

THE LION

2018-2019



NEW BRIGHTON HIGH SCHOOL

SIGNATURE CARD ENCLOSED

NEW BRIGHTON, PA

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PRINCIPAL’S MESSAGE

Welcome to another school year at New Brighton High School. Our school offers a number of academic and extracurricular activities. They are intended to help each student develop values, responsibilities, work ethic, social interactions, a sense of belonging, positive regard for others, self-esteem, along with academic competencies. We encourage all of our students to become active in clubs, activities, athletics, or a special academic program.

Pride has been a tradition at New Brighton. This is your school. Be proud, and be aware of your responsibilities to help make our school someplace special.

Teachers, counselors, and the administration wish you the best and are available to assist you. Make your high school years rewarding.

STUDENT RIGHTS AND RESPONSIBILITIES

Students are encouraged to thoroughly read the information presented in this handbook. Understanding the information will aid your transition to the next grade. You will be held responsible for knowing the contents of this handbook.

Students are responsible for following the policies of New Brighton Area School District. In addition to the policies contained within this handbook, the New Brighton Area School District policies are available for review at www.nbasd.org, under the section titled Board of Directors.

Students are encouraged to work with their “Student Voice” representatives, class sponsors, guidance counselors, Principal or Assistant Principal whenever there is a concern regarding the contents of this handbook. Student input is necessary and can be accomplished through working with the above-mentioned individuals.

ADMINISTRATION AND FACULTY

DISTRICT ADMINISTRATION

Dr. Joseph A. Guarino..... Superintendent
Mr. Gabriel Engel.....Director of Student Services
Mrs. Marydenise Feroce..... Business Manager
Mr. Rodney BobinDirector of Technology
Mr. James Bobin..... Director of Grounds

SCHOOL BOARD

Mr. John Ludwig.....	President
Mr. Christeen Ceratti.....	Vice President
Mr. Enrico Antonini.....	Board Member
Mr. Robert Beer.....	Board Member
Mrs. Jewel Colwell.....	Board Member
Mrs. Amy Fazio.....	Board Member
Mr. Tom Haddox.....	Board Member
Mrs. Bernadette Mattica.....	Board Member
Mrs. Gretchen Rombold.....	Board Member
Mrs. Lorie Foster	Board Secretary
Mr. Richard Start.....	Solicitor

HIGH SCHOOL ADMINISTRATION, FACULTY AND PERSONNEL

Mr. Ryan L. Yates.....	Principal
Mr. Robert A. Budacki, Jr.....	Assistant Principal
Mr. Joseph Ursida.....	Athletic Director
Ms. Kristen Antoline.....	Home School Visitor/Social Worker
Ms. Michelle Hubbard.....	School Counselor
Ms. Aimee Young.....	School Counselor
Mrs. Joyce Wasik.....	School Nurse
Mr. Mark Alexander.....	Vocal Music
Mrs. Lindsey Aley.....	French/Spanish
Mrs. Cheryl Bair.....	Social Studies
Mrs. Jamie Beilstein.....	Instrumental Music
Ms. Stacy Bruno.....	Science
Dr. Lynn Byers.....	Communications
Mr. Michael Campbell	Health/Physical Education
Mr. Damian Cassano.....	Art
Ms. Danielle Dado.....	Communications
Mrs. Rachael Didio.....	Communications
Mr. Lance Frederick.....	Mathematics
Mrs. Erin Fritz.....	Science
Mr. Matthew Gerger.....	Industrial Arts
Mrs. Susan Harrison.....	Mathematics
Mrs. Kerri Heyman.....	Mathematics
Mrs. Hailey Kohan.....	Learning Support
Mrs. Laura Fryer.....	Librarian
Mr. William Lamb.....	Mathematics
Mrs. Kim Lewis.....	Health/Physical Education
Mrs. Traci Mercer.....	Spanish
Mr. Tom Nagel.....	Mathematics
Mrs. Diane Nuzzo.....	Learning Support
Mr. Sam Pagani.....	Industrial Arts
Mr. Bryan Pasquale.....	Social Studies

Mrs. Melinda Phillips.....	Science
Mrs. Linda Runatz	Business Education
Mr. Dominic Salvucci	Social Studies
Ms. Jennifer Shuster.....	Learning Support
Mr. Stephen Stackiewicz.....	Industrial Arts
Mrs. Stacey Stewart.....	Science
Mr. Matthew Stuber.....	Science
Ms. Laura Sudo.....	Family & Consumer Science
Mrs. Amanda Szymoniak.....	Business Education
Mr. Joseph Tabay.....	Social Studies
Mrs. Cheri Velto.....	ESL/Foreign Language/LOLA
Mrs. Lisa Young.....	Learning Support
Mrs. Sandra Zern.....	Science
Mrs. Mary Kurtz.....	Student Assistant
Mrs. Nichole Cox.....	Student Assistant
Mr. Jerry Wright.....	Study Hall Monitor

SECRETARIAL STAFF

Mrs. Joyce Krepps.....	Secretary
Ms. Kris Miller.....	Secretary
Mrs. Sundry Gentile.....	Secretary

CLASS SPONSORS

Dr. Lynn Byers.....	Senior Class
Mrs. Hailey Kohan.....	Junior Class
Mrs. Melinda Phillips.....	Sophomore Class
Mr. Bryan Pasquale.....	Freshman Class

RULES, REGULATIONS & POLICIES

ABSENCES

The Pennsylvania Public School Code requires students to attend school every day school is in session. Parents or guardians of children between the ages of 8 and 17 are required by the compulsory attendance law to ensure their children attend an approved educational institution.

For legal purpose of this policy, “**Legal Excuse**” shall include: Bereavement (death in the family); absences approved in advance by the building administration; religious holidays; and illness confirmed by a medical excuse. These, along with out of school suspension days, **DO NOT** count toward the accumulated ten (10) days total allotted per school year.

On the day a student returns to school from an absence, the student must bring a written statement signed by a parent/guardian stating the exact reason for the absence. The statement must be turned in to the High School Main Office. The parent/guardian telephone number must be included. **Failure on the parent/guardians’ part to provide such a written explanation, or the student to present such an excuse within three (3) days of the student’s return to school, will result in the absence being marked as “unexcused” or “unlawful”.**

The fact that a parent/guardian provides a written explanation for the student's absence does not, in itself, qualify the absence as a legal excuse. At times, a parent/guardian calls the school to advise of his/her child's absence. This courtesy call does not relieve the child of the required written excuse. A written excuse must also be provided.

The Department of Public Instruction School Attendance Register provides that a claim of continued or repeated illness justifies the school in requiring a statement from **medical authorities**. All legal excuses should be brought directly to the office, to be checked for authenticity. If necessary, the school has the right to question and audit excuses when applicable.

When a student accumulates ten (10) days of absence during the course of the school year, a **legal** excuse must be provided for each subsequent absence. If a legal excuse cannot be provided within three (3) days of the student returning to school, the absence will be considered as "unexcused" or "unlawful".

Once a student accumulates three (3) "unexcused" or "unlawful" absences, the School District is required by law to notify parents/guardians in writing within ten (10) school days of the child's third unexcused absence that the child is "**Truant**". Any further absences deemed "unexcused" or "unlawful" will require a Student Attendance Improvement Conference (SAIC) be offered by the District. The SAIC may revoke the following privileges: Open Lunch, Driving to School, Work Release or Permits and Extra-curricular activities.

Students who have six (6) or more unexcused absences are considered to be "**Habitually Truant**". The Pennsylvania Truancy Law has created two distinct procedures to follow for habitually truant students dependent upon whether or not the child is fifteen (15) years of age or older.

Habitually truant students under fifteen (15) must either be referred to a.) school or community-based attendance improvement program or b.) Children & Youth Services (CYS) for possible disposition as a dependent child under the Juvenile Act. Additionally, the school may file a citation with the Magistrate against the parent of said student.

Habitually truant students over fifteen (15) must either be referred to a.) school or community-based attendance improvement program or b.) file a citation with the Magistrate. If the child incurs additional absences after being referred to an attendance improvement program or refuses to participate, the school may then refer the child to CYS.

Regardless of age, ALL habitually truant students must have participated in a SAIC prior to a Magisterial citation or CYS referral.

Any student who is sent home by the Nurse before Period one (1) will be considered absent for the entire day. Any student who is sent home by the nurse after Period two (2) or later will be considered one half-day absent, medically excused. *Refer to District Policy #204 for further information.*

AUTOMATIC WITHDRAWAL FOR EXCESSIVE ABSENCES

In accordance with the Attendance Laws of the Commonwealth of Pennsylvania, any student who has reached the age of seventeen (17) years and is absence for ten (10) consecutive days, may be automatically removed from the school rolls by the administration. Any student removed will be notified by mail via the last known address listed with the district.

WITHDRAW

When a student is requesting to withdraw, he/she and his/her parent/guardian should arrange an appointment with his/her guidance counselor and/or Principal. The school district representative will require the parent/guardian(s) and student to meet, discuss, and complete a packet of information prior to the withdrawal of the student.

TARDIES

Any student not in his/her assigned **homeroom** when the tone sounds at 7:30 a.m. will be considered tardy. Students entering the building after the 7:30 a.m. tone will report to the main office. Students are responsible for presenting, to the office, an excuse from a parent/guardian detailing his/her whereabouts.

Being late for school for reasons that were caused by a verified excuse (professional appointment, late school bus, or approved reasons by the building administrators) will be considered an EXCUSED TARDY. Any tardiness due to other reasons will be considered unexcused. UNEXCUSED TARDIES will include such things as missing the bus, sleeping in, alarm not working, parents not getting student up, etc.

Habitually truant students with more than 15 UNEXCUSED tardies in a semester will be placed on "Truancy Probation" as per their SAIC. These students may have the following privileges revoked: Open Lunch, Driving to School, Work Release or Permits and Extra-curricular activities.

Habitually truant students and their families will work with the Social Worker and Administration to focus on the behaviors that are interfering with their attendance during a SAIC. Habitually Truant students may also be referred a school or community-based attendance improvement program, Children and Youth Services (CYS) and/or the Magistrate. If these resources do not curb the truant behaviors, further action may be determined and implemented. (The same procedure will be followed for the second semester.)

The amount of time that a student has between periods is three minutes. A tone will sound indicating late arrival. The classroom teacher will make the decision regarding the penalty for late arrival.

Any student entering school before **11:05 AM** will be considered Tardy. Any student entering school after **11:05 AM** will be considered *one-half day absent*. If a student is absent during a portion of the school day, he/she is to sign in at the office immediately upon arrival. The student will be given a late pass permitting him/her to enter class.

EARLY DISMISSALS

All **early dismissal requests** will be turned in to the High School Office upon entering the building. Students are encouraged to request medical appointments after school hours except in case of emergency.

Students requesting an early dismissal **must provide the following in writing:** Name of student, name of doctor/office appointment/family obligation, time of appointment, date, parent/guardian signature, and a phone number the parent/guardian can be reached for confirmation.

