

**The Blue and White**  
**Student Handbook Of**  
**Blue Mountain High School**  
1076 West Market Street  
Schuylkill Haven, PA 17972  
(570) 366-0511

**Mission Statement**

The Blue Mountain School District will provide a comprehensive educational program to prepare all students to become successful citizens.

School District website: [www.bmsd.org](http://www.bmsd.org)  
*School Calendar is Also Located on the School District Website*

Main Office, ext. 2320  
Principal, ext. 2305  
Assistant Principal, ext. 2303  
Nurse, ext. 2314  
Guidance Office: (570) 366-2444, ext. 2307  
Athletic Office, ext. 2313  
Library: (570) 366-0155  
Fax (570) 366-1965

**Student Absentee Call-in**  
**(570) 366-0511**  
**Option # 9**

**Published in the interest of students, faculty, and parents**  
**2018-2019**

**AGENDA Passbook**

Students **MUST** have their Agendas with them at all times and show their signed Agenda if requested by a teacher. Daily hall passes, found in the weekly calendar of the student agenda, must be signed by a teacher and are required for early admission, corridor use during class periods, tardiness to class, lavatories, etc. **Students MAY NOT remove pages from their Agenda books.** Agenda books **MUST** remain intact and carried with the student at all times during the regular school day. Students must sign their names in ink in their Agendas for proper identification. **Students who lose their Agenda books must purchase another in the main office for \$5.00.**

**Work Release/Merit Pass Stamps**

<b>Work Release</b>	<b>Merit M.P. 1</b>	<b>Merit M.P. 2</b>	<b>Merit M.P. 3</b>	<b>Merit M.P. 4</b>

**Name:** \_\_\_\_\_

**Homeroom:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Approved by Department of Education,  
Commonwealth of Pennsylvania  
Accredited by Commission on Secondary Schools,  
Middle States Association of College and Secondary Schools**

In compliance with state and federal law, the Blue Mountain School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extra-curricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible students enrolled (or seeking enrollment) in special education programs.

The Blue Mountain School District is committed to providing equal opportunities for all persons without regard to sex, race, creed, religion, ethnic background, or handicap in its educational programs, policies, and employment practices. Inquiries or for further information on the evaluation procedures and provision on services to protected handicapped students should be directed to Mrs. Gwendolyn Witmer-Belding, Equal Rights and Opportunities Compliance Officer (Title IX) of the Educational Amendments of 1972 and Coordinator of Section 504 (Handicapped) of the Rehabilitation Act 1973; Red Dale Road, Orwigsburg, PA 17961 (570-366-0515, ext. 1028).

**EDUCATIONAL PHILOSOPHY AND OBJECTIVES**

Public Education should prepare the individual for life in a democratic society. The student's education in terms of knowledge and experiences must be comprehensive enough to develop the moral, mental, physical, emotional, and social traits of the individual, to enable him to understand the working of his society, and to find a satisfying role in relation to himself and others.

Since education is the responsibility of the total school community, the school should reflect the ideas and interests of this community. In addition, we base our curriculum on the fundamentals of a liberal education, attempting to guide the student in the direction of his/her individual skills and interests.

To implement the philosophy, the faculty and staff at Blue Mountain will endeavor to:

1. Motivate each student to develop his/her abilities to the highest degree.
2. Provide the student with the basic education for earning a living or for continuing further academic or vocational careers.
3. Encourage the student to develop worthwhile personal and social traits, which enable him to become a contributing member of society.
4. Help the student appreciate the arts, music, and literature of the world.
5. Aid the student in the development of a positive attitude toward participation in a range of leisure time activities – physical, intellectual, social and creative.
6. Help the student to develop the ability to think critically and analytically and to communicate ideas and feelings effectively.
7. Develop in the student an understanding of mental and physical well being, along with an awareness of public health and safety.
8. Promote patriotism through the student's understanding of and appreciation for his heritage.
9. Develop in the student knowledge and an appreciation of the rights and responsibilities of citizenship in our democracy and encourage the individual's participation in this system.
10. Develop in the student an awareness of the interdependence of races, creeds, nations, and cultures.
11. Help the student to acquire the knowledge and attitudes necessary to maintain the quality of life in a balanced environment.

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**Blue Mountain Alma Mater**

*All hail to you Blue Mountain High!  
To life you hold the key.  
Staunch we'll remain throughout our lives,  
Faithful we'll always be.  
Blue stands for honor and loyalty,  
White symbolizes our faith.  
To your dear name we will ever be true,  
Hail to the white and blue!*

*Our Alma Mater strong and true!  
We pledge our hearts to you.  
Formed in good faith and fellowship,  
Nurtured with love and care.  
Guided through years by your leadership,  
Given the will to dare.  
In deep respect, we will hold your name,  
Blue Mountain, we'll proclaim!*

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**School Colors:** Blue and White

**School Mascot:** Eagle

Students should have this handbook/agenda with them during regular school hours. All student information must be completed legibly in pen. Students who lose their agenda must purchase another in the main office. Cost - \$5.00.

**BLUE MOUNTAIN SCHOOL DISTRICT PERSONNEL**

**Board of School Directors**

Mrs. Anne Usuka: President  
Mr. Scott W. Reichert: Vice-President  
Mrs. Michelle Z. Vesay: Secretary  
Mr. W. David Lafko: Treasurer  
Mr. John A. Carestia  
Mr. Herman R. Fligge  
Mr. R. Dean Gherghel  
Mr. Mark B. Hoover  
Mrs. Mary Jo Moss

**Non-Members**

Eric Prock, Esquire  
Mrs. Cheryl Lagola: Recording Secretary

**District Administrative Personnel**

Dr. David Helsel: Superintendent of Schools  
Mr. Jeff Faust: Director of Facilities  
Mrs. Angel Green: Business Manager  
Mr. Austin Miller-Siple: Director of Technology  
Dr. Frank Musitano: Director of Pupil Services  
Mrs. Gwendolyn Witmer-Belding: Director of Elementary and Secondary Education

**Blue Mountain High School Administration**

Mr. Kevin W. Berger: Principal  
Mr. James Grabusky: Assistant Principal  
Mrs. Kelli Weston: Coordinator of Special Education  
Mr. Scott Spolski: Administrative Assistant to the Principal for Pupil Personnel  
Mr. Kevin Gee: Guidance Counselor  
Mrs. Audrey Lantz: Guidance Counselor  
Mrs. Danielle Laubenstein: Guidance Counselor  
Mr. Doug Morgan: Co-Athletic Director  
Mrs. Ruth Weidman: Co-Athletic Director

