

## PRINCIPAL'S MESSAGE

Welcome to another school year at New Brighton High School. Our school offers a number of academic and extra-curricular activities. They are intended to help each student develop values, responsibilities, work ethics, 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 of the information will aid your transition to the next grade. You will be held responsible for knowing the contents of this handbook.

Students are encouraged to work with their "Student Voice" representatives, class sponsors, guidance counselors, or the principals 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

### ADMINISTRATION

Dr. David C. Pietro .....Superintendent  
 Dr. Joseph A. Guarino ..... Director of Curriculum  
 Mr. John T. Sepe ..... Business Manager  
 Dr. Marjorie Warnes ..... Director of Pupil Services  
 Mr. Robert Lee ..... Director of Technology  
 Mr. Robert Fedeles ..... Maintenance Supervisor

### SCHOOL BOARD

Mr. Harry Caminite .....President  
 Mr. Kent McDermott ..... Vice President  
 Mrs. Christeen Ceratti ..... Board Member  
 Mr. Jay Funkhouser ..... Board Member  
 Mr. John Ludwig ..... Board Member  
 Mr. Gary Rombold ..... Board Member  
 Mrs. Karen Sheffield ..... Board Member  
 Mrs. Melanie Smith ..... Board Member  
 Mr. Mitch Yanyanin ..... Board Member  
 Mrs. Linda Emert ..... Board Secretary  
 Mr. Richard Start ..... Solicitor

### HIGH SCHOOL ADMINISTRATION, FACULTY AND PERSONNEL

Mr. Edward J. Kasperek, Jr. .... Principal  
 Mr. Robert Budacki ..... Assistant Principal  
 Mr. Joseph Ursida ..... Athletic Director  
 Ms. Caroline Wiest... ..... Guidance Counselor  
 Ms. Aimee Young ..... Guidance Counselor  
 Mrs. Joyce Wasik ..... School Nurse  
 Mr. Mark Alexander ..... Vocal Music  
 Mrs. Cheryl Bair ..... Social Studies  
 Mrs. Jamie Beilstein ..... Instrumental Music  
 Mrs. Jeanne Campbell ..... Home Economics  
 Mr. Michael Campbell ..... Health/Physical Education  
 Mr. Damian Cassano ..... Arts and Crafts  
 Mrs. Allison Dalcamo ..... Communications  
 Mr. Bryan Fabyanic ..... Social Studies  
 Mr. Lance Frederick ..... Mathematics  
 Mrs. Erin Fritz ..... Science  
 Mr. Matthew Gerger. .... Industrial Arts



## ALMA MATER

We Honor Alma Mater.  
 We love New Brighton High  
 Its ever glorious spirit  
 Never ceases to be nigh.  
 The years will never lessen  
 Our loyalty so bold  
 Nor dim our deep devotion for  
 The Crimson and the Gold.

- ◆ At the end of each school year, a child's positive balance will carry over. A **Negative** balance will need to be paid before the start of the next school year. **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 students/parents responsibility to pay money owed, or request a refund.
- ◆ Students who are eligible for Free or Reduced meals may also keep money on their account for Ala Carte items.
- ◆ Applications for Free and Reduced status must be done annually by the end of each September. After July 1, 2010 you can apply on line at: [www.compass.state.pa.us](http://www.compass.state.pa.us)

Mr. Timothy Irvine.....	Communications
Mrs. Kerri Heymann.....	Mathematics
Mrs. Allison Johnson .....	Communications
Mrs. Susan Johnston.....	Mathematics
Mrs. Trece Kovach .....	Business Education
Mrs. Trisha Kovall.....	Communications
Mrs. Deborah Kruger.....	Librarian
Mr. William Lamb.....	Mathematics
Mrs. Kim Lewis .....	Health/Physical Education
Mrs. Stacy Lovra.....	Science
Mrs. Vicki Manzo .....	ESL/French
Mrs. Traci Mercer .....	Spanish
Mr. Thomas Nagel.....	Mathematics
Mrs. Diane Nuzzo .....	Learning Support
Mr. Sam Pagani.....	Industrial Arts
Mr. Bryan Pasquale.....	Social Studies
Mrs. Melinda Phillips.....	Science
Ms. Stella Pournaras .....	Spanish
Ms. Cynthia Powers.....	Learning Support
Mrs. Linda Runatz .....	Business Education
Mr. Dominic Salvucci.....	Social Studies
Ms. Jennifer Shuster.....	Learning Support
Mrs. Kathy Smith .....	Librarian
Mr. Stephen Stackiewicz .....	Industrial Arts
Mrs. Stacey Stewart .....	Communications
Mr. Matthew Stuber .....	Science
Mrs. Cheri Velto.....	ESL/Foreign Language
Mrs. Sandra Zern.....	Science
Ms. Kristen Antoline.....	Home School Visitor/Social Worker
Mr. Jerry Wright.....	Study Hall Monitor

### SECRETARIAL STAFF

Mrs. Joyce Krepps.....	Secretary
Mrs. MaryAnn Peters.....	Secretary
Mrs. Kelley Cardosi .....	Secretary
Mrs. Peggy Cardosi .....	Secretary

### CLASS SPONSORS

Mrs. Kathy Tucci.....	Senior Class
Mrs. Jeanne Campbell.....	Junior Class
Mrs. Melinda Phillips.....	Sophomore Class
Mr. Bryan Fabyanic .....	Freshman Class

## RULES, REGULATIONS & POLICIES

### ABSENCES

The Pennsylvania Public School Code requires students to attend school each day school is in session. Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that 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 from an absence, the student must bring a written statement signed by a parent/guardian to school stating the exact reason for the absence.

