



# **Blackhawk**

## High School

### **STUDENT / PARENT HANDBOOK**

### **2022-2023**

500 Blackhawk Road  
Beaver Falls, PA 15010

***This agenda belongs to:***

Name

Address

City/Town

Zip Code

Phone

Student ID Number

## **MISSION**

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

## **VISION**

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

## **SHARED VALUES**

### **We believe that:**

1. Each person has value and is worthy of respect.
2. A positive and safe environment is necessary for learning to occur.
3. All stakeholders (students, staff, administrators, and community members) are accountable for the success of our students in the global community.
4. We must provide relevant and meaningful learning experiences to meet each student's individual needs: academically, socially, emotionally, and physically.
5. Rigor, relevance and relationships must be the focus of all programs, learning opportunities and curricular materials.
6. Curriculum must be aligned, written, taught, and tested.
7. Technology is an integrated part of all educational experiences.
8. All students, staff and educational leaders are responsible for becoming lifelong learners.
9. The district is dedicated to creating a collaborative culture in which all stakeholders' ideas are valued.
10. All employees will present themselves as professional and ethical leaders who share the district's vision, mission, and goals.



<b>BHS</b>	<b>Perseverance</b>	<b>Accountability</b>	<b>Respect</b>	<b>Trustworthy</b>
Classroom	Complete all assignments to the best of your ability.	Be prepared and on-time for all classes.	Be respectful of teachers, paraprofessionals, and other students.  Treat others as you want to be treated.	Do your own work with honest effort.
Bus	Be patient, stay in seat.  Talk quietly	Take responsibility for your actions.  Be on time.  Follow the rules on the bus.	Be courteous.  Help other students with getting on and off the bus if needed.	Be mindful of self and others.
Cafeteria	Wait in line patiently.  Be courteous.  Include others at your table.	Keep area clean and safe.  Follow cafeteria's etiquette.	Use appropriate manners.	Be honest.  Help others.
Hallway	Walk safely and carefully to your destination.	Move with purpose through the building and with the most direct route in a mannerly fashion.	Honor other students' personal space.	Be mindful of appropriate language used in public places.
Restroom	Use the restroom only for intended purpose.	Report problems	Respect property.	Respect property and the privacy of others.
Community	Keep trying.	Take responsibility for actions and stand up for yourself and others.  Encourage others to succeed.	Respect others' property.  Be courteous. Model appropriate behavior.	Conduct yourself under school standards.

## BELL SCHEDULE

	Regular	Activity	Early Release – (2-Hours)
		<b>Activity 8:00 - 8:40</b>	
<b>Period 1</b>	8:00 – 8:40	8:43 - 9:18	7:50 – 8:16
<b>Period 2</b>	8:43 – 9:23	9:21 – 9:55	8:19 – 8:45
<b>Period 3</b>	9:26 - 10:06	9:58 – 10:32	8:48 – 9:14
<b>Period 4</b>	10:09 - 10:49	10:35 – 11:09	9:17 – 9:44
<b><u>PERIOD 5 LUNCH</u></b>			
<b>Lunch</b>	10:52 - 11:22	11:12 – 11:42	9:47 – 10:17
<b>Period 5</b>	11:25 - 12:05	11:45 – 12:19	10:20 – 10:50
<b>Period 6</b>	12:08 – 12:48	12:22 – 12:56	10:53 – 11:23
<b><u>Grade 9 - 12</u></b>			
<b>Period 5</b>	10:52 - 11:32	11:12 – 11:46	9:47 – 10:17
<b>Lunch 6A</b>	11:35 - 12:05	11:49 – 12:19	10:20 – 10:50
<b>Period 6B</b>	12:08 – 12:48	12:22 – 12:56	10:53 – 11:23
<b>Period 6A</b>	11:35 - 12:15	11:49 – 12:23	10:20 – 10:50
<b>Lunch 6B</b>	12:18 – 12:48	12:26 – 12:56	10:53 – 11:23
<b>Period 7</b>	12:51 – 1:31	12:59 – 1:35	11:26 – 11:49
<b>Period 8</b>	1:34 – 2:14	1:38 – 2:14	11:52 – 12:14
<b>Driver's Dismissed</b>	2:20	2:20	12:20

### REGULAR/ACTIVITY/EARLY RELEASE

Homeroom Bell.....	7:30
Warning Bell.....	7:39
Tardy Bell .....	7:40
Homeroom Period.....	7:40 - 7:57

### TWO-DAY CYCLE

This high school operates on a two-day cycle schedule. Each day is alphabetized from A or B rather than identified by the weekday name. This scheduling method has several advantages. It permits more efficient use of the special classroom facilities and guarantees the continuity of days despite the Monday holiday calendar or use of snow days. Under the cycle schedule, the holiday or snow day will not affect the program since the next regular day follows automatically. The day of the cycle is always announced in the daily bulletin and over the public address system.

**DELAY BELL SCHEDULE**

	<b>Two Hour Delay</b>
<b>Homeroom Bell</b>	9:30
<b>Warning Bell</b>	9:39
<b>Tardy Bell</b>	9:40
<b>Homeroom Period</b>	9:40- 9:47
<b>Period 1</b>	9:50 – 10:16
<b>Period 2</b>	10:19 – 10:45
<b>Period 3</b>	10:48– 11:14
<b>Period 4</b>	11:17– 11:43
<b>Period 5 Lunch</b>	11:46 – 12:16
<b>Period 5</b>	12:19 – 12:49
<b>Period 6</b>	12:52 – 1:22
<b><u>Grade 10-12</u></b>	
<b>Period 5</b>	11:46 – 12:16
<b>Lunch 6A</b>	12:19 – 12:49
<b>Period 6B</b>	12:52 – 1:22
<b>Period 6A</b>	12:19 – 12:49
<b>Lunch 6B</b>	12:52 – 1:22
<b>Period 7</b>	1:25 – 1:48
<b>Period 8</b>	1:51 – 2:14
<b>Drivers Dismissed</b>	2:20

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**PART I**  

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**OUR SCHOOL**

**TO OUR STUDENTS AND PARENTS/GUARDIANS:**

**WELCOME to Blackhawk High School.** The faculty and staff look forward to another exciting and challenging school year. As you pass through this school, you will meet many other adults. Like your parents, they are all interested in you. They are especially concerned that you...

- ...feel welcome
- ...get along with your classmates, teachers, and paraprofessionals
- ...act safely
- ...try your best
- ...like yourself
- ...obtain the best possible education
- ...do your PART.

*The recognition of rights and assurance of equal opportunity are intended for every citizen. We have laws in our society designed to protect our rights. In order for the law to effectively work, everyone must know the law, and everyone must respect and obey the law. When the laws of society break down, the rights of the individual are in jeopardy. Rights and responsibilities are inseparable. The purpose of this booklet is to clarify those rules and regulations established to protect you. The rules concerning conduct in this book are not to be considered an exhaustive list of violations. They are, however, examples of the type of conduct that cannot be accepted so that we may provide for you a safe environment conducive to learning.*

*Also included in this booklet are many of the services and activities available to you. It is our hope that as you avail yourself of these opportunities, you can further develop your own abilities, talents, and positive personality to their fullest potential.*

*We ask that parents/guardians sign the card (see insert) indicating they have read the handbook and have their son/daughter return the card to his/her homeroom teacher. Have a great school year!*

*Blackhawk High School Faculty and Staff  
Rick M. Ford, Principal  
Robert Puskas, Assistant Principal*

Visit us on the Web at: [www.bsd.k12.pa.us](http://www.bsd.k12.pa.us)

BOARD OF SCHOOL DIRECTORS

Mrs. Roberta Mansell  
Mrs. Rachel Cline  
Mr. Andrew Huzyak  
Mrs. Kathy Helsing

Mr. Dan Jones  
Mrs. Lynn Kalcevic  
Mrs. Gwen Deluca

Dr. Frank Makoczy, President  
Mr. John Battaglia Vice President  
Mr. Jordan Shuber, Solicitor

**ADMINISTRATION**

Dr. Robert Postupac..... Superintendent

Blackhawk School District  
500 Blackhawk Road  
Beaver Falls, PA 15010-1498  
(724) 846-6600

Mr. Rick Ford.....Principal  
Mr. Robert Puskas.....Assistant Principal

Blackhawk High School  
500 Blackhawk Road  
Beaver Falls, PA 15010  
(724) 846-9600

Mrs. Amy Anderson.....Principal  
Mr. Drew Bosco.....Assistant Principal

Highland Middle School  
402 Shenango Road  
Beaver Falls, PA 15010  
(724) 843-1700

Mrs. Jodi Borroni.....Principal  
Mr. Michael Arbogast.....Assistant Principal

Blackhawk Intermediate School (K-4)  
635 Shenango Road  
Beaver Falls, PA 15010  
(724) 843-5050

Patterson Primary School (K-2)  
701 Darlington Road  
Beaver Falls, PA 15010  
(724) 843-1268

**BLACKHAWK HIGH SCHOOL FACULTY**

**ENGLISH**

Mrs. Ashley Carpenter  
Mr. Chris Lantzy

Mr. Ken Moser  
Mrs. Anita Steppe

Mr. Jarrod McCowin

Dr. Joy Winters

**GATE COORDINATOR**

Mr. Jeffrey Tripodi

**SOCIAL STUDIES**

Mr. Jason Farone

Mr. Patrick Feeley

Mr. Philip Mackin

Mr. Joseph Roperti

Mrs. Debra Thellman

Ms. Addison Young

**MATHEMATICS**

Mr. Joe Boyer

Mr. Dave Hanlon

Mrs. Heather McCowin

Ms. Maura Pasko

Mrs. Melody Woodward

Mrs. Julia Kross

**FOREIGN LANGUAGE**

German Teacher

Mrs. Carolyn Clyde

Mrs. Lauren Stein

Mrs. Kristie Bresh-Wilson

Mr. Ryan Ricciardi

**SCIENCE**

Mrs. Kim Baker

Mr. Russell Couch

Mr. Iain Eastman

Mr. Darren Fecich

Mr. Nathan Lowery

Mrs. Anita Mensch

Mrs. Jamie Moon

Mrs. Carley Brandon

Mrs. Lyndsay Wilcox

**PHYSICAL EDUCATION**

Mrs. Sue Alviani

Mrs. Jamie Planitzer

Mr. Joseph Verbosky

Mr. Bryan Vitali

**FAMILY AND CONSUMER SCIENCES**

Mrs. Shannon Parish

**TECHNOLOGY EDUCATION**

Mr. Tim Linkenheimer

Mr. Dale Moll

Mr. Brandon Smith

**ART**

Mr. Chad Watkins

Mrs. Ashley Biega

**DRIVER EDUCATION**

Mr. Lou Wolber

**BUSINESS/COMPUTER EDUCATION**

Ms. Kelli Ambler

Mrs. Naomi Equels

**MUSIC**

Mrs. Lisa Orr

Mrs. Maura Underwood

Mr. Brandon Tambellini

**LEARNING SUPPORT**

Mrs. Anita Alberti

Mrs. Mariah Brown

Mrs. JoAnn Cox

Mrs. Nina Harper

Mrs. Amanda Donaldson

Mrs. Dianne Sarver

**LIBRARY MEDIA CENTER**

Mrs. Leah Lindemann

**SCHOOL NURSE**

Ms. Susan Hulihan

**CYBER COORDINATOR**

Mrs. Jan Robinson

**GUIDANCE COUNSELORS**

Ms. Mia Gantz

Mr. Andrew Yuhaniak

Underlined Name - Denotes Department Chairpersons

**SECRETARIES**

High School Office

Mrs. Sally Diehl

Mrs. Michaleen Ensworth

Guidance

Mrs. Amy Fernandez

## **Part II -- STUDENT CODE OF CONDUCT**

### **STATEMENT OF STUDENT BEHAVIOR**

Proper student behavior is characterized by each student developing the desire and ability to live as a responsible citizen in a free society. The worthiest goal for each of us is self-discipline; we do what is right because we know it is right, and it is our habit to do what is right. Therefore, discipline will always seek to develop self-discipline. The Board shall establish fair and reasonable rules and regulations regarding the conduct and deportment of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.

Referral of a student to the administration is used as a last resort after teachers have exhausted all other appropriate, preventive, and corrective measures. Once a student reaches the administrator's office, the seriousness of the case will speak for itself. The case will be dealt with as rapidly, firmly, and as fairly as possible. In many instances, the parents will be contacted. When a student is suspended, the parents are required to contact the administrator as soon as possible in order to establish a conference appointment. After the student and his/her parents have conferred with the administrator, the student may be readmitted to school. It is understood that during an out-of-school suspension, the student will remain at home and may not attend classes, participate in school activities, or visit the school grounds. Discipline characterized by self-discipline is not to be confused with punishment. Webster defines discipline as, "training that develops self-control, character, or efficiency." The same dictionary defines punishment as a "penalty imposed on an offender." From time to time, punishment becomes necessary for those who find it difficult to control themselves. Willful or consistent violation of society's rules and laws results in punishment. The same hold true for schools, which in effect, are small societies.