**BLUE MOUNTAIN HIGH SCHOOL FACULTY**

<p><b>Art</b> Mr. Thaddeus Pasierb Mr. William Whalen (Lead)</p> <p><b>Autistic Support</b> Mrs. Tracy Herber</p> <p><b>Business Education</b> Mr. Jarrod Kramer Mrs. Lisa Cook Mrs. Anita Imschweiler (Lead)</p> <p><b>Choral Music/Gifted Coordinator</b> Miss Lauren Marra</p> <p><b>Emotional Support</b> Mrs. Terri Stankiewitch</p> <p><b>English</b> Mrs. Ashley Fuggiti Mrs. Christa Hudec Mr. Nicholas Marrongelle Mrs. Gwen Matz Mr. Michael Shoupe Mrs. Amber Sinn Miss Melissa Brice Mr. Brendan Stehr (Lead)</p> <p><b>Family &amp; Consumer Science</b> Mrs. Alicia Mengle</p> <p><b>Guidance</b> Mr. Kevin Gee Mrs. Audrey Lantz Mrs. Danielle Laubensitne</p> <p><b>Health &amp; Phys. Ed./Driver's Ed.</b> Mr. Douglas Morgan (Lead) Mrs. Ruth Weidman Mr. Albert Yackenchick Miss Rose Carper</p> <p><b>Instrumental Music/Band Director</b> Mr. Christopher Evans</p> <p><b>Social Studies</b> Mr. William Dobrotsky Mr. Gregg Gergley Mr. Matthew Harrison (Lead) Mr. James McBreen Mr. James Trusky Mr. Steven Zimmerman Mr. Michael Stankiewitch</p> <p><b>Social Worker</b> Mrs. Tracy Nahas</p>	<p><b>Foreign Languages</b> Mrs. Jennifer Gipe (Lead) Mrs. Jeanette Mullen Dr. Kimberly Tohill</p> <p><b>Learning Support</b> Mr. Nick Adams Mrs. Deanna Batory Mrs. Jaime Clemas (Lead) Mrs. Rhoda Corbacio Mr. Lee Henne Mrs. Brianna Johanson Mrs. Lauren Shimer Mrs. Lindsay Walchak</p> <p><b>Library Science</b> Mr. Jared Buchman</p> <p><b>Mathematics/Computer Science</b> Mr. Christopher Brommer (Lead) Mr. Jeromy Guistwite Ms. Shana Heffelfinger Mrs. Traci Heffner Mr. Cory Mabry Mrs. Amy Marrongelle</p> <p><b>Nurse</b> Mrs. Cheryl Thomas</p> <p><b>Science</b> Mr. Michael Burcik Mrs. Anne Cryer Dr. Richard Eckert Mrs. Denise Hummel Mr. Kevin Kerstetter (Lead) Mr. Terence Laughlin Mr. Randy Metzger Mr. Michael Schoonover Mr. William Swan</p> <p><b>Speech Clinician</b> Mrs. Lisa Hoynoski</p> <p><b>Technology Education</b> Mr. Steve Gillen TBD</p> <p><b>Transition Teacher</b> Mrs. Beverly Spangler</p>
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### **OFFICE STAFF AND SUPPORT PERSONNEL**

Mrs. Marie Ryan	Secretary to the Principal
Mrs. Brenda Hoke	Attendance Secretary
Mrs. Tammie Mason	Athletic Secretary
Mrs. Vicky DeHaven	Nurse's Aide
Mrs. Stephanie Carr	Guidance Secretary
Mrs. Dana Clauser	Library Aide
Mrs. Sylvia Vaupel	Clerical Aide
Mr. Glenn Hancock	Head Custodian
Mr. Fred Berger	Custodian
Mrs. Debbie Danton	Custodian
Mrs. Cheryl Homewood	Custodian
Mrs. Kelly Schaeffer	Custodian
Mr. Jonathan Mengle	Custodian
Mr. Kevin Kramer	Custodian
Mr. Patrick Ryan	Custodian
Carol Reed, Manager	Cafeteria
Nadine Morgan	Cafeteria
Ashley Nettles	Cafeteria
Shelia Ferraiolo	Cafeteria
Jessica Kohr	Cafeteria
Renee Williams	Cafeteria
Gail Unell	Cafeteria
Janice Wesley	Cafeteria
Brenda Delaney	Cafeteria
Jacqueline Eckert	Cafeteria

### **STUDENT LEADERS/STUDENT COUNCIL**

*Purpose:* The purpose of this organization is to develop attitudes of and practices in good leadership and citizenship, to promote harmonious relations throughout the entire school, to improve school morale, to provide a forum for student expression, to provide for the orderly direction of school activities, and to promote the general welfare of the school.

*Membership:* Council membership consists of a prescribed number of representatives from each class. The number of representatives for each class is based on one representative for every twenty-five students. Candidates for Council are self-nominated and elected in May for the following school year.

*Officers:* The officers of Student Council are President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer. Candidates for officer positions must be members of Council, and are self-nominated, and elected in October. The term of office begins in the middle of the school year and ends in the middle of the following school year.

### **Class of 2019 Student Council Officers**

**President:** Grace Krewson  
**Vice-President:** Jillian Justus  
**Treasurer:** Kylie Kutz  
**Secretary:** Erin McQuillan

### **Student Council Representatives**

**Class of 2019** – Coltin Albitz, Gavin Conway, Jillian Justus, Grace Krewson, Kylie Kutz, Caroline Levkolic, Erin McQuillan, Luke Smith  
**Class of 2020** – Somer Barrett, Emily Carestia, Aidan Carr, Billy Gerlott, Carter Leiby, Abree Lewis, Blake Lipko, Leah Pishock  
**Class of 2021** - Miko Barbe, Ryan Caulfield, Grayson Dewald, Dylan Grace, Michael Levkolic, Josh Norris, Gregory Rautzhan Alex Tidmore,  
**Class of 2022** - To be determined

### **Class Officers**

**Class of 2019** - President: Jillian Justus, Vice-President: Grace Krewson, Secretary: Brendan Fox, Treasurer: Erin McQuillan  
**Class of 2020** - President: Aidan Carr, Vice President: Abree Lewis, Secretary: Adam Beam, Treasurer: Hannah Kulbitsky  
**Class of 2021** – President: Grayson Dewald, Vice President: Alex Tidmore, Secretary: Mikolas Barbe, Treasurer: Raquel Fisher  
**Class of 2022** – To be determined.

**BLUE MOUNTAIN SCHOOL DISTRICT**  
**NOTICE OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND**  
**PRIVACY ACT ("FERPA")**

Blue Mountain School District protects the confidentiality of personally identifiable information gathered about its students in accordance with federal and state law. FERPA affords parents and students eighteen years of age and older certain rights with respect to the student's educational records. These rights are summarized as follows:

1. **The right to inspect and review** the student's educational records within 45 days of the date that the District receives a request for access.

Parents should submit a written request to the school principal identifying the record(s) that they wish to inspect. The principal will make arrangements for access and notify the parents of the time and place where the records may be inspected.

Parents have the right to request copies of the records and the District may charge a reasonable copying fee as long as it does not prevent the parents from exercising their right to inspect and review their child's records.

2. **The right to request** the amendment of the student's educational records that the parents believe are inaccurate, misleading or violate the privacy or other rights of the child.

Parents may request that the District amend a record by writing to the school principal, clearly identifying the part of the record they would like to change, and specifying why the change is warranted.

The District will notify the parents in writing of the decision and advise them of their right to a hearing regarding their request for the amendment. Additional information regarding the hearing procedures will be provided to the parents upon notification of the right to a hearing.

3. **The right to consent** to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law authorize disclosure without consent. The district must release directory information, student names, addresses, and telephone listings when requested. Additionally, under federal laws, the district must release directory information student names, addresses, and telephone listings to military recruiters for recruiting purposes upon request. If you do not wish this directory information to be released, you must notify in writing no later than September 1<sup>st</sup> at the Blue Mountain School District Office listed below.

4. **The right to file a complaint** with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

Complaints may be made by contacting the Family Policy Compliance Office at the following address:

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

A copy of the Confidentiality Procedural Guidelines is available for inspection at the Administrative Office of Blue Mountain School District. Additional information regarding student records, including access request information, is available by calling the Blue Mountain School District at 570-366-0515 located at 685 Red Dale Road, Orwigsburg, PA 17961.

**A detailed *Notice of Special Education Services* pertaining to special education, Section 504, gifted education services, and the Family Educational Rights and Privacy Act ("FERPA") is available on the Blue Mountain School District website at [bmsd.org](http://bmsd.org).**

**BLUE MOUNTAIN SCHOOL DISTRICT**  
**ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION PROGRAMS AND**  
**SERVICES AND GIFTED EDUCATION PROGRAMS**

**I. INDIVIDUALS WITH DISABILITIES EDUCATION IMPROVEMENT ACT**

The Blue Mountain School District is required by the Individuals with Disabilities Education Act ("IDEA") to provide a free, appropriate, public education ("FAPE") to "children with disabilities." Pursuant to the IDEA, students are considered to be children with disabilities if they need special education and related services and have one or more of the following physical or mental disabilities:

- Autism
- Deaf-Blindness
- Emotional Disturbance
- Hearing Impairment including Deafness
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech or Language Impairment
- Traumatic Brain Injury
- Visual Impairment Including Blindness

The IDEA further requires the provision of FAPE to children with disabilities between the age of three and the school district's age of beginners known as "eligible young children." The Schuylkill County Intermediate Unit provides early intervention services and programs to eligible young children located within the Blue Mountain School District. Eligible young children are afforded the same rights as school age children including screening, evaluation and an appropriate program and services.