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 student will then be assigned two (2) Saturday Detentions with probation. 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, and all excuses will be checked for authenticity. If necessary, the school has the right to question and audit excuses when applicable.

## CAFETERIA POLICY 2010–2011

In order for you to better understand the daily operation of the cafeteria, please review the following 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. The expected date of graduation is the first 3 digits.
- ◆ 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 \$12.00 service fee and the child’s account will be debited. Money can be sent in with your child, dropped off at the building office, or mailed.
- ◆ Money on account may be used for breakfast, lunch, and Ala Carte items. **Elementary** money will be available for Ala Carte only if the Food Service Director is notified in writing.
- ◆ When an account is negative, the student will only be permitted to purchase 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  $-\$0.01$  or less.
- ◆ When an account reaches a **Negative \$10.00**, your child will be given the (an) alternative lunch and the account will be charged.
- ◆ When an account reaches a **Negative \$30.00, you will need to pack your child’s lunch until the balance is paid.**

## NOTIFICATION OF NONDISCRIMINATION

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

For information regarding civil rights or grievances procedures, contact Mr. Jason Hall, Title IX Coordinator and Section 504 Coordinator, at 3225 43rd Street, New Brighton, PA 15066. Phone: (724) 843-1795. For information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact the above identified person.

Subject to exclusions, limitations and immunities set forth in the Pennsylvania Political Subdivisions Tort Claims Act, which exclusions, limitations and immunities are specifically reserved; the New Brighton Area School District is responsible for students:

1. In school during instructional hours
2. On school district property during instructional hours
3. On school district owned, leased, or rented vehicles at activities or events that take place before, during, or after school while under the direct observation and supervision of the school district.

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” and the student will be assigned two (2) Saturday Detentions with probation for each incident. Once a student accumulates three (3) “unexcused” or “unlawful” absences, the School District is required by law to serve notice on the parent/guardian(s). Any further absences deemed “unexcused” or “unlawful” will be referred to the District Magistrate for legal action on behalf of the School District. Students who have more than three (3) unexcused absences or miss more than ten (10) days in one school year **without** legal excuse(s) are considered to be truant and may be referred to the Suspension/Expulsion Committee for placement in Alternative Education.

### 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.

### VACATIONS ELEVENTH GRADE STUDENTS

Due to the importance of PSSA 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: Writing: April 19-23, 2010, Math and Reading: April 12-16, 2010, and Science: April 26-30, 2010.

### **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 absent 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.

### **TARDINESS, LATE ARRIVAL, EARLY DISMISSAL**

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 parent/guardian(s) 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. Other than this allotment, students will be subject to the penalties listed below for tardiness, UNEXCUSED TARDINESS will include such things as missing the bus, sleeping in, alarm not working, parents not getting student up. The first three tardies of each semester (18 weeks) will have no consequence. The fourth and fifth tardies are one office detention each time. This will be a verbal assignment **without** a "detention slip" being issued or a phone call being place to the parent/guardian. Thereafter until the end of the eighteen week grading period, each **unexcused** tardy will result in a Saturday detention with probation being assigned. (The same procedure will be followed for the second eighteen-week grading period.)

## **SATURDAY DETENTION PROGRAM GUIDELINES**

**LOCATION:** New Brighton Middle School  
**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 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 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.

**Second Offense:** One (1) day Out of School Suspension and remaining detentions are to be served.

**Third Offense & thereafter:** Three (3) days Out of School Suspension and remaining detentions are to be served.

Communication, electronic, and computer devices that are outlined in this policy, include but are not limited to: Laptop computers, USB Flash drives, PDA (Personal Digital Assistants), and peripheral devices that are capable of connecting either directly or through wireless means to district hardware or the network. Also, laser pointers are prohibited on school district property at all times.

The New Brighton Area School District reserves the right to examine or inspect any electronic device outlined in this policy. Failure to comply with administrative requests will result in student not being permitted to use said electronic device during school hours.

**"All computers in the District are to be used for educational reasons ONLY. All software, hardware, network storage, and Internet usage must relate directly to student course assignments. Any use of the computers and network for work that is not directly related to course assignments is unacceptable and will not be tolerated."**

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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 decisions regarding the amount of penalty to issue for late arrival.

Any student entering school after 10:45 a.m. 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 an admittance pass permitting him/her to enter class.

Any student who is sent home by the nurses before 10:45 a.m. will be considered absent for the entire day. Any student who is sent home by the nurse after 10:45 a.m. will be considered absent for one-half day.

All **early dismissal requests** will be turned in to the high school clerical staff by 8:00 a.m. for processing. 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 (s) signature, and a phone number the parent/guardian(s) can be reached for confirmation. Except in cases of extreme emergency, students without confirmation of his/her request via parent/guardian(s) 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.

### **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, dismiss, and complete a packet of information prior to the withdrawal of the student.