- A. 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, falsification of data, any form of text messaging and any form of cheating on exams, tests, quizzes, 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 receive a zero for the assignment with no make-up privileges and be subject to discipline action.
- B. ALCOHOL AND ILLEGAL DRUG USAGE – The use, possession, sale, or furnishing of alcohol, illegal drugs, prescription drugs, and nonprescription drugs during school hours, to and from school, on school property, on school-sponsored trips, or at school-sponsored activities is prohibited. This includes all look alike alcohol, drugs, non-prescription drugs or any other herb is prohibited. The principal may immediately suspend a pupil who uses, possesses, sells, or aids in the procurement of alcohol, narcotics, or restricted drugs, or any material or paraphernalia purported to be such during a time school is in session, to and from school, on school grounds, or anywhere during a school activity. The principal may also proceed with the necessary steps provided in the School code for expelling a student from the school system for this act, upon proper notification of the police authorities and positive identification of the material involved in the case as alcohol (including look-alike beer), a narcotic, or a restricted drug.
- C. ASSEMBLY PROGRAMS – Periodic programs will be scheduled for student growth and enjoyment. The following should be observed at all programs. Applause is the only way to show

approval for a good performance. Booming will never be a part of the action at Blackhawk High School.

D. **ATTENDANCE – SEE ALSO THE TRUANCY/ATTENDANCE POLICY OF THIS HANDBOOK** – Regular school attendance is vital to both success in high school and one’s record for college and job hunting. You are expected to be present and punctual for school and your classes. NOTE: **The high school administration neither approves nor condones skipping days of any nature.** Students must be in attendance for ½ of the school day in order to participate in a school-sponsored activity or school-related events such as athletics, talent show, field trips, musicals, plays, concerts, etc. Sign-in must be before 11:00 a.m. (see RE: Athletic Guidelines). Valid medical and/or family emergency excuses must be presented. 11:00 a.m. justifies one-half day.

E. **BUS CODE OF CONDUCT** – A majority of our students ride buses to and from school each day. Student safety is our primary concern; therefore, students must assume responsibility for knowing and observing the Bus Code of Conduct. The drivers must focus their attention on driving the bus and should not be placed in a situation that asks them to divert their attention from driving in a safe manner.

1. Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to board. Be courteous and exercise safety while waiting for the bus.
2. While on the bus, students should keep hands and head inside the bus at all times. Remember that loud talking, laughing, and throwing of objects divert the driver’s attention and make safe driving difficult. Horseplay is not permitted on or around the school bus. The bus is an extension of the school which means all school rules apply on the bus, and the bus driver is in charge at all times. The use of Video Cameras will be used to help monitor, and record student behavior.
3. Bus riders should never tamper with the bus or with the emergency equipment. Riders are not permitted to leave their seats while the bus is in motion.
4. Bus riders are expected to be courteous to fellow pupils and to the bus driver. Be absolutely quiet when approaching a railroad crossing.
5. Smoking or the use of any tobacco, alcohol, illegal drug or inhalants is prohibited on the bus.
6. The rear door is an emergency exit only. In case of an emergency, remain in your seat, be calm, and listen for the instructions from the bus driver or student helper.
7. Report to the office any strangers acting suspiciously at or around the bus stop.
8. The PA School Code mandates that two (2) bus evacuations drill be conducted per year. Students must participate in this instruction.
9. Students are assigned to a bus to and from school and are to ride the appropriate bus unless permission to ride an alternate bus is granted by the office or bus driver.

**Violation of any of the aforementioned code of conduct may result in an assigned seat on the bus, detention, suspension from school, or suspension of bus-riding privileges.**

F. **CAFETERIA AND LUNCH REGULATIONS** – Students may either purchase their lunch in the school cafeteria or carry their lunch to school. Students carrying their lunch may purchase

additional items permitted by the school. Students are to remain in the cafeteria areas unless returning to the serving line. Students are expected to:

1. Pay for their lunch – no credit.
2. Stand in line and wait their turn. Return trays; keep table areas clean.
3. Eat in the cafeteria. **Students are not permitted to roam from one cafeteria to another.**
4. Use good table and eating manners.
5. Chairs are to remain in the cafeteria where they are placed. Chairs are not to be moved from one cafeteria to another.
6. Snacking or eating is not permitted during homeroom or class time or in the halls during class changes.
7. Students may be assigned seats at the discretion of the cafeteria monitors or the principal.
8. Stealing of food from cafeteria line will result in disciplinary action including suspension and/or notification of police.

Students are not to leave the school grounds during lunch. Disciplinary action will result if the rules are not followed. Food is not permitted to be eaten in any other place other than the cafeteria due to the problem of proper sanitation.

- G. CARE OF SCHOOL PROPERTY – It is the obligation of every student to avoid damaging or defacing buildings, property, furniture, and books. If students are outspoken in their disapproval of such damage, they can become a positive influence among their fellow students, thereby helping to save tax dollars for the district.

Supplies of permanent or semi-permanent materials, (e.g. texts and equipment) which are distributed to individual students must be returned in good condition at the end of the semester/year. Students who destroy, deface, or lose such will not be given report cards or diplomas until payment is received.

Any student responsible for damage to school property will be required to pay for the damage. Suspension from school may also result from damage to property. Current law provides that a person convicted of destroying school property may be fined up to \$1,000. The Blackhawk Board of Education will reward up to \$1,000 to anyone providing information aiding in the conviction of a person or persons destroying or damaging any Blackhawk School District property including cars. Information may be given to the superintendent and will be held in the strictest confidence.

- H. CLASS CUT – SEE ALSO THE ATTENDANCE POLICY OF THIS HANDBOOK. A class cut is considered an illegal absence from class and subject to the attendance policy requirements. A class cut will result in a Saturday detention; persistent class cutting will result in increased disciplinary action.

- I. COMPULSORY ATTENDANCE – SEE ALSO RE “ATTENDANCE” AND THE ATTENDANCE POLICY OF THIS HANDBOOK The term “compulsory school age” means the period in a student’s life from the time he/she enters school, which shall not be later than the age of 6, until the age of 18. Kindergarten is not included in the compulsory school law, although regular attendance is expected of kindergarten students.

- J. CONDUCT AT ATHLETIC EVENTS – All athletic and intramural activities are directly sponsored by the Blackhawk School District regardless of the site. Students are expected to exhibit proper behavior at all times when representing the Blackhawk School District as a spectator or participant at athletic events. All rules and policies established by the Board of Education have jurisdiction over student involvement in these activities regardless of the student's level of involvement. The athletic and intramural programs are privileges in the Blackhawk School District. Students who exhibit improper behavior may lose their privilege to attend any or all athletic events sponsored by the Blackhawk School District.
- K. CRIMINAL MISCHIEF – Act 17 of 1994 amends the Crimes Code to define defacing public and private property with spray paint or indelible markers as “criminal mischief.” The act also provides the court with a community service sentencing option in lieu of jail time for such an offense (See RE: - Graffiti Crimes).
- L. DEFINITION – Alcohol/other drugs/mood-altering substance shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood, mental, and/or physical functions. Examples of the above include, but are not limited to: beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look-alike substances, inhalants, and any capsules or pills not registered with the nurse, annotated within the student’s health record and given in accordance with school district policy for the administration of medication to students in school.
- M. DETENTION HALL – A computerized record of all detention is maintained. A list of students scheduled for detention will be posted daily outside the high school office. Students who are legally absent on scheduled/selected detention dates will automatically have their detention(s) rescheduled. It is the responsibility of the student to check and be aware of detention date(s). Detention will be held in Room **104** four days a week from 2:35 to 3:30 p.m. Repeated failure to report to detention hall or failure to comply with detention requirements will result in a suspension from school. **Based on availability, students may serve detentions prior to their scheduled date. Therefore, students may not reschedule detentions or serve detentions late.**
1. The **first missed** after-school detention will result in making up the original detention and serving another detention.
  2. The **second missed** after-school detention will result in a Saturday detention.
  3. The **third missed** after-school detention will result in a one-day in-school suspension.
  4. The **fourth missed** after-school detention will result in a two-day in-school suspension.
  5. The **fifth missed** after-school detention will result in an out of school suspension – upon receiving the third suspension, the student will be scheduled for a discipline hearing with the administration.



### **Saturday Detention**

Saturday Detention will occur throughout the school year on designated Saturday's. Time will be from 8:30 a.m. to 12:00 noon.

The **first missed** Saturday detention will result in a one-day in-school suspension and a rescheduled Saturday detention.

The **second missed** Saturday detention will result in a two-day in-school suspension and a rescheduled Saturday detention.

The **third missed** Saturday detention will result in an out of school suspension. Upon the third suspension, the student and parent(s) will meet with the administration for a discipline hearing.

DETENTION REQUIREMENTS ARE: promptness, no talking, no sleeping, no personal devices (smart phones/smart watches, etc.) and school-related work must be completed. Any violation will result in additional detention.

- N. **DISRESPECT** – Disrespect to teachers or any school employee will result in disciplinary action and a possible recommendation to the school board for expulsion from school. Profanity, either spoken or written, will be considered a form of disrespect. Do Your PART is required of all students.
- O. **DRESS** – **The appearance of any young person is the responsibility of that individual's parent/guardian. A student's appearance is a source of pride not only to the individual, but to the family and school as well.** It is recognized that a student's mode of dress reflects personal style and individual preference; however, inappropriate dress and appearance may distract or become a detriment to the educational process, and therefore, will not be tolerated. Dress will be judged in regard to its potential disruption in the learning process, health, well- being of the students, safety and moral content. **If a student's appearance is considered by the staff to be inappropriate, he/she will be asked to alter it.** The following examples are considered inappropriate; however, this inappropriateness is not limited to this list exclusively.
1. Clothing that is deemed too revealing or too short is not permitted. This includes, but is not limited to shorts, skirts, bare midriff, halter-tops, mesh clothing, and gym shorts. All shorts and skirts must be fingertip in length.
  2. Neckline must be respectable. Revealing necklines are not permitted. This includes, but is not limited to, tank tops less than three inches in width, muscle shirts, shirts with open sides, spaghetti-strap tops, and sleeveless t-shirts. No off-the-shoulder tops.
  3. No underwear may be showing at any time.
  4. No boxer shorts, spandex, lycra, or similar materials are to be worn as shorts or on the outside of clothing.
  5. Clothing that depicts vulgar, obscene or suggestive sexual content, promotes advertising of alcohol, tobacco, or drugs is inappropriate.
  6. Clothing that depicts violent acts, weapons, or promotes weapons is inappropriate.
  7. Clothing and symbols that depict discrimination, prejudice, bigotry, hatred, dislikes, cults, gangs, and homemade messages is inappropriate

8. No clothing or jewelry with studs, spikes, chains, or rivets is permitted.
9. Proper footwear must be worn at all times. No sandals in Shop area, Science Labs, and Food Labs.
10. No cutoffs, including shorts, sweats, jeans, and tops are permitted.
11. Students may not wear jackets or outerwear in school. It is suggested that they keep a sweater in their locker for cool weather.

**Students who violate the dress code will not be released to class until their appearance has been altered to an acceptable appearance as described in the above policy. This dress code applies to all school social functions and dances as well. Continued violation of dress code will result in disciplinary action.**

- P. **EATING, THROWING PAPER, ETC.** – Eating food, throwing paper, etc. in the halls is not permissible. Any student caught eating or throwing items in the halls will clean the area in which he/she threw the object and/or receive disciplinary action. Also throwing objects, e.g. stones, snowballs, property, etc., is prohibited.
- Q. **ENTERING THE BUILDING** – Students entering the building between 7:20 a.m. and 7:40 a.m. are to report directly to homeroom. Students entering the building between 7:40 a.m. and 8:00 a.m. should report to the office. Students or visitors must enter the building through the main office entrance, and sign in. After 7:40 a.m. all external doors will be locked.
- R. **EXPULSION** – Students may be expelled as a result of a serious or repeated violation of school rules.
- S. **FIELD TRIPS** – All field trips must have Board approval, and students must submit parental permission slips to the sponsor. All school rules are in effect during the school-sponsored field trip. Students who do not meet their school responsibilities (academic or attendance) may be prohibited to attend field trips. All students must submit an Absence From Class assignment sheet to sponsor prior to field trip.
- T. **FIGHTING** – Any student engaging in fighting or who is part of threatening or violent behavior that creates a hazardous physically offensive condition is subject to a three-day out-of-school suspension. Also, **disorderly conduct** charges will be filed with the District Justice (District 3-2). **Assault and/or Battery**  
 A student shall neither intentionally, nor recklessly cause, nor attempt to cause, nor threaten to cause injury, nor intentionally place another in fear of bodily harm or injury, nor conduct him/herself in such a way as could reasonably cause physical injury to any student.  
 Information will be filed with district magistrate, and the student will be subject to a three-day out-of-school suspension.
- U. **GENERAL INFORMATION** – Section 1317 – Pennsylvania School Code states; Authority of Teachers, Vice Principals, and Principals over Pupils. Every teacher, vice-principal, and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them. (Amended July 25, 1963, P. L. 315)
- V. **GRAFFITI CRIMES** – Act 16 of 1994 amends the Crimes Code to expand the offense of “institutional vandalism” to include carrying aerosol spray-paint cans, broad-tipped indelible

markers, or similar marking devices into an institution, such as a school building, with the intent to vandalize. (See RE: Criminal Mischief).