**II. SERVICES FOR PROTECTED HANDICAPPED STUDENTS**

The Blue Mountain District must provide services to and may not discriminate against "protected handicapped students" in accordance with Section 504 of the Rehabilitation Act. A protected handicapped student is a student who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment or is regarded as having such an impairment. Protected handicapped students may qualify for special services to ensure equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for the individual student.

**III. GIFTED EDUCATION**

In Pennsylvania, school age students qualify to receive specially designed instruction when they have been identified as "mentally gifted." A student is mentally gifted when he or she has outstanding intellectual and creative ability that requires specially designed programs or support services not ordinarily provided in the regular education program. The Blue Mountain School District will determine whether a student is mentally gifted based upon multiple criteria, including IQ score, which indicate gifted ability. The determination of gifted ability will not be based on I.Q. score alone.

**IV. SCREENING AND EVALUATION**

The Blue Mountain School District uses procedures to help identify children who may qualify for services, including parent/teacher referrals, review of student records and screening for hearing, vision and speech and language problems. If you believe that your child may be eligible for special education and related services or gifted education, screening and evaluation services designed to assess the needs of your child and his/her eligibility are available to you at no cost. You may request screening and evaluation at any time, whether or not your child is enrolled in the district's public school program.

Information regarding potential signs of developmental delays and other risk factors that could indicate disabilities please contact the Schuylkill County Intermediate Unit Early Intervention Services, 17 Maple Avenue, MarLin, Pennsylvania 17951. The telephone number for the Early Intervention Program is (570) 544-9131. For school-age students please contact the Blue Mountain School District, Department of Special Education, 685 Red Dale Road,

Orwigsburg, PA 17961. The telephone number for the Blue Mountain School District Department of Special Education is (570-366-0515 Ext. 1035.

Requests for screening and evaluation may be made in writing to the District address listed below or to your child's building principal and will be kept confidential. If you believe that your child may qualify for services as an eligible young child, you may contact the Schuylkill County Intermediate Unit directly at (570) 544-9131.

**A detailed *Notice of Special Education Services* pertaining to special education, Section 504, gifted education services, and the Family Educational Rights and Privacy Act ("FERPA") is available on the Blue Mountain School District website at [bmsd.org](http://bmsd.org).**

**BLUE MOUNTAIN SCHOOL DISTRICT  
Department of Special Education  
Red Dale Road  
Orwigsburg, PA 17961**

**STUDENT SCHEDULES AND PROCEDURES**

**Bell Signal and Changing Classes**

Bell signals will sound in all classrooms, corridors, the auditorium, cafeteria and gymnasium at the beginning and conclusion of each period. Classes are dismissed upon direction of the teacher. A 10-minute warning bell will sound for technology labs and physical education.

At every change of classes there will be large numbers of students going from one room to another. In order to keep the noise and confusion at a minimum, students need to be especially quiet and courteous. There should be no running, scuffling, loud talking or boisterous behavior in the hallways.

**REGULAR PERIOD Schedule**

Report to Homeroom	7:45
Attendance Warning Bell	7:54
Homeroom Period	7:55 – 8:00
Period 1	8:03 – 8:47
Period 2	8:50 – 9:34
Period 3	9:37 – 10:21
Period 4	10:24 – 11:08
<b>Period 5</b>	<b>11:11 – 11:53</b>
<b>First Lunch</b>	<b>11:11 – 11:41</b>
<b>First Lunch's Study Hall</b>	<b>11:41 – 11:53</b>
<b>Period 6</b>	<b>11:56 – 12:38</b>
<b>Second Lunch</b>	<b>11:56 – 12:26</b>
<b>Second Lunch's Study Hall</b>	<b>12:26 – 12:38</b>
<b>Period 7</b>	<b>12:41 – 1:23</b>
<b>Third Lunch</b>	<b>12:41 – 1:11</b>
<b>Third Lunch's Study Hall</b>	<b>1:11 – 1:23</b>
Period 8	1:26 – 2:10
PM Homeroom Period	2:13 – 2:20
Period 9	2:23 – 2:58
Driver/Rider & First Bus Dismissal	2:58
Second Bus Dismissal	3:05

**ONE HOUR DELAY Schedule**

Homeroom Bell	8:45
Attendance Warning Bell	8:54
Homeroom Period	8:55 - 9:00
Period 1	9:03 - 9:40
Period 2	9:43 - 10:20
Period 3	10:23 - 11:00
<b>Period 5</b>	11:03 - 11:40
<b>Period 6</b>	11:43 - 12:20
<b>Period 7</b>	12:23 - 1:00
Period 8	1:03 - 1:40
Period 4	1:43 - 2:20
Period 9	2:23 - 2:58
Driver/Rider & First Bus Dismissal	2:58
Second Bus Dismissal	3:05

**TWO HOUR DELAY Schedule**

Homeroom Bell	9:45
Attendance Warning Bell	9:54
Homeroom Period	9:55 - 10:00
Period 1	10:03 - 10:33
Period 2	10:36 - 11:06
Period 3	11:09 - 11:39
<b>Period 5</b>	11:42 - 12:12
<b>Period 6</b>	12:15 - 12:45
<b>Period 7</b>	12:48 - 1:18
Period 8	1:21 - 1:51
Period 4	1:54 - 2:24
Period 9	2:27 - 2:58
Driver/Rider & First Bus Dismissal	2:58
Second Bus Dismissal	3:05

**TWO HOUR DELAY No 9<sup>th</sup> period Schedule**

Homeroom Bell	9:45
Attendance Warning Bell	9:54
Homeroom Period	9:55 - 10:00
Period 1	10:03 - 10:36
Period 2	10:39 - 11:12
Period 3	11:15 - 11:49
<b>Period 5</b>	11:52 - 12:26
<b>Period 6</b>	12:29 - 1:03
<b>Period 7</b>	1:06 - 1:39
Period 8	1:42 - 2:15
Period 4	2:18 - 2:51
Period 9	2:54 - 2:58
Driver/Rider & First Bus Dismissal	2:58
Second Bus Dismissal	3:05

### **12:30 Dismissal Schedule**

Homeroom Bell	7:45
Attendance Warning Bell	7:54
Homeroom Period	7:55 - 8:00
Period 1	8:03 - 8:32
Period 2	8:35 - 9:04
Period 3	9:07 - 9:36
Period 4	9:39 - 10:08
Period 8	10:11 - 10:40
<b>Period 5</b>	10:43 - 11:12
<b>Period 6</b>	11:15 - 11:44
<b>Period 7</b>	11:47 - 12:16
Period 9	12:19 - 12:25
Driver/Rider & First Bus Dismissal	12:25
Second Dismissal	By Announcement

### **Supervision During After-School Hours**

**Students are NOT permitted to remain after school, unless, they are supervised by a teacher, coach or advisor. Students who remain after school unsupervised will be directed to leave the building and school property.**

### **Emergency Closings**

There are occasions when it becomes necessary to delay the opening of school, conduct early dismissals or close school due to emergencies or inclement weather. "School Reach" is an automated phone system which Blue Mountain uses to inform its students of such events to its parents. Parents also have the option to sign up for "**Eagle Express**" through the school district's website, which will send an e-mail announcing the specific information. The following television / radio stations will also announce our district by name:

WPPA – 1360	WPAM - 1450
WRFY – 102.5 FM	WAVT – 101.0 FM
WGAL – TV 8	WNEP – TV 16

### **Emergency, Evacuation and Lockdown Drills (Faculty: refer to Crisis Manual)**

The purpose of an emergency drill is to give practice in a quiet, orderly and rapid departure from the building. Learning where the emergency exit is for each class will enable students to make a safe exit in all situations.