### **TARDINESS AND ABSENTEEISM**

#### **EXTRA-CURRICULAR ACTIVITIES AND DANCES**

Students should review the policy in this handbook regarding the tardy policy and penalties. Students who are tardy after 9 a.m. without a legal excuse or the prior approval of the Principal, will not be permitted to practice or participate in extra –curricular 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 days not including legal excuses, will not be permitted to participate in extra-curricular activities such as, school dances, Christmas Dance, Prom, games, field trips, plays, etc.

### **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 to 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:

## **EDLINE**

With EDLINE, an easy to use password protected link between the home and school can be established. Grades, assignments, notes, news, and other school information can be accessed 24 hours a day, seven days a week.

An access code for each of your children in the school system is necessary to activate your account. This code provides access to a personalized view of all relevant school information. To obtain an access code, visit the district website ([www.nbasd.org](http://www.nbasd.org)) and select the Edline tab. You will then submit an Edline Request. Requests should be completed within a 48 hour timeframe.

## **STUDENT WORKS / PHOTOGRAPHS ON THE INTERNET**

Unless otherwise notified, the School District may include student exemplary works or student photographs on the New Brighton Area School District's website during the 2010-2011 school year. If you would like a copy of the "Publishing Student Work and Photographs" policy, please contact Mr. Robert Lee at (724) 843-1795 ext 408.

## **ELECTRONIC DEVICES**

As per policy #237 Electronic Devices, students are required to register all personal electronic devices (as identified in the list below) with the high school office through the completion of a form provided in the student's homeroom. Those students who bring and use devices not registered are subject to appropriate discipline by the building and district administration. Students are reminded that backpacks, briefcases, laptop carriers, and other bags or pouches similar in nature are to remain in student lockers during the course of the school day.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

### **ERRORS/OMISSIONS RISKS**

New Brighton Area School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. New Brighton Area School District will not be responsible for any damages users suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence, malfunctions, or user errors or omissions. New Brighton Area School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **EXCEPTION OF TERMS/CONDITIONS**

All terms and conditions as stated in this document are applicable to the New Brighton Area School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the Commonwealth of Pennsylvania and the United States of America.

### **Level One—Teacher and Office Detentions**

Teacher detentions are given for minor classroom and building infractions. Examples of teacher detention offenses, *but not limited to the examples*, are the following: Excessive unproductive talking, late to class or continually unprepared, direct 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 two (2) office detentions.

Office detentions are given for slightly more serious discipline infractions. Examples of office detention, *but not limited to the examples*, are the following: Class cutting; rude or discourteous behavior; walking out of class; riding the elevator; use of profane, vulgar or obscene language or gestures; forged passes; PDA (public display of affection); leaving the building through the 4th floor doors and missing the Vo-Tech bus - first offense; failure to accept reasonable direction/discipline from a teacher; tardies (fourth and fifth times per semester); repeated offenses of classroom misbehavior; repeated teacher detentions (for same offenses); and failure to have ID badge *in possession* when requested to present it. A student receiving an office detention will be assigned to the North Commons for the following school day. Students must begin serving the detention immediately after the 24 hour notice has been given. Office detentions begin at 2:30 p.m. and run until 3:05 p.m. Students will receive a detention slip indicating the offense and the dates that the detentions are to be served. As a courtesy to the parents, the teacher or administrator assigning the detention will make three attempts to contact the parents regarding the incident. The

student is obligated to serve his or her detention regardless of whether or not these messages are received. Failure to serve office detention will be reported to the office the following school day, and the building administration will automatically assign Saturday detention. A conduct referral will be issued for all level one offenses. Students are reminded that their first responsibility is to the school. Therefore, no other activity such as work, athletic practices, etc. will be cause for missing detention.

### **Level Two—Saturday Detention**

Saturday detentions are assigned by the building administration for serious infractions of the school discipline policy. Examples of Saturday detention offenses, *but not limited to the examples*, are the following: Failure to serve office detention; attendance problems; forged excuse; bus violations, leaving the building without authorization (first offense); tobacco policy violation; failure to accept reasonable direction/ discipline from an administrator; tardies (sixth offense and above per eighteen week grading period); repeat dress code violations; disrespect (first offense); insubordination (first offense); illegal/unlawful absence; “push/shove” incidents; loitering in the hallway/locker areas; repeat PDA; repeat offenses of missing Vo-Tech bus and intimidation. 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 (see p. 73 for detailed guidelines). Parent/Guardian(s) will be notified by the building administration of the offense and receive a copy of the Conduct Referral 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

- Students are not to access email accounts during the school day unless there is an educational purpose as indicated by a teacher. New Brighton Area School District is not responsible for inappropriate use of email after the school day. School discipline may occur if inappropriate use of email after school hours affects the school learning environment.

### **Publishing to the World Wide Web**

Students’ work may be considered for publication on the World Wide Web. Such publishing requires parent/guardian permission. If parents **do not** want their child’s work published, this must be indicated on the signature page.

Unidentified photos or videos of students may be published on websites, illustrating student projects and achievements. His/her photo or video would appear on pages with a clear school related purpose and will be included to further instructional and/or co-curricular activities. If parents **do not** want their child’s photo or video published, you must indicate this on the signature page.

