

# THE LION

## STUDENT HANDBOOK



# NEW BRIGHTON HIGH SCHOOL

2024- 2025

SIGNATURE CARD ENCLOSED

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# NOTIFICATION OF NONDISCRIMINATION

## NONDISCRIMINATION - QUALIFIED STUDENTS WITH DISABILITIES

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

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

## NONDISCRIMINATION - TITLE IX

*The New Brighton Area School District does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, disability, ethnicity, national origin or age in its education programs and activities. The protection against discrimination extends to employment.*

*For information regarding Title IX, and reporting procedures, contact Dr. Jason Hall, Title IX Coordinator, 3200 43rd Street, New Brighton, PA 15066 or 724-843-1795 x1 or via email at [jhall@nbasd.org](mailto:jhall@nbasd.org). Information is also available on the district website, [www.nbasd.org](http://www.nbasd.org), in the Family Resources section.*

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

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

**Thank you.**

## **Annual Public Notice of Special Education Services and Programs, Services for Gifted Students, and Services for Protected Handicapped Students**

### **Notice to Parents**

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 Pa Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.



This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children ages three through twenty-one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate school district or charter school identified at the end of this public notice.

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least 3 years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas. (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean of standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact the Beaver Valley Intermediate Unit.

### **Evaluation Process**

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school that your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, ages three through five, may request an evaluation in writing by addressing a letter to the intermediate unit.

### **Consent**

School entities cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, [www.Pattan.net](http://www.Pattan.net). Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

### **Program Development**

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

### **Confidentiality of Information**

The SDs, IUs and CSs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of

majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages.

One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child contact the school entity listed below. For preschool children, information, screenings and evaluations requested, may be obtained by contacting the Intermediate Unit. The addresses of these entities are as follows:

**Intermediate Unit**

Beaver Valley Intermediate Unit  
147 Poplar Avenue Monaca, PA 15061  
(724)774-7800

**New Brighton Area School District**

3225 43rd Street  
New Brighton, PA 15066 724-843-1795

The school entity or charter school will not discriminate in employment, education programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, intermediate unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

## **PRINCIPALS' MESSAGE**

Mr. Yates and Mr. Budacki welcome you to New Brighton High School. We offer a number of academic and extracurricular activities which are intended to help each student develop values, responsibilities and work ethics. We want our students to develop a sense of family, self-esteem and a positive regard for others; and strongly encourage all students to become active in clubs, activities, athletics or a specific academic program.

This is your school, our school, and pride has been a long standing tradition. Be proud and aware of your responsibility to keep our school someplace special. Your teachers, counselors, and administrators are here to assist you make your high school years rewarding ones.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

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

## **ADMINISTRATION AND FACULTY**

### **DISTRICT ADMINISTRATION**

Dr. Joseph A. Guarino .....Superintendent  
Mr. Nicholas Long .....Director of Student Services  
Ms. Marydenise Feroce..... Business Manager  
Mr. Rodney Bobin ..... Director of Technology  
Mr. James Bobin .....Director of Grounds



## SCHOOL BOARD

Mr. John Ludwig .....	President
Mrs. Christeen Ceratti .....	Vice President
Mrs. Jewel Collwell .....	Board Member
Mrs. Katherine Crisci.....	Board Member
Mr. Jay Funkhouser .....	Board Member
Mrs. Elizabeth Hough.....	Board Member
Mr. Matthew LeDonne.....	Board Member
Mrs. Bernadette Mattica .....	Board Member
Mr. Steven Powell .....	Board Member
Mrs. Laura Nicholson .....	Board Secretary
Mr. Richard Start.....	Solicitor

## HIGH SCHOOL ADMINISTRATION, FACULTY AND PERSONNEL

Mr. Ryan L. Yates .....	Principal
Mr. Robert A. Budacki, Jr. ....	Assistant Principal
Officer Scott Sullivan.....	School Police Officer
Ms. Kristen Antoline .....	Home School Visitor/Social Worker
Ms. Michelle Hubbard .....	School Counselor
Ms. Aimee Young.....	School Counselor
Mrs. Bethany Hokenbrough RN .....	School Nurse
Mrs. Kaitlyn Morrison RN .....	School Nurse
Mr. Jerrod Planitzer.....	Athletic Director
Mr. Mark Alexander.....	Vocal Music
Mr. Dexter Aley .....	Business Education
Ms. Stacy Bruno .....	Science
Mr. Michael Campbell .....	Health/Physical Education
Mr. Joseph Chewing .....	Instructional Assistant
Mrs. Hannah Claerbaut.....	Instrumental Music
Mr. Damian Cassano .....	Art
Mrs. Rachael Didio.....	English
Mr. Lance Frederick .....	Mathematics
Mrs. Erin Fritz .....	Science
Mrs. Katelyn Garuccio.....	English
Mrs. Kerri Heymann .....	Mathematics
Mr. David Hixenbaugh .....	Technology Education
Ms. Jessica Inman .....	Mathematics
Mrs. Megan Kauffman.....	Learning Support
Mrs. Hailey Kohan.....	Learning Support
Mr. Shawn Konter .....	Instructional Assistant
Mrs. Mary Kurtz .....	Instructional Assistant
Mr. William Lamb .....	Mathematics
Mrs. Kim Lewis .....	Health/Physical Education

Ms. Traci Mercer .....	Spanish
Mr. Tom Nagel .....	Mathematics
Mrs. Kate Shatal .....	Family & Consumer Science
Ms. Nicole Nardulli .....	English
Mrs. Diane Nuzzo .....	Learning Supports
Mr. Bryan Pasquale .....	Social Studies
Mr. Connor Perry .....	Learning Support
Mrs. Melissa Pfeuffer .....	Instructional Assistant
Mrs. Melinda Phillips .....	Science
Ms. Linda Runatz .....	LOLA Director/Yearbook
Mr. Dominic Salvucci .....	Social Studies
Mr. Stephen Stackiewicz.....	Technology Communications
Mr. Matthew Stuber.....	Science
Mrs. Amanda Szymoniak .....	Business Education
Mr. Joseph Tabay .....	Social Studies
Mr. Rob Wahl.....	Science
Mr. Richard Walton .....	Life Skills
Mr. Jerry Wright .....	Study Hall Monitor

#### SECRETARIAL STAFF

Mrs. Tammy Goehring .....	Secretary
Mrs. Sundy Gentile .....	Secretary
Mrs. Molly Walton .....	Secretary

#### CLASS SPONSORS

Mrs. Hailey Kohan.....	Senior Class
Ms. Nicole Nardulli .....	Junior Class
Mrs. Melinda Phillips .....	Sophomore Class
Mrs. Rachel Didio.....	Freshman Class

## RULES, REGULATIONS & POLICIES

### ABSENCES

The Pennsylvania Public School Code requires students to attend school every day school is in session. Parents or guardians of children between the ages of 6 to 18 (or until graduation) are required by the compulsory attendance law to ensure their children attend an approved educational institution.