1. Maintain silence at all times.
2. When told to make your exit, keep in single file unless otherwise directed.
3. Everyone must leave the building!
4. Recall will be sounded when conditions are suitable.

### **Academic Restriction**

If students receive two failing grades (high school/middle school) in a marking period, in any subjects, they will be placed on Academic Restriction. Students whose names appear on the restriction list are restricted from all ninth period non-graded activities. They will report to homeroom to work on their academic deficiencies. Students may report to a teacher for work or help in a class that they are failing with a pre-signed pass issued by that teacher.

Progress will be re-evaluated every four (4 1/2) weeks. Students, who have improved to the administration's satisfaction, will be released from restriction and have full privileges restored. Consequently, students may also be added at this time.

Students may NOT leave school during the 9<sup>th</sup> period activity period, except for a doctor's appointment.

Work Release will NOT be granted while on Academic Restriction.

Students will NOT be eligible to leave during 9<sup>th</sup> period for athletic practices while on Academic Restriction. However, they will be permitted to leave for an athletic contest.

### Assemblies

The purpose of school assemblies is to enable the school students to participate in and to observe programs that are educational, entertaining, and interesting. It is during this time that the real character of the school is shown. **Students are expected to behave appropriately.** When a person is speaking, a play is being produced, or a musical number is being rendered, courteous attention should be given. Talking or studying is unacceptable. Applaud by clapping hands – no whistling or stomping. Students will enter the auditorium quickly and quietly as they are directed. Students will be assigned specific areas for all assembly programs.

### Attendance (Policies and Procedures)

The school law of Pennsylvania requires the regular attendance of all pupils between ages eight and 17 years of age. Once a student has enrolled, his/her school attendance is governed by the following guidelines:

1. Any student who is under 17 years of age and who has been absent illegally for a total of three days, or six half days, is guilty of truancy from school which is a violation of the state attendance law. Any student aged 17 or older who is absent for five days for unexcused reasons may be suspended up to 10 days. Any student aged 17 or older who is absent from school for 10 consecutive days will be dropped from the school rolls. If a student does not return to school, expulsion procedures may be recommended.
2. Students are expected to be in school on time every day and to be on time to all classes. All students arriving tardy must report to the Main Office immediately and sign in the late book. All notes for tardies must be turned in to office no later than the following school day. Excessive (three or more per year) unexcused tardiness to school or class is a punishable offense. Excessive tardiness may result in fines through the local District Magistrate and referral to the Student Assistance Program.
3. Students who are truant (e.g., absent from school without permission of parents and school authorities) will be disciplined. A telephone contact may be made to verify students' absences. Students may be cited and fined through the local District Magistrate including suspension of their driver's permit and may be referred to the Student Assistance Program.
4. Students arriving after 9:30 a.m. will be considered absent 1/2 day; moreover, students leaving prior to 1:00 p.m. will be considered absent 1/2 day.
5. When students return to school after an absence, they will bring a signed statement from their parent or guardian stating the **date and reason for the absence**. If an excuse is not brought in for classification **within three (3) days**, it will automatically be classified as unexcused. If students have been **absent three or more consecutive days, they will be required to submit a physician's note** stating the reason for the absence. If an assignment or test is to be made up because of absence, the student must make arrangements with the teacher concerned within two days after they return to school.
6. Absence due to a student's illness, death in the immediate family, or extenuating circumstances as approved by the administration is considered an excused absence. A parental excuse of sickness for a student's absence from school is frequent, an excuse from the family physician will be required. Furthermore, **a letter indicating concern as to the child's attendance pattern will automatically be sent to the parents/guardians after an accumulation of three (3) days unexcused absences and ten (10) days of any combination of excused and unexcused absences per year.** A doctor's note, specifying the illness and the anticipated duration of absence will be necessary for each absence after an accumulation of ten (10) days. Parents will be notified after three (3) days of unexcused absences.
7. School administration will make final determination as to whether or not an absence is excused. Verification of all appointments must be provided no later than the following school day.

**Under no circumstances is a student permitted to sign a parent's name.**

**NOTE: Each excuse must have the student's full legal name or it cannot be credited to the right file. Each excuse must have the CORRECT dates of**

**absence or it cannot be credited to the right dates. Each excuse must show a reason for the absence. Each excuse must be signed by the parent/guardian. Please include the student's homeroom number and grade on the excuse.**

#### **Early Dismissal**

If students desire to leave school for any appointment, an appointment card or note from a parent is required **no later than 8:00 A.M. on the day of the early dismissal**. If the student is leaving school because of illness or any other urgent reason, prior approval must be given by the nurse or administrator and the student **MUST** sign out in the office. **Leaving school without proper permission will result in disciplinary action and an unexcused absence.**

Requests for early dismissals should be only for the following reasons: doctor appointment, dental appointment, or any other appointment that could not be made at any other time.

The note will be given to the attendance secretary prior to homeroom period on the morning of the dismissal. A list of early dismissals will be published with the absentee list.

**When leaving school early, the student must report to the office and sign out; upon returning to school, the student must report to the office and sign in.** An appointment card or note from the doctor, dentist or other professional agency must be returned to the office at this time. If the student is unable to return to school the same day, they must return the appointment card to the office prior to the beginning of the next day. If a note is not received within three (3) days, it will be marked as "tardy unexcused" (P.M.) and addressed / totaled along with (A.M.) tardies.

#### **Employment Certificates (Working Papers)**

Pupils desiring to leave school before they reach the age of seventeen years, and after they have passed their sixteenth birthday, can do so only after they have secured Working Papers from the high school office. Proof of age, such as birth certificate or baptismal certificate must be furnished to obtain such papers. New working papers must be obtained each time a worker changes positions. Pupils under seventeen years of age must be employed full time or return to school until they reach their seventeenth birthday. Pupils who work after school hours, on Saturdays, or during the summer should obtain a Vacation Employment Certificate, following the same procedure as outlined above.

Working papers can be secured at the high school Guidance Office during the 9<sup>th</sup> period Monday through Friday during the school term. During the summer they will be issued at the high school Main Office on the same days between 7:30 a.m. and 2:30 p.m.

#### **Excused Absences**

Reasons for excused absences may include but, are not limited to the following:

1. Sickness, injury, death in the family, or some other insurmountable condition.
2. Documented appointments with health care professionals.
3. Documented absence for religious instruction or religious holiday.
4. Participation in an academic class or school-sponsored activity approved by the Principal.
5. Court appearances (copy of subpoena required).
6. Prior approved non-school sponsored educational field trips (one per year).
7. Unavoidable emergencies (reviewed by Principal).
8. Out of school suspension (OSS).
9. Driver's License Testing

#### **Unexcused Absences**

**Includes but, is not limited to the following:**

1. Failure to provide a doctor's excuse within three (3) school days when required.
2. Failure to return in an excuse within three (3) school days.
3. Hunting.
4. Missing the bus.
5. Oversleeping.
6. Refusing to come to school.
7. Routine babysitting.
8. Taking a trip (vacation) without an approved educational field trip form by administration.

9. Any other circumstances deemed unexcused by the Principal.

### **Consequences for Unexcused Absences/ Illegal Absences**

- 1<sup>st</sup> Unexcused / Illegal Absence Warning
- 2<sup>nd</sup> Unexcused / Illegal Absence Detention  
One ISS assigned if detention is “cut”  
If the writing assignment is not completed, the student is reassigned ISS until the writing assignment is completed.
- 3<sup>rd</sup> Unexcused / Illegal Absence Saturday Detention  
If not completed, the student is assigned ISS and reassigned Saturday detention.  
If the writing assignment is not completed, the student is reassigned ISS until the writing assignment is completed.
- 4<sup>th</sup> Unexcused / Illegal Absence Two Saturday Detentions  
If not completed, the student is assigned ISS and reassigned Saturday detention for each one “cut”.  
If the writing assignment is not completed, the student is reassigned ISS until the writing assignment is completed.
- 5<sup>th</sup> Unexcused / Illegal Absence In-School Suspension  
If not completed, the student is reassigned ISS until the writing assignment is completed.
- 6<sup>th</sup> or more Unexcused / Illegal Absence Two In-school Suspensions  
If not completed, the student is reassigned ISS until the writing assignment is completed.

