general public. There is no compensation for the release or for the display of work. The district, its employees, and representatives of shows and exhibits are harmless from any and all liability in the travel, storage, exhibition, and publication of the work. If you have reason to restrict the display of your student's work, please submit your request in writing to the building principal.

ASBESTOS NOTIFICATION

In accordance with the Public Law 99-519, school districts are required to provide notification of an Asbestos Management Plan. This plan for the Blackhawk School District is available for review, upon request, at the District Office.

ASSESSMENTS

Students are assessed on formal district or statewide assessments throughout their education at Blackhawk. Examples of these assessments include the Keystone, PSSA, DIBLES, and Stanford Achievement Tests. Assessments used are

defined by the district assessment plan available at each building site. The assessment plan is aligned with district standards and the state assessments. Assessments can be inspected, upon request, prior to administration by contacting the building principals. District personnel are available to answer any questions posed by parents. Individual results are forwarded to parents as they become available to the district. Parents and members of the community can access district and individual school information on the district web site at <http://www.bsd.k12.pa.us>. The Pennsylvania School Report Card web site can be accessed at www.paprofiles.org.

ATTENDANCE POLICY No. 204

School attendance is the responsibility of the student and his/her parents/guardians. When a student is absent from school, it is the duty of the parent/guardian to promptly provide a written explanation of the student's absence (within 3 days of absence). It is the responsibility of the school to inform the parent/guardian when their child is absent from school.

1. A student's absence is considered unexcused until a written excuse is received. All official verifications must be submitted to the school within three (3) days of the student's return to school or the student's absence is considered unexcused.
2. A parent/guardian may only excuse ten (10) student absences during the school year. All absences beyond the tenth (10th) day require medical or other official documentation.
3. A written notice might be sent home for students following the tenth (10th) parent excuse for accumulative absences for the school year.
4. A written notice will be sent home for students following the third (3rd), sixth (6th), and tenth (10th) unexcused/illegal absences.
5. Following the sixth (6th) unexcused absence, the parent/guardian will be notified by phone or in writing of the Compulsory School Attendance Violation. A conference between the parent/guardian, school personnel, and Beaver County Children and Youth Services (BC-CYS) will be scheduled to develop a Truancy Elimination Plan.
6. The parent/guardian and student will be cited through the district magistrate's office should there be any further unexcused absences following the Truancy Elimination Plan meeting.

Tardy to School and Early Dismissal from School

A student is considered tardy if he/she arrives after the school building start time and before 11:00 A.M. Students arriving after 11:00 A.M. will be considered absent for one half (½) day. A tardy to school will only be excused if the student provides an excuse from the doctor's office or other official documentation. Students leaving the school before dismissal time must have parental permission and a medical excuse is required from the doctor within three (3) days in order for the early dismissal to be excused. Students leaving the school before 11:00 A.M. will be considered one half (½) day absent. District administration may file a truancy complaint with the district magistrate for repeated unexcused tardies and/or unexcused early dismissals. At the middle school, unexcused tardies will count toward the disciplinary actions below:

Unexcused Tardy:

3 times	Warning
6 times	Lunch detention
9 times	1 hour of detention*
12 times	1 hour detention and 2 lunch detention

15 times	2 hours of detention
18 times	2 hours of detention and 2 lunch detentions
21 times	3 hours of detention
24 times	3 hours detention and 2 lunch detentions
27 times	4 hours of detention

*Detention is held after school.

Reasons for excused absences are:

*religious holidays and services	*quarantine
*illness	*court appearance
*health-related appointments	*death in family
*school board approved absences	*impassable roads
*emergency reason (at the discretion of the principal)	

The following reasons are illegal and unexcused in accordance with the Pennsylvania State Attendance Laws:

- *hunting, fishing, attending sport events
- *birthdays or other celebrations
- *playing video games, watching newly released movies
- *missing the school bus
- *trips not approved in advance
- *excuses saying "personal" or "needed at home"
- *tardiness on behalf of the parents/guardians
- *truancy
- *shopping
- *employment
- *Any other reason not listed under legal excuses.

ASSIGNMENTS

**(when students return to school)*

Upon returning to school, request from your teachers any assignments you missed or check Schoology. Students will be expected to complete the work within the same number of days that he/she was absent. For example, if a student was absent for three days, the student will have three school days to complete and turn-in the work.

BAND/CHORUS/ORCHESTRA (6-8)

Sixth and Seventh/Eighth Grade Performing Ensembles

Band, Chorus and Orchestra classes meet every day during the same period. Students may join one, two or all three ensembles. Rehearsal and concert attendance is mandatory and schedules are posted for parents and students.

BUS SAFETY GUIDELINES

1. Students will be on time at their assigned bus stop.
2. Students will wait for their bus 20 to 30 minutes, depending upon the weather.
3. Students will stay off the roadway while waiting for their bus, and will respect property adjacent to the bus stop by not littering or engaging in any other destructive behavior.
4. Students will wait for the bus to come to a complete stop before trying to enter or leave the bus.
5. Students will sit in assigned seats on the bus, if one is assigned.
6. Students will not use profanity, offensive language, or gestures which intimidate, degrade, threaten, or harass another person, or which make reference to ethnicity, gang affiliation, sexual acts, body parts, etc.
7. Students will not engage in conduct that may threaten their own safety, or the safety of others on the bus. Such conduct may include, but is not limited to the following: wrestling, horseplay, pushing and shoving.