For legal purposes 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.

The day a student returns to school after being absent, they must bring in a written excuse signed by a parent/guardian, which includes the parent/guardians' phone number and states the reason for the absence. The statement must be turned in to the High School Main Office. The parent/guardian telephone number must be included. **Failure by parents/guardians 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".**

A written explanation for the student's absence does not, in itself, qualify the absence as a legal excuse. A parental phone call to the school advising of their child's absence does not qualify as a legal excuse, a written excuse must still be provided. 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. Each student is allowed 10 parental excuses per year. **Parental excuses are absences that are not a Medical Appointment, Court Hearing, Bereavement, Religious Holiday, Administrator Absence or School Suspensions. After the allotment of 10 Parental Excuses, any subsequent absence is deemed Unlawful or Unexcused. Unlawful or Unexcused absence can cause potential negative ramifications in terms of Field Trips, Dances, Athletics and other Extracurricular Activities, as well as being considered Habitually Truant.**

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

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

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

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

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

Habitually truant students over fifteen (15) must either be referred to a.) School or community-based attendance improvement program or b.) File a citation with the Magistrate. If the child incurs additional absences after being referred to an attendance improvement program or refuses to participate, the school may then refer the child to CYS. Regardless of age, ALL habitually truant students must have participated in an SAIC prior to a magisterial citation or CYS referral.



## **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.

### **WITHDRAWAL PROCEDURE**

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

### **TARDIES**

Any student not in their **assigned homeroom** 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 providing the office with an excuse from a parent/guardian.

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

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

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

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

### **EARLY DISMISSALS**

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

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

Except in cases of emergency, students without confirmation of his/her request via parent/guardian phone call will not be permitted dismissal. If a student leaves the school building illegally during the school day, the first offense will result in three (3) Saturday detentions; any following offenses result in a three (3) day out of school suspension. An organization outside the school wishing to have students excused should make this request

well in advance and furnish the school with the names of the students needed. Each student must bring in a note from the parent/guardian indicating approval for early dismissal.

## **VACATIONS**

Vacation absences require the approval of the principal. The request for vacation should be submitted on a vacation request form available from 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 not be granted. Once the Vacation is approved by the principal, Students must complete a Vacation Form with their teachers. The Vacation Form will provide students information about assignments/tests for which they are responsible during the Vacation. Vacation days count towards the ten parent excused absences.

## **VACATIONS AND KEYSTONE TESTING**

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

***Testing windows are: Winter Wave - December 4-18 & January 6-17; Spring Wave – May 12-23, 2025***

## **TARDIES, ABSENCES & EXTRA-CURRICULAR ACTIVITIES**

Students who are Tardy without a legal excuse or the prior approval of a Principal, will not be permitted to practice or participate in extracurricular activities that day. A legal excuse would include a medical or dental appointment, court hearing, and college visit or job shadow. Any other reasons would have to be approved by a Principal in order to be considered legal.

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

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

## **DISCIPLINE PROCEDURES**

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

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



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

### ***Level One—Verbal or Written Warning***

***Verbal or Written Warnings may be issued for first-time minor classroom or building behavior infractions by Teachers or Administration.***

### ***Level Two – Teacher or Lunch Detention***

Teacher detentions are given for minor classroom and building infractions. All detentions are to be used as a learning experience for students to direct efforts to meet classroom expectations. A teacher or lunch detention will be given for the first offense of minor classroom disruptions and behaviors. Teachers will document teacher or lunch detentions in CSIU and a letter will be sent home from Guidance. Examples of, *but not limited to*, teacher or lunch detentions offenses, are: Class cutting (first offense), excessive unproductive talking, late to class, continually unprepared, refusal to obey a reasonable request or direction given by a teacher, walking around a classroom without permission, abuse of privileges, or any other first-time classroom violation.

A student receiving a teacher detention will be assigned to detention in the teacher's classroom that may be less than a half-hour in length. Students will receive 24-hour notice. Failure to report to a teacher detention will result in the teacher automatically assigning one (1) office detention.

### ***Level Three - Office Detentions***

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

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

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

### ***Level Four - Saturday Detention***

Saturday detentions are assigned by the building administration for serious infractions of the school discipline policy. Examples of, *but not limited to*, Saturday detention offenses are: Failure to serve office detention; truancy;

forged excuse; bus violations, leaving the building without authorization (first offense); tobacco policy violation; failure to accept reasonable direction/ discipline from an administrator; repeat dress code violations; disrespect (multiple offenses); insubordination (first offense); “push/shove” incidents (no punches thrown by either participant, minimal intervention required); intimidation; loitering in the hallway/locker areas; repeat PDA; and purposefully missing BCCTC bus.

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

From the time of the incident and a Saturday detention allocation, 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 then receives a discipline referral, he/she will be placed on Saturday detention probation and must adhere to the Saturday detention guidelines.

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

Failure to attend Saturday detention will result in the student being assigned a double Saturday detention with probation. A second offense of failing to serve a Saturday detention is one day suspension. A third offense and higher is a three day suspension each.