Except in cases of emergency, students without confirmation of his/her request via parent/guardian phone call will not be permitted dismissal. If a student leaves the school building illegally during the school day, the first offense will result in three (3) Saturday detentions; any following offenses result in a three (3) day out of school suspension. An organization outside the school wishing to have students excused should make this request well in advance and furnish the school with the names of the students needed. Each student must bring in a note from the parent/guardian indicating approval for early dismissal.

VACATIONS

Vacation absences require the approval of the principal. The request for released time should be submitted on a vacation request form that can be picked up in the principal's office. The request should be submitted in writing to the principal **at least one week prior** to the vacation. It is the student's responsibility to complete all assignments missed during their absence. However, if a student takes a non-approved vacation, the absence will be unexcused, and the right to make up work will not be granted. Students must complete a Vacation Form with their teachers once the Vacation is approved by the Principal. The Vacation Form will provide students information about assignments/tests that will be missed during the Vacation.

VACATIONS AND KEYSTONE TESTING

Due to the importance of Keystone testing from the Pennsylvania Department of Education, students and parents are asked to refrain from scheduling family vacations during state testing windows. Any request for vacations during these times will be denied. Students failing to comply with this request will receive an unlawful absence for every day missed from school. In addition, early dismissals for any reason will not be granted until testing is completed for that day (11:00 a.m.).

Testing windows are: Winter Wave - December 3-14 & January 7-18; Spring Wave - May 13-24

TARDIES, ABSENCES & EXTRA-CURRICULAR ACTIVITIES

Students should review the policy in this handbook regarding the tardy policy and penalties. Students who are Tardy **after 9:00 AM** without a legal excuse or the prior approval of the Principal, will not be permitted to practice or participate in extracurricular activities that day. Being late for school for reasons that were caused by a professional appointment, late school bus, or approved reason by the building administrators, will be considered an excused tardy if a written excuse with reason given is presented upon entering.

Students who are absent more than ten (10) days not including legal excuses, may not be permitted to participate in extracurricular activities such as, games, field trips, musical, etc. (according to the SAIC.)

Students who are tardy more than fifteen (15) times in any semester may not be permitted to participate in extracurricular activities. (according to the SAIC).

DISCIPLINE PROCEDURES

As members of this school, students are expected to follow the rules that are established for the welfare of the entire student body. We hope that parents and students will thoroughly read the discipline procedures and review it with their child.

The discipline code is in effect while in school during instructional hours, on school district property during instructional hours, on school district owned/leased, or rented vehicles, and at activities or events that take place before, during, or after school while under the direct observation and supervision of the school district that include school-related functions.

Parent/Guardian(s) and students who have any questions and/or concerns about this section are encouraged to contact the school officials immediately. Student discipline will be administered for students who have violated school policy. Discipline will be administered in the following manner:

Level One—Teacher and Office Detentions

Teacher detentions are given for minor classroom and building infractions. Examples of, *but not limited to* teacher detention offenses, are: Excessive unproductive talking, late to class or continually unprepared, refusal to obey a reasonable request or direction given by a teacher, walking around a classroom without permission, abuse of privileges, or any other classroom violation.

A student receiving a teacher detention will be assigned to detention or loss of privilege related to a specific class or activity. Students will receive a detention slip indicating the infraction and the date that the detention is scheduled. Students will receive 24-hour notice. Failure to report to a teacher detention will result in the teacher automatically assigning one (1) office detention.

Office detentions are given for slightly more serious discipline infractions and are one hour in length. Examples of office detention offenses, *but not limited to the examples*, are: class cutting; rude or discourteous behavior; walking out of class; riding the elevator without permission; use of profane, vulgar or obscene language or gestures; forged passes; PDA (public display of affection); failure to accept reasonable direction/discipline from a teacher; repeated offenses of classroom misbehavior; and repeated teacher detentions (for same offenses).

A student receiving an Office Detention will receive a written notice from the teacher or administrator. The notice will include the offense, the date and location of the detention to be served and verification that at least three attempts to communicate with a parent or guardian, as a courtesy, are made by the teacher or administrator. The student is expected to serve the detention regardless of whether or not the parent/guardian acknowledges the contact. Students are to report to the designated area on the date of his/her detention, sign in immediately, and stay for one hour. Students are expected to bring one hour worth of work or an AR book to remain in detention.

Any failure to serve an office detention will be communicated between the monitor and administration and a Saturday Detention will be assigned. Students are reminded that their first responsibility is to the school and therefore no other activity such as work, athletic practice, etc. will be a valid excuse for skipping a detention.

Level Two—Saturday Detention

Saturday detentions are assigned by the building administration for serious infractions of the school discipline policy. Examples of, *but not limited to*, Saturday detention offenses are: Failure to serve office detention; truancy; forged excuse; bus violations, leaving the building without authorization (first offense); tobacco policy violation; failure to accept reasonable direction/ discipline from an administrator; repeat dress code violations; disrespect (multiple offenses); insubordination (first offense); “push/shove” incidents (no punches thrown by either participant, minimal intervention required); intimidation; loitering in the hallway/locker areas; repeat PDA; and purposefully missing BCCTC bus.

A student receiving a Saturday detention will be assigned to the Middle School from 8:00 a.m.—11:00 a.m. Students will be required to follow the Saturday detention guidelines. Parent/Guardian(s) will be notified by the building administration of the offense and receive a Discipline Letter via mail.

From the time of the incident and a Saturday detention is assigned, the student will be responsible to serve the Saturday detention on the assigned date without probation. However, if after the Saturday detention assignment, a student receives a discipline referral, he/she will then be placed on Saturday detention probation and must adhere to the Saturday detention guidelines.

If a student receives a discipline referral while on Saturday detention probation, he/she will be suspended from school. In addition, while on Saturday detention probation, the student may **not** participate in extracurricular activities such as the following: school dances, athletic events, club activities, etc. until the Saturday detention(s) is served.

Failure to attend Saturday detention will result in the student being assigned a double Saturday detention with probation. A second offense of failing to serve a Saturday detention is one day suspension. A third offense and higher is a three day suspension each. A Discipline Letter will be issued for all Level Two offenses.

Parent/Guardian Excuses from Saturday Detention

If a student assigned to Saturday Detention is unable to attend, a phone call must be made by the parent/guardian of the student to one of the Principals prior to the start of the next school day. A message left on the Principal’s voicemail is acceptable if the school is closed for the day.

The phone call must include the student’s name, person calling, and rationale for the absence. The Principal will discuss the absence with the parent/guardian and render a decision to reassign the detention or consider the “Failure to attend Saturday detention” section of student discipline.

SATURDAY DETENTION GUIDELINES

1. Students in grades six through twelve may be assigned to Saturday Detention.
2. Only the Principal or the Assistant Principal may assign a student to Saturday Detention. A letter and/or phone call shall be used to notify parent/guardian(s) of the student’s Saturday detention.
3. Detention will be held at the New Brighton Middle School on Saturday from 8:00 a.m. to 11:00 a.m. Students are to report by 7:45 a.m. Students arriving after that time will not be admitted and considered a violation of the guidelines.

4. If after the Saturday detention assignment, a student receives a discipline referral, he/she will be placed on Saturday Detention probation from the time of the assignment until the completion of Saturday Detention(s). Any discipline referral during the probation period will result in an Out-of-School Suspension.
5. Transportation will be the responsibility of the parent/guardian(s).
6. Students are required to bring books and study materials for the three-hour detention period. Any student arriving **without** books/materials will not be admitted and this will be considered a violation of the guidelines.
7. Eating, drinking, sleeping, talking, or use of any electronic devices in detention is not permitted.
8. The monitor will schedule a restroom break during the session.
9. If a student fails to serve detention on the assigned date, the following process will be implemented:

First Offense: Saturday detention rescheduled and student assigned an additional Saturday Detention with Saturday Detention Probation.

Second Offense: One (1) day Out of School Suspension.

Third Offense and Thereafter: Three (3) days Out of School Suspension.

Level Three—Suspension and Expulsion

Both suspension and expulsion are administered as a result of a student's inability to abide by school policy. Suspension and expulsion are the most serious disciplinary measures employed by the Administration of New Brighton.

Suspension—An Out-of-School Suspension (OSS) is issued in the case of serious behavior problems that have reached such proportion that the administration feels it necessary to discharge the student from school activities for a short period of time. Examples of, *but not limited to*, serious misconducts, are: violations of the moral law; violation of the Drug and Alcohol Policy; repeat instances of insolence, disrespect, insubordination; incorrigibility; fighting (both students throw punches or strike each other with the intent to injure or harm); punching another student (one student throws punches or strikes the victim with the intent to injure or harm and victim does not retaliate, strike back, nor continue the altercation in any way by attempting to withdraw from the other student in order to avoid further conflict); swearing at administration, faculty, or staff; disrupting the school day; theft; terroristic threat/act; creating a safety hazard; false fire alarm; vandalism; violence; throwing food in the cafeteria; refusal to follow Cell Phone procedures and failure to follow Saturday Detention guidelines.

Suspensions can be assigned for a period of one to ten days depending on the severity of the offense. While on suspension, students are not permitted on District property without prior permission from the Building Administration or he/she may be cited for Trespassing. ***A READMITTANCE CONFERENCE MUST BE SCHEDULED WITH THE BUILDING ADMINISTRATION PRIOR TO THE STUDENT'S RETURN. THE STUDENT MUST BE ACCOMPANIED BY ONE OR BOTH PARENTS/GUARDIAN(S) UPON RETURN TO SCHOOL.***

Once a student is suspended three (3) times during one school year, he/she may be referred to our Rochester Alternative Education for Disruptive Youth (AEDY) classroom. If a student continues to exhibit behaviors that warrant OSS, he/she may have his/her name submitted to the Suspension/Expulsion Committee of the School Board and a formal hearing for possible expulsion from school will be scheduled and conducted.

Expulsion—An expulsion is the most serious offense and is administered only in extreme behavioral problems. Under expulsion, the student is forbidden reentry to school for an extended period of time. Any credit earned during the expulsion (s) is automatically forfeited.

STUDENT RESTRAINT

The board acknowledges that a safe orderly environment is essential for the proper operation of an educational facility. The board also recognizes that in certain situations it is necessary for a school district employee to restrain a student who is disrupting the safe, orderly environment of a district facility or in danger of inflicting physical injury to self or others. For the purpose of insuring the health, safety, and welfare of students, school district personnel, school district visitors, or others who may be attending school district functions, school district employees may restrain students in the following manners with no intent to harm:

1. to separate students involved in a conflict or quell a disturbance;
2. to assist a student who has fallen;
3. to escort a student to a supervised location (grasp the student's arm between the shoulder and elbow);
4. as a defensive action for the benefit of the employee or others;
5. to obtain possession of a weapon or dangerous object.

DISORDERLY CONDUCT POLICY

In order to underscore the fact that misconduct, disobedience, or disorderly conduct will not be tolerated, commission by a student of any of the following offenses will subject the pupil committing such offense to the imposition of a temporary suspension, full suspension, and/or expulsion.