- W. GUM CHEWING – Careless disposal of gum in drinking fountains, furniture, and floors presents sanitation and cleaning problems and perhaps causes costly repair. This is especially true in the carpeted areas of the building. Students are urged to use discretion in the disposal of chewing gum. In specific department classrooms gum chewing is not permitted.
- X. HALL PASSES – Except for the change of classes, all students who are in the halls must have a hall pass. Students who are constantly in the halls will have their hall privileges revoked. **No hall passes will be permitted after 2:00 p.m.**
- Y. LATES TO CLASS – The following detention schedule will be in effect for lates to class.  
One late to class – warning  
Two lates to class – warning  
Three lates to class will constitute one hour of after school detention.  
Four lates to class will constitute one hour of after school detention.  
Five lates to class will constitute one hour of after school detention.  
Six lates to class will result in two hours of detention.  
Seven lates to class will result in two hours of detention.  
Eight lates to class will result in two hours of detention.  
Nine lates will result in one Saturday detention  
Ten lates will result in one Saturday detention  
Eleven lates will result in one Saturday detention  
Twelve or more lates will result in two Saturday detentions
- Z. LEAVING SCHOOL WITHOUT PERMISSION – No student may leave the building without specific written permission from a principal or the nurse. If the student leaves without permission, he/she will be assigned a Saturday detention. Student drivers that leave school without permission OR provide transportation for a student that leaves without permission will lose their driving privileges.
- AA. PARKING LOTS AND STUDENTS DRIVING TO SCHOOL - Students are not permitted in the parking lots during the school day without a pass from a teacher or administrator. Violation of this regulation will result in suspension from school. Students driving to school will be dismissed on the second bell at the end of the school day. School buses have first priority in leaving school at dismissal time. Students may park their vehicles on school property only in areas designated for student parking. The standard rules of proper use of an automobile will apply at all times. Students who endanger others by improper use of their vehicles will be denied parking privileges. **NO STUDENT IS TO USE THE AREAS SET ASIDE FOR FACULTY PARKING, CENTRAL OFFICE PARKING, OR VISITOR PARKING.** A student must apply to the high school office for permission to park a vehicle in the student lot. The application forms are available in the high school office. The application also lists the requirements that a student must meet in order to obtain a parking tag. Students who drive a motor vehicle to school must know and obey the following rules:
1. Register the vehicle each school year by completing an application form and paying a non-refundable fee of \$50 per year (\$25 per semester) (beginning May 1st \$10) upon submission of application.
  2. Display a parking tag that is issued for the current school year (remember to remove the tag while driving to and from school).

3. Park in the assigned parking areas designated on your parking tag (front or track). Driving from the school grounds is not permitted during school hours.
4. Obey the speed limit of 15 M.P.H. as posted, speeding and careless driving will result in loss of privileges.
5. Upon arriving at school, you must vacate your vehicle immediately and report to the school building. Sitting in cars during school hours is not permitted.
6. Students are not permitted to go to their cars during school hours, unless permission is given by the Administration.
7. Student drivers are not permitted to park in the Church parking lot, Dillon Street, or other adjacent areas to walk to campus. Doing so may result in your vehicle being towed at your expense.
8. Vehicles parked on school property in designated parking areas are subject to search by school officials.
9. Students not using their space on a regular basis are required to forfeit their parking pass.
10. Students observed, or reported for, leaving their assigned parking space before the buses leave will lose their driving privileges. Buses have first priority in leaving school grounds at dismissal.
11. Observe the "ONE WAY" traffic pattern around the school building.
12. No vehicles may enter or leave school property via the Dillon Street exit between the hours of 8:00 AM and 6:00 PM daily. Chippewa Police will enforce this policy and violators will lose their driving privileges.
13. Absences, tardies, suspension from school, and lack of effort toward school assignments will result in the loss of driving privileges.
14. Parking Tags are non-transferable; therefore, tags cannot be lent to another student for any reason. Violators of this policy will LOSE their driving privileges.
15. Sophomores will not be permitted to purchase a parking tag until the 2<sup>nd</sup> semester.

**REMINDER – DRIVING TO SCHOOL IS A PRIVILEGE**

- BB. **PUBLIC DISPLAY OF AFFECTION** – Blackhawk High School is a public high school and is to be used and enjoyed by all the students enrolled in this building. One of the objectives of the administration of the high school is to teach students the type of behavior that is socially acceptable in our society. Therefore, we ask that students refrain from holding hands, hugging, kissing, etc. while on the high school campus. This type of behavior is not acceptable, and it is embarrassing to fellow students and faculty. Public display of affection does not give a favorable impression of our high school to visitors and members of the community. Also, parents will be contacted and made aware of this problem.
- CC. **REST ROOMS** – Students may use the rest rooms before and after school, between class periods, and during lunch periods. Students are expected to keep them clean. Do not loiter, smoke, write on the walls, or damage the facilities in any way. If a student is feeling ill, he/she should report to the nurse's office after obtaining a health office pass from his/her teacher. Student should not remain in the rest rooms. Students are to refrain from asking for a rest room pass during class time except for emergencies. Restrooms are equipped with Fly Sense detectors.
- DD. **SCHOOL TOBACCO CONTROL** – Act 145 of 1996 amends the crimes code to prohibit students from both possessing and using tobacco products in school buildings, on school buses, and on school property at any time. A student who possesses or uses tobacco on district transportation bus or on school property owned by, leased by or under the control of a school district commits a summary offense. A student who commits an offense under this act shall be subject to prosecution and shall, upon conviction, be sentenced to pay a fine and court costs. The definition of tobacco as defined in the act is a lighted or unlighted cigarette, cigar, pipe, electronic

cigarette, vaporizer, or lighted smoking product, smokeless tobacco in any form, and any form of nicotine.

**THIS OFFENSE WILL BE PRESENTED TO THE DISTRICT JUSTICE (District 3-2).**

- EE. STEALING – A student who steals school possessions or another person’s property may be suspended or may be recommended for expulsion. Restitution for unrecovered or damaged items must be made by those responsible for the theft.
- FF. STUDENTS’ RIGHTS AND RESPONSIBILITIES – Blackhawk School District policy in part states:

“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 student will be deprived of equal treatment and equal access to the educational program due to 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 respect for the rights of others, obedience to properly-constituted school authority, and compliance with rules and regulations of this district.”

A copy of the Students' Rights and Responsibilities Policy can be found in another section of this student handbook.

- GG. STUDY HALLS – During unassigned class time, students will be scheduled for study halls. All students are assigned to quiet study halls. Students must remain in the cafeteria area unless excused by a teacher in writing or with a hall pass. Cafeteria areas are to be kept free of litter during and after study halls. Students must take books/work to all study halls. If a student habitually reports to study hall without books, the study hall teacher can assign detention.
- II. SUSPENSION –SEE ALSO THE ATTENDANCE POLICY OF THIS HANDBOOK In case of suspension, the student will be told not to report to school for one or more days and parents will be notified of the decision. Also, the student will not be permitted to participate in any school activity during the period of suspension. In many cases, a parental conference will be required. The student is expected to remain at home during the regular school day. **Board Policy 3511 (a) requires that any student receiving three suspensions in a single school year be automatically recommended to the superintendent for possible expulsion.** VoTech students suspended for any reason will also be suspended from attending Blackhawk. A Blackhawk suspension also means a suspension from VoTech. **SUSPENSION IS CONSIDERED AN ABSENCE FROM SCHOOL BUT IS NOT SUBJECT TO THE ATTENDANCE POLICY REGULATIONS.**
- JJ. TARDIES TO SCHOOL/EARLY DISMISSAL – A student will be 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 a half 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 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 and High School, unexcused tardies will count toward the disciplinary actions below:

Unexcused Tardy:

- 3 times – warning
- 6 times – one hour after-school detention
- 9 times – two hours detention and one-week Driving suspension
- 12 times – one Saturday detention
- 15 times – one day of in-school suspension and two-week Driving suspension
- 18 times – two days of in-school suspension and six-week Driving suspension
- 21 times – one day out of school suspension and driving privileges revoked
- 24 times – two days out of school suspension
- 27 times – three days out of school suspension

#### KK. TRUANCY /ATTENDANCE

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. 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. The Blackhawk School District's automated phone system will call the home of every student that is absent on the day of the absence.
3. A parent/guardian may only excuse ten (10) student absences during the school year. All absences beyond the tenth (10<sup>th</sup>) day require medical or other official documentation.
4. A written notice may be sent home for students following the (10<sup>th</sup>) parent excuse for accumulated absences for the school year.
5. A written notice will be sent home for students following the third (3<sup>rd</sup>), sixth (6<sup>th</sup>), and tenth (10<sup>th</sup>) unexcused/illegal absences.
6. Following the sixth (6<sup>th</sup>) unexcused absence, the parent/guardian will be notified by phone and in writing of the Compulsory School Attendance Violation.
  - A conference between the parent/guardian, school personnel will be scheduled to develop a Truancy Elimination Plan. BC-CYS may be included.
7. The parent/guardian and student will be cited through the District Magistrate's Office should there be any unexcused absences following the Truancy Elimination Plan meeting in excess of three (3) more unexcused absences.

#### Reasons for excused absences:

- Illness
- Quarantine
- Death in the family
- Impassable roads
- Recognized religious holidays and services
- Health-related appointments
- Court appearances
- School Board sanctioned absences
- Emergency reason (at the discretion of the principal)

LL. 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 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. 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.

**MM. WORK DONE ON OBJECTS BROUGHT INTO THE SCHOOL BY OUTSIDERS (ADMINISTRATIVE GUIDELINES)** - It shall be the practice of Blackhawk High School that anyone wishing to have work done on objects not belonging to the high school must secure and fill out a release form from the principal's office. This form clearly spells out the conditions under which this school will do outside work. When students or faculty members wish to have shop work done, they must make arrangements with the shop instructors. All outside work should be relevant to the curriculum being taught at that time.

**NN. WHEN ASKED A REASONABLE REQUEST** – There are specific incidents where students have been 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, iPod, or water bottle. Students who refuse a reasonable request will be suspended and parent notified.

**BLACKHAWK SCHOOL DISTRICT DISCIPLINARY CODE  
LEVEL I**

DESCRIPTION	EXAMPLES	OPTIONS/CONSEQUENCES
<p><b>Misbehavior</b> on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.</p>	<ul style="list-style-type: none"> <li>• Failure to do your P.A.R.T. and display the following attributes: - Persevere - Accountable - Respect - Trustworthy</li> <li>• Cheating or lying (grades K-5)</li> <li>• Inappropriate clothing/shoes</li> <li>• Throwing objects (pencils, erasers)</li> <li>• Tardiness to class or study hall</li> <li>• Violation of classroom procedures established by teacher</li> <li>• Use of obscene language and/or gestures</li> <li>• Public display of affection</li> <li>• Eating and drinking in unauthorized areas (Grades 6-12)</li> <li>• Horseplay or scuffling</li> <li>• Loud, boisterous noise</li> <li>• Use of non-instructional items (toys, games, electronic game) (per building rules)</li> </ul>	<p>A. Verbal or written reprimand</p> <p>B. Personal Talk</p> <p>C. Special seating within classroom (as per building guidelines)</p> <p>D. Withdrawal of privileges (removal of recess time— 10 minutes max.)</p> <p>E. Detention (as per building guidelines)</p> <p>F. Special Assignment</p> <p>G. Telephone call or written communication with parents</p> <p>H. Parental conference</p> <p><b>NOTE: LEVEL I EXAMPLES AND DISCIPLINARY OPTIONS /CONSEQUENCES ARE NOT LIMITED TO THOSE PROVIDED OR AS MODIFIED IN STUDENT HANDBOOK AT BUILDING LEVEL</b></p>
<p><b>PROCEDURES</b></p> <p>There is immediate and consistent intervention by the <u>teacher</u> who is supervising the student or observes the misbehavior. The teacher maintains an anecdotal record of the offenses and disciplinary action. The teacher may wish to discuss the misbehavior with the parent, administrator, and/or support personnel. Student handbooks explaining consequences will be distributed and parents/students will sign at the beginning of the year.</p>		