### **Parent/Guardian Excuses from Saturday Detention**

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

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

## **SATURDAY DETENTION GUIDELINES**

1. Students in grades six through twelve may be assigned Saturday Detention.
2. Only the Principal or Assistant Principal may assign a student Saturday Detention. A letter and/or phone call will be made notifying the parent/guardian(s) of the student’s Saturday detention.
3. Detention will be held at the New Brighton Middle School on Saturday from 8:00 a.m. to 11:00 a.m. Students are to report by 7:45 a.m. Students arriving after that time will not be admitted and violation of the Saturday Detention Guidelines will be considered.
4. Transportation will be the responsibility of the parent/guardian(s).
5. 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.
6. Eating, drinking, sleeping, talking, or use of any electronic devices in detention is not permitted.
7. The monitor will schedule a restroom break during the session.

### **Level Five - Suspension and Expulsion**

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

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

Suspensions can be assigned for a period of one to ten days depending on the severity of the offense. While on suspension, students are not permitted on District property without prior permission from the Building Administration or he/she may be cited for Trespassing.

***A READMITTANCE CONFERENCE MUST BE SCHEDULED WITH THE BUILDING ADMINISTRATION PRIOR TO THE STUDENT'S RETURN. THE STUDENT MUST BE ACCOMPANIED BY ONE OR BOTH PARENTS/GUARDIAN(S) UPON RETURN TO SCHOOL.***

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

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

### **STUDENT RESTRAINT**

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

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



# **BUILDING/STUDENT SAFETY AND SECURITY**

## **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.

The District has implemented a uniform system of identification of all individuals entering its facilities called RAPTOR. Visitors for conferences are to enter only through the main entrance of the building. All visitors must provide a valid, government-issued ID. This ID will be scanned and produce a visitor's badge that must be worn while in the building.

## **LEAVING THE BUILDING**

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

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

## **DISORDERLY CONDUCT POLICY**

Misconduct, disobedience, and disorderly conduct will not be tolerated. Any of the following offenses will subject the pupil committing such offense to the imposition of a temporary suspension, full suspension, and/or expulsion.

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

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

## **DRUG & ALCOHOL POLICY**

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

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

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

### **Administrative Action**

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

### **Student Requirements**

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

### **Re-Entry Requirements**

1. A re-entry conference will be held with a parent/guardian upon which time the student(s) will give assurance that such incidents will not be repeated.
2. Second offense violation will result in a recommendation by the principal for an expulsion hearing. In lieu of expulsion, Principals may refer students with second offenses to the HELP classroom or an AEDY placement.

## Reporting

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

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

## STUDENT HAZING POLICY

New Brighton Area School District strives to maintain a safe, positive environment for students and staff, and therefore prohibits hazing activities of any type.

### DEFINITIONS

**Hazing** occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

**Aggravated hazing** occurs when a person commits an act of hazing that result in serious bodily injury or death to the student and:

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

**Organizational hazing** occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization

### COMPLAINT PROCEDURE

A student who believes that s/he has been subject to hazing is encouraged to promptly report the incident to the building principal. Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventive action be taken when allegations are substantiated.

## **INTERIM MEASURES**

Upon receipt of a complaint of hazing, the administration will determine if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

## **CONSEQUENCES FOR VIOLATIONS**

### **Students**

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.

In addition to other authorized discipline, building principals shall have the authority, after providing the student or students an informal hearing, to impose a fine of up to fifty dollars (\$50) on each student determined to have engaged in hazing in violation of this policy. When recommended disciplinary action results in a formal hearing before the Board, in addition to other authorized disciplinary consequences, the Board may also impose a fine of up to one hundred fifty dollars (\$150) on each student determined to have engaged in hazing in violation of this policy.

When fines have not been paid, the Superintendent shall have the authority to direct that student diplomas and/or transcripts will be withheld until payment in full is made or a payment plan is agreed upon. In cases of economic hardship, the Superintendent shall consider whether diplomas and/or transcripts should be released despite an unpaid fine.

### **Non-Student Violators/Organizational Hazing**

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, s/he shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

### **Criminal Prosecution**

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution. Refer to *District Policy #247* for further information.

## WEAPONS POLICY

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

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

A student is in possession of an illegal and/or banned item(s) under this section when such item(s) is found on the person of the student, or under his/her control, on property being used by the school or at any school function or activity, or any school event held away from the school, or while the student is on his/her way to or from school.

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

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

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

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

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

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

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

## TERRORISTIC THREATS/ACTS POLICY

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

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

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

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

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

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

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

### **NO SMOKING/TOBACCO AND VAPE POLICY**

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

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

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

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

Any student found in possession of or using a Vape will adhere to the following procedures:

- 1st Offense - 3 Day Suspension; Completion of Catch My Breath Vaping self-guided module; Student will meet with the Principal, Guidance Counselor, or School Police Officer (SPO) to review what was learned and discuss vaping. RESTRICTED HALL PASS FOR 45 DAYS.
- 2nd Offense - 5 Day Suspension; Smokeless Saturday; Completion of Smokeless Saturday or an equivalent course; Student may be referred for an alternative education placement. RESTRICTED HALL PASS FOR THE REMAINDER OF THE SCHOOL YEAR.

- 3rd Offense - 10 Day Suspension; Citation at Magistrate; Student may be referred for an alternative education placement.

The District reserves the right to test a product at any time for the presence of illegal drugs. Testing will be conducted by our School Police Officer (SPO) or law enforcement with jurisdiction over our area. Any drugs found will then be treated as a drug policy violation.

Any paraphernalia involved with these offenses will be confiscated and not returned. Others violating this policy will follow the guidelines of NBSD policy # 323—Tobacco Use.

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

## **BULLYING/CYBERBULLYING**

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

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

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

Bullying as defined in this policy, includes cyberbullying.

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

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

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying. The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

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

District administration shall annually provide the following

Information with the Safe School Report:

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

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

### Education

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

### Consequences for Violation

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

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

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

### **Bullying/Harassment Mediation Process**

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

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

## **SEXUAL HARRASSMENT**

New Brighton Area School District provides equal opportunity for all students free of discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or



handicap/disability. The District also complies with federal law and regulations under Title IX prohibiting sexual harassment.

Violations of these policies may result in disciplinary consequences under applicable Board policy and procedures. All reports of potential violations of this policy are expected to be reported to a building principal, regardless of the location of any incidents occurring. Upon receiving a report, an investigation will ensue, resulting in an investigative report and if necessary District action will be conducted. Refer to *District Policies #103* and *#248* for further information.