### **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.

## **Terms and Conditions**

- All students and participants must agree to the terms and conditions of this agreement.
- No student may edit or delete the work of another without teacher permission.
- Teachers will make every reasonable effort to monitor conduct in order to maintain a positive learning community. All participants will respect each other's time and efforts by supporting the same positive approach.
- No student or other participant may include any information or images on the site that could compromise the safety of him / herself or others.
- All participants will be respectful in their postings and edits. No trash-talk, inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will be tolerated.
- No student or other participant may post, comment, or change settings on the site in violation of these terms and conditions.
- All use of these resources must be in accordance with this policy, including school related entries made from computers outside of school.
- No posting or editing may facilitate or promote illegal activity, either overtly or by implication.

## **Email**

- In order for all students to participate in some of the Internet resources, an email account must be used. This account will allow your student to register and access materials online. It is simply a necessary component for registering in order to access these resources. This email address will be provided by the district and will be monitored to ensure that it remains (CIPA) compliant.
- A record of emails used will be maintained by way of the signature page.

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 extra-curricular 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 conduct referral will be issued for all level two offenses.

## **Parent/Guardian and 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.

## **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**—A suspension 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 serious misconducts, *but not limited to the examples*, are as follows: Violations of the moral law; violation of the Drug and Alcohol Policy; repeat instances of insolence, disrespect, insubordination;

incorrigibility; fighting; 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; failure to serve a reassigned Saturday Detention.

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 will 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

Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.

### **P.L. 106-554 Sec. 1732**

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minor's access to materials harmful to them.

### **USE OF WEB 2.0 RESOURCES**

Students at New Brighton Area School District will be using various resources for the purpose of educational endeavors that include, but are not limited to:

- Responding to and commenting on curriculum projects
- Creating written projects / media projects and commenting on each other's work
- Reviewing and sharing study strategies before tests and quizzes
- Collaborating on projects
- Researching points of view on a topic
- Constructing class notes and writing persuasively
- Making classroom suggestions
- Creating content pages on curriculum topics

## 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. Employees and 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.

## COPYRIGHT

**P.L. 94-553**  
**Sec. 107**  
**Pol. 814**

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

## SAFETY

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator.

Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc.

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. 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.

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.
8. Mental, verbal, and/or physical intimidation of a fellow student or teacher.

## DRUG AND 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 including such 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.

Any student found to be under the influence of, found to be selling illegal drugs, or found to be selling alcoholic beverages during regular school hours or 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.
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 extra-curricular 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.

12. Use of the network and/or its resources to transmit material likely to be offensive or objectionable to recipients, including but not limited to spam.
13. Use of the network and/or its resources for to intentionally obtain or modify files, passwords, and data belonging to other users, internal or external to the district's network.
14. Implementation of another user, anonymity, and pseudonyms, i.e. identity theft.
15. Use of network facilities for fraudulent copying, communication or modification of materials in violation of copyright laws.
16. Copying, loading, or use of unauthorized or pirated games, programs, files, data or other electronic media.
17. Use of the network and/or district resources to disrupt the work of other users.
18. Destruction, modification, vandalism, or abuse of network hardware, software and/or functionality.
19. Quoting personal communication in a public forum without the original author's prior consent.
20. The creation of links to other networks whose content or purpose would tend to violate these guidelines.
21. Attaching rogue devices or applications to district resources.
22. Sending unsolicited email for the purpose of advertisement or non-district business.
23. Installation and/or use of non-district authorized remote desktop or other computing utilities.
24. The use of external hard drives or flash drives on the network.
- 25. The use of non district owned equipment on the network without the prior approval of the Director of Technology.**

## PROHIBITED ACTIVITIES

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. The following activities are specifically prohibited and if performed will subject the user to consequences, including but not limited to loss of access, disciplinary action, and/or legal actions:

1. Use of the network to facilitate any illegal activity including “hacking”.
2. Use of the network and/or its resources for commercial or for-profit purposes.
3. Use of the network and/or its resources for non-work or non-school related work.
4. Use of the network and/or its resources for product advertisement or political lobbying.
5. Use of the network and/or its resources for harassment, hate mail, discriminatory remarks, **cyber bullying** and offensive or inflammatory communication.
6. Access to obscene or pornographic material or child pornography.
7. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
8. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
9. Unauthorized or illegal installation, downloading, distribution, reproduction, or use of copyrighted materials, i.e. plagiarism.
10. Use of the network and/or its resources to access illegal, obscene, pornographic material, or other material harmful to minors.
11. Use of inappropriate language or profanity on the network and/or its resources.

## 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 area(s) of responsibility. Prior to the season, coaches and sponsors will submit rules that must reflect these minimum standards to the principal

## 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 students 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.

3. Respect and protect the intellectual property of others.
  - o Not infringe copyrights (includes but not limited to making illegal copies of music, games, videos, images or publications).
  - o Not plagiarize.
4. Respect and practice the principles of community.
  - o Communicate only in ways that are kind and respectful.
  - o Report threatening or discomfoting materials to a teacher or administrator immediately.
  - o 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 **cyber bullying**).
  - o Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - o Not use the resources to further other acts that are criminal or violate the school's code of conduct.
  - o Not send spam, chain letters, or other mass unsolicited mailings.
  - o Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

**SUPERVISION AND 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.

access the Internet and use network resources (including email) for educational purposes only and their usage will be logged.