### **Tardiness / Unexcused Appointments**

**Students involved in extra-curricular activities must arrive by 9:30 a.m. to be eligible to participate in any activity for that day. A medical excuse will be the only permissible exception. As the high school’s second period class ends at 9:34 a.m. students will be allowed to quietly enter the hallways to their locker at 9:30 a.m.** All tardy (7:55 AM – 9:30 AM) students MUST report to the attendance secretary in the Main Office to sign in and to procure an “Admission Slip”.

The school administration will determine if a tardy is excused or unexcused. When a student has accumulated his/her third unexcused tardy, he/she will receive a disciplinary consequence. Parents will be contacted after the third tardy. Subsequent unexcused tardiness will result in additional disciplinary action including loss of driving or riding privileges. In addition, students may be cited by the local District Magistrate and receive a fine. Students who accumulate 10 tardies will require a doctor’s note for each successive tardy. Students who accumulate 15 unexcused tardies may be referred to the Student Assistance Program. Tardy consequences will be at the administrator’s discretion when there has been an extensive period of time between student tardies.

### **Consequences for Unexcused Tardies / Unexcused Appointments**

- 1<sup>st</sup> Unexcused Tardy / Appointment: Warning
- 2<sup>nd</sup> Unexcused Tardy / Appointment: Warning
- 3<sup>rd</sup> Unexcused Tardy / Appointment: Detention  
One ISS assigned if detention is “cut”.  
If the writing assignment is not completed, the student is reassigned each ISS until the writing assignment is completed.
- 4<sup>th</sup> Unexcused Tardy / Appointment: Two Detentions  
One ISS assigned if detention is “cut”.  
If the writing assignment is not completed, the student is reassigned ISS until the writing assignment is completed.
- 5<sup>th</sup> Unexcused Tardy / Appointment: Saturday Detention  
If not completed, the student is assigned ISS and reassigned Saturday detention.  
If the writing assignment is not completed, the student is reassigned ISS until the writing assignment is completed.
- 6<sup>th</sup> or more Unexcused Tardy / Appointment: In-School Suspension  
If the writing assignment is not completed, the student is reassigned ISS until the writing assignment is completed.

### **Transfer and School Withdrawals**

Parents must notify the principal or the counselor before withdrawing a child from school. Appropriate forms must be completed and administrative approval is required.

### **Behavioral Procedures and Expectations**

#### **"The Eagle Way"**

*Honesty*

*Respect*

*Responsibility*

All Blue Mountain students will strive towards excellence by embodying the school district's three core values. The Eagle Way promotes honesty, respect, and responsibility for all students in grades K-12.

### **Statement of Purpose**

Student behavior is not merely convenient conformity by the students to the wishes of adults, but the conscious development of self-discipline and self-direction toward socially desirable ends. Schools, to be effective, must give all students the opportunity to learn; disciplined behavior is an outcome of education. Students must be taught that the advantages of group living demand that individual actions be tempered and limited.

If a student elects to evade his/her responsibility for good citizenship, he/she may be referred to the Principal. The Principal takes into consideration the individual and his/her personal adjustment as well as the impact the student's behavior will have on the school community. The great majority of students meets their responsibility and never become involved in any disciplinary action. All things considered, the Principal's action may range from friendly discussion to suspension. In extreme disciplinary cases, a student may be expelled by the Board of School Directors.

In each discipline situation, it is a primary aim of school officials to impress each student, by effective faculty counseling and guidance, of the need, value and advantage of good conduct.

### **Statement of Authority**

All students enrolled in the Blue Mountain School District are expected to conduct themselves in accordance with the rules of the system and individual schools.

Principals and teachers are directed to maintain order in the schools so that learning can occur. Maintenance of order applies during those times when students are under the direct control and supervision of school district officials. This authority is granted in Section 1317 of the Pennsylvania Public School Code. Stated:

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

The Board of School Directors has granted authority to its Principals and teachers to exercise necessary authority to maintain appropriate decorum within the buildings and classrooms. Building level Principals and their designees will act in a *loco parentis* manner to ensure the safety and welfare of all students. Teachers shall have the authority, and it shall be their duty, to make and enforce by reasonable means rules and regulations to govern the behavior and promote learning in their respective classes. Principals and teachers of the Blue Mountain School District are directed to maintain such order in the schools as will facilitate learning by the students.

In the event that any provision of this Behavior Code is found to be in conflict with the Public School Code of 1949, as amended or PA Code Title 22, PDE Regulations, school district policy, administrative procedures, or any other applicable constitutional, statutory or regulatory provision, such statute or provision shall govern, and the conflicting portion of this Behavior Code shall be considered

null and void, but the remainder of the Behavior Code shall remain in full force and effect.

School Principals are authorized, subject to approval of the Superintendent, to summarize or restate the provisions and/or omit selected provisions of this Behavior Code when publishing school handbooks in an effort to concisely convey to students and parents the Behavior Code. This authority is not, nor should it be, construed as any attempt to withhold information, for the provision of this Behavior Code prevails over statements published in school handbooks.

### **Student Rights**

With each right comes a responsibility, and that right must be viewed in relationship to the health, safety, and welfare of the majority of students within each school. The Principal, under the supervision of the Superintendent and within School Board policies, shall assume administrative responsibility and instructional leadership of the school to which he or she is assigned. The faculty and staff shall assist in the orderly operation of the school and ensure the following rights of students.

1. To be informed of School Board policies and individual school rules.
2. To appeal a decision in an orderly manner.
3. To be treated with respect by other students, school personnel, and visitors.
4. To expect that their property will be respected by other students and school personnel.
5. To have a safe and orderly school.
6. To expect the rules to be enforced without discrimination.
7. To receive district curriculum descriptions that will help one make informed choices.
8. To have equal opportunity with regard to academic programs and extracurricular activities.
9. To have privacy of one's personal possessions unless appropriate school personnel have reasonable suspicion to believe a student has any object or material, which is prohibited by law or School Board.
10. To expect that schools will keep student records safe and confidential.
11. To wear clothes of one's choice, that adheres to the school dress code. Clothing should not disrupt the learning environment or pose any threat to the health and safety of students.
12. To attend school and learn in an environment free of sexual harassment or malicious harassment.

### **Student Responsibilities**

Every student shall:

1. Attend school regularly and be on time for class.
2. Be diligent in his or her studies.
3. Conform to the rules of the school approved by the Board of Education and submit to such discipline as would be exercised by a kind, firm and judicious parent.
4. Provide the school with an adequate explanation and appropriate documentation to explain an absence.
5. Request makeup assignments from teachers upon return to school and complete them within an appropriate length of time.
6. Treat other students, school personnel, and visitors with respect.
7. Respect others' property by not damaging or taking it.
8. Treat school property with respect and to act in a way that does not interfere with the rights of others and is not harmful to health and/or safety of others.
9. Seek help first, to avoid a fight.
10. Become familiar with the Code of Student Conduct, all school rules, and all classroom rules.
11. Ask for assistance from school personnel in selecting courses.
12. Request participation in academic programs and extracurricular activities that match with your abilities.
13. Cooperate with the teacher and contribute to a free unprejudiced atmosphere.
14. Cooperate fully and exert every effort to achieve mastery of the curriculum.
15. Come to school and wear clothes, which are not dangerous to health or safety, do not disrupt the learning process, and stay within school dress code.
16. Not carry or conceal any such material prohibited by law or that would detract from the educational process and to accept the consequences for any contents stored within lockers.
17. Treat others equitably and fairly.
18. Conduct yourself and your activities so as not to harass others and to report harassment or discrimination situations to school administrators.