### **DATING VIOLENCE**

New Brighton High School strives to maintain a safe, positive learning environment for all of our students that is free from dating violence. Dating violence is inconsistent with our educational goals and will not be tolerated.

Violations of these policies may result in disciplinary consequences under applicable Board policy and procedures. All reports of potential violations of this policy are expected to be reported to a building principal either in writing or orally. The building principal shall conduct a timely and comprehensive investigation and prepare a written report. Refer to *District Policy #252* for further information.

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

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

Mrs. Antoline	Ms. Hubbard
Mr. Budacki	Mrs. Kohan
Mr. Campbell	Mrs. Shatal
Ms. Fritz	Mr. Tabay
Mrs. Heymann	Mr. Yates
Mrs. Hokenbrough	Ms. Young

### **CELL PHONES & ELECTRONIC COMMUNICATION DEVICES**

The New Brighton High School recognizes that cell phones are a vital part of communication between parents and children. However, board policy prohibits the unauthorized use of electronic communication devices during the school day—7:30 a.m. to 2:20 p.m. in areas that are not designated by school staff. School staff may permit the use of these devices in designated areas under their supervision.

These areas may include Study Halls, Lunches and classrooms. If a parent or guardian needs to speak to a student, they should contact the high school's main office at 724-846-1050.

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

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

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

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

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

1. Enforced following our progressive discipline policy.
2. At any time if this process does not produce the desired outcome, Administration may contact the New Brighton Area Police Department and charges may follow.

### **SCHOOL DANCE POLICY**

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

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

- Provide for safeguards against substance and tobacco usage.
  - Screen students for dances that permit out-of-school individuals.
  - Make provisions that address student safety and the security of the building facilities.
  - Instill a sense of student responsibility.
1. The building Principal will implement the policy by informing students and sponsors of the District's extracurricular programs:
    - a. Club officers are to participate in the planning of dances.
    - b. Officers, with the advice 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.
  5. Students who are unable to pay for their tickets at the time of the ticket sales will be permitted to make partial payments providing full payment will be made before the day of the dance. This will require the sponsor's approval.
  6. Tickets will be sold over a ten school day period prior to five school days before the dance date. Tickets are not transferable.

7. Students who attend an after-dance sponsored by a school organization will be transported by a school contracted carrier only.
8. Any student with more than 10 accrued absences (total) and/or 15 tardies (per semester) will not be permitted to attend the dance. These do not include medically-excused absences. **Excuses will not be accepted after the three-day window according to the ABSENCES Policy on pages 4-5 of The Lion.**
9. Students who are absent from school the day of the dance without prior approval of the Principal will not be permitted to attend the dance.
10. Students who are serving suspensions or are on Saturday detention probation will not be permitted to attend a dance.
11. The Superintendent and School Board will receive requests for scheduled dances one month prior to the scheduled dance date.
12. If a student's partner becomes ineligible for a dance, it is the responsibility of the student to speak to the dance sponsor to request approval for another partner to attend the dance.
13. The opening and closing of dances sponsored by school support groups may require the services of a custodian. The building Principal will inform the organization of the contracted school custodial fee.
14. Students attending prom and formal dances sponsored by other school districts are permitted attendance only if they meet the eligibility requirements of New Brighton High School. **No early dismissals will be granted to attend proms/dances held at other school districts.**

### **STUDENT DRIVING REGULATIONS**

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

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

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

Registered student drivers will be assigned a specific, numbered parking space. Students are expected to only park in this assigned space.

Any student driving violations will result in the following disciplinary actions:

1. Written Warning
2. Office Detention
3. Written Citation (Ticket) with a \$15 fine assessed.
4. Out-of-School Suspension & Driving Privileges Revoked.

All infractions will be documented in CSIU as a Disciplinary Referral.

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

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

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

## **BUS REGULATIONS**

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

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

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

Expectations for a safe bus ride include the following:

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

## **STUDENT ATTENDANCE OF EXTRACURRICULAR ACTIVITIES**

Students who attend extra-curricular activities and athletic events are to represent our school in a respectful manner and not to participate or demonstrate in a fashion that is distracting or disruptive. Students that are currently suspended or placed in alternative school settings are not permitted to attend any home events or dances. They should not be on school property during school hours or events.

## **ADVERTISEMENTS**

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

## DRESS CODE FOR STUDENTS

The school district reserves the right to establish dress and grooming guidelines. We believe that it is the responsibility of the school to stress decency, cleanliness, and appropriateness of dress for school.

Therefore, it remains the final decision of the administration in cases of questionable attire. Fashions and fads that constitute health or safety hazards to oneself or others are not permitted.

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

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

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

1. Undergarments and/or excessive skin should not be visible as covered by appropriate clothing. A student's entire rear end must be covered by appropriate clothing.
2. Revealing, transparent, see-through, open-sided shirts or blouses are inappropriate.
3. Head adornments (bandanas, hats, hoods, caps, etc.) are not permitted inside the building unless part of a spirit day or class assignment.
4. Any clothing, accessory, jewelry or item with obscene, profane language, provocative or offensive symbols/pictures, suggestive messages, drug, alcohol or gang-related themes is prohibited.
5. Accessories or jewelry that increase the risk of an accident or injury, including, but not limited to, dog collars, spiked or studded bands chains and/or locks are prohibited.
6. Footwear must be worn at all times. Sandals of any type are not permitted to be worn in any Industrial Arts classes.
7. Backpacks are not permitted to be carried throughout the building. They should remain in student lockers during the school day. Medically-essential items may be approved by the Principals.

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

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

# THE SCHOOL DAY

## BELL SCHEDULE

Entry.....	7:00 to 7:20 a.m.
Dismiss to Homeroom .....	7:20 a.m.
Late Bell .....	7:30 a.m.
Homeroom Period .....	7:30 to 7:50 a.m.
Period 1.....	7:53 to 8:33 a.m.
Period 2.....	8:36 to 9:16 a.m.
Period 3.....	9:19 to 9:59 a.m.
Locker Break.....	9:59 to 10:05 a.m.
Period 4.....	10:05 to 10:45 a.m.
Period 5.....	10:48 to 11:28 a.m.
Period 6.....	11:31 to 12:11 p.m.
Period 7.....	12:14 to 12:54 p.m.
Period 8.....	12:57 to 1:37 p.m.
Period 9.....	1:40 to 2:20 p.m.
Dismissal.....	2:20 p.m.