### **STAFF INTERNET/ NETWORK ACCESS**

NBASD staff will have the opportunity to access Internet services after review of the Acceptable Use Policy and submission of the User/Agreement Form. NBASD staff members must maintain proper Internet practices to retain Internet privileges. NBASD staff will access the Internet and use network resources (including email) for educational purposes only and their usage will be logged.

### **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.
  - o Use only assigned accounts.
  - o Not view, use, or copy passwords, data, or networks to which they are not authorized.
  - o Not distribute private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - o Observe all network security practices.
  - o Report security risks or violations to a teacher or network administrator immediately.
  - o Conserve, protect, and share these resources with other students and Internet users.
  - o Not destroy or damage hardware, data, networks, or other resources that do not belong to them.
  - o Not attempt to login to sites / accounts without proper authorization.

### **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.**

### ***Notification Procedures***

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.

### **TERRORISTIC THREATS/ACT POLICY**

The Board prohibits any district employee 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.

## **P.L. 106-554 Sec. 1711, 1721**

The Superintendent or designee shall be responsible for implementing technology and procedures to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

### **STUDENT INTERNET/NETWORK ACCESS**

#### **Elementary Students (K – 5)**

Elementary students will have the opportunity to access Internet services after review of the Acceptable Use Policy and submission of the User/Parent Permission Form. The student must maintain proper Internet practices to retain Internet privileges. Elementary students will access the Internet and network resources (including email) for educational purposes only. They will be monitored by a staff member and their usage will be logged.

#### **Secondary Students (Middle and High School)**

Students will have the opportunity to access Internet services after review of the Acceptable Use Policy and submission of the User/Parent Permission Form. The student must maintain proper Internet practices to retain Internet privileges. Secondary students will

prescription drugs and controlled substances; drug culture; terrorism; and hate and discrimination.

The use of the Internet is a necessary educational tool, and inappropriate use will result in restriction of Internet use. Each user in the New Brighton Area School District will be instructed by New Brighton Area School District faculty pertaining to the proper use of the network and Internet.

The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action. The administration, faculty, and staff of New Brighton Area School District may request the system administrator to deny, revoke, or suspend specific users. The Director of Technology and the administration along with the Network Administrator will deem what is inappropriate use, and their decision is final.

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet. The building administrator shall have the authority to determine what inappropriate use is.

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.

### **STUDENT ASSISTANCE PROGRAM (S.A.P.)**

This policy was adopted by the New Brighton Area School Board on March 19, 1990. 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:

Mr. Kasperek	Ms. Cwynar
Ms. Powers	Ms. Wiest
Mrs. Wasik	Mr. Fabyanic
Ms. Antoline	Ms. Young
Mr. Pasquale	Mrs. Fritz
Mr. Gerger	

or through the Assistant Principals Office.

## PERSONAL 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 personal communication devices during the school day—7:30 a.m. to 2:20 p.m. If a parent or guardian needs to speak to a student, they may contact the high school main office at 724-846-1050.

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

Any student found to be in possession of personal communication devices will be directed by staff to surrender the device and a Saturday Detention will be assigned for the first offense...two Saturday Detentions for the second offense...and one day out-of-school suspension for the third offense. The device will be given back only to a parent/guardian on the Friday of the week that the device was confiscated. Continued violation of the school policy may result in progressive disciplinary action in accordance with the district discipline policy.

## HAND-HELD DEVICES

Radios, CD players, headphones, hand-held video games, MP3 players, digital cameras and walkmans 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. District personnel will confiscate these devices and a Saturday Detention will be assigned for the first offense...two Saturday Detentions for the second offense...and one day out-of-school suspension for the third

lobbying is also prohibited. **Use of district network or equipment for cyber bullying is prohibited.**

All persons who access the Internet must conduct themselves in a responsible, ethical, and polite manner while using the network. On the Internet, however, there are many resources that are inappropriate or not designed for use with elementary and secondary education. Use of the Internet shall be limited to educational and instructional purposes related to the class curriculum of the particular user and for no other purpose. The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Use of the Internet shall be subject to the policies of the New Brighton Area School District governing student expression and permissible uses of school district facilities generally. Ignorance of this policy and expectations does not exempt individuals from consequences. 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.

The district reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users.

## RESTRICTIONS

**P.L. 106-554**  
**Sec. 1732**

The Board establishes that materials related to the following areas are deemed inappropriate, in addition to those stated in the law: hacking; gambling or on-line gambling; violence; firearm assembly or sales; alcohol sales; sale of

## NEW BRIGHTON AREA SCHOOL DISTRICT 815. ACCEPTABLE USAGE POLICY (FINAL DRAFT) 2010

### USE OF INTERNET

The Board supports use of the Internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration. For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The purpose of access to the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources opportunities for collaborative work. Use of the system must be in support of education and research and be consistent with the educational objectives of the New Brighton Area School District. Use of other organizations, networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities and by for-profit institutions is not acceptable. Use for product advertisement or political

offense. The device will be given back only to a parent/guardian on the Friday of the week that the device was confiscated. Continued violation of the school policy may result in progressive disciplinary action in accordance with the district discipline policy.

### 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 168, 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, effective April 1, 1995.

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 ignited 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/non-certified 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 three (3) Saturday Detentions with probation assigned and a citation filed with the District Magistrate. Others violating this policy will follow the guidelines of NBSD policy # 423—Smoking.