1. Performing an act of violence against school personnel or members of the student body.
2. Fighting.
3. Engaging in any conduct or activity contrary to, or in violation of, the Pennsylvania Crimes Code, or ordinance of any municipality within the School District.
4. Destruction of private or school property.
5. Carrying a weapon which can endanger the safety of other persons.
6. Arson.
7. Bomb threats or false fire alarms.

In addition, in accordance with Chapter 12 of 22 of the Pennsylvania School Code, the students involved will be referred immediately to the New Brighton Police and/or District Magistrate for further criminal action. That action can result in charges and fines.

DRUG & ALCOHOL POLICY

The New Brighton Area School Board, Administration, and staff strongly support drug and alcohol prevention programs and strategies within the school district. In addition, the Board supports the concept of enforcing a strong discipline policy dealing with the critical area of drug and alcohol abuse. The New Brighton Area School Board therefore adopts the following policy:

The use, consumption, possession, or sale of illegal drugs or alcoholic beverages is expressly forbidden on school property, at school sponsored or school related activities and on school district contracted carriers. Actions including use, consumption, and possession which occurs immediately prior to entering upon school property and/or school district contracted carriers or attending school sponsored or at school related activities are strictly prohibited.

This policy shall also apply to “vapes”, “Juuls”, e-cigarettes and any other emerging trend or device used to inhale or vaporize products that are not medically-approved. Any student found to be under the influence of, or selling illegal drugs, or alcoholic beverages during regular school hours, at a school-sponsored or school-related activity, or found to exhibit evidence of having used, consumed, or possessed illegal drugs or alcoholic beverages immediately prior to entering upon school property and/or school related activities will be subject to the following disciplinary action:

Administrative Action

1. The rules and regulations of the State Board of Education regarding notices, hearings, etc. shall be complied with. During the informal hearing with the family, the Principal will conduct a review of the incident with the student and parent/guardian and may recommend an AEDY referral.
2. The Principal will issue a ten-day, out-of-school suspension.
3. If the student conduct is for such severity as to endanger the health, safety, and welfare of other students, such as selling illegal drugs and/or alcoholic beverages, the Principal may recommend that an expulsion hearing be held.
4. The student will be suspended from all extracurricular and athletic events pending progress made in counseling and reinstatement with the recommendation of the Principal.
5. Notify the New Brighton Police when an incident occurs.

Student Requirements

1. Arrangements must be made to participate in counseling with a county referral agency, clergy, or other professional counseling service before returning to school. A letter or phone call from one of these services must be received by the principal.
2. The student will make every effort to obtain and complete assignments during the ten-day suspension period. Any student wishing to obtain his or her assignments from teachers after regular school hours must request, in person, and receive permission from the building principal.

Re-Entry Requirements

1. A re-entry conference will be held with a parent/guardian upon which time the student(s) will give assurance that such incidents will not be repeated.
2. Second offense violation will result in a recommendation by the principal for an expulsion hearing.

Reporting

Teachers, sponsors, and coaches will be responsible for contacting the Principal **IMMEDIATELY** when such infractions occur in their areas of responsibility. Prior to the season, coaches and sponsors will submit rules that must reflect these minimum standards to the principal. Refer to *District Policy #227* for further information.

Any paraphernalia involved with these offenses will be confiscated and not returned.

STUDENT HAZING POLICY

The New Brighton Area School District does not sanction “hazing” of students. Hazing of students is not permitted to be instituted by one person or by a group of persons against another person or groups of persons and is not condoned by staff members, administrators or Board of Directors. The School District recognizes that hazing may endanger the physical or mental health or safety of a student(s) against which the hazing has been directed.

The Board of Directors has the right and the authority to provide all students access to a safe educational environment. The Board also recognizes the fact that hazing does not provide an educational experience which results in meaningful educational outcomes.

Hazing Is:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, or placing of harmful substance on a student.
2. Any type of physical activity that subjects a student to an unreasonable risk of harm or adversely affects the student’s mental or physical health or safety.
3. Any type of activity invoking the consumption of food, liquid or other substance which subjects the student to unreasonable risk or harm or adversely affects the student’s mental or physical health or safety.
4. Any activity that intimidates or threatens a student with ostracism, that subjects a student to extreme mental stress, shame, or humiliation or that adversely affects the student’s mental or physical health, safety or dignity.
5. Any activity that discourages someone from entering or remaining in an organization or that may reasonably be expected to cause someone to leave an organization rather than submit to such activity.
6. Any activity that induces, causes or requires someone to perform a duty or task that involves a violation of the Penal Code.

The Superintendent shall require this policy be included in the student handbook of each school and that each sponsor and coach review this policy with the members of their organization on a yearly basis. Final determination of a hazing incident will be determined by the building Principal. Violation of refusal to comply with this policy will result in disciplinary action which may include suspension from school and/or removal from the school and organization, expulsion from school and filing charges with the local police. Refer to *District Policy #247* for further information.

WEAPONS POLICY

Any student found in possession of/or transporting a weapon during school hours or activities on school property, regardless of intent, will immediately be reported to the local police, scheduled for an informal hearing, cited for a ten-day out-of-school suspension, and presented to the School Board for a formal expulsion hearing in accordance with Pennsylvania School Code.

The term weapon refers to any loaded or unloaded firearm (including pellet guns, B.B. guns, and look-alike firearms); any explosive device of any kind; any Bowie knife, Dirk knife, lock-blade knife, hunting knife, or any other similar knife; or any other tool or instrument not reasonably related to education such as chains, brass knuckles, night-sticks, ax handles, etc.

A student is in possession of an illegal and/or banned item(s) under this section 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.

The Principal will contact the Superintendent and develop a public statement as well as determine the most effective method of informing school personnel. The Superintendent will inform Board Members as soon as measures have been taken to eliminate any immediate danger associated with the incident.

The Principal will coordinate an information hearing procedure (i.e., investigation securing written statements, witness statements, and anecdotal records sustaining the charges of possession, transmitting and/or transporting a weapon, and the informative and notification requirements for a formal hearing for expulsion proceedings in accordance with Pennsylvania School Code) with the assistance of the administrative team members.

STUDENTS ARE REMINDED THAT INFORMATION THAT IS SHARED WITH THE PRINCIPALS ABOUT INDIVIDUALS IN VIOLATION OF THE AFOREMENTIONED POLICY IS ESSENTIAL TO PROVIDE A SAFE-LEARNING ENVIRONMENT.

Upon ***reasonable suspicion*** of a student possessing a weapon, the principal will immediately be notified by the professional staff member or school employee. The principal will conduct the complete investigation and begin by searching the student in the presence of a witness.

Upon confiscation of a weapon, the principal must immediately notify and/or summon the following (if not already done):

1. The Superintendent of Schools
2. The local police
3. The parent/guardian(s) of the student involved in the incident.

Refer to *District Policy #218.1* for further information.

TERRORISTIC THREATS/ACT POLICY

The Board prohibits any district employee and/or student from communicating terroristic threats or committing terroristic acts directed at any person or property.

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

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

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or an actual terroristic threat or act. When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be followed:

1. The building Principal may immediately suspend the student.
2. The building Principal shall promptly report the incident to the Superintendent.
3. Based on further investigation, the Superintendent may report the student to law enforcement officials.
4. The Superintendent may recommend expulsion of the student to the Board.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others. If a student is expelled for making terroristic threats or committing terroristic acts, upon return to school, the student shall be subject to random searches.

In the case of exceptional students, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act. Refer to *District Policy #218.2* for further information.

STUDENT ASSISTANCE PROGRAM (S.A.P.)

The New Brighton High School has a student assistance team which includes professional staff members from various disciplines. The purpose of this program is to identify and **refer** those students in need of help to an outside agency. Students, teachers, and administrators can make **confidential** referrals or requests to the S.A.P. team for immediate attention and intervention. This can be done by directly contacting a team member listed below or through the Assistant Principal's office.

Ms. Antoline
Ms. Hubbard
Ms. Young
Mr. Yates
Mr. Budacki
Mrs. Wasik
Mr. Campbell

Mr. Gerger
Mrs. Harrison
Mrs. Kovall
Mr. Pasquale
Mrs. Fritz
Mr. Pasquale
Mrs. Velto

CELL PHONES & ELECTRONIC COMMUNICATION DEVICES

The New Brighton High School recognizes that cell phones are a vital part of communication between parents and children. However, board policy prohibits the unauthorized use of electronic communication devices during the school day—7:30 a.m. to 2:20 p.m. in areas that are not designated by school staff. School staff may permit the use of these devices in designated areas under their supervision. These areas may include Study Halls, Lunches and classrooms. If a parent or guardian needs to speak to a student, they should contact the high school main office at 724-846-1050.

The district recognizes that the unauthorized use of electronic communication devices by New Brighton Area students can be a source of disruption and serves no educational purpose. The district's electronic communication device policy is in effect to establish an educational climate conducive to student learning.

Faculty and staff will establish and communicate acceptable use expectations within their individual classrooms for students. Violations of these policies will be handled by the faculty and staff in a clear and consistent manner.

Habitual violations of this policy may result in progressive discipline including, but not limited to Office, Saturday Detentions and Out-of-School Suspensions, as well as confiscation of the device and return to be determined by the administration.

Refusal to surrender the device to faculty, staff or administration upon request when violating this policy is considered insubordination and comes with a consequence of Out-of-School Suspension.

Hand-held devices should not be brought to school. If required for use in a classroom situation these devices must be accompanied with written permission from a subject teacher and building administrator. These devices can also cause distraction for bus drivers and should not be taken on school buses. Students using any devices without proper authorization will follow the same guidelines as with personal communication devices. Refer to *District Policy #237* for further information.

NO SMOKING/TOBACCO POLICY

The Board recognizes that smoking presents a health hazard which can have serious consequences for both the smoker and the non-smoker and is, therefore, of concern to the Board.

For the purposes of this policy, “smoking” shall mean all uses of tobacco, as defined in Act 128, including cigar, cigarette, pipe, chewing tobacco, and snuff. The possession or use of tobacco by **anyone** on school property, in school vehicles, or in school buildings is prohibited.

The possession, lighting, igniting, smoking or otherwise setting fire to any cigarette, cigar, pipe tobacco or other form of tobacco, including smokeless tobacco, or holding, throwing or depositing tobacco in any school building is prohibited. Defacing or removing posted signs marked, “No Smoking” is also prohibited. Violators of the policy shall be prosecuted through the District Magistrate.

This policy is applicable to all students, certified and/noncertified employees of the school district, and members of the public while they are in all school buildings, on immediate school grounds, in any buildings leased by the school district, on school buses, and school owned or leased vehicles.

Student violations of this policy will result in mandatory attendance of “Smokeless Saturdays”. Any paraphernalia involved with these offenses will be confiscated and not returned. Others violating this policy will follow the guidelines of NBSD policy # 323—Tobacco Use.

Failure to attend Smokeless Saturdays and repeat offenses will result in three (3) Saturday Detentions and a citation filed with the District Magistrate. Refer to *District Policy #222* for further information.

BULLYING/CYBERBULLYING

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

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

- A. Substantial interferences with a student's education
- B. Creation of a threatening environment
- C. Substantial disruption of the orderly operation of the school.