8. Students will keep all personal items (coats, bookbags, etc.) out of the bus aisle.
9. Students will not hang their hands, arms or heads outside the bus window. This is extremely dangerous.
10. Students will not engage in conduct that may threaten the safety of a person outside of the bus. Such conduct may include, but is not limited to, throwing objects from bus windows or shouting from the window.
11. Students will not spit on the bus or out of the bus window.
12. Students will not eat or drink on the bus.
13. Students will not tamper with, deface, or destroy the bus or equipment on the bus.
14. Students will not carry snow or ice onto the bus or throw snowballs while waiting at the bus stop.
15. Students will not bring any toys on the bus, including any toys that resemble weapons, etc.
16. Students will not ask the driver to stop at places other than a regular bus stop.

Please review the School Bus Contract.

CAFETERIA/ LUNCH

Please be courteous, follow school rules, clean your area, and follow the guidelines set forth by the adults who are monitoring lunch.

Consequences for violation of cafeteria behavior expectations could result in contact home, assigned seats, lunch detention in office, detention, silent lunch, and/or suspension.

1. Students may start the year sitting in assigned seats and/or with their Homeroom. Once students have learned and demonstrated knowledge of the cafeteria rules, they may be permitted to choose their own seat.
2. Students are to stay in their seats during the lunch period. Once a seat is chosen, students are not permitted to change seats or tables. Visiting other tables is not permitted.
3. All food and drinks must be eaten in the cafeteria and may not be taken with you when you leave.
4. Energy drinks are not permitted during school hours.
5. Each student is responsible for returning their tray when they are finished eating.
6. Students will be responsible for keeping the cafeteria as clean as possible (wipe off the table, pick up trash from around their table, etc.). You are not to throw food or items in the cafeteria.
7. Students should ask permission before leaving the cafeteria.
8. Lights off in the cafeteria is a signal for silence.

CHANGE OF ADDRESS

Students who move within the district during the school year or have their address or telephone number changed for any reason should report this information to their homeroom teacher and office immediately. Families must show new proof of residency documents and complete change of address forms.

CHAPTER 15/Other Protected Handicapped Students

In compliance with state and federal law, Blackhawk School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations that are needed to provide equal

opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the students' abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in or access to any aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all gifted or eligible students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provision of services to protected handicapped students, contact your building principal or the special education office.

CHILD FIND AND SCREENING

The Blackhawk School District conducts a system of initial screening activities on an ongoing basis in all buildings to locate, identify, and evaluate students who may be eligible for special education services. Child Find also includes children attending private schools and those highly mobile. Parents or guardians may request that the district initiate the screening/evaluation process at any time to determine their child's eligibility and need for special education programs and services. For further information, parents or guardians may contact the special education supervisor or the building principal or school psychologist.

CHILDREN'S HEALTH INSURANCE PROGRAM (CHIP)

Free or low-cost health insurance may be available to your family through the Children's Health Insurance Program of Pennsylvania (CHIP). CHIP provides insurance to families whose income is above Medical Assistance limits, but cannot afford to purchase insurance privately. Routine checkups, immunizations, hospitalization, dental exams, eye exams and eyeglasses, prescriptions, hearing services, and other health services are covered under CHIP. Call the Healthy Kids Network at 1-800-986-KIDS or access the online site at www.compass.state.pa.us, to find out if your family qualifies for CHIP.

CONFIDENTIALITY

All information collected as part of an individual student referral or evaluation is treated in a confidential manner. A written policy (#216, Management of Student Records) regarding the confidentiality of student records is available for review by contacting the special education supervisor at 724-843-1005.

DATING VIOLENCE POLICY No. 252

The purpose of the Blackhawk School District's *Dating Violence Policy* is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of our school district and is prohibited at all times. Students who have been subjected to dating violence are encouraged to report such incidences promptly, orally or in writing, to a building principal, a guidance counselor, nurse, or classroom teacher. The principal, or his/her designee, shall conduct a comprehensive investigation of the alleged dating violence. The complainant and the accused shall be informed of the outcome of the investigation. If the investigation results in a substantiated finding of dating violence, the principal shall recommend appropriate disciplinary action. A complete copy of this policy

DETENTION / SUSPENSION

Detention period is a time when a student is assigned to stay after school until 4:00 for an unacceptable behavior. Parents are responsible for transportation. Students should fully understand that any teacher in the building has the authority to correct misconduct at any time. Students who receive three or more detentions in one nine week period will be restricted from all extra curricular activities, including activity nights, during the same nine weeks. Students who receive one or more school suspensions in one nine week period will be restricted from all extra curricular activities, including activity nights, during said nine weeks. Students are expected to make up all work that they missed while suspended from school. Parents and students will be notified.

DISCIPLINE (DISTRICT POLICY 218)

You are the responsibility of the school district from the time you leave home in the morning until you return in the late afternoon. There are rules that need to be followed to ensure your safety, the safety of all students and the smooth operation of the school.