## BULLYING

1. Purpose
 

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.
2. Definitions
 

SC 1303.1-A

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:

  1. Substantial interference with a student's education
  2. Creation of a threatening environment
  3. Substantial disruption of the orderly operation of the school

Bullying as defined in this policy, includes cyberbullying.

SC 1303.1-A

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.
3. Authority
 

SC 1303.1-A

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.
4. Delegation of Responsibility
 

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

SC 1303.1-A

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

SC 1303.1-A

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.

SC 1303.1-A

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

  1. Board's Bullying Policy
  2. Report of Bullying Incidents
  3. Information on the development and implementation of any bullying prevention, intervention or education programs.
5. Guidelines
 

SC 1303.1-A  
Title 22  
Sec. 12.3  
Pol. 218

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to 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 web site, if available.

SC 1302-A

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

SC 1303.1-A  
Pol. 218, 233

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

  1. Counseling within the school
  2. Parental Conference
  3. Loss of School Privileges
  4. Exclusion from school-sponsored activities
  5. Detention
  6. Suspension
  7. Expulsion
  8. Referral to law enforcement officials

References: School Code – 24 P.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

## 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, 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.

***PLEASE NOTE: It is the responsibility of each club member to check with the officers and sponsors to verify their fundraising and other obligations and privileges. This applies to members of all clubs.***

## 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.

## 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 Pass issued by the main office at all times while in the building.

It is the responsibility of *all* students and employees **at all times during the day**, to have in their possession and produce upon request, a New Brighton Area School District identification badge. Failure to observe the guidelines, as outlined in this policy, will result in disciplinary action. If badges are lost, a replacement badge will be issued for a fee of \$3.00.

## 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 districts 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:

- a. Provide for safeguards against substance and tobacco usage.
  - b. Screen students for dances that permit out-of-school individuals.
  - c. Make provisions that address student safety and the security of the building facilities.
  - d. Instill a sense of student responsibility.
1. The building Principal will implement the policy by informing students and sponsors of the District's extra-curricular programs:
    - a. Club officers are to participate in the planning of dances.
    - 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. Officers, with the guidance of their sponsor, will organize and participate in the sale of dance tickets.
    - 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.

## 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, which includes both the Concert and Marching organizations, and the 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 provides himself with the opportunity to take part in a variety of extra curricular activities. Among these activities are football games, competitions, band festivals, out-of-town trips, performances for local and civic organizations, and the annual spring concert for members of the student body, faculty, and community. Band students can also become eligible for membership in various county, state, regional and state honors ensembles.

Most importantly, band membership offers the student both an enjoyable and enlightening musical experience.

## YEARBOOK

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

**Section 2. Authority.** The Board prohibits the use of anabolic steroids, except for a valid medical purpose, by any student involved in school-related athletics. Body building, 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.

**Section 3. Rules and Regulations.** 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.

## CLUBS AND 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.*

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.
7. Tickets are not transferable.
8. Students who attend an after-dance sponsored by a school organization will be transported by a school contracted carrier only.
9. Students who are absent for more than the 10 days or have accumulated 3 Unexcused/Unlawful absences, not including legal excuses, will not be permitted to attend the dance.
10. 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.
11. Students who are serving suspensions or are on Saturday detention probation will not be permitted to attend a dance.
12. The Superintendent and School Board will receive requests for scheduled dances one month prior to the scheduled dance date.
13. Any problems that involve those students who are unable to attend the dance and another partner is requested, the requested partner must be referred to the sponsor for approval.
14. 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.
15. Students attending proms and formal dances sponsored by other school districts are permitted attendance only if they meet the eligibility requirements of New Brighton High School and the attending 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 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 will be revoked for the following periods of time: First Suspension—Upon returning to school, the student will have his/her driving privileges **revoked for two weeks**. Second Suspension—Upon returning to school, the student will have his/her driving privileges **revoked for four weeks**. Third Suspension—Upon returning to school, the student will have his/her driving privileges **terminated**.

- 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

**Section 1. Purpose.** 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.

## ATHLETICS

Interscholastic athletics at New Brighton High School include regularly scheduled competitions in baseball, basketball, cross-country, football, golf, soccer, tennis and track. A strong girls' interscholastic athletic program has been established in basketball, softball, tennis, track and volleyball.

### ELIGIBILITY FOR SPORTS AND 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 high school administration.

### SPORTSMANSHIP CODE

- We consider all athletic opponents as guests and treat them with all the courtesy due to friends and guests.
- 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.

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.

Before the opening of school, the bus routes are posted on the entrance doors of the high school. 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
2. To stay with a relative
3. To attend non-school functions such as scouts, dance, athletic event, YMCA, etc.
4. To meet a parent who is visiting a friend or relative.

### Tips for Safe Bus Riding

#### *Before the bus arrives ...*

- Make sure you are waiting at your bus stop on time.
- Stay off the road.
- Wait in a safe place that can be seen by passing cars.
- Be thoughtful and friendly to other students at the bus stop.

#### *When the bus arrives ...*

- Make sure that the bus comes to a complete stop before you go near it.
- Get on the bus without pushing or shoving.
- After getting on the bus, go directly to a seat and sit down.

- Remain in that seat until you get off the bus. Do not change seats.