Bullying as defined in this policy, includes cyberbullying.

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

The Board prohibits all forms of bullying by district students. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee. The Board directs that complaints of bullying shall be investigated promptly and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

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

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

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

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

- A. Board's Bullying Policy
- B. Report of Bullying Incidents
- C. Information on the development and implementation of any bullying prevention, intervention education programs.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to the students. This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.

Education

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

Consequences For Violation

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

- A. Counseling within the school
- B. Parental Conference
- C. Loss of School Privileges
- D. Exclusion from school sponsored activities
- E. Detention
- F. Suspension
- G. Expulsion
- H. Referral to law enforcement officials

References: School Code—24P.S. Sec 1302-A. 1303.1-A; State Board of Education Regulations-22 PA Code Sec. 12.3; and Board Policy-000, 218, 233, and 236.

Bullying/Harassment Mediation Process

When reports of bullying/harassment are received by Faculty, Guidance or Administration the following Mediation Process is utilized:

1. Individual students are interviewed for fact-finding purposes by Guidance Counselors and Administration.
2. Upon disclosure of circumstances, affected students are counseled and provided with strategies to produce a desired outcome.
3. Affected students are provided with a supervised mediation session by Guidance Counselors and Administration. Students are expected to speak openly and give clear disclosure of desired outcome.
4. Students are advised if problems persist, appropriate disciplinary action will be enforced following our progressive discipline policy.
5. At any time if this process does not produce desired outcome, Administration may contact the New Brighton Area Police Department and charges may follow.

DISTRICT SECURITY

The District recognizes the fact that each student is entitled to an education in a safe and secure environment. In order to ensure the safety and security of both students and staff, the District has taken precautions to secure all of its buildings. These include, but are not limited to, electronically locking and monitoring entrances to the schools. In addition, the District is implementing a uniform system of identification of all individuals entering its facilities.

Visitors and tardy students are to enter only through the front entrance of the building. All visitors and tardy students must sign in immediately at the main office. Visitors will wear a "Visitor's Pass" issued by the main office at all times while in the building.

LEAVING THE BUILDING

Students are not permitted to leave the New Brighton High School building during the school day unless they have written approval from the New Brighton High School Administration. This includes going to the student parking lot, Central Administration offices, Elementary school, or Middle school.

Students leaving the high school building without permission will receive three (3) Saturday Detentions for the first offense and the district's progressive discipline policy will follow. Second (2nd) offense of leaving the building without permission is a 3-day out-of-school suspension.

SCHOOL DANCE POLICY

The District recognizes the importance of school sponsored dances as an activity that promotes student social skills and for fund-raising projects sponsored by the various established school district clubs. School facilities are available for dances upon request and granted permission by the high school principal.

These rules and procedures will enable the district to maintain standards that will:

- Provide for safeguards against substance and tobacco usage.
 - Screen students for dances that permit out-of-school individuals.
 - Make provisions that address student safety and the security of the building facilities.
 - Instill a sense of student responsibility.
1. The building Principal will implement the policy by informing students and sponsors of the District's extracurricular programs:

- a. a. Club officers are to participate in the planning of dances.
 - b. b. Officers, with the advisement of their sponsor, are to voice input and approve particulars such as date of dance, time, financial aspects, and the dates specified for the selling of dance tickets.
 - c. c. Officers, with the guidance of their sponsor, will organize and participate in the sale of dance tickets.
 - d. d. All cash and checks will be counted by a designated officer daily who will then, with the class sponsor, complete the necessary deposit form and take the money to the Principal's office where it will be counted again.
2. Chaperones, as determined and approved by the Principal will be provided.
 3. Police services will be required and paid for by the sponsoring club or organization.
 4. Dances that are formal and semi-formal will require parent authorization that will attest to the rules of attending dances. Students and their guests, when permitted, will also sign the forms.
 5. Students who are unable to pay for their tickets at the time of the ticket sales will be permitted to make partial payments providing full payment will be made before the day of the dance. This will require the sponsor's approval.
 6. Tickets will be sold over a ten school day period prior to five school days before the dance date. Tickets are not transferable.
 7. Students who attend an after-dance sponsored by a school organization will be transported by a school contracted carrier only.
 8. Any student with more than 10 accrued absences (total) and/or 15 tardies (per semester) will not be permitted to attend the dance. These do not include medically-excused absences. **Excuses will not be accepted after the three-day window according to the ABSENCES Policy on pages 4-5 of The Lion.**
 9. Students who are absent from school the day of the dance without prior approval of the Principal will not be permitted to attend the dance.
 10. Students who are serving suspensions or are on Saturday detention probation will not be permitted to attend a dance.
 11. The Superintendent and School Board will receive requests for scheduled dances one month prior to the scheduled dance date.
 12. If a student's partner becomes ineligible for a dance, it is the responsibility of the student to speak to the dance sponsor to request approval for another partner to attend the dance.
 13. The opening and closing of dances sponsored by school support groups may require the services of a custodian. The building Principal will inform the organization of the contracted school custodial fee.
 14. Students attending prom and formal dances sponsored by other
 15. school districts are permitted attendance only if they meet the eligibility requirements of New Brighton High School. **No early dismissals will be granted to attend proms/dances held at other school districts.**

STUDENT DRIVING REGULATIONS

Each new school year there are a limited number of parking spaces available. Before a student can drive his/her car to school, he/she must secure permission from the Principal's office.

A form will be given to the driver to be filled out in detail and signed by the parent/guardian(s). A valid driver's license must be presented to the office upon the return of the permission form. If in the judgment of the Principal, the reason for driving is valid, a parking permit will be issued. Parking permits will consist of two types:

Full-Time Parking Permit—A parking tag will be issued to the student receiving permission to drive to school for a fee of \$10.00. The tag must be displayed on the rear view mirror while on school property.

One-Day Parking Permit—This permit will be issued on an emergency basis. It will only be issued for an urgent reason approved by Building Administration (to include but not limited to doctor or family appointment). The permit is issued in the main office. The permit must be displayed from the rear view mirror.

Students are expected to exercise special care while driving on school grounds. The speed limit on the property at any times is 10 m.p.h. **No student may go to an automobile or the parking lot during the school day. Loitering in the cars or parking lot area is prohibited (this includes “Open Lunch” participants) and may result in the loss of driving privileges. The building administration has the right to revoke student parking permits for temporary or permanent periods for unsafe and/or incorrigible behavior.**

In the event a student is **suspended** from school, his/her driving privileges may be suspended or revoked. In addition to suspensions, any student placed on Truancy Probation may have their driving privileges revoked for the remainder of the semester.

Damages or vandalism done to automobiles are not the responsibility of the school. Such incidents are to be reported to the New Brighton Police Department.

BUS REGULATIONS

Riding the school bus is a **PRIVILEGE**. Improper conduct on the buses will result in this privilege being suspended or denied. The building administration will determine the suspension or denial for transportation on a case by case incident and handle each accordingly. Video and Audio taping may occur on buses. *Please refer to Board Policy #810.2.*

Bus routes are available in the High School Office. Students wishing to ride a bus other than their assigned bus must bring a written request from their parent/guardian(s). Permission to ride a bus other than the one to which the student is assigned will be granted for emergencies only. Students are not permitted to change buses for any of the following reasons:

1. To visit or stay with a friend or relative.
2. To attend non-school functions such as scouts, dance, athletic event, YMCA, etc.
3. To meet a parent who is visiting a friend or relative.

Expectations for a safe bus ride include the following:

- Arrive on time to your stop, stay off the road, wait in a safe place in an orderly fashion to avoid accidents.
- When the bus arrives wait for it to stop completely, board the bus in an orderly fashion, find a seat and sit no more than 2 students to a seat and remain seated throughout the ride.
- Respectfully obey the rules and expectations of the bus driver, keep aisles clear, noise levels should be to a minimum, keep all body parts inside the bus and maintain a clean and damage-free bus.
- Stay in your seat until bus comes to a complete stop, exit by walking in an orderly fashion and look both ways for traffic when crossing in front of the bus.

STUDENT ATTENDANCE OF EXTRACURRICULAR ACTIVITIES

Students who attend extra-curricular activities and athletic events are to represent our school in a respectful manner and not to participate or demonstrate in a fashion that is distracting or disruptive.

ADVERTISEMENTS

Students and staff wishing to post or distribute fliers or advertisements are to request permission through the club/activity sponsor. The professional staff member will then request approval from a high school administrator prior to posting or distributing.

DRESS CODE FOR STUDENTS

The school district reserves the right to establish dress and grooming guidelines. We believe that it is the responsibility of the school to stress decency, cleanliness, and appropriateness of dress for school. Therefore, it remains the final decision of the administration in cases of questionable attire. Fashions and fads that constitute health or safety hazards to oneself or others are not permitted.

A student's personal appearance should not disrupt the educational process; call undue attention to the individual, violate federal, state or local health or obscenity laws; or affect the health, safety, and/or welfare of the student and his/her classmates or the health and safe administration of the school.

Any emerging trend not addressed in this Dress Code including but not limited to personal items worn, carried, or displayed will be evaluated by the administration and that decision will be the final one.

The following guidelines are set forth by NBHS as what is best suited for our school and for the future professional goals of our students:

1. As worn, no skin from the midriff to the rear end should be visible as covered by clothing on the upper and lower body accordingly.
2. Undergarments and/or excessive cleavage should not be visible as covered by appropriate clothing.
3. Revealing, transparent, see-through, open-sided shirts or blouses are inappropriate.
4. Head adornments (hats, hoods, caps, etc.) are not permitted inside the building unless part of a spirit day or class assignment.
5. Any clothing, accessory, jewelry or item with obscene, profane language, provocative or offensive symbols/pictures, suggestive messages, drug, alcohol or gang-related theme is prohibited.
6. Accessories or jewelry that increase the risk of an accident or injury to include, but not limited to dog collars, pocket/wallet chains, spiked or studded bands chains and/or locks are prohibited.
7. Footwear must be worn at all times. Sandals of any type are not permitted to be worn in any Industrial Arts classes.
8. Backpacks are not permitted to be carried throughout the building. They should remain in student lockers during the school day.

During homeroom period - Teachers will check students for any violation of the Dress Code. The first offense will result in a written warning from the teacher with correction of the Dress Code. The second offense will result in one (1) office detention with correction of the Dress Code. The third offense will result in a Saturday Detention with correction of the Dress Code. Each additional offense will result in progressive discipline given by the building administrator.

Students violating the Dress Code will be required to amend the violation and coincide with the Policy. This includes but is not limited to a change of clothes from locker, removal of unauthorized accessories; change of clothes from home, or another reasonable decision made by a building principal.