**BLACKHAWK SCHOOL DISTRICT DISCIPLINARY CODE  
LEVEL II**

DESCRIPTION	EXAMPLES	EXAMPLES Cont.
<p>These infractions often result from the <u>continuation</u> of Level I misbehavior(s) and require the intervention of personnel on the administrative level because the use of Level I disciplinary responses/options has failed to correct the situation.</p> <p>Also included in this level are <u>misbehavior(s), which tend to disrupt the orderly climate and conduct of the school.</u> They are serious enough to require corrective action on the part of administrative personnel.</p>	<ul style="list-style-type: none"> <li>• Failure to do your P.A.R.T. and display the following attributes:               <ul style="list-style-type: none"> <li>• - Persevere</li> <li>• - Accountable</li> <li>• - Respect</li> <li>• - Trustworthy</li> </ul> </li> <li>• Continuation of unmodified Level I misbehaviors</li> <li>• Acting in an insubordinate manner</li> <li>• Bus disturbance</li> <li>• Cafeteria disturbance (throwing of food and objects)</li> <li>• Cutting class/study hall</li> <li>• Dressing in such a manner as to cause disruption in the educational process</li> <li>• Leaving school without permission</li> <li>• Truancy</li> <li>• Dissemination and/or possession of unauthorized materials that are in violation of school rules, i.e., printed materials, buttons, etc.</li> <li>• Harassment or bullying in any form (electronic and otherwise)</li> <li>• Throwing objects (snowballs, foods, etc.)</li> <li>• Falsification of records, excuses, passes, schedules.</li> <li>• Failure to complete assigned detentions</li> <li>• Possession of obscene materials</li> </ul>	<ul style="list-style-type: none"> <li>• Loitering in unauthorized areas of school buildings/grounds</li> <li>• Misbehavior at a school-sponsored activity</li> <li>• Possession of obscene materials</li> </ul>
<b><u>PROCEDURES</u></b>		<b>OPTIONS/CONSEQUENCES</b>
<ol style="list-style-type: none"> <li>1. Referral to administrator</li> <li>2. Administrator meets with student and/or teacher to determine the most appropriate response</li> <li>3. The teacher is notified of the administrator's action</li> <li>4. Parents are notified of the student's misbehavior</li> <li>5. A proper and accurate record of the offenses and disciplinary action is maintained by the administrator.</li> </ol>		<ol style="list-style-type: none"> <li>A. Warning</li> <li>B. Office detention</li> <li>C. Saturday detention</li> <li>D. In-School suspension (at the discretion of principal)</li> <li>E. Withdrawal of privilege or activity (at the discretion of principal)</li> <li>F. Out-of-school suspension of one to three days (at the discretion of principal)</li> <li>G. Parental conference</li> <li>H. Referral to outside agency</li> <li>I. Confiscation of objectionable items</li> <li>J. Professional School Counselor referral</li> <li>K. Student contract</li> <li>L. SAP/IST team referral</li> </ol> <p><b><u>NOTE: LEVEL II EXAMPLES AND DISCIPLINARY OPTIONS/CONSEQUENCES ARE NOT LIMITED TO THOSE PROVIDED OR AS MODIFIED IN STUDENT HANDBOOK AT BUILDING LEVEL</u></b></p>

**BLACKHAWK SCHOOL DISTRICT DISCIPLINARY CODE**

<b>LEVEL III</b>		
<b>DESCRIPTION</b>	<b>EXAMPLES</b>	<b>OPTIONS/ CONSEQUENCES</b>
<p>These infractions often result from the continuation of Level II misbehaviors. These acts are more serious because their consequences have a lasting effect on an individual or may pose a threat to the health and safety of others in the school. While some might be considered criminal acts, most Level III misbehaviors can be handled by responses available to school personnel. However, in some cases, law enforcement officials may have to be contacted or notified.</p>	<ul style="list-style-type: none"> <li>• Failure to do your P.A.R.T. and display the following attributes:               <ul style="list-style-type: none"> <li>- Perseverance</li> <li>- Accountable</li> <li>- Respectful</li> <li>- Trustworthy</li> </ul> </li> <li>• Continuation of unmodified Level II misbehaviors</li> <li>• Attempted theft.</li> <li>• Assault and/or battery of another student</li> <li>• Fighting</li> <li>• Indecent exposure</li> <li>• Theft/possession/sale of another's property/possessions</li> <li>• Possession and/or use of tobacco products</li> <li>• Harassment or bullying in any form (electronic or otherwise)</li> <li>• Inflammatory/inappropriate materials that are in violation of school policy</li> <li>• Creating a school disturbance</li> <li>• Intimidation: verbal or physical threat to student(s) and/or school personnel</li> </ul>	<ul style="list-style-type: none"> <li>A. Temporary removal from class</li> <li>B. In-school suspension of one to five days (at the discretion of the principal)</li> <li>C. Out-of-school suspension for one to five days</li> <li>D. Saturday detention</li> <li>E. Parental conference</li> <li>F. Withdrawal of privileges</li> <li>G. Restitution of property and damages</li> <li>H. Referral to outside agency</li> <li>I. SAP Team Referral</li> <li>J. Intake meeting with appropriate school personnel</li> </ul> <p><b>NOTE: LEVEL III EXAMPLES AND DISCIPLINARY OPTIONS/ CONSEQUENCES ARE NOT LIMITED TO THOSE PROVIDED OR AS MODIFIED IN STUDENT HANDBOOK AT BUILDING LEVEL.</b></p>
<b><u>PROCEDURES</u></b>		
<ol style="list-style-type: none"> <li>1. The administrator initiates disciplinary action by investigating the infraction, and if necessary, conferring with school personnel about the consequences.</li> <li>2. The administrator meets with the student and confers with the parent about the student's misconduct and appropriate disciplinary responses.</li> <li>3. The administrator maintains an accurate record of offenses and disciplinary actions.</li> <li>4. If appropriate, the principal contacts law enforcement officials.</li> </ol>		

**BLACKHAWK SCHOOL DISTRICT DISCIPLINARY CODE  
LEVEL IV**

DESCRIPTION	EXAMPLES	OPTIONS/ CONSEQUENCES
<p>Disciplinary action under Level IV could result from the <u>continuation</u> of lower level offenses. Also included: acts resulting in <u>violence to person(s) or property</u>, which pose a direct <u>threat to the safety and welfare</u> of others in school. These acts are clearly criminal in nature and are so serious that they always require administrative action resulting in the immediate removal from the school. The intervention of law enforcement authorities and/or action by the Board of School Directors may also be required.</p>	<ul style="list-style-type: none"> <li>• Continuation of Level III misbehaviors</li> <li>• Assault and/or battery on school personnel</li> <li>• Arson</li> <li>• Bomb threat</li> <li>• Engaging in conduct prohibited by the criminal code or ordinances of the Commonwealth/community on school grounds or at school activities</li> <li>• Engaging in conduct so disruptive as to interfere with the orderly operation of school or which creates a clear and present danger to the health and welfare of the school community</li> <li>• Possession/use/</li> <li>• transfer of dangerous or look-a-like weapons or explosives</li> <li>• Setting off incendiary devices (firecrackers, smoke bombs, etc.)</li> <li>• Unwarranted pulling of a fire alarm</li> <li>• Attempted theft/Theft</li> <li>• Dissemination of unauthorized inflammatory/inappropriate materials inn violation of school policy</li> <li>• Sexual Harassment</li> <li>• Harassment/bullying of school personnel</li> <li>• Major vandalism of school property or personal property of school personnel</li> </ul>	<ul style="list-style-type: none"> <li>A. Maximum ten days out-of-school suspension with an informal hearing within 3 days.</li> <li>B. Referral to appropriate enforcement agencies</li> <li>C. Referral for psychological services of Psych evaluation</li> <li>D. Referral for alcohol/drug rehabilitation</li> <li>E. Restitution</li> <li>F. Expulsion</li> <li>G. Referral to outside agency</li> <li>H. Intake meeting with appropriate school personnel</li> </ul> <p><b><u>NOTE; LEVEL IV EXAMPLES AND DISCIPLINARY OPTIONS/ CONSEQUENCES ARE NOT LIMITED TO THOSE PROVIDED OR AS MODIFIED IN STUDENT HANDBOOK AT BUILDING LEVEL</u></b></p>
<p><b><u>PROCEDURES</u></b></p>		
<ol style="list-style-type: none"> <li>1. The administrator verifies the offenses and, if necessary, confers with school personnel before meeting with the student.</li> <li>2. The student is <u>immediately suspended</u> from school and parents are notified. Law enforcement officials may also be contacted.</li> <li>3. The Board of School Directors submits a complete and accurate report to the superintendent for possible action.</li> <li>4. In the event of expulsion, the student receives a full due process hearing before the Board of Education</li> </ol>		

**BLACKHAWK SCHOOL DISTRICT SUMMARIZATION OF ALCOHOL AND ILLEGAL DRUG USAGE ADMINISTRATIVE GUIDELINES**

SITUATION/ CATEGORY	IMMEDIATE ACTION	INVESTIGATION	NOTIFY PARENT(*) AND/OR POLICE(**)	DISPOSITION OF SUBSTANCE	DISCIPLINARY ACTION
1. Student suspected of possible drug or alcohol use. There is no physical evidence.	1. The student is informed of available help and is encouraged to seek assistance.	1. Staff member is encouraged to contact a SAP member and principal for assistance.	* - NA ** - NA Limited to behavioral problems	1. N/A	1. None - Referral to Student Assistance Program
2. Student contacts a staff member in regard to illegal drug or alcohol use by another student.	2. The student who contacts a staff member is encouraged to have the student with a problem seek assistance.	2. Staff member will contact a SAP member and principal for assistance. Parent may be notified.	* - NA ** - NA	2. N/A	2. None - Possible referral to Student Assistant Program
3. A student volunteers information about personal drug or alcohol use and asks for help.	3. The student is informed of available services and is encouraged to seek assistance.	3. Staff member contacts SAP member and principal for assistance	*- Inform parents if student is agreeable ** - NA	3. N/A	3. None - Referral to Student Assistant Program
4. The student has a drug or alcohol-related medical emergency.	4. School nurse, principal, and parents will be summoned immediately. Student may be transported to nearest medical facility. Parents are responsible for medical expenses.	4. The principal will investigate the incident. This may include a search of the student, locker, and other possessions (may include vehicle if on school property).	*- Inform parents immediately. ** - Inform police	4. Substance turned over to police	4. If there is evidence of further violation, see appropriate situational category. Referral to Student Assistant Program
5. A student <b>possesses</b> drug-related paraphernalia but no evidence of use.	5. Paraphernalia is confiscated by administration. Staff member writes an anecdotal report of the incident.	5. The student, his/her locker, and other possessions (may include vehicle if on school property) will be searched at the discretion of the administration.	* - Phone contact with parents ** - Inform police.	5. Substance turned over to police	5. Referral to Student Assistant Program. Informal hearing. 5-10 days out-of-school suspension.
6. A student possesses, uses, or is under the influence of drugs or alcohol, first offense. Possession (including look-alike beer) cooperative behavior.	6. Administration is summoned. Staff member writes an anecdotal report of the incident. Superintendent/designee contacted.	6. Administrator responsible to search locker and other possessions (may include vehicle if on school property). Collect substance and pertinent data.	* - Parent conference as soon as possible ** - Inform police	6. Substance turned over to police	6. Informal hearing. 5-10 days out-of-school suspension. Mandatory referral (through SAP) for assessment by a licensed drug & alcohol facility. Student must comply with recommendation. CATEGORY

**BLACKHAWK SCHOOL DISTRICT SUMMARIZATION OF ALCOHOL AND ILLEGAL DRUG USAGE ADMINISTRATIVE GUIDELINES – Cont.**

SITUATION/ CATEGORY	IMMEDIATE ACTION	INVESTIGATION	NOTIFY PARENT(*) AND/OR POLICE(**)	DISPOSITION OF SUBSTANCE	DISCIPLINARY ACTION
7. A student possesses, uses, or is under the influence of drug or alcohol (including look-alike beer). First offense (uncooperative behavior)	7. Administration is summoned. Staff member writes an anecdotal report of the incident. Superintendent/designee contacted.	7. Administrator responsible to search locker and other possessions (may include vehicle if on school property). Confiscation of substance and collection of pertinent data	*Parent requested to come to school as soon as possible. **Inform police.	7. Substance turned over to police	7. Informal hearing. 10 days out-of-school suspension. Referral for possible formal hearing. Referral to SAP. Student must comply with recommendation of the facility's assessment. Student subjects to probation guidelines.
8. A student possesses uses or is under the influence of drug or alcohol (including look-alike beer) at a school-related activity on or off school property.	8. Chaperon/school official will contact group advisor and/or principal as soon as possible.	8. The student and his/her possessions (may include vehicle if on school property) may be searched. Confiscation of substance. Superintendent /designee contacted.	*Parent notified as soon as possible. **Inform police.	8. Substance turned over to police.	8. The student may be sent home, escorted by the legal authorities or detained until parent/guardian can accompany the student home. Further discipline as provided by the appropriate situational category will be administered following the investigation.
9. A student is caught again during probationary period, in possession, use or under the influence of drugs or alcohol (including look-alike beer).	9. Administration is summoned. Staff member writes an anecdotal report of the incident. Superintendent/designee contacted.	9. The student, his/her locker, and possessions (may include vehicle if on school property) are searched. Confiscation of substance.	*Parent requested to come to the principal's office immediately. **Inform police.	9. Substance turned over to police	9. Informal hearing. 10 days out-of-school suspension. Referral for formal Board hearing for expulsion after referral to SAP.
10. A student is distributing a drug, alcohol, or controlled substance (including look-alike beer).	10. Administration is summoned. Staff member writes an anecdotal report of the incident.	10. The student, his/her locker, and possessions (may include vehicle if on school property) are searched. Confiscation of substance.	*Parent is requested to come to the principal's office immediately. **Inform police.	10. Substance turned over to police	10. Informal hearing. 10 days out-of-school suspension. Referral for formal Board hearing for expulsion after referral to SAP..