### **BOOK BAG RESTRICTIONS**

**The only acceptable book bags will be either clear and / or mesh.**

#### **A. Book Bags**

Students are **NOT** allowed to carry “regular” book bags into or throughout the school. Only “clear or mesh” book bags are acceptable. **This rule also applies to gym bags**, whereas students will only be permitted to carry a “clear or mesh” gym bag to their physical education classes.

#### **B. Handbags / Purses**

Excessively large handbags / purses are not permitted unless they are clear or mesh. Regular handbags / purses should not be large enough to hold a text book. Violations will be confiscated until the end of the school day and the student will receive a disciplinary consequence after being warned.

**Students found in violation of the above policies will be referred to the office for disciplinary action as individual violations continue.**

### **BULLYING**

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

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

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.

Reports of bullying should be reported to the building principal or designee as soon as possible. Possible consequences for violations of this policy:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Referral to law enforcement officials.

**Complete policy can be located at: [http://www.bmsd.org/?page\\_id=1399](http://www.bmsd.org/?page_id=1399)**

### **CAFETERIA SERVICES**

As an integral part of the total school program, full cafeteria services are provided to the student body. Meals are carefully planned so that students may be served well-balanced nutritious meals at nominal cost.

All students must eat in the cafeteria and may purchase a hot meal, select items from the a la carte menu, or bring a lunch from home.

Cafeteria menus are published monthly in the school district website, weekly in local newspapers, and daily on the attendance/absentee list provided to all teachers. Students with special dietetic requirements should consult with the school nurse to provide for these needs.

#### **Guidelines**

The following guidelines are published to ensure efficient service to students in the cafeteria:

1. Arrive promptly and show respect for others upon entering, during and upon leaving the cafeteria.
2. Use single-file in serving lines.
3. All trash should be deposited in trash barrels and all trays, dishes and utensils should be returned to the dishwashing station.
4. Food may NOT be taken from the cafeteria.
5. NO food or beverages may be consumed in classrooms, hallways, etc..., unless medically documented.
6. Students should remain seated until dismissal and exit in a quiet, orderly manner.

7. All school rules are in effect during lunch periods. Students behaving improperly will be subject to disciplinary action.
8. Secure pass from a teacher monitor prior to leaving the cafeteria.
9. The delivery of food or bringing food in from outside establishments is not permitted during any lunch period.
10. Students may also qualify for free or reduced lunch services. Applications are sent home at the beginning of the school year and are available in the office throughout the year. Student report cards may be held until student debt is paid in full.
11. Book bags and backpacks are not permitted in serving line.

The Cafeteria Services utilizes the "Point-of-Sale" system for student payment. Each student has an account in the system. **Balances must be at \$0.00 on the last day of school or the owed amount may be turned over to the local District Magistrate for collection.**

#### **Food Service Payment / Collection**

All students who participate in the district meal services are expected to pay the appropriate price for lunch/breakfast meals and items. Payments for meal funds may be paid on a daily basis, or families may establish electronic lunch funds for their children. Information on establishing and maintaining these lunch funds is distributed to all students at the beginning of the school year and additional information is available in the building offices. Free or reduced price meals are available to eligible families, and information on applying for this service is distributed to all students at the beginning of the school year. Families may apply for free or reduced services at any time throughout the school year should your financial situation change. Applications are available in each school office. If students have a negative lunch balance, the following must occur:

1. Send a payment in with your student. Checks should be made out to **Blue Mountain Lunch Fund** (any costs and fees incurred by BMSD due to insufficient funds shall be paid by the parent or legal guardian). Cash is accepted but not recommended.
2. Mail a payment to: **Food Service Department, Blue Mountain School District, 685 Red Dale Rd., P.O. Box 188, Orwigsburg, PA 17961**
3. Create a personalized lunch account at [www.MySchoolAccount.com](http://www.MySchoolAccount.com) and apply sufficient funds to your student's food service lunch account electronically (there is a small fee charged for each time you add funds, but viewing the account is free). You must create a parents account prior to adding your child. At the home page click on the "create account" hyperlink then follow the directions given. You will need your child's student ID number, which can be obtained from his/her school office.
4. If you child does not have money to pay for his/her lunch, and has not paid his/her outstanding balance and/or discussed another option with the Food Service Department, the food service personnel will follow the Administrative Guidelines listed on the district website.

#### **CARD PLAYING/GAMBLING**

No card playing of any kind is permitted during school hours. Any form of gambling is prohibited on school property.

#### **CHEATING**

Students who are found to have cheated will receive a zero (0) on the assignment plus one day of In-School-Suspension due to their inappropriate behavior. The Research Paper for College Prep English III, Honors English III, and AP Literature and Composition is a course requirement. If a student fails to submit the research paper or is found to have plagiarized (any type) any portion of the research paper, he or she will receive an "Incomplete" for the course regardless of the points accumulated during the course of the semester. The student must then repeat the semester during his or her senior year. Any student found using a cell phone or unauthorized electronic device during a test/quiz will receive a consequence for cheating.

#### **CHILD ABUSE REPORTING**

Under Act 151 of 1994, school personnel have an affirmative obligation to make a report to the administrator, when they reasonably believe on the basis of their professional training or other experience that a child has been abused when that child comes before employees in their official capacity.

## COMPUTERS, CELL PHONES, AND OTHER ELECTRONICS

### **815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS SYSTEMS AND INFORMATION**

#### **I. Purpose:**

Blue Mountain School District provides employees, students and guests (users) with access to the district's electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means. Computers, network, Internet, electronic communications and information systems (collectively CIS systems) provide vast, diverse and unique resources. The Board will provide access to the district's CIS systems in order to access information, research, to facilitate learning and teaching, and to foster the educational purpose and mission of the district.

For users, the district's CIS systems must be used primarily for education-related purposes and performance of job duties. Incidental personal use of school computers is permitted for employees so long as such use does not interfere with the employee's job duties and performance, with system operations or with other system users. Personal use must comply with this policy and all other applicable district policies, procedures and rules contained in this policy, as well as Internet Service Provider (ISP) terms, local, state and federal laws and must not damage the district's CIS systems. Students may only use the CIS systems for educational purposes. At the same time, employees' and students' personal technology devices brought onto district property or suspected to contain district information may be legally accessed to ensure compliance with this policy and other district policies to protect the district's resources, and to comply with the law. Users may not use their personal computers to access the district's intranet, Internet or any other CIS systems unless approved by the Director of Technology.

The district intends to strictly protect its CIS systems against numerous outside and internal risks and vulnerabilities. Users are important and critical players in protecting these assets and in lessening the risks that can destroy these important and critical assets. Consequently, employees and students are required to fully comply with this policy, and to immediately report any violations or suspicious activities to the Superintendent or Director of Technology. Inappropriate conduct will result in actions further described in this policy and other relevant policies.

#### **II. Definitions:**

*Access to the Internet* - A computer shall be considered to have access to the Internet if the computer is equipped with a modem or is connected to a network that has access to the Internet, whether by wire, wireless, cable or any other means.

*Child Pornography* - Any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct.
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct.
3. Such visual depiction has been created, adapted or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

*Computer* - Includes any district owned, leased or licensed or employee, student and guest owned personal hardware, software or other technology used on district premises or at district events, or connected to the district network, containing district programs or district or student data (including images, files and other information) attached or connected to, installed in, or otherwise used in connection with a computer. Computer includes, but is not limited to, district, employee, students and guest: desktop, notebook, powerbook, tablet PC or laptop computers, printers, cables, modems and other peripherals; specialized electronic equipment used for students' special educational purposes; Global Positioning Systems (GPS) equipment; Personal Digital Assistants (PDAs); cell phones, with or without Internet access and/or recording and/or camera and other capabilities,

mobile phones or wireless devices and two-way radios/telephones; beepers; paging devices; laser pointers and attachments; and any other such technology developed.