THE SCHOOL DAY

BELL SCHEDULE

Entry.....	7:00 to 7:20 a.m.
Dismiss to Homeroom.....	7:20 a.m.
Late Bell.....	7:30 a.m.
Homeroom Period.....	7:30 to 7:50 a.m.
Period 1.....	7:53 to 8:33 a.m.
Period 2.....	8:36 to 9:16 a.m.
Period 3.....	9:19 to 9:59 a.m.
Locker Break	9:59 to 10:05 a.m.
Period 4.....	10:05 to 10:45 a.m.
Period 5.....	10:48 to 11:28 a.m.
Period 6.....	11:31 to 12:11 p.m.
Period 7.....	to 12:54 p.m.
Period 8	12:57 to 1:37 p.m.
Period 9.....	1:40 to 2:20 p.m.
Dismissal.....	2:20 p.m.

ANNOUNCEMENTS

Announcements of general student and school information will be made during Homeroom. All routine announcements must be approved by the office by 11:00 a.m. the day before the announcement is to be read.

EMERGENCY EARLY DISMISSAL

In the unlikely event of an emergency early dismissal, the following media will be contacted: KDKA, WPXI and WBVP. These stations will make periodic announcements regarding early dismissals. Parents should make plans with their students should an emergency early dismissal occur.

CLOSING/DELAYING SCHOOL

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time, or early dismissal will be announced over radio station KDKA (1020 AM), WPXI, and WBVP (1230 AM). Reports in the morning will be between 6:00 - 8:00 AM. If no report is heard, it can be assumed that school will be in session. **Please do not call the school.** Web sites of the local news stations may also provide a listing of school closing or delays. These sites may assist in the announcement of the above mentioned and also local and school activities or events. [Example: www.kdka.com or www.wpxi.com]

SCHOOL MESSENGER

The New Brighton Area School District utilizes School Messenger (an automated call service) to notify parents of school cancellations, delays, and other related information and emergency situations.

FIELD TRIPS

Field trips are a valuable resource for our staff and students. Students must complete a Field Trip Permission Form with their teachers once the Field Trip is approved by the Principal. The Field Trip Permission Form will provide students information about assignments/tests that will be missed during the Field Trip. Refer to *District Policy #121*.

FIRE DRILLS

Fire drills are held at unannounced times throughout the year. Their purpose is to accustom students to the habits of self-control or obedience to orders in times of real peril. Therefore, all students must observe: (1) strict obedience, (2) silence, and (3) speed.

When the fire alarm sounds, all work must be stopped immediately. Students will leave the classroom in a single line, keeping to the same side of the corridor as the room which they left. They must move to the exit designated on the "Fire Exit" card that is posted in every classroom. At the end of the drill, a signal will be given to recall students. We are in an open space setting; fire spreads rapidly in such a structural area; speed of exiting is most important.

HALL TRAFFIC

The following regulations are needed for the efficient operation of hall traffic:

1. Avoid the gathering of groups in halls, stairs, or at other noted areas during the changing of classes.
2. Students are to vacate the locker area and report to homerooms when the bell rings at 7:20 a.m.
3. Avoid running in the halls, in the cafeteria areas, or up and down the stairs.
4. Students are prohibited to bring open or prior opened containers of liquids, coffee cups, uncapped bottles, etc. into the building. If these items are found, they will be confiscated and discipline issued.
5. Hats, caps, scarves and other head coverings are *not* to be worn inside the building. Students will remove these *immediately* upon entering the building.
6. Please keep to the right at all times. Traffic in each direction should not take more than half of the hall.
7. Students are not permitted in the halls during class *without the teacher issued hall pass or a note from the high school office*.
8. **No Loitering.** Students should go directly to the space where the next class is scheduled. Standing outside of their classroom to chat or congregate is not permissible.
9. Public display of affection is unwelcome. A first offense will receive an office detention. Second or more offenses will constitute Saturday Detention with probation.

Failure to comply with the above mentioned will result in appropriate discipline being applied (Detentions-office and/or Saturday).

HALL PASSES / RESTRICTED

With teacher permission, students may use the hall pass during study hall or regular class time. Students must sign out when using the pass. The pass must be used for restrooms or water fountains. Students are to use such facilities *on the same floor* from which they are being excused.

Restricted Hall Passes are assigned during the school year for those students who abuse hall pass privileges. Students on Restricted Hall Pass must report before Homeroom to the Guidance Secretary daily to receive their pass. Students will remain on RHP until further notice by the Administration. Students who refuse to follow these procedures will be subject to progressive discipline.

RESTROOM PRIVILEGES

Restrooms are to be used only for the purpose intended. Any other usage, such as smoking, loitering, purposefully meeting another student (only one student at a time is permitted in the restroom stalls), using cell phones, or hiding from school personnel, will not be tolerated. Teachers do not have to honor student's every request to go to a restroom. In cases where a student establishes a pattern of taking advantage or abusing the privilege, a request may be denied. Students are to show respect for others who may wish to use the facilities. Keeping the restrooms clean and by reporting any restroom damage to a professional staff member as soon as possible is requested.

SPECIAL PASSES

Student passes for class or test make-up **from study halls** will be signed and issued **before** the make-up. The student will report to the study hall session, present the pass to the teacher supervising the study hall, and upon approval with a signature and noted time leaving the study hall, will be released to complete make-up work. No student will be excused from a regularly scheduled class to do make-up work or activities for another class.

STUDENT PASSES

All students in the hall for any reason other than restroom, must possess a green hall pass sheet filled out completely by high school staff. Failure to produce a pass filled out completely will result in office detention for the first offense. Progressive discipline will be followed for all students who repeatedly abuse this regulation.

LOCKERS

Each student will be assigned his/her own locker on the first day of school with a lock and combination. Students must use their own locker. **DO NOT EXCHANGE LOCKERS.** This provides security of student issued books and personal possessions. A \$10.00 fee will be assessed for lost or unusable locks.

It is highly recommended that student lockers are locked and that excessive money and valuables are left at home. The school will not be liable for books, articles, and personal belongings missing or stolen from student lockers. Students are to check the security of their lockers daily.

The lockers will only be visited before homeroom period, during transitions between class periods, at lunch time, and at school dismissal.

SEARCHES PERMITTED

Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision.

If there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

The District may, without notice to the students or others, conduct random locker searches and/or utilize drug detection dogs to perform random searches on school property. In the event the dog handler suspects the presence of drugs in a student's locker or on their person, then reasonable cause exists to perform a search in accordance with *District Policy #226*.

BOOKS, SCHOOL EQUIPMENT & MATERIALS

Students will be responsible for books, school equipment, and other materials issued by the faculty. If such items are marked, lost, or damaged, students will be liable for payment.

COMMONS AREA - LUNCH

Politeness, courtesy, and consideration for others are characteristics of a mature and refined teenager. A student reveals oneself by his/her actions in this area. Ordinary courtesy demands the following:

1. Proper table etiquette must be observed.
2. Tables must be cleared after eating; i.e., no trays, dishes, milk cartons, lunch bags, paper wrappers, waste paper, etc. are to be left on the tables.
3. Chairs must be replaced after use.
4. Trash must be deposited in the trash cans provided.
5. No food of any type may be eaten outside the commons.
6. Nutrition personnel are to be treated respectfully.
7. Repeated disregard of these guidelines will result in removal from the commons area.

AUDITORIUM

Special assemblies are scheduled from time to time. Students are to enter and leave the auditorium in a dignified manner. Expression of appreciation should also be shown in a courteous manner.

TELEPHONES

In case of an extreme emergency the office telephone may be requested and approval will be considered on a case by case basis.

CLASSROOM PHONES

Students are not permitted to use the telephones located in classrooms (unless instructed in an emergency situation). This includes the answering of or calling out. These phones are provided for professional staff members and are used to conduct business in the school building and district.

VISITORS

Parent/Guardian(s) are encouraged to visit the school and have conferences with the teachers. Teachers will schedule parent conferences as needed at a mutually convenient time for both parties. The guidance counselors are also available to discuss any problem or concern you may have. Please do not hesitate to call the high school faculty members to schedule an appointment.

However, for the safety of all students, visitors are not permitted in the building or on school grounds during the school day unless school business is to be conducted. All visitors must report to the main office to sign in and receive an official pass.

WORK PERMITS

The Commonwealth of PA requires all students under 18 years of age to have a work permit for employment. In order to apply for a work permit, a student must complete a form from his/her Guidance Counselor. Once the form is completed and approved, a student will be referred to the Main Office. To acquire a work permit, the student's parent/guardian(s) must present his/her birth certificate, baptismal certificate, or passport to the main office.

HEALTH POLICY & SERVICE

HEALTH OFFICE PROCEDURES & REGULATIONS

Students will sign in when entering the nurse's office and sign out when leaving. When students become ill, they request a pass from their teacher to go to the Health Room.

If the nurse is not present in the Health Room, students report to the main office. There, an assessment will be made by the Principal's designee, and if necessary, the nurse will be notified.

All accidents or sudden illness should be reported immediately by students and staff. **Under no circumstances are ill or injured students to spend time in the restrooms.** Students are *not* to call home sick without permission and a nurse or the Principal's designee present.

MEDICATION POLICY

The school does not provide any medication. Unless medically prescribed by the physician, once-a-day, two-times-a-day, and three-times-a-day medication will not be given in school. Q.I.D. (Four-times-a-day) and over-the-counter medication will be dispensed only once a day according to the building schedule.

No student is permitted to self-medicate for any symptom or reason at any time. Students found in violation of this regulation will be subject to the New Brighton School District policy for controlled substances. **No medication of any sort is permitted to be carried by any student at any time.**

Parent/Guardian(s) must send written permission that their child will need medication. The Authorization for Distributing Medication During School Hours form must be completed and returned to the nurse the following day.

Parent/Guardian(s) are to send a single daily dose of medication in the original prescription container labeled with: (1) name of child, (2) name of medication, (3) dosage, and (4) name of physician and date.

Students are required to take medication in the presence of the school nurse or building principal. The school district will not assume responsibility for stored medication.

In the case of chronic and emergency medication treatment, the parent/guardian(s) are responsible for providing necessary medication and instruction from their physician to carry out emergency medical treatment. Such medication will only be administered in life-threatening situations. The antidote will be administered immediately at the discretion of the school nurse and building principal. The parents will be notified and requested to transport their child to an acute care facility. Refer to *District Policy #210.1* for further information.

ASTHMA INHALERS

Students are permitted to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma when such is parent authorized. Possession and use of asthma inhalers by students shall be in accordance with state law and Board policy. Refer to *District Policy #210.2* for further information.

NALOXONE POLICY

Naloxone, commonly known by the brand name Narcan, is a safe and effective medication that can reverse the effects of opioid overdose. It is injected, often through the nasal passages, into a person experiencing an overdose and blocks the opioid and can reverse respiratory depression that could otherwise lead to death.

Symptoms of an opioid overdose may include severe physical illness, coma, mania, or hysteria. Those who believe someone is experiencing an opioid overdose, or may be presently using an opioid, should immediately report this to an administrator, nurse, or teacher.

If you believe someone is experiencing an overdose, the law provides for protection from criminal prosecution for anyone who reports a suspected overdose, uses their real name, and remains with the person who is overdosing until help has arrived.

Additionally, anyone reporting an overdose and/or administering Naloxone to someone suspected of overdosing is protected from civil liability as provided by law.

The District now has Naloxone stocked in the High School Nurse's Office for use in the event of an emergency. If you have any additional questions, please contact the school nurse. Refer to *District Policy #823* for further information.