## PART III

### CURRICULUM

- A. ATHLETIC ELIGIBILITY GUIDELINES - All athletes are students first and are subject to the same rules as all students at Blackhawk High School. The athletic program is an extracurricular part of our school program. Our first and foremost interest is the personal educational program of each student; thus, it is mandatory he/she maintains satisfactory grades. An athlete will be considered ineligible if he/she receives two or more "E" marks on the weekly grade rating. The period of ineligibility will begin Monday following the rating and remain in effect through the following Sunday. The student is not to be present or participate in practice sessions or in interscholastic competition. An athlete may not participate in a game or practice on a day when he/she is not present in school, nor may he/she participate if he/she has been dismissed early (before 11 a.m.) from school due to illness. All athletes must be in attendance for one-half (1/2) of the school day to participate in a game or practice. The school district provides transportation for all athletic teams, and each participant will be required to ride school transportation to and from any athletic activity scheduled away from Blackhawk premises. Exception to this policy may be granted by the high school principal or athletic director.
- B. HOME SCHOOLING - Inquiries regarding home schooling are to be directed to the Business Manager, 846-6600, Ext. 1004. Blackhawk High School is under no obligation to issue a high school diploma to a student being home schooled.
- C. HOMEWORK ASSIGNMENTS DURING ABSENCE - If a student knows that he/she will be absent for several days, it is possible for homework assignments to be sent to the office by having a parent/guardian call the Guidance Office (724) 846-9600 Ext. 2006. Homework requested one day will be available the next day.
- D. HONOR ROLL - This is determined by using the 4.0 college grade point system. All courses are counted for determining honor roll. The following grade point average must be attained for honor roll status: 3.70 - 4.000 - High Honor; 3.30 - 3.69 - Honor Roll. You must have a minimum of four credits to be eligible for Honor Roll consideration.
- E. INCOMPLETE GRADE POLICY - An incomplete on a report card must be completed within two weeks following the end of the marking period. If not completed, the grade in question becomes a failing mark. A long-term illness will be treated separately. The teacher and the administration shall review any unusual incomplete grade that affects passing or failing of the subject for the year.
- F. INTERIM REPORTS - Progress reports/Interims will be available to students and parents through on-line grading. Progress of students should be monitored regularly and if a question arises, please contact your child's teacher. Teacher/parent conferences are valuable and encouraged throughout the school year. Appointments can be made with your child's teacher by contacting the Guidance Office.
- G. MAKEUP WORK - Any student absent from classes for legal reasons, including suspensions, is required to make up all work missed. However, it is the responsibility of the student to see his/her teacher to obtain the work and help, if needed, to make up the work. Only in cases of prolonged absence will more than one week be permitted for work to be made up, unless the principal grants permission. A student will be given one day for each day of legal absence with a limit of two weeks to make up missed work. A day's absence does not excuse a student from

responsibility for school assignments and work on the day of his/her return. In case of prolonged absence, two weeks will be permitted for work to be made up.

- H. NATIONAL HONOR SOCIETY – Candidates eligible for election to this chapter must be members of the junior or senior class. They must have a minimum scholarship average of 3.7 as calculated by the Blackhawk High School Guidance Department. All students who rise to or above this standard may be admitted to candidacy for election to membership. Their eligibility shall be considered on their service, leadership, and character.

The following 4 areas are considered and reviewed when determining student admittance to the Honor Society.

1. Scholarship – Any junior or senior student with a 3.7 cumulative GPA.
2. Character – Each prospective national Honor Society student will be reviewed by all staff in the following areas: responsibility, courtesy, tolerance, honesty, and relationships (with peers and teachers).
3. Service – All activities in which a student has participated for grades 9-12 will be considered. Activities outside of school will also be considered in documentation of participation is provided.
4. Leadership – Any office(s) a student has held, including outside activities as well, will be counted.

- I. PROMOTION AND GRADUATION REQUIREMENTS - All students will be taking academic related classes and physical education each year at Blackhawk High School. The issuance of a high school diploma to students will be contingent upon the fulfillment of the Board of Education and Pennsylvania State Department of Education requirements:

1. A minimum of 5.5 credits is necessary to obtain sophomore standing.
2. A minimum of 11.5 credits is necessary to obtain junior standing.
3. A minimum of 17 credits will be necessary to obtain senior standing.
4. In addition, students must complete their Senior Exit Interview by the assigned deadline during their senior year.
5. Graduation Pathways/Keystone Exams – In order to graduate from high school in Pennsylvania students must meet one of five pathways for graduation. Additionally, students must complete Keystone Exams as end-of-course assessments that are taken once a student has successfully completed Algebra I, General or Lab Biology, and English 10. Detailed information on these requirements can be found on the district website.

All students must successfully earn a minimum of 24 credits in grades 9-12 to qualify for graduation. These credits must meet certain subject criteria.

Diplomas will only be awarded to students that have met all graduation requirements prior to the graduation date. Students who do not meet graduation requirements by that date will not participate in commencement exercises and will not receive a diploma until such date that requirements are met.

**HONORS GRADUATES** – All students with a 3.75 QPA or higher will be recognized as an Honor graduate. Cumulative Quality Grade Point average for the purpose of determining “Honor Graduate” will be calculated at the **end of the third grading period** of the senior year.

**Graduation Speeches** – Any honor student with a 3.75 QPA at the end of the third nine weeks of their senior year may submit a graduation speech proposal. Submissions are to be produced electronically. Two copies of the speech proposal will be submitted with only one having a title page identifying the applicant. A committee of five will independently rate the speeches. A rubric will be utilized to score submissions. The committee will consist of: Senior Class Advisor, District Administrator (other than high school), English Department Chairperson, two Senior Guidance Counselors. The Committee will choose three speeches from the applicant pool unless there is a tie in the scoring. The scoring rubric will consist of four categories. Each category will be worth a maximum of five points. Speeches will be rated one to five in the following categories: Appropriateness, Organization, Focus on a Theme, Personal Connections.

**ACADEMIC EXCELLENCE** - Students in grades 9, 10, and 11, can achieve "Academic Excellence" recognition by maintaining a cumulative quality point average that places them in the top 15% of the total number of students in their class. Cumulative Quality Point averages will be calculated the third nine weeks of the current school year.

**CLASS RANK** - Class rank will no longer be placed on student transcripts. Class rank will be released at the request of an institution or scholarship agency utilizing the Transcript Release Form. Parents and students will have access to this information if there is a need. Weighted and non-weighted QPAs will continue to be reported on each transcript.

Weighted courses will be calculated on a 5.0 scale.

AP Biology	AP German
AP French	AP Spanish
AP Calculus	AP Physics
AP Economics	AP Lit & Comp
AP Studio Art	AP Government/Politics
AP Computer Science	AP Music Theory
AP Environmental Science	AP Latin
AP English Literature & Composition	Informational Technology I-IV
CIHS Chemistry	CIHS Statistics
CIHS Human Anatomy and Physiology	



- J. REPORT CARDS - Report cards will be issued each nine weeks. Grades will be based on your test scores, projects, homework, and classroom performance.
- K. SCHEDULE CHANGES – We strongly encourage each student to select his or her own courses with careful thought and consideration. We strongly discourage selecting courses with the intent of dropping them at a later date. Since many decisions that affect the school’s staffing and budgeting needs are based upon course selection, students should choose only courses in which they have a sincere interest.

However, we do recognize that individual circumstances may necessitate a schedule change. In this event, parents must provide a valid reason for the change in writing. The following are considered valid reasons for requesting a course change:

1. Curriculum Program Change – when a students wants to change from one track to another (example—college preparatory to vocational education).
  2. Employment – when a student has acquired a part-time job and meets the requirements for an early-work release program.
  3. Scheduling Error – when a student requests a specific class but was inadvertently scheduled in another course.
  4. Graduation and pre-/co-requisite requirements
  5. Teacher recommendation
- L. SEMESTER TESTS - Semester tests/assessments will be given in January and June for students in grades 9-12. Tests/assessments stress retention of knowledge and prepare students for similar life experiences that they would face in college and in the work world. Tests should include an essay component that requires students to use thinking skills.

M. STANDARDIZED GRADING SCALE –

A	92-100	4.0
A-	90-91	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
E	0-59	0.0

\*Honor (B+) -> 3.3 – 3.69

\*High Honor (A-) -> 3.7 and Up

N. WITHDRAWAL FROM COURSES – Once the school year begins, the following guidelines will be adhered to:

1. If a course is dropped within the first (5) days of a semester course or (10) days for a year long course, there is no record of the drop on the student’s transcript.
2. If a course is dropped after the designated drop period, the course is documented on the transcripts as withdrawn (“W”). The letter grade for a withdrawn course is not calculated into the grade point average. No credit is awarded for a dropped course.
3. If a course is dropped after the first nine week grading period, the grade earned will appear on the report card. The class will remain on the transcript but will show a “W” for the remaining grading periods as well as the final grade.

Students wishing to withdraw from a required course must discuss this matter with the teacher, their parent or guardian, and their school counselor. Course withdrawal will be permitted only if the student is deemed incapable of completing the required coursework and only after all alternatives have been exhausted, including seeking the assistance of the instructor and/or tutoring. Withdrawals from some required courses may also need the permission of the principal. If a withdrawal from a required course occurs, the student will then be scheduled into the next appropriate academic level of the subject.

The ability to add a course once the school year has begun depends on several factors including the number of students already in the class, additional changes needing to be made to the student’s schedule, and the amount of time lapsed since the class began, and meeting the prerequisites for the requested course. The ability to drop a course depends on the total number of study halls in a student’s schedule. **Students are never guaranteed that they will be able to make changes to their schedules once the school year begins.**

**Exception:** Students enrolled in any AP course requiring summer work will receive a W on their transcript if the course is dropped after the first ten (10) days of summer vacation.

- O. WITHDRAWAL AND TRANSFER - The procedure for withdrawal from Blackhawk High School or transfer to another school is as follows:
1. Secure authorization withdrawal or transfer note from parent or guardian.
  2. Obtain appropriate forms from the guidance office.
  3. Have the forms filled out by the teachers, return all schoolbooks and property, and make sure all fees are paid.
  4. Take completed forms to the guidance office for final clearance.

## PART IV

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### SERVICES

A. ACCIDENT INSURANCE - The Blackhawk School Board has adopted an insurance policy, which affords protection for the students during the time they are traveling to school, while they are at school, while they travel back home, and at other school-related events. This policy is offered for a very reasonable premium. Parents are urged to give the policy careful consideration. Options to buy include coverage for school-time hours and 24-hour coverage. Students participating in athletics must have some form of insurance.

B. CAFETERIA SERVICES

Blackhawk School District has implemented the Point of Sale System in all cafeterias throughout the district. It enables students to purchase food items without carrying cash every day. The system is biometric and is done with a finger scan—not a finger print. The scan cannot be used as a finger print for identification purposes outside the school cafeteria. The system allows parents to put money on their child's account over the internet on the Blackhawk Web Site, or if you prefer, your child may bring money in once a week, once a month, etc. In addition, the system allows parents to track what their child is purchasing for lunch.

C. 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 at 724-843-1005.

D. 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. Requests for screening or evaluation can be made at any time in writing. For further information, parents or guardians may contact the Special Education Supervisor at 724-843-1005, or the building principal or school psychologist.

E. CLASS RINGS - The Blackhawk ring was specially designed to reflect the Blackhawk history and tradition. The green stone and gold band represent school colors. The eight sides on the stone

and the eight-link chain dividing the keystone honor the eight districts that merged to form Blackhawk. The keystone symbolizes Pennsylvania, while the winged foot shows activities. The torch stands for learning. Note that the flame of the torch forms B.H. for Blackhawk. Our cougar mascot is shown on one side while his "paw" prints appear on the top of the ring. Wear your ring proudly...it reflects a proud tradition.

F. 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.

G. 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.* 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).

H. GLOBAL CONNECT – Global Connect is a phone/email system used by the district to increase communication with parents. Global Connect 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. Global Connect 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.***

I. GUIDANCE SERVICES - Guidance counselors meet with students individually during the school year as needed to assist them in planning their academic program. The guidance counselor helps students select the most appropriate program of studies to ensure success in high school and to plan for the years after graduation. The variety of opportunities for college, professional/technical school, and post high school employment increases every day. Students who wish to make an appointment with their guidance counselor should see the guidance secretary, or complete the Request to See a Counselor Form in the guidance office.

J. HEALTH SERVICES - The administration and faculty at our school consider this one of the most important sections of your student handbook. Good health is a prerequisite to learning; as a matter of fact, good health is essential to most successful activities. The following are a few simple regulations which help to maintain safety and health for all students.

STUDENT HEALTH SERVICES - The school nurse is available during normal school hours for any student who feels ill or is injured during the school day. Students should report to his/her classroom so the teacher is aware of their attendance, and then be dismissed with a signed "agenda" book to the Nurse's Office. In the event that the school nurse is not in the Nurse's Office, report to the main office.

INJURIES AND INSURANCE - The school is responsible only for immediate first aid. The Board of Education does not pay any medical or hospital bill incurred as a result of accident to the pupil at school. The parent or guardian is responsible for the payment of such bills. We urge

you to avail yourself of the protection afforded through school insurance. You will be given information regarding various insurance plans during the first week of school. In case of injury, no matter how minor, the student should report that injury to the teacher immediately. In case of a severe injury or acute illness, emergency care will be given, and the parents will be notified.

**MEDICAL DISMISSAL/TRANSPORTATION** – A student may not leave the building without permission from the Administration or School Nurse. Students are not permitted to call a parent/guardian or friend from any phone for dismissal from school. A parent/guardian may be contacted by the School Nurse or designated personnel to arrange early dismissal. If you are contacted by your child, please contact the nurse at 724-846-9600, Ext. 2005. It is the responsibility of the parent/guardian to provide transportation and further care of a student that is ill or injured during school hours. Any student, who must leave school early due to an illness or injury, will not be permitted to drive off the premises due to the safety of the student and other motorists. 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 for further medical evaluation with a doctor.