*Electronic Communications Systems* - Any messaging, collaboration, publishing, broadcast or distribution system that depends on electronic communications resources to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read or print electronic records for purposes of communication across electronic communications network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic communications or is implicitly used for such purposes. Further, an electronic communications system means any wire, radio, electromagnetic, photo optical or photo electronic facilities for the transmission of wire or electronic communications, and any computer facilities or related electronic equipment for the electronic storage of such communications. Examples include, but are not limited to, the Internet, intranet, electronic mail services, Global Positioning Systems, Personal Digital Assistants, facsimile machines, cell phones with or without Internet access and/or electronic mail and/or recording devices, cameras and other capabilities.

*Educational Purpose* - Includes use of the CIS systems for classroom activities, professional or career development, and to support the district's curriculum, policy and mission statement.

*Harmful to Minors* - Any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole, with respect to minors, appeals to the prurient interest in nudity, sex or excretion.
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual content, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals.
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

*Incidental Personal Use* - Use of district CIS systems by an individual employee for occasional personal communications. Personal use must comply with this policy and all other district policies, procedures and rules, as well as ISP, local, state and federal laws and may not interfere with the employee's job duties and performance, with the system operations, or with other system users, and must not damage the district's CIS systems. Under no circumstances should the employee believe his/her use is private. The district reserves the right to monitor, track, access, and log the use of its CIS systems at any time.

*Minor* - Any individual who has not yet attained the age of seventeen (17).

*Network* - A system that links two (2) or more computer systems, including all components necessary to effect the operation, including, but not limited to: computers, copper and fiber cabling, wireless communications and links, equipment closets and enclosures, network electronics, telephone lines, printers and other peripherals, storage media, software and other computers and/or networks to which the network may be connected, such as the Internet, Internet 2 or those of other institutions.

*Obscene* - Any material or performance, if the following conditions are met:

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest.
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene.
3. The subject matter, taken as a whole lacks serious literary, artistic, political, educational or scientific value.

*Sexual Act and Sexual Contact* - As defined at 18 U.S.C. Sec. 2246, and at 18 Pa. C.S.A. Sec. 5903.

*Technology Protection Measure(s)* - A specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

*Visual Depictions* - Undeveloped film and videotape and data stored on computer disk or by electronic means which is capable of conversion into a visual image but does not include mere words

### III. Authority:

Access to the district's CIS systems through school resources is a privilege, not a right. These, as well as the user accounts and information, are the property of the district, which reserves the right to deny access to prevent further unauthorized, inappropriate or illegal activity, and may revoke those privileges and/or administer appropriate disciplinary action. The district will cooperate to the extent legally required with the ISP, local, state and federal officials in any investigation concerning or related to the misuse of the CIS systems.

It is often necessary to access user accounts in order to perform routine maintenance and security tasks; system administrators have the right to access by interception, and the stored communication of user accounts for any reason in order to uphold this policy and to maintain the system. Users have no privacy expectation in the contents of their personal files or any of their use of the district's CIS systems. The district reserves the right to monitor, track, log and access CIS systems use and to monitor and allocate fileserver space.

The district reserves the right to restrict access to any Internet sites or functions it may deem inappropriate through software blocking or general policy. Specifically, the district operates and enforces technology protection measure(s) that block or filter online activities of minors on its computers used and accessible to adults and students so as to filter or block inappropriate matter on the Internet. **Inappropriate matter** includes, but is not limited to, visual, graphic, text and any other form of obscene, sexually explicit, child pornographic or other material that is harmful to minors, hateful, illegal, defamatory, lewd, vulgar, profane, rude, inflammatory, threatening, harassing, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid or disability), violent, bullying, terroristic and advocates the destruction of property. Measures designed to restrict adults' and minors' access to material harmful to minors may be disabled to enable an adult to access bona fide research or for another lawful purpose.

The district has the right, but not the duty, to monitor, track, log, access and report all aspects of its computer information technology and related systems of all users and of any employee's, student's and guest's personal computers, network, Internet, electronic communication systems and media brought onto district premises or at district events, connected to the district network, containing district programs or district or student data (including images, files and other information) to ensure compliance with this policy and other district policies, to protect the district's resources and to comply with the law.

The district reserves the right to restrict or limit usage of lower priority CIS systems and computer uses when network and computing requirements exceed available capacity according to the following priorities:

1. Highest - uses that directly support the education of the students.
2. Medium - uses that indirectly benefit the education of the student.
3. Lowest - uses that include reasonable and limited educationally-related interpersonal communications and incidental personal communications.
4. Forbidden - all activities in violation of this policy.
5. The district additionally reserves the right to:
  - A. Determine which CIS systems services will be provided through district resources.
  - B. View and monitor network traffic, fileserver space, processor and system utilization, and all applications provided through the network and communications systems, including e-mail.
  - C. Remove excess e-mail or files taking up an inordinate amount of fileserver disk space after a reasonable time.
  - D. Revoke user privileges, remove user accounts or refer to legal authorities when violation of this and any other applicable district policies occur or state or federal law is violated, including, but not limited to, those governing network use, copyright, security, privacy, employment and destruction of district resources and equipment.

Due to the nature of the Internet as a global network connecting thousands of computers around the world, inappropriate materials, including those which may be defamatory, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid or disability), inaccurate, obscene, sexually explicit, lewd, vulgar, rude,

harassing, violent, inflammatory, threatening, terroristic, hateful, bullying, profane, pornographic, offensive and illegal, can be accessed through the network and electronic communications systems. Because of the nature of the technology that allows the Internet to operate, the district cannot completely block access to these resources. Accessing these and similar types of resources may be considered an unacceptable use of school resources and will result in actions explained further in this policy, and as provided in relevant district policies.

Employees must become proficient in the use of the district's CIS systems and software relevant to the employee's responsibilities, and practice proper etiquette, district ethics, and agree to the requirements of this policy.

#### **IV. Delegation of Responsibility:**

The Director of Technology and/or designee will serve as the coordinator to oversee the district's CIS systems and will work with other regional or state organizations as necessary, to educate employees, approve activities, provide leadership for proper training for all users in the use of the CIS systems and the requirements of this policy, establish a system to ensure adequate supervision of the CIS systems, maintain executed user agreements and interpret and enforce this policy.

The Director of Technology and/or designee will establish a process for setting up individual and class accounts, set quotas for disk usage on the system, assist in establishing a retention schedule and establish the district virus protection process.

Unless otherwise denied for cause, student access to the CIS systems resources shall be through supervision by the professional staff. Administrators, teachers and staff have the responsibility to work together to help students develop the skills and judgment required to make effective and appropriate use of the resources. All users have the responsibility to respect the rights of all other users within the district and district CIS systems, and to abide by the rules established by the district, its ISP, local, state and federal laws.

#### **V. Guidelines:**

##### **Access to the CIS Systems**

CIS systems user accounts will be used only by authorized owners of the accounts for authorized purposes.

An account will be made available according to a procedure developed by appropriate district authorities.

##### *CIS Systems*

This policy, as well as other relevant district policies, will govern use of the district's CIS systems for students, employees and guests. Use of the CIS systems will also be governed by other relevant district policies.

Types of services include, but are not limited to:

1. *World Wide Web* – District employees, students and guests will have access to the web through the district's CIS systems as needed.
2. *E-Mail* – District employees may be provided assigned individual e-mail accounts for work-related and incidental personal use, as needed.
3. *Guest Accounts* – Guests, which include but are not limited to, volunteers, independent contractors and adult education instructors, may receive an individual account with the approval of the Director of Technology and/or designee if there is a specific, district-related purpose requiring such access. Use of the CIS systems by a guest must be specifically limited to the district-related purpose. An agreement will be required and parental signature will be required if the guest is a minor.
4. Access to all data on, taken from or compiled using district computers is subject to inspection and discipline. Users have no right to expect that district information placed on users' personal computers, networks, Internet and electronic communications systems is beyond the access of the district. The district reserves the right to legally access users' personal equipment for district information.

##### **Parental Notification and Responsibility**

The district will notify the parents/guardians about the district CIS systems and the policies governing their use. This policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet,

some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the district to monitor and enforce a wide range of social values in student use of the Internet. Further, the district recognizes that parents/guardians bear primary responsibility for transmitting their particular set of family values to their children. The district will encourage parents/guardians to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the district's CIS system. Parents/Guardians are responsible for monitoring their children's use of the district's CIS systems when they are accessing the systems.