## ANNOUNCEMENTS

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

## EMERGENCY EARLY DISMISSAL

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

## CLOSING/DELAYING SCHOOL

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

## FLEXIBLE INSTRUCTION DAYS (FID)

Flexible Instruction consists of school work prepared by teachers to be utilized during a school cancellation day. FIDs may be used for a multitude of reasons as determined by the District Administration. FIDs will be decided by approximately 6:00 AM and communicated through a mass communication message soon thereafter. FIDs allow the District to keep the school calendar intact.

On FIDs students are to complete assigned lessons as communicated through Schoology, email and/or

previously planned methods with their teachers. Teachers will be available online during the instructional day to provide assistance, work with students as needed or provide instructional support.

## SCHOOL MESSENGER

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

## FIELD TRIPS

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

## FIRE DRILLS

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

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

## HALL TRAFFIC

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

1. Avoid the gathering of groups in halls, stairs, or at other noted areas during the changing of classes.
2. Students are to vacate the locker area and report to homerooms when the bell rings at 7:20 a.m.
3. Avoid running in the halls, in the cafeteria areas, or up and down the stairs.
4. Please keep to the right at all times. Traffic in each direction should not take more than half of the hall.
5. Students are not permitted in the halls during class *without the teacher issued hall pass or a note from the high school office*.
6. **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.
7. Public display of affection is unwelcome. A first offense will receive an office detention. Second or more offenses will constitute Saturday Detention with probation.

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

## HALL PASSES/RESTRICTED

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

***Restricted Hall Passes are assigned during the school year for those students who abuse hall pass privileges. Students on Restricted Hall Pass must report before Homeroom to the Guidance Secretary***

***daily to receive their pass. Students will remain on RHP until further notice by the Administration. Students who refuse to follow these procedures will be subject to progressive discipline.***

## **RESTROOM PRIVILEGES**

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

## **SPECIAL PASSES**

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

## **STUDENT PASSES**

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

## **LOCKERS**

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

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

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

## **SEARCHES PERMITTED**

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

Reasonable suspicion includes but is not limited to contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected



evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

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

### **BOOKS, SCHOOL EQUIPMENT & MATERIALS**

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

### **COMMONS AREA - LUNCH**

Politeness, courtesy, and consideration for others are characteristics of a responsible high school student. Ordinary courtesy demands the following:

1. Proper table etiquette must be observed.
2. Tables must be cleared after eating; i.e., no trays, dishes, milk cartons, lunch bags, paper wrappers, waste paper, etc. are to be left on the tables.
3. Chairs must be replaced after use.
4. Trash must be deposited in the trash cans provided.
5. Nutrition personnel are to be treated respectfully.
6. Repeated disregard of these guidelines will result in removal from the commons area.
7. NO OUTSIDE FOOD is permitted in the Cafeteria – whether it is Open Lunch, Door Dash, etc.

### **AUDITORIUM**

When Special assemblies are scheduled, students are to enter and leave the auditorium in a dignified manner. Expression of appreciation should also be shown in a courteous manner.

### **TELEPHONES**

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

### **CLASSROOM PHONES**

Students are not permitted to use the telephones located in classrooms (unless instructed in an emergency situation). 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 school counselors are also available to discuss any problems or concerns you may have. Please do not hesitate to call the high school faculty members to schedule an appointment.

The District has implemented a uniform system of identification of all individuals entering its facilities called RAPTOR. Visitors for conferences are to enter only through the main entrance of the building. All visitors must provide a valid, government-issued ID. This ID will be scanned and produce a visitor's badge that must be worn while in the building.

## WORK PERMITS

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

## HEALTH POLICIES AND SERVICES

### ILLNESS AND EMERGENCIES

If your child is ill, keep him/her home. It is not the role of the school nurse to treat injuries that occur outside of school hours or to diagnose illnesses. If an injury or illness occurs during school hours that is serious enough that the student must go home, the health form will be utilized to contact a parent/guardian/emergency contact. Please complete the annual health and information card so that we have current health and contact information for your student. Notify the office if any changes occur during the school year.

### HEALTH OFFICE PROCEDURE

Students must request a pass from their teacher to report to the health office. If the nurse is not available the student should report to the main office. Parents will be notified of student visits to the health office when deemed necessary by the school nurse. All accidents or 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*** permitted to call home sick without permission of the nurse.

### CHRONIC HEALTH CONDITIONS

The health information form is not a substitution for physician documentation. If your child has a chronic illness please contact the health office. If a student requires supervision of a chronic medical condition additional documentation is required. If additional documentation is not submitted the school will assume that the student and family are managing the student's condition without school support.

### TRANSPORTATION OF SICK STUDENTS

Parent/Guardians(s) or their designee is responsible for transporting students. Students must be signed out by parent/guardian or designee when sent home sick.

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/or building principal. Payment of such emergency medical services will be the responsibility of the student's parent/guardian.

### MEDICATION/DISTRIBUTION GUIDELINES

Every effort should be made for medications to be administered by parents/guardians outside of school hours. Q.I.D. (Four-times-a-day), lunchtime, and PRN (as needed) medication will be dispensed only once a day according to the building schedule. For medication to be administered at school a signed medication order from a healthcare provider is required. Orders must be renewed each school year. Medication must be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. The district will not store more than a thirty-day supply of an individual student's medication. The medication must be in the original prescription container labeled with: (1) name of child, (2) name of medication, (3) dosage, and (4) name of physician.

In some circumstances, a single daily dose of medication may be transported to school by the student, who will bring it to the health office immediately upon arrival to school. This will only be allowed when approved in advance by the school nurse and in consultation with the parent/guardian.

The New Brighton Area School District and its agent/employees will incur no liability whatsoever for any allergic reaction, side effects or drug interactions which may result from the administration of medication which has been requested by the parent/physician. Administration times may be modified in the case of field trips and building events.