**ILLNESS OR ACCIDENT INFORMATION** - In order that we conform to the wishes of parents/guardians, emergency forms must be completed and returned to the Nurse's Office for use in emergency situations. This form must be completed every year. If a student has a known medical situation, please complete this in the appropriate section. It is important that the School Nurse is aware of all known medical problems and medications; by the parent or physician's documentation. This information is necessary in order for the School Nurse to give immediate and proper care.

**COMMUNICABLE DISEASES** – Any student with a communicable disease will be excluded from school until treatment is initiated. A student returning to school after a diagnosis must be readmitted by the School Nurse. Examples of a communicable disease include: head lice, chickenpox, conjunctivitis (pink eye), impetigo, mononucleosis, etc.

**HEALTH SCREENINGS** - PA State Health Department mandates: all students in Grades K thru 12 receive yearly height/weight and vision exams. During the school year, a BMI (Body Mass Index) letter will be sent home. All 11<sup>th</sup> Grade students are mandated to have a physical exam completed by a private physician or school physician. The school exam is scheduled during the school day and is free of charge to the family. A private exam can be completed, and the PA state form returned to the school. All 11<sup>th</sup> Grade students and special education students will receive a yearly hearing test; parents will be notified of any problems as needed. In addition to these mandates, sports physicals will also be offered during the summer the upcoming school year thru the school district for each sport. This information will be available at the appropriate times.

**MEDICATIONS** - Medications of any kind are to be stored and documented in the Nurse's Office. These medications must be delivered directly to the School Nurse, Health Aide, or building Administrator by a parent/guardian. No students is permitted to have any medication on his/her possession; except for asthmatic inhalers if documented by the doctor. Each medication must have appropriate documentation in the student's medical record in the Nurse's Office. This form can be obtained in the Nurse's Office or on the school web site. High School students are permitted and encouraged to carry personal cough drops with documentation from a parent/guardian.

**IMMUNIZATION SHOTS**

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 immunization according to the PA School Code. The exemption forms can be found on the district website.

K. HOMEBOUND INSTRUCTION - Homebound instruction is provided for students who are unable to attend school in accordance with the rules and regulations prescribed by the Pennsylvania Department of Education. (Length of absence must be for 20 or more school days.) Requests for homebound instruction are to be directed to the Guidance Office.

L. LIBRARY MEDIA CENTER PROCEDURES

USAGE

1. LMC hours are Monday-Friday (7:20 a.m.-3:00 p.m.). Any changes in hours of operation will be announced.
2. All students must sign-in at the circulation desk upon entering the LMC.
3. Students may use the computers during study hall, homeroom, or after school. Students are to save their work to their M:Drives, Schoology account, or flash drive. Students are held responsible for the computers that they use.
4. **Internet Usage:**
  - Only those students who have an Acceptable Use Policy signed and on file with the Blackhawk School District are permitted to use the Internet.
  - Pornographic sites or sites deemed inappropriate are strictly forbidden.
  - Students wishing to use the BHS LMC's subscription databases from home need to receive the remote access passwords from the circulation desk.

PASSES

1. A student must have a pass from a teacher to use the LMC during school hours. Passes are not required before homeroom or after the final bell
2. A student leaving the LMC during a class period for any reason must receive a pass from the LMC staff.
3. All students are to sign-in when using the library during school hours. The sign-in list is online and available for teachers to view at any time. The sign-in list is your proof of attendance in the library.
4. **Homeroom Passes:** Report to homeroom first to get a pass from your homeroom teacher. Present your pass at the circulation desk and sign in.
5. **Subject Teacher Passes:** Your teachers may sign you a pass to use the LMC for class work during a scheduled study hall. With this pass first report to study hall to check in, then report to the library. Present your pass at the circulation desk and sign in. A subject teacher pass is the most reliable way to use the library.
6. **Study Hall Passes:** If no classes are using the LMC, your study hall teacher may sign you a pass out of study hall. Present your pass at the circulation desk and sign in.

CIRCULATION

Any material that a student wishes to use outside of the LMC must be checked out to that student's name at the circulation desk.

- Loan periods are for two (2) weeks.
- Materials may be returned at the circulation desk or in the book depository in the foreign language hallway.
- Overdue notices are sent to the students' homerooms each week.
- If a material is lost or damaged, the student must pay the replacement cost for the item.

### BEHAVIOR AND DISCIPLINE

1. All Blackhawk High School and Blackhawk School District rules and policies (including Do Your PART) apply to student behavior in the LMC
  2. Any student who leaves the library without permission will be reported as cutting class and denied use of the library during study hall.
  3. Disruptive behavior will result in the following discipline:
    - i. Student(s) will be asked to stop the disruptive behavior.
    - ii. Student(s) will be oved to another seat.
    - iii. Student(s) will be sent back to study hall or class.
  4. Continued misbehavior may result in loss of library privileges for a specified time and detention will be assigned.
- M. LOST AND FOUND - The high school office is the area designated for lost and found articles. Anyone who finds a lost or misplaced article should take it to this area as soon as possible. Students looking for lost possessions should check in the Office. If the lost and found articles are not claimed within a reasonable amount of time, they will be discarded.
- N. MEDIA WAIVER – 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 to 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 not later than September**



O. PSYCHOLOGICAL SERVICES - The school psychologist provides in-depth diagnosis and help in student placement and in individualization of the educational program. He/she is knowledgeable with respect to physical, social, and emotional development and confers regularly with parents, teachers, and outside agencies to acquaint them with student needs. Counselors, teachers, administrators, and parents can request the help of the psychologist.

P. 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:

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Developmental Delays (Preschool only)</li><li>• Blind or Visually Impaired Support</li><li>• Autistic Support</li><li>• Emotional Support</li><li>• Life Skills</li><li>• Multiple Disabled Support</li><li>• Learning Support</li></ul> | <ul style="list-style-type: none"><li>• Speech and Language Support</li><li>• Deaf or Hearing Impaired Support</li><li>• Neurologically Impaired Support</li><li>• Physical Support</li><li>• Other Health Impaired Support</li><li>• Occupational Therapy Services</li><li>• Physical Therapy Services</li></ul> |
|--|---|

Q. STATE AND LOCAL ASSESSMENTS – All students, grade 8-11 take a series of content area tests developed by the Pennsylvania Department of Education called PSSA and 4 Sight. The numerical scores students earn on these tests are converted to four categories of performance called Advanced, Proficient, Basic, and Below Basic. Scores are reported in several core areas, math, Reading, and Writing. Science and Social Studies will also be added to performance scales. The academic goal for Blackhawk is to have all students score at the Proficient level or above. Students who do not score Proficient will be required to demonstrate proficiency from PSSA, local assessments and/or course work during the student's Senior year. Pennsylvania's Chapter 4 Guidelines require a student to be proficient in areas of Math, Reading, and Writing in order to graduate.

R. STUDENT ASSISTANCE PROGRAM (S.A.P.) – Blackhawk High 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, academic concerns, and absenteeism. Parents or other staff members can make student referrals to the Student Assistance Team. Members of the Student Assistance Team include building principals, building guidance counselors, school nurse, and teachers. For more information, contact the school nurse or guidance counselors.

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 at Blackhawk High School.

The purpose of the Blackhawk School District's Dating Violence Policy No. 252 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 is available at the district's website.

- S. **SCHOOL CLUBS AND ORGANIZATIONS** - School clubs and organizations can be formed by interested groups of students provided there is a faculty member who is willing to serve as an advisor. Information about forming clubs may be obtained at the beginning of the school year. Clubs are held on an A or B rotating schedule. The following list represents some clubs offered for the 2021-2022 school year:

Academic Games	Baseball
Auditorium Tech	Chess Club
FFA (must be in an Ag Science class)	Fellowship of Christian Students
TSA	National Art Honor Society
Knit & Crochet	Hacky Sack
Football	Prom Committee
Key Club	English

- T. **TUTORING** - Additional help can be obtained by asking your counselor to assist you in finding a peer tutor through the National Honor Society. Tutoring is also offered every Tuesday, Wednesday, and Thursday from 2:30-3:30 p.m. in Room 104.
- U. **WORK PERMITS** - If you are under 18 years of age, you must obtain a work permit in order to accept employment. The law has certain requirements concerning the type of work you may do, the hours, and under what conditions you may work. Application and all necessary information may be obtained at the office. To obtain an application for the work permit, you must provide your birth certificate or baptismal certificate as proof of age. Good judgment must be exercised when accepting a job. School work is your primary job. If a job conflicts with study time and participation in school activities, you may not be able to maintain a satisfactory school record.

## PART V

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### INFORMATION STUDENTS SHOULD KNOW

- A. ACTIVITY PERIOD - One of the purposes of an activity period is to give the various clubs an opportunity to meet. It also provides the administration with a definite time schedule to plan for various assemblies. With this activity period schedule, time need not be taken away from the regular class schedule. Any student not scheduled for a club during activity period must report to his/her assigned homeroom for a study hall.
- B. CARE OF BOOKS - Each student is entrusted with various supplies for study. These consist of textbooks, paperbacks, lab manuals, etc. On the inside cover of each book are the school stamp and the book number. Every student should make a record of these numbers, and, in case the book is lost, report it immediately to his/her teacher. If the book is not returned or found, the following charges will be made to the student:
1. Books are lost or badly damaged and are in their first or second year of use, **full price** will be charged.
  2. Books that have already been used two years, **half price** will be charged.
  3. Books that are damaged in such a way as to require rebinding, but still leave the book intact and usable, a **\$9.50 rebinding fee** will be charged (fee may be subject to change without notice).
- C. CHANGE OF ADDRESS - It is necessary and important for the office to have an accurate record of the home address of all students. We ask that you accept the responsibility for reporting any change of address, phone number, and email to the Guidance Office.
- D. CORRIDOR COURTESY AND HALL TRAFFIC - Students are not to stand in the hallway and block traffic. No shouting is permitted and neither trash nor debris is to be thrown on the floor. Help keep the hallways clean and neat! The hallways are narrow and become crowded when classes are changing. Observe the following: Walk; do not run or push; walk on the extreme right when changing classes; do not loiter, spend time visiting with a friend, etc. Ample time has been provided for changing classes. All students should be in class on time.
- E. COURT ORDERS - The school district will direct all communication to the students' natural parents or guardians. When custodial rights are changed from both natural parents to another arrangement of guardianship or custodial care, the school should be presented with legal documentation. Court orders of this nature should be registered with the high school administration.
- F. ON CAMPUS DANCE RULES
1. Blackhawk students in grade 9<sup>th</sup>-12<sup>th</sup> are permitted to attend
  2. Outside guests invited by Blackhawk students must be enrolled in high school and in grades 9<sup>th</sup>-12<sup>th</sup> or a recent Blackhawk graduate under 21 years old with the proper clearances. Blackhawk student must submit a request form for conditional approval pending verification of discipline record at guest's current school.

G. PROM RULES

1. Age – Junior/Senior Prom. Sophomores permitted to attend only if asked by a Jr. or Sr. Blackhawk student.
2. Outside guests must be in 11<sup>th</sup> or 12<sup>th</sup> grade enrolled in high school or a recent Blackhawk graduate under 21 years old with proper clearances. Blackhawk student must submit a request form for conditional approval pending verification of discipline record at guest's current school.
3. Dress Code – Standard (school) function. Dress code applies.

H. DISSEMINATION OF MATERIAL - No material of any type may be displayed, posted, or passed out on school property or on the school bus without permission from a principal.

I. EARLY DISMISSAL - SEE ALSO THE TARDY TO SCHOOL/EARLY DISMISSAL POLICY OF THE HANDBOOK

J. EARLY DISMISSALS FOR MIDTERMS AND FINAL EXAMS – Permission slips for early dismissals on scheduled dates for Midterms and Final Exams must be turned into the office **three (3) days prior to the exam date. No early dismissals will be accepted on the day of exams.**

K. EARLY DISMISSALS FOR WORK - SEE ALSO THE ATTENDANCE POLICY OF THIS HANDBOOK - Since the high school dismissal is at 2:30, and we do not have a distributive education program, we do not encourage student requests to be dismissed early for work. If for some reason you need to be dismissed early, you are to speak with a counselor and get the proper forms. The principal must approve each early dismissal. **Only seniors are eligible for work release. The earliest a student may leave is at the end of sixth period.**

L. FIRE DRILLS - Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the fire alarm is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. The teacher in each room will give the students additional instructions concerning the fire drill. **Every person must leave the building during a fire drill.**

M. GUIDELINES FOR EFFECTIVE HOME-SCHOOL COMMUNICATION - We would like to take this opportunity to encourage cooperation in following a few basic guidelines to effectively communicate with school personnel:

1. Parents/Guardians should communicate first with teachers regarding classroom problems.
2. Appointments for private conferences with teachers should be made in advance by contacting the teacher.
3. All visitors are requested to report to the office to sign the register and inform the office personnel of the scheduled appointment.
4. Problems which cannot be resolved during the parent/teacher conferences should be taken to the high school administration.