PENNSYLVANIA DEPARTMENT OF HEALTH MANDATES

Pennsylvania State Health Law mandates an annual vision screening for all pupils, an audiological screening for 11th graders, and physicals for all 11th graders. Annual heights and weights are recorded for each pupil, and T.B. tests are given at the direction of the State Health Department. Students in the Senior class who have not completed the State mandates will not be eligible to receive his/her diploma.

No child will be admitted to school unless all the state required immunizations are met:

- 3 polio immunizations (properly spaced)
- 4 DPT immunizations (with one dose given after the fourth birthday)
- 2 Live measles given after age 1 or a blood test showing immunity
- 2 Live rubella given after age 1 or a blood test showing immunity
- 2 mumps given after age 1

STUDENT RECORDS

The emergency card distributed each year to the student is designed to provide the school with emergency information concerning each student including parent/guardian's name and phone numbers where they can be reached.

The card will indicate alternate persons designated by the parent/guardian to act or advise in case of serious accident, illness, or disaster warning, if the parent/guardian cannot be reached. It is the responsibility of the student and parent/guardian to keep this information current by notifying the school when changes occur.

TRANSPORTATION OF ILL STUDENTS

Parent/Guardian(s) or their designee shall have primary responsibility for transporting students. The parent or parent designee must sign the "Sign Out" sheet in the office when taking a sick child home. If it is necessary to accompany a student to his home, only a responsible adult will be sent.

In the occurrence of an emergency which would necessitate immediate medical attention and the student's parent/guardian are unobtainable, the decision to call an ambulance will be that of the school nurse and building principal. Payment of such emergency medical services will be the responsibility of the student's parent/guardian.

POTASSIUM IODIDE TABLETS

The Commonwealth of Pennsylvania has made potassium iodide pills (KI) available to people who live, work or attend school within a ten-mile radius of a nuclear facility. KI is approved by the U.S. Food and Drug Administration. It helps to protect against thyroid disease, including thyroid cancer, in the event of a release of radioactive iodide. Taken at the time of, or within the first few hours following a radiological release, KI will protect the thyroid gland. KI tablets will be available at school should a recommendation to take KI occur while school is in session. Distribution throughout the school system is being given high priority for the reason that children are much more sensitive to the ill effects of radioactivity iodide than are adults. KI should NOT be taken by anyone who is allergic to iodine. If you have any questions or need more information regarding the school's participation in the program or the consent form, please call the school nurse.

STUDENT EVALUATION

CURRICULUM REVIEW BY PARENTS/GUARDIANS & STUDENTS

Parents/guardians and students age 18 and over, have an opportunity to review instructional materials and have access to information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

Upon request by a parent/guardian or student, the district will make this existing information available. For additional information, refer to *District Policy #105.1*.

GRADING POLICY

Grades will be derived by a numerical weighted value for tests, assignments, participation, extra-credit and final examinations. Teachers who teach the same subject will use the same format for grades. Each nine week grade will carry 25% weighted value toward the yearly average.

A grading floor exists for teachers and students. This applies to the first three marking periods of a year-long course, and the first and third marking period of any semester course. This grading floor is only in place to allow a student to remain in a mathematically-viable position for the last marking period of a course. This floor does not apply to Final Exams.

GRADING SCALE

A	100% - 90%	B	89% - 80%
C	79% - 70%	D	69% - 65%
F	64% and below		

INCOMPLETE GRADES

An incomplete grade for a nine-week period indicates that the work for that specific period has not been completed. For the first three marking periods, students have ten (10) school days from the end of the report period in which they must complete the make-up work. In the fourth marking period, students have until the last teacher day of school to submit the work.

If a student has not completed the work in this period of time, the missing work will be factored into the student's grade as a zero (0) and the nine-week grade will be calculated.

PUPIL SCHEDULE REQUIREMENTS

All students must schedule at least six (6) major classes that meet daily. The curriculum guide outline suggests courses of study to follow in making your choice of academic major subjects.

All students must earn one credit of Physical Education. If a health condition makes it unwise for a student to take gym, he/she may be excused only upon recommendation a physician. A gym report must be written by a student if excused from participation in gym classes. The length of the report and the subject will be determined by the Physical Education instructor.

CREDIT REQUIREMENTS

Students graduating in 2019 must earn at least 27 credits during their high school years in order to meet graduation requirements. This includes credit for the Career Portfolio.

Diploma...	27 credits
Senior Homeroom...	21 credits
Junior Homeroom...	14 credits
Sophomore Homeroom...	7 credits

Required graduation credits: All students must schedule physical education if they have not met their Physical Education requirement.

ATHLETICS & COURSE REQUIREMENTS

All students planning to participate in athletics and cheerleading must be scheduled for six (6) credits. Each student must also earn the credit for each course scheduled in order to be eligible for the following school year of athletics and cheerleading. If a remediated course is offered, that course must be taken and successfully completed in order to be eligible. If a remediated course is not offered through District-approved providers, the student would not be penalized with ineligibility.

SCHEDULE CHANGES

In the spring of the year, each student meets with a counselor to plan a course of study for the next year. This course of study is planned with the student's educational and vocational goals in mind and is approved by student, parent, and counselor.

Advanced Placement and Honors courses cannot be dropped or changed once they are scheduled. Once all students are scheduled, the master schedule is prepared, teacher assignments made, and individual student's schedules are completed.

The deadline for changing a subject (excluding AP/Honors courses) on a student's schedule is July 31st. Other than this allowance, there must be documented evidence from the teacher that the student was trying in class and earned a failing grade along with the approval of the principal for a change to occur.

For a student to be taken out of a class, there will be a meeting of the parent, student, counselor, teacher, and principal or his designee, where evidence of a sincere effort on the part of the student is outlined and that he/she was not academically ready for the subject.

Disclaimer: The administration has the right to cancel a class due to low enrollment.

FINAL EXAMINATIONS

Final examinations are designed to help students master subject matter. The final examination will also serve as a preparation for future educational and training programs.

COMMENCEMENT

If a student does not complete all aspects of their requirements at New Brighton High School, he/she will not be permitted to attend the commencement ceremony with the graduating class. All monetary and academic obligations must be met by senior grade due date which will be determined by the Administration.

REPORT CARDS

Report cards are issued at the end of each nine-week period of school. Grades earned in each subject are recorded on the report card along with the attendance record.

PROGRESS REPORTS

It is the school's desire that every student work to the best of his or her ability at all times. Progress reports will be sent home to all students to inform parent/guardian(s) of their child's progress midway between report periods in order for the home and school to work together and ensure each student is making progress.

If a student is in danger of failing a subject or has demonstrated a lack of progress in the classroom, the parent/guardian(s) are encouraged to work with the school and assist the student in making the necessary improvements before the report period is over.

HONOR ROLL

The High Honor Roll is determined by computing grades in all subjects and the average must be 95% or higher. Students who earn between 90% and 94% will be named to the Honor Roll. One failing grade eliminates consideration of being placed on the Honor Roll.

CLASS RANK

Class rank is significant particularly in establishing for colleges and employers a practical comparison of your achievement with others in your class. Your class rank will be determined by averaging together your grades in all subjects and comparing that average (all grades earned in grades 9-12) with all other students in your class.

SCHOLASTIC HONORS

Honors at graduation are awarded to those students whose total cumulative average for their four high school years places them in a select group of students with 90% or better average. The three students having the highest average will be named in order of rank ***These averages are not rounded mathematically.***

ACADEMIC EXCELLENCE PROGRAM

A student who maintains a 95% or better average (High-Honors) for the first three consecutive grading periods will be honored at an evening banquet by parents, teachers, administrators, and board members. ***These averages are not rounded mathematically.***

SCHOLASTIC INTEGRITY

It is the responsibility of all students to maintain scholastic integrity with regard to class assignments, exams, and any other graded course requirements. Thus cheating, plagiarism, and/or knowingly assisting another student to violate scholastic integrity are all violations of this statement.

Violations of scholastic integrity are subject to disciplinary action, including but not limited to, lowering or failing grades; loss of credit for assignment/grading period; and/or detentions or suspensions when appropriate.

HOMEWORK

Homework is assigned daily in all major subjects to supplement work done in school. By doing homework assignments regularly and honestly, the student is reinforcing what he/she has learned and prepares him/her for the new lessons taught the following day.

All students absent from classes for LEGALLY EXCUSED reasons, are required to make up all work and tests missed. It is the responsibility of the student to see his/her teacher to obtain the work and assistance, if needed, to make up the work. **MAKE UP WORK WILL NOT BE PERMITTED FOR ANY CLASSWORK MISSED DURING AN ABSENCE MARKED UNEXCUSED OR UNLAWFUL.**

AFTER-SCHOOL HELP

Students have the opportunity of obtaining various kinds of help from classroom teachers by attending make-up sessions. It is the responsibility of the student to take the initiative to make arrangements to see teachers. Many students have the misconception of believing that if a teacher does not contact his or her then the work is satisfactory.

Make-up sessions take precedence over other school functions except detention. The make-up session is considered a part of the regular school day. Teachers are available to give aid immediately after school. Be sure to make up any work which you have missed due to absence at the first opportunity. Ask your teacher if you are unsure as how this should be done.

ALTERNATIVE EDUCATION FOR DISRUPTIVE YOUTH (AEDY)

During the 1995-1996 school year, the Board of School Directors adopted and implemented an Alternative Education for Disruptive Youth program for students whose needs could not be met in the regular classroom. Students may be placed in this program following a formal hearing before the Suspension/Expulsion Committee of the School Board.

Beginning with the 2015-16 school year New Brighton and Rochester Area School Districts created a collaborative AEDY classroom that is located in Rochester Area High School. New Brighton students that are placed in the Rochester AEDY classroom have an initial forty-five (45) day placement and are reviewed periodically for progress made Academically, Behaviorally and in terms of their Attendance. In addition to these areas of progress, students will have individualized transition goals based solely on the reason for their placement.

Students who have been suspended three times in one school year may be sent before the Suspension/Expulsion Committee for review. The Suspension/Expulsion committee conducts a hearing and then decides the placement of each student on an individual basis.

Students who are found using controlled substances on school property or during school affiliated activities may be referred to the Suspension/Expulsion Committee for placement in Alternative Education.

Students engaged in violent or threatening behavior on school property or during school affiliated activities may be referred to the Suspension/Expulsion Committee for placement in Alternative Education.

Each student attends an intake conference to enter the program. At this time all rules and procedures are discussed and explained to the student and parents/guardians and any questions are answered.

GUIDANCE & COUNSELING DEPARTMENT

The New Brighton Area High School provides students, parents, and faculty a comprehensive guidance program. The guidance offices are located in the locker area and are accessible to the students during study hall, homeroom, or as approved by their classroom teacher and school counselor. A pass can be acquired from either counselor prior to the visit.

The purpose of the guidance program is to assist students in solving problems, arranging classes to meet students' educational and career goals, providing students with job placement information, and providing information for those planning to enter a post-secondary school program upon graduation.