No student is permitted to carry medication or self-medicate at any time and students are required to take medication in the presence of the school nurse. Students found in violation of this regulation will be subject to the New Brighton School District policy for controlled substances. *Exceptions are made for insulin, asthma inhalers, and epipens when a student has physician documentation and approval of both the school nurse and parent.*

### **STANDING ORDERS**

The school physician has authorized the nurses to administer certain medications with parental consent. Parents should refer to the health card for a list of standing medication orders. Only when the health card is signed by a parent/guardian will a standing order medication be administered. The health card must be reviewed and signed each school year. Only a limited number of doses will be provided for each student before an individual order is requested.

### **EMERGENCY MEDICATIONS**

In case of a medical emergency, the school nurse or other trained staff member may administer naloxone or epinephrine. If you have any additional questions please contact the school nurse. Refer to *District Policy #823* for further information.

### **PENNSYLVANIA HEALTH MANDATES**

Pennsylvania state health law mandates an audiological screening for kindergarten, 1st, 2nd, 3rd, 7th and 11th grades; a dental examination for kindergarten, 3rd and 7th grades; and a physical examination for kindergarten, 6th and 11th grade students. Scoliosis screenings are performed for 6th and 7th grade students. Heights/weights and vision screenings are completed annually or as required by the state.

Any student who has not submitted physician documentation of private exams by the start of the school year will be scheduled for screening by the school physician/dentist unless a written plan of care is received by the health office. Parents will be notified of the date prior to the physical exam to have the opportunity to be present.

Pennsylvania requires that all students be vaccinated to attend school. Students are given a 5 day grace period at the start of the school year to submit either a current vaccination record, waiver or physician signed plan of care. Failure to do so will result in exclusion.

#### *Upon Entry*

- 4 polio immunizations (with one dose given after the fourth birthday)
- 4 DPT immunizations (with one dose given after the fourth birthday)
- 2 MMR
- 2 Varicella
- 3 Hepatitis B

#### *Grade Specific*

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) prior to the first day of 7<sup>th</sup> grade
- 1 dose of meningococcal conjugate vaccine (MCV) prior to the first day of 7<sup>th</sup> grade
- 1 dose of meningococcal conjugate vaccine (MCV) after the 16<sup>th</sup> birthday and prior to the first day of 12<sup>th</sup> grade

# STUDENT EVALUATION

## CURRICULUM REVIEW BY PARENTS/GUARDIANS & STUDENTS

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

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

### GRADING POLICY

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

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

### GRADING SCALE

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

### INCOMPLETE GRADES

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

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

### PUPIL SCHEDULE REQUIREMENTS

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

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

## CREDIT REQUIREMENTS

Students graduating in 2025 must earn at least 27 credits during their high school years in order to meet graduation requirements. This includes credit for the Career Portfolio.

Graduation.....	27 Credits
Junior Year .....	21 Credits
Sophomore Year.....	14 Credits
Freshman Year .....	7 Credits

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

## GRADUATION PATHWAYS

Act 158 of 2018 expands upon the options that our students have for meeting Pennsylvania’s graduation requirements. Beginning with the Class of 2023, NBHS students now have five Pathways in which they may earn their diploma. These options include: Keystone Proficiency, Keystone Composite, Alternate Assessment, Evidence-Based or CTE Pathway. Students will work with their School Counselor to determine and meet which Pathway best fits their situation. Please see the link below for more information. [NBHS Graduation Pathways Info](#)

## SCHEDULE CHANGES

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

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

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

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

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

## FINAL EXAMINATIONS

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

## COMMENCEMENT

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

Beginning with the Class of 2025, the NBHS Graduation Ceremony will consist of the following format.

The Valedictorian will give a speech. In addition to the Valedictorian, one to two other graduates will have the opportunity to speak. These speakers will be voluntary and selected from a pool who must audition in front of a panel. The panel will consist of Principals, Counselors and Teachers. The panel will have specific guidelines supported by a rubric and their decision will be final.

The timeline and protocol for this will be shared with the entire class and reviewed several times throughout the school year.

### **REPORT CARDS**

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

### **PROGRESS REPORTS**

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

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

### **HONOR ROLL**

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

### **CLASS RANK**

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

### **SCHOLASTIC HONORS**

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

### **ACADEMIC EXCELLENCE PROGRAM**

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

## SCHOLASTIC INTEGRITY

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

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

## HOMEWORK

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

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

## AFTER-SCHOOL HELP

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

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

## ALTERNATIVE EDUCATION FOR DISRUPTIVE YOUTH (AEDY)

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

New Brighton students who are placed in AEDY classroom have an initial forty-five (45) day placement and are reviewed periodically for progress made Academically, Behaviorally and in terms of their Attendance. In addition to these areas of progress, students will have individualized transition goals based solely on the reason for their placement.

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

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

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

Each student attends an intake conference to enter the program. At this time all rules and procedures are discussed and explained to the student and parents/guardians and any questions are answered. In addition to Rochester, other AEDY facilities and organizations may be deemed appropriate based on the individual needs of the student involved.

## **ROCHESTER HELP CLASSROOM**

During the 2021-2022 school year, New Brighton and Rochester implemented a new cooperative partnership in the form of the HELP classroom. Students who are struggling with academic, behavioral and/or attendance expectations may be referred to the HELP classroom in order to refocus in a much smaller learning environment with additional support, a modified schedule and potential access to other resources and services. Each transition is evaluated every 45 days by the HELP classroom teacher, aide and New Brighton administrators.

## **THE COUNSELING DEPARTMENT**

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

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

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

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

## **BEAVER COUNTY CAREER & TECHNOLOGY CENTER INFORMATION**

### **GENERAL INFORMATION**

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

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



## **ATTENDANCE & EARLY DISMISSAL**

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

If a Vocational Technical student requests an early dismissal for a time when s/he is at BCCTC, s/he must present this request to the high school office prior to departure for BCCTC.

Without permission from the home school, New Brighton High, the student may be considered Unexcused and/or Leaving without permission and referred for disciplinary action.