N. LOCKERS - Each student will be assigned a hall locker with separate units for books and outer clothing which is opened by a single combination lock. LOCKERS SHOULD ALWAYS BE LOCKED WHEN NOT IN USE. DO NOT GIVE YOUR COMBINATION TO ANYONE ELSE. DO NOT LEAVE MONEY OR VALUABLES IN YOU LOCKER. LOCKERS ARE NOT SAFES. Periodic inspections will be made by the homeroom teacher or principal to see

that they are being kept neat and orderly. Use only the locker assigned to you. Do not tamper with another locker. If your locker combination is not working properly, or if you are having trouble opening your locker, please turn your name into the office, and a custodian will make the necessary repairs. Lockers are the property of the school and are subject to search. A student may request an assigned locker and lock in the gym dressing room. These are to be cleaned out regularly and be kept neat and orderly. Keep these lockers locked at all times. Lockers should be visited only prior to homeroom, before lunch, and at dismissal. Being late to a class due to going to a locker is not a legal excuse. Loitering around lockers is not permitted at any time during the school day.

O. PHYSICAL EDUCATION (LOCKER AND VALUABLES) - Students are reminded of their options in protecting personal property during physical education class. It is important for students to understand that there is a small percentage of students who do not respect the property of others and will seek out those who do not take precautions to ensure the safety of their possessions. While we attempt to eliminate as many of the variables as possible, we remind you of the following:

1. DO NOT LEAVE MONEY OR VALUABLES IN YOUR LOCKER. YOU MAY GIVE YOUR VALUABLES (WALLETS/PURSES, KEYS, LOOSE ITEMS OF VALUE) TO YOUR INSTRUCTOR; HOWEVER, THE INSTRUCTOR IS NOT RESPONSIBLE FOR LOST OR STOLE ITEM.
2. USE A LOCK ON YOUR GYM LOCKER TO PROTECT PERSONAL PROPERTY NOT TURNED IN. REMEMBER TO REMOVE THE LOCK AT THE END OF THE GYM CLASS.
3. DO NOT GIVE YOUR COMBINATION TO ANYONE ELSE.
4. NO STUDENT IS TO BE IN THE LOCKER ROOM AT ANY TIME OTHER THAN HIS/HER ASSIGNED GYM CLASS WITHOUT ADVANCED PERMISSION FROM A PHYSICAL EDUCATION TEACHER. VIOLATORS WILL BE DISCIPLINED. (See also Section RE: - Student Valuables)
5. STUDENTS ARE TO REMAIN IN THE LOCKER ROOM AFTER PHYSICAL EDUCATION CLASS UNTIL THE BELL RINGS.

P. SELECTION/GENERAL INFORMATION (BAND, CHEERLEADERS, MASCOT, COLOR GUARD)

GRADES - The academic requirements will be in accordance with the eligibility requirements of the high school for its athletes. A student will be considered ineligible if he/she receives two or more "E" marks on the weekly rating.

TRY-OUTS - All cheerleaders, mascots, color guard, and feature twirler must try-out each year. Tryouts will be preceded by several instructional clinics prior to the actual selection date. Each student planning to try out will attend instructional clinics at which he/she will receive a list of rules, regulations, and selection procedures.

SELECTION - The band director and cheering sponsor will form selection committees made up of qualified outsiders. Names of successful candidates will be announced following selection.

ELIGIBILITY - Students must maintain eligibility during the season by following the rules and regulations prescribed by the cheerleader constitution and band policy as well as by meeting the weekly eligibility requirement.

- Q. **SIGNS** - No signs may be placed anywhere inside or outside of the building without the permission of a principal.
- R. **STUDENT ABSENCES FOR TRIPS** - **SEE ALSO THE ATTENDANCE POLICY OF THIS HANDBOOK** - Students who are planning to accompany their parents on trips, tours, or vacations during the school year must secure a "REQUEST FOR EXCUSED ABSENCE FROM SCHOOL FOR A PREPLANNED EDUCATIONAL TOUR OR TRIP" form and return it to the school principal. These forms are available in the office and should be completed and returned at least two weeks before the trip. Students are responsible for completing schoolwork missed during the absence.
- S. **STUDENT DEBTS** - Students are expected to pay any debts/obligations in a timely fashion. All debts/obligations must be paid by the start of the school year for students to participate in any school or extracurricular activity. **DEBTS/FINES OWED THE HIGH SCHOOL MUST BE PAID BEFORE REPORT CARDS OR DIPLOMAS WILL BE ISSUED.**
- T. **STUDENT FEES**
1. There will be a \$50.00 charge for each student that elects to take the in-the-car-driving component of driver education. This fee must be paid in the high school office
  2. The cost of materials for project work in the practical arts has risen considerably over the past two years. Costs for required student projects in the practical arts area will be borne by the school district; however, the costs for materials for projects voluntarily undertaken by students must be borne by the student.
- U. **VISITORS** - School policy is to accept only those visitors who have legitimate school business. Visitors and guests must register in the high school office immediately upon entering the building. Parents are always welcome to visit. We do ask, however, that all parents register in the office when they enter. It is usually best to call ahead for an appointment with the administrator, teacher, or counselor with whom you want to meet. Upon registering in the office, a visitor pass will be issued. **Individuals not wearing a visitor badge will be asked to return to the office and sign for one. No person is to go directly to a classroom.** Student visitors during the school day are not permitted; the only Beaver County students permitted to visit when school is in session are those students officially representing their school. **Only persons of high school age will be given permission to visit and no young children or babies are to be brought to school.**
- V. **WEATHER EMERGENCIES, CANCELLATIONS, AND RELATED STARTING TIME** - Announcements concerning adjustments in the school schedule will be made via the automated calling system and district website. When severe weather or road conditions threaten the safety of children, classes will be canceled for the entire day. In the event of uncertainty regarding such matters exist, a delay schedule will be announced. Children should report to their bus stops at the end of the delay period unless additional announcements are heard prior to departure time. **PARENT DISCRETION:** There may be times when main and secondary roads are relatively clear while others remain inaccessible to bus transportation. Parents should assume the responsibility to advise their children to return home during severe weather conditions if their bus has not arrived within a reasonable period of time.

Emergencies may occur which will necessitate closing the school after students have arrived. Students will be dismissed and parents notified via the automated calling system under these circumstances, and we urge you to have your own emergency plan for your child(ren).



## PART VI

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### BOARD APPROVED DOCUMENTS

#### BLACKHAWK SCHOOL DISTRICT ATTENDANCE POLICY

The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. Attendance shall be required of all student enrolled in district schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance. **The complete attendance policy can be accessed on the district's website.**

#### Attendance Procedures

School attendance is the responsibility of the student and his/her parents. When a student is absent from school, it is the duty of the parents or guardian to furnish promptly a written explanation of the student's absence. It is also the responsibility of the school to inform parents when their children are 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 The Blackhawk School District's automated phone system will call the home of every student that is absent on the day of the absence.
- 3 A parent/guardian may only excuse ten (10) student absences during the school year. All absences beyond the tenth (10<sup>th</sup>) day require medical or other official documentation.
- 4 A written notice will be sent home for students following the fifth (5<sup>th</sup>) and tenth (10<sup>th</sup>) accumulative absences for the school year.
- 5 A written notice will be sent home for students following the third (3<sup>rd</sup>), sixth (6<sup>th</sup>), and tenth (10<sup>th</sup>) unexcused/illegal absences.
- 6 Following the sixth (6<sup>th</sup>) unexcused absence, the parent/guardian will be notified by phone and 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
- 7 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.



Reasons for excused absences are:

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Illness</li><li>• Quarantine</li><li>• Death in the family</li><li>• Impassable roads</li><li>• Recognized religious holidays and services</li></ul> | <ul style="list-style-type: none"><li>• Health-related appointments</li><li>• Court appearances</li><li>• School board sanctioned absences</li><li>• Emergency reason (at the discretion of the principal)</li></ul> |
|--|--|

**Note: The high school administration neither approves nor condones skip days of any nature.**

### LEGAL SAFEGUARDS

1. The school solicitor has reviewed these regulations.
2. The principal has informed the parent(s) and students of the regulations.
3. Attendance guidelines for grading have been incorporated into the **Student Handbook**.

### 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 PSSA, 4Sight, 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](http://www.paprofiles.org).

### 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](http://www.compass.state.pa.us), to find out if your family qualifies for CHIP.

### ENGLISH AS A SECOND LANGUAGE SERVICE (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 a limited English proficiency and needs to be screened for ESL instructional services. These requests can be directed to the student's building principal or the English as a Second Language Coordinator/Special Education Supervisor at 724-843-1005.

### 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 may disclose, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's

educational records. However, Blackhawk School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. Directory information, which is information that generally is not considered harmful but 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 30<sup>th</sup> 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).

#### 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).

#### INTEGRATED 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.

**PARENTAL NOTIFICATION REQUIREMENTS:**

**NO CHILD LEFT BEHIND (NCLB)**

**ACCESS TO STUDENT RECRUITING INFORMATION**

The Blackhawk School District must provide to military recruiters or institutions of higher education, upon request, access to secondary school students (i.e., juniors and seniors) and directory information on those students. The state military affairs law requires the release of directory information consisting of a list of secondary male and female students by name, home address, and telephone number. Both the *No Child Left Behind Act of 2001* and the *National Defense Authorization Act for Fiscal Year 2002* reflect these requirements. The list will be compiled by the first day of the academic year in which the senior students will graduate unless parents have advised Blackhawk School District that they do not want the student's information disclosed without their prior written consent.

**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 ("kay-eye") 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 more sensitive to the ill effects of radioactive iodine than are adults.

**KI should NOT be taken by anyone who allergic to iodine.**

If you have any questions or need more information regarding the school's participation in the program, please call your school nurse. If you do not want your child to be given potassium iodine, when instructed by public health officials, in the events of a radioactive emergency during school hours, please notify the building principal in writing.

**THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The *No Child Left Behind Act of 2001* 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 students, 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.

### HOMELESS

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 Homeless Liaison at 724-846-6600.

## SEXUAL AND OTHER FORMS OF HARASSMENT

<p><b>1. Purpose</b></p>	<p>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 environments disrupts the educational process and impedes the legitimate pedagogical concerns of the District.</p>
<p><b>2. Authority</b></p>	<p>Students are protected from sexual harassment under the provisions of Title IX, since courts have found sexual harassment involves a minor student in a school setting, it can also be considered a criminal offense under law relating to child abuse.</p>
<p><b>3. Definition</b>  <b>OCR</b>  <b>USDE</b>  <b>March 1997</b></p>	<p>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.</p>
<p><b>4. Delegation of Responsibility</b></p>	<p>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 discipline code.</p>
<p><b>Sec. 703 of Title VII of Civil Rights Act of 1964; Sec. 5 (a) PHRC Act; Title IX of the 1972 Education Amendment</b></p>	<p>The Superintendent shall establish administrative guidelines which address the conduct prohibited by this policy and describe a reporting procedure. The Superintendent shall ensure that the prohibited conduct and reporting procedures are available to all students and are posted in appropriate places throughout the District.</p>

### **BULLYING – POLICY NO. 249**

**Purpose** – The Blackhawk School District strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the Blackhawk School District to maintain an educational environment in which bullying and cyber bullying in any form are not tolerated.

1. All forms of bullying and cyber bullying by school district students are hereby prohibited. Anyone who engages in bullying or cyber bullying in violation of the Policy shall be subject to appropriate discipline.
2. Students who have been bullied or cyber bullied shall promptly report such incidents to any staff member. The report may be shared verbally or in writing. Staff members will make written record of verbal reports.
3. Complaints of bullying or cyber bullying shall be investigated promptly. The investigation will be completed by the staff member receiving the report and will include the following steps:
  - a. Review of Complaint Form which includes information regarding individuals involved (complainant, victim, accused, witnesses), description of incident, details about the location and time of incident.
  - b. All individuals involved in the incident will be interviewed. All information received will be documented using the Bullying Notification Form.
  - c. Parents of the victim and accused shall be notified of the investigation, findings, and corrective action (if any).
4. Corrective action shall be taken when a complaint is verified per the district’s Discipline Code. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.
5. The Student Handbook of each school building, which shall include this policy, shall be distributed to all students annually.
6. This policy shall be available in every classroom, posted in a prominent location in each school building and on the District web site.

**Definition**—Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the effect of:

1. Physical, emotionally or mentally harming a student
2. Damaging, extorting or taking a student’s personal property
3. Placing a student in reasonable fear of physical, emotional or mental harm
4. Placing a student in reasonable fear of damage to or loss of personal property
5. Creating an intimidating or hostile environment that interferes with a student’s educational opportunities.

Cyber bullying includes, but is not limited to, the following misuses of technology; harassing, teasing, intimidating, threatening or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images or website postings (including blogs) which has the effect of:

1. Physically, emotionally or mentally harming a student
2. Placing a student in reasonable fear of physical, emotional or mental harm
3. Placing a student in reasonable fear of damage to or loss of personal property
4. Creating an intimidating or hostile environment that interferes with a student’s educational opportunities.

All forms of bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the Blackhawk School District, offenders shall be subject to appropriate staff intervention. Bullying incidents that occur outside the school setting may be subject to the provisions of this policy if such incidents interfere with the bullied students’ education or disrupt the educational process of the school. The term “bullying” and “cyber bullying” shall not be interpreted to infringe upon a student’s right to engage in legally protected speech or conduct.

**Authority**—The Board prohibits all forms of bullying and shall not tolerate any bullying on district property or any school-sponsored activity on or off campus.