A personal interview is scheduled with each student on a yearly basis to share personal experiences and provide information related to educational and vocational goals. The aim of the counselor is to solve problems by assisting the students to better understand themselves and the school.

Parents who wish to confer with their child's counselor are urged to call the guidance office for an appointment (724-846-1050 ext. 392).

BEAVER COUNTY CAREER & TECHNOLOGY CENTER INFORMATION

GENERAL INFORMATION

The New Brighton Area School district is a participating member of the Beaver County Career & Technology Center and can offer to Junior and Senior students a choice of vocational areas.

These vocational offerings are in addition to courses offered at New Brighton High School and are provided by the district at no cost to the families. Students selected to BCCTC attend one half of each school day at the BCCTC located in Center Township and the other half of the day at New Brighton High School.

ATTENDANCE & EARLY DISMISSAL

Vocational Technical students must check in with her/his homeroom teacher each day at the designated location and time prior to departure for BCCTC. Failure to do so may result in Unexcused/Unlawful absences and a referral for disciplinary action.

If a Vocational Technical student requests an early dismissal for a time when s/he is at BCCTC, s/he must present this request to the high school office prior to departure for BCCTC. Without permission from the home school, New Brighton High, the student may be considered Unexcused and/or Leaving without permission and referred for disciplinary action.

BCCTC RULES & REGULATIONS

1. The No Smoking/Tobacco policy will be exactly the same as in the home school.
2. In order to stay at the home school all day or at the BCCTC School all day, a student should have written permission 24 hours in advance.
3. Anyone who does not ride the BCCTC bus without prior permission granted, will receive the following:
 - First Offense—3 Saturday Detentions
 - Second Offense—3 days out-of-school Suspension
 - Third Offense— removal from the BCCTC Bus

4. BCCTC students must follow Bus Regulations on page 23.
5. Students who are granted permission to drive to BCCTC must complete the proper paperwork from the Main Office and comply with all rules and expectations to maintain this privilege.

All rules and regulations of the New Brighton School District apply to the New Brighton Students attending the BCCTC School.

BCCTC DRIVING RULES

Students who have a valid NBHS Parking Permit may also apply for driving privileges to and from the BCCTC. Once students are approved by both NBHS and the BCCTC to drive, students are expected to meet the expectations established between the two partnering schools. This privilege may be revoked at any time by Administrators from either school.

1. Students are expected to park in the designated student parking section(s) of BCCTC and NBHS.
2. Students are expected to follow all posted and communicated rules and regulations set forth by BCCTC and NBHS.
3. Student Drivers are **NOT** permitted to have a passenger at any time.
4. Speeding, careless or reckless driving will not be tolerated. Any form of these will result in parking/driving privileges being revoked and may result in additional disciplinary and/or legal action.
5. Student Drivers are expected to sign out daily from the appropriate office at the same time that all BCCTC students are dismissed unless you have Open Lunch.
6. Student Drivers must leave the BCCTC when all other NBHS students are dismissed.
7. Student Drivers are expected to report directly to the BCCTC upon leaving NBHS.
8. Student Drivers are expected to know and follow all NBHS and BCCTC student handbook rules and regulations at all times.

LIBRARY & RESOURCE CENTER

Every library is a **quiet place**. It must, of its very nature, be quiet and conducive to study and research. The New Brighton High School Library follows the accepted rules that regulate the services of every library.

1. Quiet is of the utmost importance. It is a matter of courtesy and consideration for those who are patronizing the library. Students do not go to the library to socialize.
2. Students may go to the library during study hall time. All students must report directly to the library and type their name and study hall on the computer provided. The list will be sent to the study hall. Failure to type your name will result as a class cut.
3. If for any reason a student must leave during the period, permission must be secured from the librarian.
4. Use of the library is a privilege. Students will lose this privilege if they break any rules.
5. Students who go to the library must engage in genuine library work.
6. Students must abide by the district's "Acceptable Computer, Network, and Internet Use Policy."
7. Preference for computer use will be given to students doing research work and classes using the library.
8. Failure to return books at the end of the nine-week period will result in your report card being held. You will not be permitted to sign out another book until the obligation is resolved.

LIBRARY COMPUTER POLICY

1. STUDENTS MUST ABIDE BY THE DISTRICT'S "Acceptable Computer, Network and Internet Use Policy."
2. Students must sign on the library clipboard at the circulation desk the computer that they will be using during the period (Internet and CD use only).
3. Students who use the library CD-Rom products must check them out for the period and return them to the circulation desk at the end of the period. Inspect all CD-ROMs for any scratches before using. You will be held accountable for any destruction of a CD-Rom that you did not report.
4. Preference for computer use will be given to students doing research work.

STUDY HALL RULES

Students must have a pass at the beginning of study hall in order to be permitted to go somewhere else.

1. All students are required to bring and do work. Failure to bring work will result in office detention.
2. No talking.
3. All students will sit in assigned seats.
4. Students are allowed to work together at the teacher's discretion.
5. No sleeping—no heads on desks or tables.
6. No eating or drinking in study halls.

ATHLETICS

Interscholastic athletics at New Brighton High School include regularly scheduled competitions in baseball, basketball, cross-country, football, golf, soccer, softball, tennis, track, volleyball and wrestling.

ELIGIBILITY FOR SPORTS & EXTRA-CURRICULAR ACTIVITIES

Student athletes must be passing at least four full-credit courses or the equivalent on a weekly basis to be eligible. Students who are not passing four full-credit courses will receive a one week grace period to improve their grades. If a student athlete is still not passing four full-credit courses, they will become academically ineligible for the next calendar week. (Sunday through Saturday) Academic eligibility will be checked every week by the high school administration.

SPORTSMANSHIP CODE

- We consider all athletic opponents as guests and treat them with all courtesy.
- We accept all decisions of officials.
- We never hiss or boo a player or an official
- We never utter abusive or irritating remarks from the sidelines.
- We applaud opponents who make good plays or show good sportsmanship.
- We never attempt to rattle an opponent such as a player attempting a free throw.
- We seek to win by fair and lawful means, according to the rules.
- We do unto others as we would have them do unto us.
- We try to win without boasting and lose without excuses.
- We ask that all fans do their best throughout the game to cooperate in living up to this code.

INSURANCE

Each student is offered the opportunity to purchase inexpensive school accident insurance. For a nominal fee, that insurance covers accidents occurring in school and on the way to and from school.

The student accident insurance policy is recommended for all students. It covers accidents from the time the student leaves home for school until he returns home from school. The school district carries separate insurance for high school students participating in sports.

However, there are limits to the insurance, and it is suggested that students have additional insurance coverage, either parental coverage or purchase school insurance.

USE OF STEROIDS

The New Brighton Area School District recognizes that the use of anabolic steroids by student athletes is a serious problem with legal, physical, and social implications not only for the athlete but also for the whole school community.

This policy, including its regulations and guidelines, is a coordinated effort to openly and effectively respond to the potential and current use of anabolic steroids by students involved in school-related athletics.

Through the use of an anabolic steroids curriculum, in-service programs for the coaching staff, a strong and consistent administrative and faculty effort, and disciplinary procedures, the New Brighton Area School District will strive to educate, prevent, and intervene in the use of anabolic steroids by any district student involved in school-related athletics.

The Board prohibits the use of anabolic steroids, except for a valid medical purpose, by any student involved in school-related athletics. Bodybuilding, muscle enhancement, increased muscle bulk or strength or the enhancement of athletic ability is not a valid purpose. Human Growth Hormone (HGH) is not included as an anabolic steroid under the provisions of this policy.

Any student involved in school-related athletics who is found to be using anabolic steroids shall incur the following prescribed penalties:

1. For a first violation, suspension from all school athletics for the remainder of the season or school year.
2. For a second violation, permanent suspension from all school athletics.

No student found in violation of this policy shall be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of steroids exists. The student must also participate in a prescribed program of drug counseling conducted by a certified agency or substance abuse counselor prior to a return to active participation in school athletics. Please refer to *District Policy #227* for more information.

CLUBS & ACTIVITIES

It is the responsibility of each club member to check with the officers and sponsors to verify their fundraising and other obligations and privileges.

CLASS OFFICER ELECTION

A student seeking a class office petition must meet the following standards: An 85% academic average, sincere willingness to serve, no more than two unexcused absences a year, and be acceptable to the class sponsor.

A petition can be secured from the class sponsor by the candidate who must then seek the support of his classmates by securing 15% of his classmates' signatures to qualify him for his petition. There can be no more than five candidates for each office, and a candidate can be nominated for only one office. The offices are the following; president, vice-president, secretary, and treasurer.

INSTRUMENTAL MUSIC

Instrumental courses offered are the Senior High Band include Concert, Marching and Jazz Ensemble. Within each of these are various smaller units. These include the instrumental marching unit as well as the Silk Line and Majorette Squad. By enrolling in Instrumental Music, the student is provided the opportunity to take part in a variety of extracurricular activities, such as football games, competitions, band festivals, out-of-town trips, performances for local and civic organizations, and the annual winter and spring concerts. Band students can also become eligible for membership in various county, state, regional and state honors ensembles as well as an enjoyable and enlightening musical experience.

YEARBOOK

The **ALAURUM** is the name of the school yearbook. It is distributed to the students in the summer of the year at a nominal fee.

S.A.D.D.

(Students Against Destructive Decisions)

This is an educational and support program-club that focuses on the dangers associated with drinking and driving.

LIONESSE CLUB

The Lioness Club is a girls' organization composed of freshmen, sophomores, juniors, and seniors. The cabinet consists of president, vice-president, secretary, treasurer, junior and senior social chairpersons, and historian.

Special projects are taken on by the club throughout the year which give all members a chance to participate. The main project is the annual Christmas Dance. The purpose of this organization is to create, maintain, and extend throughout the school and community high standards of moral character.

STAGE CREW

The stage crew is organized to set up light equipment for programs in the auditorium, gym, or other areas of the school needing this equipment. Students are selected on the basis of interest and dependability.

STUDENT COUNCIL

Student Council is the representative of all the students. Acting as a liaison between administration and student body, it is the means by which the students may express their ideas. The meetings are held in a parliamentary manner. The President of Student Council will preside over the meeting.

The President, Secretary, and Treasurer must be seniors while the Vice-President is a junior. Each class will also elect a representative.

USHERS CLUB

The Ushers Club consists of seniors, juniors, and sophomores who usher at all school activities such as the class play and concerts and for any organization which asks for their service.

NATIONAL HONOR SOCIETY

The New Brighton Chapter of the National Honor Society is an organization for selected junior and senior students. The National Honor Society promotes appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, leadership, character, and service.

Selection for membership is an honor received. Acceptance of membership is a commitment. Through local chapter service activities, members are expected to maintain and extend the qualities that were the basis of their selection.

Students are invited into membership by a faculty committee. In its determination, the committee uses national guidelines to select students who exhibit, through their actions and performance, high standards in all the NHS criteria: Scholarship, Service, Leadership, and Character. Students eligible for membership consideration in NHS must have a minimum quality point average of 95%. All students invited to apply must meet national guidelines in order to be accepted. The annual National Honor Society Induction is held prior to the end of the first semester. Selected invitees will be notified of their academic eligibility in order to apply. If accepted into the Society, the student and his/her parents/guardians will be notified by mail.