## **BCCTC RULES & REGULATIONS**

1. The No Smoking/Tobacco policy will be exactly the same as in the home school.
2. In order to stay at the home school all day or at the BCCTC School all day, a student should have written permission 24 hours in advance.
3. Anyone who does not ride the BCCTC bus without prior permission granted, will receive the following:
  - First Offense—3 Saturday Detentions
  - Second Offense—3 days out-of-school Suspension
  - Third Offense—removal from the BCCTC Bus
4. BCCTC students must follow Bus Regulations on page 23.
5. Students who are granted permission to drive to BCCTC must complete the proper paperwork from the Main Office and comply with all rules and expectations to maintain this privilege.

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

## **BCCTC DRIVING RULES**

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

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

## **LIBRARY & RESOURCE CENTER**

The library is offered to students as a quiet area conducive to study and research. The New Brighton High School Library follows the accepted rules:

1. Quiet is expected as 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 academic work.
6. 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.

### **STUDY HALL RULES**

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

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

## **ATHLETICS**

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

### **ATHLETICS & COURSE REQUIREMENTS**

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

### **ACADEMIC ELIGIBILITY FOR SPORTS & EXTRA-CURRICULAR ACTIVITIES**

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

Any student failing two or more courses at the end of any grading period will be deemed academically ineligible for 15 school days at the end of the grading period from the date when report cards are distributed.

### **SPORTSMANSHIP CODE**

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

### **INSURANCE**

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

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

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

### **USE OF STEROIDS**

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

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

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

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

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

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

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

## ACTIVITIES

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

### CLASS OFFICER ELECTION

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

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

### YEARBOOK

The **ALAURUM** is the name of the school yearbook. The Alaurum is a student-produced memory of the school year. Students entering grades 10, 11, and 12 may apply to participate in the yearbook prior to the scheduling process. Yearbooks are ordered and paid for during the school year and distributed in the summer.

### STUDENT COUNCIL

The Student Council represents 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 the 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.

### NATIONAL HONOR SOCIETY

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

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

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

## **NBASD TECHNOLOGY GUIDELINES**

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

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

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

### **NETIQUETTE**

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

1. Respect and protect the privacy of others.

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

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

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

3. Respect and protect the intellectual property of others.

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

#### 4. Respect and practice the principles of community.

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

### **SUPERVISION & MONITORING**

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

### **SECURITY**

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

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

### **CONSEQUENCES FOR INAPPROPRIATE USE**

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

### **CAFETERIA POLICY**

#### **COMMUNITY ELIGIBILITY PROGRAM**

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

Families are encouraged to complete an application to maintain district CEP status. All students qualify for this program and are eligible to receive one free breakfast and one free lunch daily, without application.

## CAFETERIA PROCEDURES

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

Students with special dietary needs please refer to the PA Department of Education website, complete the Children with Disabilities and Special Dietary Needs form and return to the high school to the attention of Jocelyn Haskins.

Parents need to be aware that students have unlimited use of their account balance unless the cafeteria staff is notified in writing of your requested restrictions. Restriction examples are: one lunch, one breakfast, no breakfast, or no snacks. Without restrictions, students may purchase as many items as they desire thus depleting their funds before parents are aware. This may cause your child to incur a substantial debt to the school. Please discuss with your child how he/she is to use the account. Report cards and record transfers will be held pending payment of fees. Parents may inquire about their child's account balance by contacting the Cafeteria Manager at 724-846-1050 ext. 366.

## STUDENT BREAKFAST AND LUNCH PRICES

Student breakfast— \$2.00

Student lunch— \$2.50

## LIMITED ENGLISH PROFICIENCY PROGRAM

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

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

## GOOGLE APPS FOR EDUCATION

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

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

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

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

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

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

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

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

## PUBLISHING STUDENT WORKS/PHOTOGRAPHS ON INTERNET

Publishing student works and photographs on the internet may be a means of providing positive feedback for our students, their accomplishments and achievements. These opportunities are not taken lightly and we will



take appropriate measures to ensure anonymity and protect the identities of our students through various measures that are outlined in Board Policy #238. Permission to publish and post student works and photographs may be granted by signing the student handbook form. Please refer to *Board Policy #238* for further information.

## **NEW BRIGHTON AREA SCHOOL DISTRICT CHROMEBOOK AGREEMENT**

### **Parent Requirements**

The New Brighton Area School District has issued your child a Chromebook to improve and personalize his/her education while integrating technologies into the classrooms. It is essential that the following guidelines be followed to ensure the safe, efficient, and proper operation of your child's Chromebook. Failure to comply with any of the following guidelines will constitute a breach of contract and may be subject to consequences as outlined in school procedures,

- I understand that I must supervise my child's use of the computer at home.
- I understand the importance of discussing family/school's expectations regarding the use of the internet at home and will supervise my child's use of the internet.
- I understand that I should not attempt to clean or repair the Chromebook. I will make sure my child charges the Chromebook when brought home.
- I understand that if my child comes to school without his/her computer, he/she will be responsible for completing all course work.
- I understand that I must sign and return the New Brighton Area School District handbook which contains technology information and that I must review the Acceptable Use Policy #815 before my child can access the Internet at school or at home using the Chromebook.
- I understand that my child will return the Chromebook to the school at the end of the school year or upon leaving the school during the school year.
- I understand that any intentional damages to the Chromebook at home or school will be subject to disciplinary action.
- I understand that the Chromebook is subject to inspection at any time, and without notice, and at all times remains the property of the New Brighton Area School District.
- I have read the New Brighton Area School District Chromebook Policy and agree to the terms. My signature on the handbook card indicates my acceptance of the terms.

### **Student Requirements**

Your Chromebook is an important learning tool and is for educational purposes. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities. The failure to obey any of the following requirements will result in a breach of contract and may be subject to consequences as outlined in school procedures.

- I will follow the policies outlined in the Chromebook Policy and the Acceptable Use Policy while at school and outside of school.
- I will treat my Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the New Brighton Area School District.
- I will not loan my Chromebook to my friends. It will stay in my possession at all times. I will not remove any installed apps or files from my device.
- I will sign and follow the New Brighton Area School District's Acceptable Use Policy #815.
- I will not attempt to repair or clean my Chromebook or iPad screen with any liquid, only a soft dry cloth.
- I will charge my Chromebook each night.
- I will bring my Chromebook to school every day.
- I will not deface the Chromebook in any way, such as but not limited to, stickers, markings, etc.