*While you are on the bus ...*

- Obey the bus driver at all times.
- Keep the aisles clear at all times.
- Do not shout to other students on the bus or outside your windows.
- Do not put your hands or head out the windows.
- Do not throw objects on the bus or out of the windows.
- Do not damage or litter the bus in any way.

*When you are ready to get off the bus ...*

- Stay in your seat until the bus comes to a complete stop.
- **Walk** off the bus without pushing or shoving.
- Look both ways for traffic before crossing the front of the bus.

## **STUDENT ATTENDANCE OF EXTRA-CURRICULAR 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

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**

1. All students are required to bring and do work. Failure to bring work will result in 2 days of 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.

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

3. Anyone who does not ride the Vo-Tech bus without prior permission granted, will receive the following:
  - A. First Offense—3 Saturday Detentions
  - B. Second Offense—3 days out-of-school Suspension
  - C. Third Offense— removal from the Vo-Tech Program

All rules and regulations of the New Brighton High School District apply to the New Brighton Students attending the Vo-Tech School.

## LIBRARY AND 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 ordinary 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.

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.*

During homeroom period - Carpe Diem, 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 two (2) office detentions 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.

1. Full-cut (not tight) shorts can be worn. Overly-tight shorts such as spandex or leotard-style are not permitted. **Shorts must be worn at a reasonable length as determined by the high school staff.**
2. Shoes or sandals must be worn at all times, with sandals being allowed in areas other than lab or shop. **In accordance with Public Health Regulations, bare feet are not permitted at any time and socks or stockings must be worn.**
3. Appropriate clothing covering the upper body must be worn at all times. Halters, mesh tops, spaghetti-strap tops, sleeveless tops, see-through tops, muscle shirts, tank tops, cropped tops, suggestive and/or obscene t-shirts, other items of apparel or jewelry depicting drugs

- (including “mushrooms”), alcohol, profanity, criminal acts, slogans or pictures relating directly or indirectly to sexual acts or behaviors are determined to be inappropriate for school and are prohibited. All upper body apparel must be long enough to cover the waist area so that *bare skin is not visible even when students hands or arms are raised.*
4. Hats, bandanas, kerchiefs, headbands, wristbands, head adornments, gloves, hoods of any type, pajamas and sunglasses are not permitted to be worn in school and *shall be removed by the student as soon as they enter the building and placed in his/her locker.*
  5. Students may not wear overly short or overly tight skirts or dresses. ***Skirts and/or than three (3) inches above the knee (no mini skirts).*** In case of questionable attire, the administration will make the final determination.
  6. The wearing or displaying of “colors” or other items that identify a student as a member of any non-school-approved group, gang, or organization is strictly prohibited.
  7. Students may not wear or have in their possession waist chains, wallet chains, locks as accessories, “dog collars”, pocket chains or spiked or studded neck or wrist bands.
  8. Students *may not* wear outerwear jackets or coats in school. However, hooded sweatshirts may be worn, as long as hoods are down at all times. It is suggested that a sweater be kept in one’s locker for times of cool weather.
  9. Backpacks, book bags, back pack purses, or items resembling these articles will not be permitted beyond the locker area.
  10. Pants or shorts must be pulled up and belted at the waist and cannot expose boxers or underwear.

## BEAVER COUNTY AREA VOCATIONAL TECHNICAL SCHOOL INFORMATION

### GENERAL INFORMATION

\The New Brighton Area School district is a participating member of the Beaver County Area Vocational Technical School and can offer to Junior and Senior students a choice of vocational areas. These vocation offerings are in addition to courses offered at New Brighton High School and are provided by the district at no cost. Students selected to AVTS (Area Vocational Technical School) attend one half of each school day at the AVTS located in Center Township and the other half of the day at New Brighton High.

### 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 VoTech. 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 VoTech, s/he must present this request to the high school office prior to departure for VoTech. 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.

### RULES AND 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 Vo-Tech School all day, a student should have written permission 24 hours in advance.

# PHYSICAL EDUCATION

## MEDICAL EXCUSES

All students must schedule physical education. If a student is medically excused or restricted, adaptive activities or reports will be assigned if necessary for grading purposes.

## GUIDANCE AND 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. A pass can be acquired from either counselor prior to the visit.

The purpose of the guidance program is to assist the students in solving problems, arranging classes to meet the educational and career goals, providing students with job placement information, and provide 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 your child’s counselor are urged to call the guidance office for an appointment (724-846-1050).

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 Bell.....	7:00 to 7:20 a.m.
Dismiss to Homeroom.....	7:20 a.m.
Late Bell.....	7:30 a.m.
Homeroom Period -(Carpe Diem) .....	7:30 to 7:47 a.m.
Period 1.....	7:50 to 8:30 a.m.
Period 2.....	8:34 to 9:14 a.m.
Period 3.....	9:18 to 9:58 a.m.
6 Minute Break	
Period 4.....	10:04 to 10:44 a.m.
Period 5.....	10:48 to 11:28 a.m.
Period 6.....	11:31 to 12:11 a.m.
Period 7.....	12:14 to 12:54 a.m.
Period 8.....	12:57 to 1:37 a.m.
Period 9.....	1:40 to 2:20 p.m.

## ANNOUNCEMENTS

Announcements of general student and school information will be made during Carpe Diem. 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 a.m. and 8 a.m. 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](http://www.kdka.com) or [www.wpxi.com](http://www.wpxi.com)]

## **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.

program following a formal hearing before the Suspension/Expulsion Committee of the School Board.