- a. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- b. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- c. Students should express their ideas and opinions in a respectful manner
- d. It is the responsibility of the students to conform with the following:
  - 1. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
  - 2. Volunteer information in matters relating to health, safety and welfare of the school community and the protection of school property.
  - 3. Dress and groom to meet fair standards of safety and health, and not cause substantial disruption to the educational process.
  - 4. Assist the school staff in operating a safe school for all students enrolled therein.
  - 5. Comply with Commonwealth and local laws.
  - 6. Exercise proper care when using public facilities and equipment.
  - 7. Attend school daily and be on time at all classes and other school functions.
  - 8. Make up work when absent from school.
  - 9. Pursue and attempt to complete satisfactorily the courses of study prescribed by commonwealth and local school authorities.
  - 10. Report accurately and not use indecent or obscene language in student newspapers or publications.

Section 12.3

**School Rules**

- a. The school board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rulemaking power, however, is not unlimited; it must operate within statutory and constitutional restraints. A school board has only those powers which are enumerated on the statutes of this Commonwealth, or which may reasonably be implied or necessary for the orderly operation of the school.
- b. School boards may not make rules which are arbitrary, capricious or outside their grant of authority 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.
- c. Each board of school directors shall adopt a code of student conduct, which shall include policies governing student discipline and a listing of student rights, and responsibilities as outlined in this

chapter. This conduct code shall be published and distributed to students and parents. Copies of the code shall also be available in each school library.

Section 12.4 **Discrimination**

- a. Consistent with the Pennsylvania Human Relations Act (43 P. S. Sections 951-963), no student shall be denied access to a free and full public education on account of race, religion, sex, national origin, or handicap.

Section 12.6 **Exclusions from school**

- a. The board of school directors shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain exceptional students shall be governed by 22 PA Code Section 13.62 and Section 341.91 (relating to right to education and disciplinary exclusions of certain handicapped students from special education placement).
- b. Exclusions from school may take the form of suspension expulsion.
  - 1. Suspension is exclusion from school for a period of one to ten consecutive school days.
    - i. The principal or person in charge of the public school may give suspensions
    - ii. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
    - iii. The parents and the superintendent of the district shall be notified immediately in writing when the student is suspended.
    - iv. When the suspension exceeds three school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in Section 12.8 (c) (relating to hearings).
    - v. Suspensions may not be made to run consecutively beyond the 10 school day period.
    - vi. Students being disciplined by suspension shall have the responsibility to make up exams and work missed and shall be permitted to complete these assignments within guidelines established by the board of school directors.
  - 2. Expulsion is exclusion from school by the board of education for a period exceeding 10 school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under Section 12.8 (relating to hearings).
- c. During the period prior to the hearing and decision of the board of school directors in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).
- d. If it is determined after an informal hearing that a student's presence in his normal class would constitute threat to health, safety, morals or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education, which may include home study.

- e. Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided an education.
- 3. The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, through tutorial or correspondence study or through another educational program approved by the district's superintendent.
- 4. If the parents or guardian are unable to provide for the required education, they must within 30 days submit to the school district written evidence so stating. The district then has the responsibility to make some provisions for the student's education. If 30 days pass without the district receiving satisfactory evidence that the required education is being provided to the student, it must recontact the parent and, pending the parents' or guardian's provisions of such education, the district must make some provision for the student's education or proceed under paragraph (3) or do both.
- 5. If the approved educational program is not complied with, the school district may take action in accordance with Chapter 63 of the Juvenile Act (42 PA C. S. Sections 6301-6308), to ensure that the child will receive proper education. See Section 12.1 (b) (relating to free education and attendance).

Section 12.7

**Hearings**

- a. Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.
- b. A formal hearing is required in all expulsion actions. This hearing may be held before the board of school directors or a duly authorized committee of the board, or a qualified hearing examiner appointed by the board. Where a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire school board is required to expel a student.
  - 1. The following due process requirements are to be observed with regard to the formal hearing:
    - i. Notification of the charges shall be sent to the student's parents or guardian by certified mail.
    - ii. Sufficient notice of the time and place of the hearing must be given.
    - iii. The hearing shall be held in private unless the student or parent requests a public hearing.
    - iv. The student has a right to be represented by counsel.
    - v. The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
    - vi. The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
    - vii. The student has the right to testify and present witnesses on his own behalf.

**Students Rights and Responsibilities**

- viii. A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
  - ix. The proceeding must be held with all reasonable speed.
2. Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal District Court.
- c. The purpose of the informal hearing is to enable a student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
- 1. The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.
  - 2. The following due process requirements are to be observed in regard to the informal hearing:
    - i. Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
    - ii. Sufficient notice of time and place of the informal hearing shall be given.
    - iii. A student has the right to question any witnesses present at the hearing.
    - iv. A student has the right to speak and produce witnesses on his own behalf.
    - v. The district shall offer to hold informal hearing within the first 5 days of the suspension.

## Section 12.9

### **Freedom of expression**

- a. The right of public school students to freedom of speech was affirmed by the United States Supreme Court in *Tinker v. Des Moines Community School District*, 393 U. S. 503 (1969)
- b. Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights.
- c. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and other means of common communication, provided that the use of the public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.
  - 1. Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
  - 2. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.
- d. Identification of the individual student or at least one responsible person in a student group may be required on any posted or distributed materials.

- e. School officials may require students to submit for prior approval a copy of all materials to be displayed, posted or distributed on school property.
- f. Bulletin boards shall conform with the following:
  - 1. School authorities may restrict the use of certain bulletin boards.
  - 2. Bulletin board space shall be provided for the use of students and student organizations.
  - 3. School officials may require that notices or other communications be officially dated before posting, and that such materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
- g. School newspapers and publications shall conform with the following:
  - 1. Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraph 4 and 5.
  - 2. School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
  - 3. School officials may not censor or restrict material simply because it is critical of the school or its administration.
  - 4. Prior approval procedures regarding copy for school newspapers shall identify the individual to whom material is to be submitted and shall establish a limitation on the time required to making a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
  - 5. Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.
- h. The wearing of buttons, badges, or armbands shall be permitted as another form of expression with the restrictions listed in subsection (c).
- i. School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.
  - 1. A proper time and place set for distribution is one which would give the students the opportunity to reach fellow students.
  - 2. The place of such activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.
- j. School officials should adopt and publish guidelines for student use of school facilities and equipment.
- k. The constitutional right of freedom of speech guarantees the freedom of public school students to publish materials on their own.

1. The school has no responsibility to assist students or to provide facilities in the publishing of such materials.
2. The students themselves have sole responsibility for any statements published.
3. Approval procedures must be followed prior to distribution or display of materials on school property. See Subsection (i).

Section 12.10 **Flag Salute and the Pledge of Allegiance**

It is the responsibility of every citizen to show proper respect for his country and its flag.

- a. 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
- b. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.
- c. Act 157 of 2002 amends the Pennsylvania School Code. The act allows students to decline reciting the pledge; however, the school district is required to notify parents in writing of their child's refusal to recite the pledge.

Section 12.11 **Hair and dress**

- a. Students have the right to govern the length or style of their hair including facial hair. Any limitations of this right shall include evidence that the length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. Where length or style of the hair presents a problem, some types of covering should be considered.
- b. School officials may not impose limitations on dress unless the attire causes the disruption of the educational process or constitutes a health or safety hazard.
- c. Students may be required to wear certain types of clothing while participating in physical education classes, shops, extra-curricular activities, or other situations where special attire may be required to insure the health or safety of the student.
- d. Students have the responsibility to keep themselves, their clothes, and their hair clean. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard.

Section 12.12 **Confidential communications**

- a. Statutes govern use of student's confidential communications to school personnel in legal proceedings and regulations appropriate to the proceeding. See, for example, 42 PA C. S. Section 5945 (relating to confidential communications to school personnel).
- b. Information received in confidence from a student may be revealed to the student's parents, the principal or other appropriate authority where health, welfare or safety of the student or other persons is clearly in jeopardy.

Section 12.13 (Reserved)

Section 12.14 **Searches**

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 shall be notified and 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, students' lockers may be searched without prior warning.

Section 12.15 (Reserved)

### **PUPIL RECORDS**

Section 12.31 **General requirements**

- a. The governing board of every school district, intermediate unit and area vocational-technical school, shall adopt a plan for the collection, maintenance and dissemination of pupil records and submit the same to the Department for approval.
- b. Copies of the approved plan shall be maintained by the local educational agencies and updated as required by changes in State or Federal law. Copies of the updated plan shall be submitted to the Department only upon the request of the Secretary.

Section 12.32 **Elements of the plan**

- a. The plan for pupil records shall conform to Section 12.33 (relating to the guidelines), except that a school district may modify Section 12.33 with the approval of the Secretary, to conform to local policy.
- b. The plan shall establish policies on pupil records consistent with the minimum requirements of the Family Educational Rights and Privacy Act of 1974 (20 U. S. C. Section 1232 g) and in 34 C. F. R. Part 99 (relating to privacy rights of parents and students).

Section 12.33 **Guidelines**

- a. The full text of the Guidelines for the Collection, Maintenance, and Dissemination of Pupils Records appears at 4 PA B. 1092.
- b. Portions of Guidelines for the Collection, Maintenance, and Dissemination of Pupils Records are attached hereto as Exhibit A and made part of this regulation.

### **POLICY NO. 247 - HAZING**

**Purpose:** The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

**Definitions** "Hazing" means any intentional, knowing, or reckless act, occurring on or off school district property, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization whose members are or include students of the Blackhawk School District. The term includes but is not limited to:

	A. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
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	B. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
	C. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student.
	D. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from taking part in an activity, or that may reasonably be expected to cause a student to leave an organization rather than submit to acts described in this subsection.
	E. Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of (1) the laws of the Commonwealth of Pennsylvania or (2) rules or policies of the Blackhawk School District.
	For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.
<b>Authority SC510 Pol.122, 123</b>	The Board does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer, or district employee shall plan, direct, encourage, assist or engage in any hazing activity.
	The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.
	The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.
	The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.
<b>Delegation of Responsibility</b>	District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy
	Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.
	<input type="checkbox"/> distribution of written policy
	<input type="checkbox"/> publication of handbooks
	<input type="checkbox"/> presentation at an assembly



	( ) verbal instructions by the coach or sponsor at the start of the season or program
	( ) posting of notice/signs
<b>Administrative Guidelines</b>	<u>Complaint Procedure</u>
	<ol style="list-style-type: none"> <li>1. When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.</li> <li>2. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.</li> <li>3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate</li> <li>4. If the investigation results in a substantial finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.</li> </ol>

## **ACCEPTABLE USE POLICY USE OF NETWORK/INTERNET**

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](http://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.

**PART V11**  
**IMPORTANT CALENDER DATES**  
**2022-2023**

<u>DATE</u>	<u>EVENT</u>
August 23, 24, 25, 26	In-Service Days #1-#4
August 29	First Day of School
September 5	Labor Day – No School
October 5	Open House – High School
October 10	Act 80 day – Full Day
October 28	Early Release - PD
October 31	End of the 1 <sup>st</sup> nine weeks
November 11	Veterans Day – No School
November 22	Act 80 day – Full Day
November 23	In-service Day #5
November 24 – November 28	Thanksgiving Break
December 22	Early Release - PD
December 23 – January 2	Christmas Break
January 13	Early Release - PD
January 16	MLK Day – No School
January 19	End of the 2 <sup>nd</sup> nine weeks
February 20	Snow Make-up day
March 24	Early Release - PD
March 24	End of the 3 <sup>rd</sup> nine weeks
April 6	Snow Make-up day
April 7, 10	Good Friday/Easter Break
May 12	Prom (Act 80 day – Full Day)
May 29	Memorial Day – No School
June 1	Last day of School
June 2	Graduation/In-service #6
TBA	School Picnic

**All dates listed above are subject to change due to the  
Coronavirus disease (COVID-19)**

**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 of discrimination or who need information about accommodations for handicapped persons should contact the Business Manager at 724-846-6600. Ext. 1004

**STAR-SPANGLED BANNER**

OH, SAY CAN YOU SEE,  
BY THE DAWN'S EARLY LIGHT.  
WHAT SO PROUDLY WE HAILED,  
AT THE TWILIGHT'S LAST GLEAMING.  
WHOSE BROAD STRIPES AND BRIGHT STARS,  
THROUGH THE PERILOUS FIGHT.  
O'ER THE RAMPARTS WE WATCHED,  
WERE SO GALLANTLY STREAMING.  
AND THE ROCKETS RED GLARE,  
THE BOMBS BURSTING IN AIR,  
GAVE PROOF THROUGH THE NIGHT,  
THAT OUR FLAG WAS STILL THERE.  
OH, SAY DOES THAT STAR SPANGLED BANNER YET WAVE,  
O'ER THE LAND OF THE FREE,  
AND THE HOME OF THE BRAVE.

**BLACKHAWK ALMA MATER**

FULL OF MEMORIES,  
LIFE AND CHARACTER,  
BLACKHAWK HIGH SCHOOL STANDS PROUD AND TALL,  
GIVING KNOWLEDGE AND MATURITY,  
GUIDING LIVES TO LEAD ONE AND ALL.  
AS WE LOOK TO THEE,  
HELP US LEARN TO SEE,  
LIFE IN EVERY POINT OF VIEW.  
MAKE US WISER STILL,  
GIVE US STRENGTH AND WILL,  
SO AS TO MAKE US PROUDLY HAIL TO THEE  
BLACKHAWK WE LOVE YOU.