DISCIPLINE - SCHOOL AUTHORITY TO DISCIPLINE

1. The school board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rule-making power, however, is not unlimited; it must operate within statutory and constitutional constraints. The administration has only those powers which are enumerated in the laws of the state or which may reasonably be implied or necessary for the orderly and safe operation of the school.
2. The administration may not make rules which are arbitrary, capricious, or outside their grant from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.
3. School rules are assumed to be reasonable until they are rescinded or waived. Students, therefore, should obey school rules while working through channels to help change those which they feel are not applicable.
4. The Board of Public Education adopted a code of Student Conduct, which includes policies governing discipline, as well as documentation of rights and responsibilities. This code will be distributed to students and parents. Copies of the code will also be available at the school.

DISCIPLINE - SECTION 1317 PA SCHOOL CODE

Authority of teachers, assistant principals and principals over pupils (in Loco Parentis provision).

Every teacher, principal and assistant principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school, during the time they are in attendance, including the time required in going to and from their homes, as their parents, guardians, or persons in parental relation to such pupils may exercise over them.

DISMISSAL ROUTINE

Students will report back to their assigned dismissal locations at the end of the day to wait for bus call. Buses will be called as they arrive, and your teacher will dismiss you when your bus is called. Students riding a different bus home must bring a personal permission note to secure a bus pass from the office. Students riding a different bus home must fill in empty seats, & not take the assigned seats of other students. Students who will be picked up by a parent/guardian must also bring in a parental permission note to the office.

DISRESPECT

Disrespect to teachers or any school employee may result in punishment ranging from a detention/suspension to a recommendation to the school board for expulsion from school. Profanity, either spoken or written, will be considered a form of disrespect. There are specific incidents where students will be asked a reasonable request. A reasonable request is one that does not put the student at risk or cause harm. Examples are: remove your hat, go to the office, change your seat, or relinquish a personal belonging such as cell phone, or water bottle. Refusal of a reasonable request will be considered disrespect.

DRESS CODE

The Dress Code Policy is intended to support the creation of an educational environment promoting self-respect while not inhibiting self-expression. Faculty and administration have the right to question a student's dress if perceived as inappropriate and/or offensive. Parents will be notified and be required to bring a change of clothing if the student cannot make adequate adjustments. Students are not permitted to wear hats, caps, artificial ears or sunglasses in the building during the school day. Clothing that is obscene and vulgar or promotes/implies the use of illegal substances (alcohol, drugs, tobacco, weapons and/or gangs/violence) sexual innuendo, violence, hatred, or discrimination may not be worn. No spaghetti strap tank tops or strapless tops are permitted. No exposed backs, see-through clothing, tank top with open underarms, or strapless shirts or dresses without a covering permitted. No undergarments should be visible. Tops exposing the chest or a bare midriff are not permitted and must be able to meet the top of the student's pants, shorts or skirt while standing up.

Shorts and skirts must be of a length that meets fingertips. Tears, holes, and frays of clothing from 3" above the knee and higher are not permitted unless leggings or shorts are worn underneath the tears.

Slippers or pajamas are not permitted to be worn. Disguises may not be worn.

Attachments to clothing, shoes, or jewelry such as chains, capes, spikes, artificial tails or anything that poses a potential health/safety hazard may not be worn.

Students may not draw on their skin.

Students must dress appropriately, including appropriate footwear, for content specific classes (like science labs) and physical education class.

DROPPING OFF/PICKING UP STUDENTS

Students shall be dropped off at the designated student drop off point near (follow the signs in the parking lot). Parents do not need to accompany child into the office. When picking up or dropping off students, you cannot park or travel through the bus lot in front of the school between these times. Please park in the parent parking lot area. Students who are an everyday dismissal/pick-up need to turn into the office a signed/dated note to that affect. For students who are being picked up by a parent/guardian, the parent/guardian MUST COME TO THE FRONT DOOR to request their child be released.

DRUGS AND ALCOHOL PROHIBITED

The principal of any school in Blackhawk School District may immediately suspend a pupil who on school grounds sells, uses, possesses, or aids in the procurement of narcotics or restricted drugs including marijuana or any material purported to be such during a time school is in session, or anywhere during a school activity. The procedure will be in accordance with School Board Policy as stated in Number 227. The principal then may proceed with the necessary steps provided in the School Code for expelling a student from the school system for this act, upon proper notification to police authorities and positive identification of the material involved in the case as a narcotic or restricted drug, including marijuana. Students are not permitted to bring prescription or non-prescription drugs to school. All medication must be given to the nurse by a parent/guardian, who will distribute it according to the doctor's instructions. Any medication that has not been given to the nurse will be treated as illegal drugs. Consequences will result such as in school or out of school suspension.

EARLY DISMISSAL

If you need to be dismissed early, bring a written statement from a parent/guardian to the office before 8:30 A.M. or call the HMS Office prior to arrival stating the purpose and time of dismissal. Students will be called to the office once the parent/guardian arrives and checks in with the office.

ELECTRONIC SMOKING DEVICES, NICOTINE DELIVERING DEVICES (REAL OR SIMULATED)

Students may not use or be in possession of any type of electronic smoking devices, nicotine delivering devices (real or simulated) on school property, on district transportation, or at a school sponsored event either on or off school property. Examples are but not limited to E-cigarettes, vaporizers, vaporizer liquids, etc. Discipline consequences involve out of school suspensions and/or charges filed with the magistrate.