- I understand that my Chromebook is subject to inspection at any time, and without notice, and at all times remains the property of the New Brighton Area School District.

## **Virtual Learning Expectations and Guidelines for Student Code of Conduct**

As the District embraces a 1:1 technology environment our classroom environment will be at least partially virtual. We expect that all students, families, and staff will exhibit appropriate behavior while utilizing our various technology resources. We remind families to review our Acceptable Use Policy, found in our handbooks and on our website.

Additionally, all students and families are agreeing to abide by the following rules:

### **Academic integrity and quality of work:**

Learners in a virtual classroom or who are participating in video chats, live streaming, video class groups, or similar online video based educational opportunities will be expected to turn in their own work. The teachers have a number of technologies to check that student work is unique and their own.

With that in mind, students and families agree that:

- Videos, pictures, or copies of either student generated or teacher work should never be shared as posts on social media, gaming networks, or elsewhere online.
- Learners should not use or attempt to access files or content that do not belong to them, or that they have no educational reason to access.
- Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the internet is cheating, and students may suffer the same consequences.
- Collaboration with other students is prohibited unless directed to do so by the teacher. In addition, guardians, parents, or acquaintances of the learner may not log in to a student account and complete coursework on behalf of the student.
- Students should not use excessive "slang", written abbreviations, or language that they might use in other environments for completion of online work and graded tasks.

### **Digital citizenship and appropriate use of technology:**

It is important to not only teach content, but also have students be aware of their actions in a virtual environment. Students and staff have rights to their own privacy that cannot be violated.

Students and families agree that:

- Students and families must respect the privacy of others online, and on all devices accessed or used.
- The sites and tools approved by the New Brighton Area School District will not request private information from students or families. At no time should private information be given to programs of outside access. If you are ever unsure, stop and ask a teacher for assistance.
- Hurtful, harassing, or threatening messages, or inappropriate photos and/or videos are in no way permissible through online content or while participating in videos, live streaming, or chats of lesson.
- No pictures or videos should be taken, sent, or shared of anyone without that person's permission. This includes teachers or any other students or staff.
- No comment, whether written or spoken, should be made unless you are completely comfortable with your Principal and/or Family seeing or knowing about it. This includes any profile pictures.
- As a virtual learner, your communication with your teacher will be slightly different than in a traditional setting. As such, the student's school email account must be checked on every date of virtual instruction, and responses should be sent to instructor questions or comments in a timely manner.
- Violations of some rules in this section may also result in violations of the Family Educational Rights Privacy Act (or FERPA), the school's anti-bullying policy, or the school's academic integrity policy, and

- may be subject to disciplinary action.
- If you witness anything in your virtual classroom that appears to violate any rule stated on this virtual learner code of conduct, please notify your teacher immediately.

### **Additional disciplinary information:**

In any classroom, there is always the potential for actions that detract from the learning experience. Adding in the virtual component to our traditional classroom will cause some differences in expectations.

We wanted to reassert the following:

- Being intentionally disruptive to a live class with an online account is not acceptable and may result in the same consequences as being disruptive in the classroom.
- Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the internet is cheating, and students may suffer the same consequences.
- Disciplinary action of students in a virtual environment will be done in the same manner as students violating school rules in a traditional setting.
- Students are subject to all local, state, and federal laws governing the internet. As such, district administrators will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through internet access.

## **CHILD ABUSE**

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

## **MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES**

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

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

## **VOLUNTEERS**

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

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

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

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

## PEST MANAGEMENT

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

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

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

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

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

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

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

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# New Brighton High School 2024-2025 Network/Internet and Handbook Signature Page

The New Brighton High School handbook can be found on the New Brighton Area School District website, [www.nbasd.org](http://www.nbasd.org). You will find the rules and regulations that govern the day-to-day operation of our school in this handbook. Please review the handbook and sign this signature page.

Return to your child's homeroom teacher by September 13, 2024.

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## PARENT/GUARDIAN and STUDENT MUST SIGN

Name of Student: \_\_\_\_\_

- I have read "The Lion" (Student-Parent/Guardian Handbook) for the 2024-2025 school year with particular emphasis regarding Weapons, Discipline, and Internet access, Publish student works/photographs on the internet, Terroristic Threats/Acts, checked the Potassium Iodine tablet information, and understand its contents.

Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Email Address of Parent/Guardian: \_\_\_\_\_

### NETWORK/INTERNET USER AGREEMENT & PARENT/GUARDIAN PERMISSION FORM

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

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

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

#### User Agreement: (For Students and/or Staff)

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

STUDENT/USER SIGNATURE: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

PLEASE SIGN AND RETURN TO YOUR HOMEROOM TEACHER  
BY FRIDAY, SEPTEMBER 13, 2024

## **District Policies Referenced**

District Policies are periodically updated.

Please go to the district website to access and review current policies:

[www.nbasd.org](http://www.nbasd.org)

> “District” tab

> “Board of Directors”

> “Board Policy”

or follow this link:

<https://go.boarddocs.com/pa/newb/Board.nsf/Public?open&id=policies>

**Acceptable Use (Policy #815)**

**Attendance (Policy #204)**

**Bullying/Cyber-Bullying (Policy #249)**

**Child Abuse (Policy #806)**

**Curriculum and Curriculum Review (Policies #105 and #105.1)**

**Dating Violence (Policy #252)**

**Disorderly Conduct (Policy #225)**

**Drug and Alcohol (Policy #227)**

**Electronic Devices (Policy #237)**

**Naloxone (Policy #823)**

**Pest Management (Policy #716)**

**Professional Boundaries (Policy #824)**

**Publishing Student Work (Policy #238)**

**Searches (Policy #226)**

**Sexual Harassment (Policies #103 and #248)**

**Smoking and Tobacco (Policy #222)**

**Student Assistance Program (Policy #236)**

**Student Discipline (#218)**

**Student Hazing (Policy #247)**

**Student Health Services, Medications, Asthma/Epipens (Policies #210, #210.1, and #210.2)**

**Student Rights/Surveys (Policy #235)**

**Suspension/Expulsion (Policy #233)**

**Terroristic Threats/Acts (Policy #218.2)**

**Transportation, Recording (Policies #810 and #810.2)**

**Weapons (Policy #218.1)**