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

Students who have missed more than three (3) unexcused absences or miss more than ten (10) days in one academic year without a legal excuse are considered to be truant and may be referred to the Suspension/Expulsion Committee for placement in Alternative Education.

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

Students returning from placements or who are on probation resulting from being adjudicated delinquent in a proceeding under Act 43 Pa. C.S. Chapter 63 or who have committed a crime under an adult criminal proceeding shall be entered directly into Alternative Education without notice. Board action and a due process hearing will follow as soon as practical. Students shall be eligible for consideration for the regular education program after successfully completing one semester of alternative education without infraction.

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.

## 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 LEGAL 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. THIS INCLUDES TESTS.**

## 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

During the 1995-1996 school year, the Board of School Directors adopted and implemented an Alternative Education Program for students whose needs could not be met in the regular classroom. Students are placed in this

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. Except for school entry and dismissal, the north stairs are to be used to go *up*, and the south stairs are to be used to go *down* by all students.
10. Public display of affection is unwelcome. A first offense receive two (2) office detentions. 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

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.

## 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. Teachers requesting students to be excused from study hall on a permanent pass must submit a request, in written or electronic format, to the principal's office. If approved, this transfer will be made on the student's schedule. The teacher that requests the student on the permanent pass will be responsible for him/her during the scheduled class time.

## 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 two office detentions for the first offense. Progressive discipline will be followed for all students who repeatedly abuse this regulation.

work with the school and assist the student in making the necessary improvements before the report period is over.

Currently, 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 93% or better average. The three students having the highest average will named in order of rank.

## 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.

## 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.

## 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 obligations must be fulfilled prior to commencement. The following situations would exclude one from the commencement exercise:

- Failure to complete all aspects of Senior project
- Failure to pay a debt owed to New Brighton School District 72 hours prior to commencement (to include but not limited to English, Math, Science, Social Studies, technology, Physical Education, Extra-curricular, Discipline, etc.)
- Failure to complete the class credit requirement
- Failure to attend all commencement practices
- Failure to attend the Honor/Award assembly
- Failure to complete state health mandates

## 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

## LOCKERS AND THEIR USE

Each student will be assigned their 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. At the end of the school year, a \$5.00 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, after third period, at lunch time, and at school dismissal. **STUDENTS ARE NOT TO VISIT THEIR LOCKERS DURING STUDY HALLS OR CLASS TIME.**

A locker search may be conducted when there are circumstances present giving reasonable suspicion to suspect that a student locker contains any items or substances that may be harmful to the school, its students, or personnel, the possession of which would be violation of law or school policy.

The District may, without notice to the students or others, conduct random locker searches and/or utilize drug detention 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, AND 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. Rubbish must be deposited in the receptacles provided.
5. No food of any type may be eaten outside the commons.
6. Hostesses are to be treated respectfully.
7. Repeated disregard of these guidelines will result in removal from the commons area.

**STUDENT BREAKFAST AND LUNCH PRICES**

- Student breakfast—\$1.00
- Student lunch—\$2.00
- Reduced breakfast—\$.30
- Reduced lunch—\$.40

**\*See page 75 Cafeteria Policy 2010-2011**

**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**

A payphone is available for student use. It is located in the hallway, outside the old gym. A student must have a pass from the study hall teacher before using the telephone. A student is not permitted to use the telephone during class time. In case of an extreme emergency the office telephone may be requested and approval will be considered on a case by case basis.

**CREDIT REQUIREMENTS**

Students must earn at least 26.5 credits during their high school years in order to meet graduation requirements.

Diploma.....	26.5 credits
Senior Homeroom.....	18 credits
Junior Homeroom... ..	12 credits
Sophomore Homeroom.....	6 credits

Required graduation credits:

English.....	4
Math.....	4
Social Studies.....	4
Science.....	4
Technology Education .....	1
Electives .....	6
Physical Education .....	1
Computer.....	1
Senior Project.....	1
Health.....	0.5
<b>Totals .....</b>	<b>26.5</b>

**NOTE: ALL STUDENTS PLANNING TO PARTICIPATE IN ATHLETICS AND CHEERLEADING MUST BE SCHEDULED FOR (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. Once all students are scheduled, the master schedule is prepared, teacher assignments made, and individual students schedules completed.

The deadline for changing a subject 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.

## **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.

## **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. 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 AND SERVICE**

### **HEALTH OFFICE PROCEDURES AND 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.

## **STUDENT EVALUATION**

### **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.

### **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 grading periods, students have ten (10) school days from the end of the report period in which they must complete the make-up work. If a student has not completed the work in this period of time, the incomplete grade (I) will become a failing grade (F).

If a student receives an incomplete grade (I) during the final marking period and fails to complete the work required for the course by the last teacher day of the school year, he/she will not receive credit for the course. Seniors must complete all work required for their incomplete grade on or before the date senior grades are due.

### **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 schedule Physical Education each year. 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.

## 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.

The parents will be notified and requested to transport their child to an acute care facility.

## PENNSYLVANIA DEPARTMENT OF HEALTH MANDATES

Pennsylvania State Health Law mandates an annual vision screening for all pupils, an audio logical 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

The Pennsylvania mandates for school immunizations were revised during the 2001-2002 school year.

## 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.