ENGLISH AS A SECOND LANGUAGE SERVICES (ESL)

In accordance with federal law and state regulations, the Blackhawk School District must identify all students who have "*limited English proficiency*" (LEP). These students typically have a primary language other than English that is used in their homes. Students identified with a limited English proficiency are eligible for ESL instructional services to help them attain a proficient skill level in their use of the written and spoken English language. All students must have a home language survey completed by their parents prior to admission into the school district. This survey allows the Blackhawk School District to identify possible LEP students. An education specialist from the Beaver Valley Intermediate Unit will more formally screen any student identified as possibly having a limited English proficiency. If ESL instruction is needed, it will begin within 30 days of a student's enrollment in the district and a qualified teacher will facilitate the ESL core curriculum to each identified student. Parents or guardians should contact the district if they feel that their child may have limited English proficiency and needs to be screened for ESL instructional services. These requests can be directed to the building principal the English as a second language coordinator/special education supervisor at 724-843-1005.

EMERGENCY DRILLS

A. Fire Drill: Alarm sounds to evacuate building. Follow directions of your teachers.

B. Tornado Drill: Students and faculty are advised that we have been alerted of a tornado watch. Follow the directions of your teachers.

C. Nuclear Power Station Incident: Students and faculty are advised that there has been an unusual event at the nuclear power station in Shippingport. Follow the directions of your teachers.

D. Safe School Incident: Students and faculty are advised that there is an unusual event occurring in school. Follow the directions of your teachers.

ENTERPRISE/BUSINESS

Students are not permitted to sell or trade candy, gum or items of any kind in school or on the bus, with the exception of schoolwide sales for students. Gambling is not permitted.

FAMILY EDUCATION RIGHTS & PRIVACY ACT

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

1) The right to inspect and review the student's education records within 30 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should complete the form available from the school principal (or appropriate official) to clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

5) The right to refuse to permit the designation of any of or all of the categories of directory information. The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that the Blackhawk School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, Blackhawk School

6) District may disclosure appropriately designated "directory information" without written consent, unless you have advised the District the contrary in accordance with District procedures. Directory information, which is information that generally is not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under *the Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want the student's information disclosed without their prior written consent. If you do not want Blackhawk School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 30th of the current school year. Directory information which may be released may include the student's name, date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent and previous education agency or institution attended by the students; and other similar information.

The Blackhawk School District will make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request. A more detailed explanation of your rights, the procedures to follow if you want to take advantage of them, and the limitations on the release of records is presented in the School District's Policy for the Management of Student Records (216).

GIFTED SUPPORT

Chapter 16 of the Pennsylvania School Code recognizes that gifted students need specially designed instruction, based on the unique needs of each student. *Gifted education shall enable them (gifted students) to participate in acceleration or enrichment, or both, as appropriate, and to receive services according to their intellectual and academic abilities and needs (16.2).* If it is determined that a student may possibly be mentally gifted, the student's records will be reviewed, and the respective school guidance counselors will gather information from the student's parents and teachers. If the data supports a need, parents will be asked to give written permission for further evaluation. This process is called gifted multidisciplinary evaluation (GME). The parents are members of the gifted multidisciplinary team (GMT).

GRADING

Grading scale:	92-100	A
	90-91	A-
	87-89	B+
	83-86	B
	80-82	B-
	77-79	C+
	73-76	C
	70-72	C-
	67-69	D+
	63-66	D
	60-62	D-
	0-59	E

Honor Roll (Grades 6-8)

High Honors – 3.7 GPA or higher
Honors – 3.3 to 3.69 GPA

Honor Roll (Grade 5)

Honors – All A's, B's and P's

GUIDANCE COUNSELOR

We have the services of a full-time guidance counselor who is available for counseling. The counselor is at school to help you in a variety of ways. If you wish to see the counselor, stop in at the guidance office to schedule a visit.

GUM CHEWING

Gum chewing is not permitted at HMS. Students who chew gum will receive one warning and then have a disciplinary consequence, which will continue to escalate for each offense.

HEALTH SCREENINGS

Students may receive height, weight, and vision screenings. All 7th grade students and special education students will also receive a hearing screening. These screenings will be performed yearly unless the health services department is notified otherwise by the parent/guardian.

HOMELESS

Federal guidelines, as set forth in the McKinney-Vento Act, require that school districts identify children who are homeless (temporarily displaced). The federal mandate, and the intention of Blackhawk School District, is to ensure that homeless children and youth have access to free appropriate public education on an equal basis with other children. Children who are homeless, including those living with others, may qualify for assistance with school lunch, with school supplies/materials, with tutoring, and with transportation so that they can remain in their school of origin. If you believe your child(ren) may qualify for this service, please contact the principal of your child(ren)'s school. You may also contact the Blackhawk School District Homelessness Program Liaison.

ILLNESS WHEN AT SCHOOL

If you become ill during the school day, ask your teacher for permission to visit the health office. After you receive it, go to the office and sign out to the nurse. This is very important; **you are never to go to the nurse without first "signing out" in the office.** You will be treated by the nurse and return to class. If you are sufficiently ill, your parents will be contacted and you will be sent home. Parents are not always contacted when a student reports to the nurse's office unless the child is sufficiently ill or injured. If the child is ill he/she will be sent home. Students are not permitted to contact home via cell

phones. They must use school phones. In NO case will you be allowed to go home before it is determined that there is someone there to receive you. You have been asked to provide us with a parent substitute's name. This is a neighbor or relative who could act as your parent in case of an emergency. Students are reminded that treatment by school personnel is limited to first aid measures and any illness or injury requiring more extensive treatment will be referred to your family doctor. No medicines of any kind are to be given to students without written consent of parents and physician. This includes aspirin. If you have some type of allergy or negative reaction to some medicines, report this information to the school nurse in a confidential manner. If students require adaptive equipment a doctor's note must be provided.