NBASD TECHNOLOGY GUIDELINES

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 New Brighton Area School District will make a good faith effort to meet the federal regulations found under the Children's Internet Protection Act (CIPA) but cannot guarantee all inappropriate material will be excluded from view.

Students will have the opportunity to access Internet services after review of the Acceptable Use Policy and submission of the user agreement. The student must maintain proper Internet practices and abide by the guidelines set out in the acceptable usage policy to retain Internet privileges.

NETIQUETTE

Users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

1. Respect and protect the privacy of others.

- Use only assigned accounts.
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- Not distribute private information about others or themselves.

2. Respect and protect the integrity, availability, and security of all electronic resources.

- Observe all network security practices.
- Report security risks or violations to a teacher, building administrator, Director of District Technology or Network Administrator immediately.
- Conserve, protect, and share these resources with other students and Internet users.
- Not destroy or damage hardware, data, networks, or other resources that do not belong to them.
- Not attempt to login to sites / accounts without proper authorization.

3. Respect and protect the intellectual property of others.

- Not infringe copyrights (includes but not limited to making illegal copies of music, games, videos, images or publications).
- Not plagiarize.

4. Respect and practice the principles of community.

- Do not use the network and/or its resources for harassment, hate mail, discriminatory remarks, cyber bullying and offensive or inflammatory communication.
- Communicate and collaborate only in ways that are kind and respectful.
- Report threatening or discomfoting materials to a teacher or administrator immediately.
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass or cyberbully).
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

SUPERVISION & MONITORING

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, and/or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to school officials and law enforcement.

SECURITY

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

CONSEQUENCES FOR INAPPROPRIATE USE

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

CAFETERIA POLICY 2018-2019

COMMUNITY ELIGIBILITY PROGRAM

The New Brighton Area School District participates in the Community Eligibility Program (CEP). This program provides free meals (breakfast and lunch) to all students in the District, regardless of household income. This does not apply to ala carte items and you may continue to place money on student's accounts to fund a la carte purchases and additional breakfast/lunch purchases.

Families are no longer required to complete an application for Free and Reduced Price Meals, all students qualify for this program and are eligible to receive one free breakfast and one free lunch daily.

CAFETERIA PROCEDURES

- A computerized debit system is in place. Every student is assigned an ID number upon enrollment. This number is unique to them and remains until graduation.
- Each child is required to use their ID number regardless of money being in their account or if using cash.
- Any amount of money can be sent in for your child's account, either cash or checks. Checks are preferred and should be made out to NBSD Cafeteria Fund. Include child's name, ID number and building. Replacement checks will be charged a \$10.00 service fee & the child's account will be debited. Money can be sent in with your child, dropped off at building office, or mailed. The address is: NBSD Cafeteria 3225-43rd. St, New Brighton. Payments will also be accepted using www.schoolcafe.com. Money on account may be used for breakfast, lunch, & Ala Carte items.
- When an account is negative, the student will only be permitted to receive a meal. There will be no charging of Ala Carte. Ala Carte is any item not designated as part of the day's meal.
- Students may pay cash daily, but it is recommended that an account balance be kept.
- The cashier will inform students when their account is getting low. Courtesy calls will go out every Friday for any child whose balance drops to \$5.00 or less.
- At the end of each school year, a child's positive balance will carry over. **Negative** balance will need to be paid before the start of the next school year.
- ABSOLUTELY NO CHARGING for meals or Ala Carte...
- **Seniors** must pay-off Negative balances to participate in Commencement.

- The cashier will refund up to \$10.00, over \$10.00 a check will be mailed.
- Student account reports can be printed upon request.
- When leaving the district, it is the student's/parents' responsibility to pay money owed, or request a refund.

Parents need to be aware that students have unlimited use of their account balance unless the cafeteria staff is notified in writing of your requested restrictions. Restriction examples are: one lunch, one breakfast, no breakfast, or no snacks. Without restrictions, students may purchase as many items as they desire thus depleting their funds before parents are aware. This may cause your child to incur a substantial debt to the school. Please discuss with your child how he/she is to use the account. Report cards and record transfers will be held pending payment of fees. Parents may inquire about their child's account balance by contacting the Cafeteria Manager at 724-846-9992.

STUDENT BREAKFAST AND LUNCH PRICES

Student breakfast— \$1.10

Student lunch— \$2.50

LIMITED ENGLISH PROFICIENCY PROGRAM

In accordance with the Board's philosophy to provide a quality educational program to all students, the district shall provide an appropriate planned instructional program for identified students whose dominant language is not English.

The purpose of the program is to increase the English language proficiency of eligible students so that they can attain the academic standards adopted by the Board and achieve academic success. Students who have limited English proficiency (LEP) will be identified, assessed and provided appropriate services. Please refer to *Board Policy #138* for further information.

GOOGLE APPS FOR EDUCATION

The district provides each student with a digital storage space on our networked servers and local computers. Any files stored on the district servers or workstations are not the property of the individual student. They are the property of the New Brighton Area School District. These files are not private. Staff members will have the ability to access any student file.

Storage space and student files will be randomly scanned for inappropriate material and files that violate the school's Acceptable Use Policy. Any student who is found to be in violation of the law, School District Policy, or school procedures will be subject to disciplinary action under school policy.

The New Brighton Area School District will be utilizing Google Apps for Education for students, teachers, and staff. Using these tools, students collaboratively create, edit and share files as well as websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet connected device.

Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

New Brighton Area School District maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.

New Brighton Area School District cannot and does not guarantee the security of electronic files located on Google Systems. Although Google does have a powerful content filter in place for email, the school system cannot assure that users will not be exposed to unsolicited information. The general right of privacy will be granted to the fullest extent possible in the electronic environment.

New Brighton Area School District and all electronic users should treat electronically stored information in individuals' files as confidential and private. **Users of student email are strictly prohibited from accessing files and information other than their own.**

The school system reserves the right to access the student's Google Apps for Education Account including current and archival files when there is reasonable suspicion that unacceptable use has occurred. Please contact your child's building principal should you have any questions or concerns regarding Google Apps for Education.

CHILD ABUSE

District employees, independent contractors and volunteers are required to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law and the School Code. For additional information, refer to *District Policy #806*.

MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES

District employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school grounds shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment.

This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct. Refer to *District Policy #824 for additional information* .

VOLUNTEERS

The Board supports and encourages the participation of parents/guardians and community residents to enhance the educational, co-curricular and extracurricular programs of the district.

All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. Each prospective position volunteer is required to complete and submit a volunteer application. Refer to *District Policy #916 for additional information*.

Prior to approval, all position volunteers shall submit the following information:

- PA Child Abuse History Certification
- PA State Police Criminal History Record Information
- Federal Criminal History Report.

PEST MANAGEMENT

The New Brighton Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management.

Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present.

The pest monitoring team consists of our Safety Committee members, which includes building maintenance staff, administrators, support staff, and teaching staff. Pest sightings are reported to our IPM coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The technique can include increased sanitation, modifying storage practices, sealing entry points, physically removing pest, etc.

On occasion it may be necessary to use chemicals to manage a pest problem. Chemicals will be only used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic products when possible. Applications will be made only when unauthorized persons do not have access to the areas being treated. Notices will be posted in these areas (72) hours prior to application and for (48) hours following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. **To receive notification, you must be placed on the school’s notification registry. If you would like to be placed on this registry, please contact the Director of Facilities at Ext. 410.** Each year the District will prepare a new notification registry.

If a chemical application must be made to control an emergency pest problem notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids.

“THIS PUBLICATION IS NOT TO BE VIEWED AS AN IRREVOCABLE CONTRACT BETWEEN THE SCHOOL DISTRICT AND ANY OTHER PARTY AND THE CONTENTS ARE SUBJECT TO CHANGE CONSISTENT WITH THE POLICIES OF THE SCHOOL BOARD. THE SCHOOL DISTRICT RESERVES THE RIGHT TO REPEAL, CHANGE, ALTER OR AMEND THE PROVISIONS CONTAINED IN THIS PUBLICATION AND MAY WITHDRAW OR ADD TO OR MODIFY THE MATERIALS LISTED HEREIN.”

NOTIFICATION OF NONDISCRIMINATION

NONDISCRIMINATION - QUALIFIED STUDENTS WITH DISABILITIES

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees. Refer to District Policy #103.1 for further information.

For information regarding the New Brighton Area School District, parents and/or guardians may view the district and school report cards at <http://paschoolperformance.org/>

This report contains information on class size, attendance figures, staffing, technology, library resources and support services.

Thank you.

NEW BRIGHTON HIGH SCHOOL 2018-19

PARENT/GUARDIAN(S) MUST READ AND SIGN

This handbook has been prepared to inform you about New Brighton High School. You will find the rules and regulations that govern the day-to-day operation of our school in this booklet. You will also find important information that everyone needs to know and understand.

In the event of a radiation emergency at the Shippingport Power Plant, the New Brighton Area School District is prepared to distribute potassium iodide tablets to the students and staff. Homeroom teachers will distribute the tablets, and water will be provided to each student to facilitate the swallowing of the tablets.

- YES, I DO** want my child to be given potassium iodide, when instructed by public health officials, in the event of a radioactive emergency during school hours.

- NO, I DO NOT** want my child to be given potassium iodide.

A Parent/Guardian must sign the bottom of this form and each student is to return the card to his/her homeroom teacher by **September 7, 2018**

Please print name of student:

LAST NAME FIRST NAME

I have read "THE LION" (Student-Parent/Guardian Handbook) for the 2018-19 school year with particular emphasis regarding Weapons, Discipline, Internet access, Publish student works/photographs on the internet, terroristic threats/acts, checked the potassium iodine tablet information, and understand its contents.

NAME OF PARENT/GUARDIAN

SIGNATURE OF PARENT/GUARDIAN

E-MAIL ADDRESS OF PARENT/GUARDIAN

***DETACH AND RETURN THIS FORM
TO YOUR HOMEROOM TEACHER BY September 7, 2018***

NETWORK/INTERNET USER AGREEMENT & PARENT/GUARDIAN PERMISSION FORM

This agreement must be in effect for the current school year only and must be re-signed every year. All users must sign and return this signature page, and those under age eighteen (18) must obtain parental permission. Parents/Guardians, please read and complete this document carefully. A copy of this document along with the Acceptable Use Policy (POL 815) is available on the New Brighton Area School District website: <http://www.nbasd.org>.

I release New Brighton Area School District to use the following on district/teacher web page/wiki's, blogs, and social networks:

- Educational photos/class pictures
- Student produced photos, videos, projects, essays, posters, and artwork

User Agreement: (For Students and/or Staff)

As a user of the New Brighton Area School District computer network, I hereby agree to comply with the statements and expectations outlined in this policy and to honor all relevant laws and restrictions.

STUDENT/USER SIGNATURE:

PARENT SIGNATURE:

DATE: _____