IMMUNIZATIONS

Under regulations of the Pennsylvania Department of Health, all children attending school are required to provide proof of having received immunization shots. This includes new students transferring into the Blackhawk School District. For more information, parents should call the school and speak to the nurse. Please be aware that there are exemptions for immunizations according to the PA School Code. The exemption forms can be found on the district website.

INSTRUCTIONAL MATERIAL

The Blackhawk School District must provide parents an opportunity to review instructional materials, including teachers' manuals, audiovisuals, or other supplemental instructional material used in instructional programs. To review instructional materials, parents should contact the student's building principal. For additional information regarding the review of instructional materials, refer to Policy #105.1 (Curriculum Review by Parents and Students).

LATE-TO-CLASS AND/OR SCHOOL

All students must be in homeroom by 8:30 AM because class begins at 8:30 AM. Students are assigned buses, which arrive to school on time. If parents/guardians choose to drive their child to school, they must ensure that their child is at school in a timely fashion in order to avoid tardies & missed class time. Discipline related to tardiness and attendance applies to all students, regardless of their method of transportation to school.

LIBRARY MEDIA CENTER (LMC) Information Center

You will be a frequent user of the Library Media Center. You will find the information and resources you need to complete your assignments and you will find books for recreational reading and coursework. Your teachers will bring your classes to the LMC for instruction and research and will require your use of its resources at other times. You will learn how to secure and use LMC passes. Your behavior in the LMC should be guided by consideration for the needs of all who work there. LMC users expect a quiet atmosphere. When your behavior disrupts the work of others, you will be asked to leave. The resources of the LMC are shared by all. You are expected to take care of the materials and return them on time. Students are charged for regular materials which are not returned on time. Students, who have not returned outstanding books or paid fines within a reasonable time, may lose borrowing privileges until these obligations have been met.

LOCKERS (6-8)

You have been assigned to a locker. Do not put books or any of your property in another student's locker. You may place a combination lock on your locker, but access to your locker is guaranteed to the

office. There will be periodic locker inspections. Do not allow your locker to become cluttered, and do not store food of any kind overnight. Writing of any kind, inside or outside, is not permitted. Do not attach items to the exterior of your locker – these items will be disposed of. Any student caught tampering with another student's locker or locker contents will receive consequences from the principal. Each team will establish their own locker visitation policy. If you want to purchase a lock for your locker, you may. Locks must be combination locks and the combination must be provided to your homeroom teacher. It is recommended that any student who brings a cell phone to school purchase a lock for their locker.

LOCKER SEARCHES PERMITTED

School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, students may be notified and may be given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning.

LOST & FOUND

A lost and found department will be operated from the principal's office. If any article is mislaid, please check in the office to see if it has been found. If you find something that does not belong to you, bring it to the office where an attempt will be made to find its owner. Do not bring valuables to school. The school district is not responsible for lost or stolen articles.

MEDICAL AND DENTAL APPOINTMENTS

Medical and dental appointments should be avoided during school hours and should be scheduled after school hours or on Saturday. In the event that an appointment must be made during school hours, please bring in an excuse from the doctor.

MEDICATION

A parent or guardian requesting medication be administered at school must submit the following documentation in advance of the administration of the medication:

- A doctor's order for administration of medication during school hours.
- The parent's permission for administration of medication at school.
- Medication must be delivered directly to the school nurse, health aide or a building administrator **by a parent or guardian.**
- Medication must be presented in the original container provided and labeled by a pharmacist.
- Non-prescription medication will not be distributed at school unless accompanied by a doctor's order.
- Any medication brought in by a student will be treated as an illegal substance and disciplinary consequences of in school or out of school suspension will occur.

NOTICE-AIDS INSTRUCTION

The Blackhawk School District provides instruction about Acquired Immune Deficiency Syndrome (AIDS) to its students in grades 7 and 9. This instruction is included in the curriculum in health courses and is presented in a series of systematic lessons. Each program of instruction includes information

about the nature of the disease, the lack of a cure, the ways the disease is transmitted and how the infection can be prevented. Programs discussing the transmission of AIDS through sexual activity stress that abstinence from sexual activity is the only completely reliable means of preventing the sexual transmission of AIDS. Programs stress that avoidance of illegal drug use is the only completely reliable means of preventing transmission of AIDS through shared drug paraphernalia. The Blackhawk School District excuses pupils from instruction in AIDS when this instruction conflicts with the religious beliefs or moral principles of the parent/guardian of the pupil. Requests to be excused must be submitted in writing to the building principal. Detailed curriculum outlines and all curricular materials used in conjunction with the instruction are available to all parents/guardians during normal school hours and at open house events in the office of the principal in the middle school and in the high school. Such curricular materials, where practical, will be made available by the school district for home instruction use by the parent/guardian of any student excused from the district's program of instruction about AIDS.

NOTICE--FIELD TRIP POLICY

Recognizing that field trips supplement and enrich learning activities in the schools, the Blackhawk School directors have approved a field trip policy ensuring that field trips will be properly planned and executed. Every field trip must have the Board of School directors' advance approval. Field trip requests must be submitted on the field trip form provided by the district. Each request must include a clear indication of the chaperone(s) who will assume responsibility for the trip. School rules and regulations are in effect on field trips. If a discipline code infraction occurs on a field trip, the principal will investigate immediately and respond appropriately. School behavior, attendance and poor grades may be the cause for a student to be excluded from a field trip. Any teacher may deny a student permission from attending a field trip based on failing grades. The policy acknowledges the right of resident students in non-public elementary and secondary schools, not operated for profit, to participate in field trips financed by the school district's general fund and to be provided with transportation for such participation by the school district. Since field trips are approved in advance of their occurrence by the Board of School directors at public meetings, it will be the responsibility of the parent of a non-public student desiring to participate in a school district general fund financed field trip to give advance notification of the same to the appropriate building principal. In the event a charge is assessed to participate in a field trip, the school district may, in its discretion, waive the payment by a student who is unable to afford payment of the charge. Field trips may be financed by an appropriation from the school district's general fund, by fundraisers, by community organizations, by grants or gifts or by another appropriate method. Co-curricular clubs may sponsor journeys, not classified as field trips, wherein student participants pay their own expenses. The school district's general fund will not contribute to the financing of such field trips. School rules and regulations will be in effect on such trips. If a problem related to school rules occurs on such a trip, the appropriate students will be penalized in accordance with the district's discipline code and the Board of School directors may restrict or suspend the club's privileges.

NOTICE OF NONDISCRIMINATION

The Blackhawk School District will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex or any other legally protected classification. This policy is in accordance with state and federal laws, including Title IX

of the Education Amendments of 1972, and Section 503 and 504 of the Rehabilitation Act of 1973. Employees and participants who have an inquiry or complaint of harassment or discrimination or who need information about accommodations for handicapped persons should contact 724-846-6600. A more detailed explanation of the notice is presented in the School District's Policy for Nondiscrimination – Schools and Classroom Practices (103) and Nondiscrimination – School and Employment (104). These policies are available for review, upon request, at the District Office.

PERSONAL PROPERTY

Do not bring large sums of money or valuable property to school. If for some reason it is necessary, bring it to the office before school begins and get it at the end of the day. It will be stored in the office for safekeeping. Do not keep it in your locker or on your person. The school cannot be responsible for stolen property. Please exercise all care possible with your possessions.

PEST MANAGEMENT

The Blackhawk School District adopted an Integrated Pest Management policy in October, 2002. The purpose of the policy is to utilize integrated pest management procedures to manage structural and landscape pests and the toxic chemicals used for their control in order to alleviate pest problems with the least possible hazard to people, property, and the environment. A component of the plan specifically pertains to schedule pesticide applications on school grounds and in school buildings. When scheduled applications are to occur, the District shall provide required notice to all parents and guardians of students who have requested notification of application. The District shall notify by telephone any parent and guardian who has requested such notification. If you wish to be placed on the school's notifications registry, please notify in writing your child's building principal.

PHYSICAL EDUCATION REQUIREMENTS (6-8)

Physical education is required by the state of Pennsylvania, unless excused by written request of the family physician. Physical education rules are as follows:

1. You should wear the appropriate P.E. clothes and shoes.
2. Any money and valuables should be put in the instructor's office.
3. Do not bring electronic devices to Phys. Ed. Classes or the locker rooms.
4. Students will receive special instructions the first week of school.

POTASSIUM IODINE (KI) PILL DISTRIBUTION

As you may have learned from media reports, the Commonwealth of Pennsylvania is making potassium iodine (KI) pills available free of charge to people who live, work, or attend school within a ten-mile radius of a nuclear facility. KI is approved by the U.S. Food and Drug Administration for use in providing an extra layer of protection against thyroid disease, including thyroid cancer, in the event of a release of radioactive iodine. Taken at the time of or within the first few hours following a radiological release, KI will protect the thyroid gland, which is located in the front of the neck.

PLEASE NOTE: The best protective action in a radiation emergency is evacuation. Should such an emergency occur, the media would broadcast official recommendations to

the public for protective actions including the possible use of KI. Most importantly, KI tablets will be available at school should a recommendation to take KI occur while school is in session. Distribution through the school system is being given high priority for the reason that children are much more sensitive to the ill effects of radioactive iodine than are adults.

KI should NOT be taken by anyone who is allergic to iodine. If you have any questions or need more information regarding the school's participation in the program, please call your child's school nurse. If you do not want your child to be given potassium iodine, when instructed by public health officials in the event of a radioactive emergency during school hours, please notify the building principal so that appropriate forms can be completed.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Every Student Succeeds Act contains a major amendment to PPRA that gives parents more rights with regard to the surveying of minor students, the collection of information from students for marketing purposes, and certain non-emergency medical examinations. These include the right to: Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of;

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. Inspect, upon request and before administration or use;
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

PUBLICITY PERMISSION REQUEST

As part of an ongoing process to generate good news about our schools, the Blackhawk School district may invite the media inside our classrooms to learn about our outstanding academic programs and events. We will also publicize events and activities via our website. This may also include PTO sponsored events where parents

capture classroom and school events. Parents/guardians who do not wish to have their child's name, photograph or other personal information appear in any media or district publications, including but not limited to, the internet, newspapers, magazines, etc., must submit written documentation to the building principal. **This letter should be received no later than the first two weeks of school.**

REPORT CARDS

Report cards can be accessed on SKYWARD. All students and parents are encouraged to access grades weekly on the online grading program. Information about this online gradebook is available in the school office. Incomplete grades are issued for students who have work to be made up due to a prolonged absence. Make-up work should be completed as soon as possible upon the student's return, but all incompletes must be made up after 10 school days of receipt of the report cards. All incompletes will be changed to E's at the end of 10 days.

REQUEST FOR HOMEWORK

If your child is absent from school, please check Schoology for assignments. Should your child be unable to view the assignments on Schoology, please call the office by 9:00 A.M.

RESTROOMS

Students who find it necessary to use the restroom must request permission from the teacher. Do not leave the room without a pass. Help keep the restrooms clean. If a student is found abusing the use of the hall pass, his/her privileges will be restricted. The restrooms are a technology free zone. Students using technology in the restroom will lose the privilege to bring their personal technology to school and may face additional consequences. School issued technology, including the iPads, are not permitted in the restrooms.

SCHOOL VISITORS

All visitors to the school must report to the office and sign in. You will be given a visitor's pass to wear.

SEXUAL AND OTHER FORMS OF HARASSMENT

The board recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the district. Students are protected from sexual harassment under the provisions of Title IX, since courts have found sexual harassment to be a form of sex discrimination. If sexual harassment involves a minor student in a school setting, it can also be considered a criminal offense under law relating to child abuse. **Sexual harassment** includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age and/or disability, and/or any other characteristic. The harassment by a student of a staff member or fellow student of this District is strictly forbidden. Any student who is found to have harassed a staff member or student will be subject to discipline in accordance with law and the discipline code.

SKYWARD ALERT

Skyward Alert is a phone/email system used by the district to increase communication with parents. Skyward Alert is used to contact parents of delays and cancellations. In addition, it is also used to contact parents about events or information regarding their child or their child's school. Skyward Alert can be used to email or call parents. ***It is CRITICAL that the school district receives accurate phone and email information. Be sure to contact your child's school when phone, address, or email changes occur.***

SMOKING

The law defines possession or use of tobacco products, smokeless tobacco or nicotine by a student in a school building, a school bus or on school property owned by, leased by or under the control of a school district as a summary offense. School districts must initiate prosecution. The student may be sentenced to pay a fine of not more than \$50 for the benefit of the school district, in which the offending pupil resides, and to pay court costs, or be assigned to an adjunction alternative. Conviction of this offense cannot be placed on a criminal record. The student will be suspended 3 days for a first offense. Repeated suspensions may lead to a recommendation for expulsion from school.

STUDENT ASSISTANCE PROGRAM (S.A.P.)

Highland Middle School has established a Student Assistance Team to help identify and refer students who may have problems relating to, but not limited to: alcohol and drug abuse, interpersonal concerns, depression, suicide, adjustment problems and absenteeism. Parents or other staff members can make referrals to the Student Assistance Team. Members of the Student Assistance Team include the building principal, building guidance counselor, school nurse and teachers. For more information about the Student Assistance Team, contact the school nurse or guidance counselor.

In accordance with PA ACT 71, school based suicide prevention, protecting the health and well-being of all students is of utmost importance to the Blackhawk School District. When a student is identified as at risk via thoughts of self or peer harm, suicidal ideation, or destructive behaviors the student's parent/guardian will be notified. Referrals and recommendations will be provided through community based resources and/or at Highland Middle School. It is the parent's responsibility to see health care provider, if this does not occur, CYS may be contacted.

STUDENT'S RIGHTS

The following items are taken from the state regulations and guidelines on student rights and responsibilities. You should be familiar with these state regulations. A student's responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administration, and all others who are involved in the education process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others. It is the responsibility of the students to:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them.
2. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.

3. Dress and groom themselves so as to meet fair standards of safety and health, and so as not to cause substantial disruption to the educational processes.
4. Assume that until a rule is waived, altered, or repealed, it is in effect.
5. Assist the school staff in operating a safe school for all students enrolled therein.
6. Be aware of and comply with state and local laws.
7. Exercise proper care when using public facilities and equipment.
8. Attend school daily, except when excused, and be on time at all classes and other school functions.
9. Make all necessary arrangements for making up work when absent from school.
10. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
11. Avoid inaccuracies in student newspapers or publications, as well as indecent or obscene language.
12. Be responsible for personal property during the school day (locks, books, purses, watches, papers, etc.).

TECHNOLOGY

Personal Technology

Student Use of Cell Phone and Other Personal Technology

The administration of the Blackhawk School District understands that there are good reasons for students to have cell phones and personal technology included but not limited to styluses, headphones, etc. Personal gaming console/devices are not permitted. It is with this understanding that the following guidelines will be followed with regard to cell phone use in the school buildings. The school is not responsible or liable for lost, stolen, or damaged devices/technology. If a student brings a cell phone or their own technology they must have a lock to secure it in a locker. During lunch and PE, and in all tech free zones, like the restroom and locker room, cell phones must be kept in a locked locker.

- 1) Students may not use a cell phone during the school day of 8:00 a.m. to 3:30 p.m. without the permission of school administration or teacher.
- 2) Students may not use this device to transmit any form of media during the school day [i.e. voice, text, photos, movies, videos, etc.].
- 3) Students must comply with directives from school personnel to turn off and secure these devices during school and at any school-sponsored event [i.e. dance, athletic contest, school performance, etc.].

Failure to comply will be viewed as a violation of these guidelines. Students who violate these guidelines will receive a verbal warning, detention, may have their phone confiscated and turned over to a parent and may not be permitted to bring their phone to school. Subsequent offenses and/or offenses that cause severe or pervasive harm may result in an out-of-school suspension.

*Administrative discretion will be used for any issue that arises which is not covered under these guidelines, and in those cases discipline will be determined on a case by case basis.

*Refer to policy 237; Responsible use of Technology Resources.

SCHOOL ISSUED TECHNOLOGY

Students and parents are expected to review the 1 to 1 Parent/Student Guide found on the district website.

Students and parents will be held to all guidelines listed in the 1 to 1 iPad program sign off forms, including but not limited to the Acceptable Use Guidelines and Requirements, Student Responsible Use Agreement, Student/parent Use/load Agreement, Network Acceptable Use Guidelines and Requirements, Procedure on Tracking Mobile Devices, Children's Online Privacy Protection Act, and iPad Damage Insurance and Coverage Selection.

TEXTBOOKS - LOST OR DAMAGED BOOKS

Books issued to students are the responsibility of the students. Any loss or damage to such books will be the responsibility of the student. Charges will be made as follows:

1. Lost Books - Four years old is half the cost.
2. Lost Books - Three years old will be 70% of cost.
3. Lost Books – First or second year will be full price.
4. Library books which are lost will be charged full price so that a replacement can be put into the collection.
5. Books which are damaged, in such a way as to require rebinding but still leave the book intact and usable, will be charged for rebinding. The current rate will be posted.

VIOLENT AND AGGRESSIVE BEHAVIOR

The board recognizes that there are certain behaviors that, if tolerated, would quickly destroy the type of learning environment to which the students and staff are entitled. These behaviors, categorized as violent and aggressive, will not be tolerated and shall therefore result in immediate action being taken. The board prohibits all acts of violence and aggressive behavior directed at any student, employee, board member, community member or school building. The following behaviors are defined as violent and aggressive:

Physical Assault – Physical assault is the act of striking or touching a person or that person's property with a part of the anatomy or any object, with the intent of causing hurt or harm.

Verbal Abuse – Verbal abuse shall include, but is not limited to, swearing, screaming, obscene gestures or threats when directed, either orally, including the telephone, or in writing, at an individual, his/her family or a group.

Intimidation – Intimidation is an act intended to frighten or coerce someone into submission or obedience.

Extortion – Extortion is the use of verbal or physical coercion in order to obtain financial or material gain from others.

Bullying – Bullying is the use of physical or verbal coercion to obtain control over others or to be habitually cruel to others.

Gangs – Gangs are groups of youth who share common beliefs, attitudes, and attire, and exhibit unlawful and anti-social behavior, and who associate with each other for mutual protection and/or profit.

Sexual Harassment – See sexual harassment policy in this manual.

Stalking – Stalking is the persistent following, contacting, watching, or any other such threatening action that compromises the peace of mind or other safety of an individual.

Defiance – Defiance is the act or instance of defying or opposing; insubordination.

Racial slurs – Racial slurs are insulting, disparaging or derogatory comments made directly or by innuendo regarding a person's racial origin.

Terroristic Threat – Terroristic threat shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic Act – Terroristic act shall mean an offense against property or involving danger to another person.

218.1 WEAPONS: PROHIBITION OF WEAPONS

Blackhawk District policy states, "any student found in possession of or transporting a weapon during school hours or activities on school property, regardless of intent, will immediately be reported to the local police, scheduled for an informal hearing, cited for a ten-day out-of-school suspension, and be presented to the School Board for a formal expulsion hearing in accordance with Pennsylvania School Code." Act 167 enacted in Pennsylvania in 1980 provides for criminal penalties for carrying weapons on school property. A "weapon" is defined as any loaded or unloaded firearm (including any pellet guns, B.B. guns, and look-alike firearms); an explosive device of any kind; any Bowie knife, Dirk knife, lock-blade knife, hunting knife, or similar knife; or any other tool or instrument that is not reasonably related to education such as chains, brass knuckles, night sticks, ax handles, etc. and is capable of inflicting serious bodily injury. A student is deemed to be in possession of any illegal and/or banned item(s) under this policy when such item(s) is found on the person of the student, or under his/her control, on property being used by the school or at any school function, or activity, or any school event held away from the school, or while the student is on his/her way to or from school. A person possessing a weapon commits a misdemeanor of the first degree. This policy has the purpose of prohibiting students from being in possession of weapons on school property, at any school-sponsored activity or on any public conveyance providing transportation to a school or school-sponsored activity and provides for procedures for investigation and notification in the event of a report or suspicion of the presence of a weapon on school property. This prohibition shall not apply to a weapon being used as part of a program approved by the Blackhawk School District by an individual participating in the program or a weapon that is unloaded and is possessed by an individual while traversing school property for the purpose of obtaining access to public or private lands used for lawful hunting, if the entry on school premises is authorized by the Blackhawk Board of School Directors.

WITHDRAWAL

If you are moving from the school district, please complete a withdrawal form from the office. You are required to return all books, materials, and pay all fines prior to withdrawal. Student academic records will not be forwarded until all debts are paid and books, materials, and school issued technology are returned.