#### **Limitation Of Liability**

The district makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the district's CIS systems will be error-free or without defect. The district does not warrant the effectiveness of Internet filtering. The electronic information available to users does not imply endorsement of the content by the district, nor is the district responsible for the accuracy or quality of the information obtained through or stored on the CIS systems. The district shall not be responsible for any damage users may suffer, including, but not limited to, information that may be lost, damaged, delayed, misdelivered or unavailable when using the computers, network and electronic communications systems. The district will not be responsible for stolen, damaged or lost personal devices of students, employees, contractors/vendors and guests. The district shall not be responsible for material that is retrieved through the Internet, or the consequences that may result from them. The district shall not be responsible for any unauthorized financial obligations, charges or fees resulting from access to the district's CIS systems. In no event shall the district be liable to the user for any damages whether direct, indirect, special or consequential, arising out of the use of the CIS systems.

#### **Prohibitions**

The use of the district's CIS systems for illegal, inappropriate, unacceptable or unethical purposes by users is prohibited. Such activities engaged in by users are strictly prohibited and illustrated below. The district reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the CIS systems.

These prohibitions are in effect any time district resources are accessed whether on district property, when using mobile computing equipment, telecommunication facilities in unprotected areas or environments, directly from home, or indirectly through another ISP, and if relevant, when an employee, student or guest uses their own equipment.

Students are prohibited from visibly possessing and using their personal computers, as defined in this policy, on district premises and property (including, but not limited to, buses and other vehicles), at district events, or through connection to the district CIS systems, unless express permission has been granted by the school administrator, who will then assume the responsibility to supervise the student in its use, or unless an IEP team determines such use is necessary, in which case, an employee will supervise the student in its use. Students who are performing volunteer fire company, ambulance or rescue squad functions, or need such a computer due to their medical condition, or the medical condition of a member of their family, with notice and the approval of the school administrator may qualify for an exemption of this prohibition.

#### **General Prohibitions**

Users are prohibited from using district CIS systems to:

1. Communicate about non-work or non-school related communications unless the employees' use comports with this policy's definition of incidental personal use.
2. Access or transmit material that is harmful to minors, indecent, obscene, pornographic, child pornographic, terroristic or advocates the destruction of property.
3. Access or transmit material likely to be offensive or objectionable to recipients including, but not limited to, that which may be defamatory, inaccurate, obscene, sexually explicit, lewd, hateful, harassing, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid or disability), violent, vulgar, rude, inflammatory, threatening, profane, pornographic, offensive, terroristic and/or illegal.

4. Cyberbullying another individual.
5. Access or transmit gambling, pools for money, including, but not limited to, basketball and football, or any other betting or games of chance.
6. Participate in discussion or news groups that cover inappropriate and/or objectionable topics or materials, including those that conform to the definition of inappropriate matter in this policy.
7. Send terroristic threats, hateful mail, harassing communications, discriminatory remarks and offensive or inflammatory communications.
8. Participate in unauthorized Internet relay chats, instant messaging communications and Internet voice communications (online, real-time conversations) that are not for school-related purposes or required for employees to perform their job duties.
9. Facilitate any illegal activity.
10. Communicate through e-mail for non-educational purposes or activities, unless it is for an incidental personal use as defined in this policy. The use of e-mail to mass mail non-educational or non-work related information is expressly prohibited (for example, the use of the everyone distribution list, building level distribution lists or other e-mail distribution lists to offer personal items for sale is prohibited).
11. Engage in commercial, for-profit or any business purposes (except where such activities are otherwise permitted or authorized under applicable district policies); conduct unauthorized fundraising or advertising on behalf of the district and non-school district organizations; resell district computer resources to individuals or organizations who are not related to the district; or use the district's name in any unauthorized manner that would reflect negatively on the district, its employees or students. **Commercial purposes** is defined as offering or providing goods or services or purchasing goods or services for personal use. District acquisition policies will be followed for district purchase of goods or supplies through the district system.
12. Political lobbying.
13. Pol. 814 Install, distribute, reproduce or use copyrighted software on district computers, or copy district software to unauthorized computer systems, intentionally infringing upon the intellectual property rights of others or violating a copyright.
14. Install computer hardware, peripheral devices, network hardware or system hardware. The authority to install hardware or devices on district computers is restricted to the Director of Technology or designee.
15. Encrypt messages using encryption software that is not authorized by the district from any access point on district equipment or district property. Employees and students must use district approved encryption to protect the confidentiality of sensitive or critical information in the approved manner.
16. Access, interfere, possess or distribute confidential or private information, without permission of the district administration. An example includes accessing other students' accounts to obtain their grades.
17. Violate the privacy or security of electronic information.
18. Use the systems to send any district information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the district's business or educational interest.
19. Sending unsolicited commercial electronic mail messages, also known as spam.
20. Posting personal or professional web pages without administrative approval.
21. Posting anonymous messages.

#### ***Access and Security Prohibitions***

Users must immediately notify the Director of Technology and/or designee if they have identified a possible security problem. Students, employees and guests must read, understand, provide a signed acknowledgement form and comply with this policy. The following activities related to access to the district's CIS systems and information are prohibited:

1. Misrepresentation (including forgery) of the identity of a sender or source of communication.
2. Acquiring or attempting to acquire passwords of others or giving your password to another. Users will be held responsible for the result of any misuse of the users' user name or password while the users' systems access were left unattended and accessible to others, whether intentional or through negligence.
3. Using or attempting to use computer accounts of others; these actions are illegal, even with consent, or if only for the purposes of browsing.
4. Altering a communication originally received from another person or

- computer with the intent to deceive.
5. Using district resources to engage in any illegal act, which may threaten the health, safety or welfare of any person or persons, such as arranging for the promotion of or the sale of drugs, weapons or alcohol; engaging in criminal activity; or being involved in a terroristic threat against any person or property.
  6. Disabling or circumventing any district security program or device, including, but not limited to, anti-spyware, anti-spam software and virus protection software or procedures.
  7. Transmitting electronic communications anonymously or under an alias unless authorized by the district.
  8. Accessing the Internet, district computers or other network resources without authorization.
  9. Disabling or bypassing the Internet block/filtering software without authorization.
  10. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

#### **Operational Prohibitions**

The following operational activities and behaviors are prohibited:

1. Interference with or disruption of the CIS systems, network accounts, services or equipment of others, including, but not limited to, the propagation of computer worms and viruses, Trojan Horse and trapdoor program code, the sending of electronic chain mail, distasteful jokes and the inappropriate sending of broadcast messages to large numbers of individuals or hosts. The user may not hack or crack the network or others' computers, whether by parasiteware or spyware designed to steal information, or viruses and worms or other hardware or software designed to damage the CIS systems, or any component of the network, or strip or harvest information, or completely take over a person's computer, or looking around.
2. Altering or attempting to alter files, system security software or the systems without authorization.
3. Unauthorized scanning of the CIS systems for security vulnerabilities.
4. Attempting to alter any district computing or networking components (including, but not limited to, file servers, bridges, routers or hubs) without authorization or beyond one's level of authorization.
5. Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or re-transmission of any computer, electronic communications systems or network services, whether wired, wireless, cable or by other means.
6. Connecting unauthorized hardware and devices to the CIS systems.
7. Loading, downloading or use of unauthorized games, programs, files or other electronic media, including, but not limited to, downloading music files.
8. Intentionally damaging or destroying the integrity of the district's electronic information.
9. Intentionally destroying the district's computer hardware or software.
10. Intentionally disrupting the use of the CIS systems.
11. Damaging the district's CIS systems/networking equipment through the users' negligence or deliberate act.
12. Failing to comply with requests from appropriate teachers or district administrators to discontinue activities that threaten the operation or integrity of the CIS systems.

#### **Content Guidelines**

Information electronically published on the district's CIS systems shall be subject to the following guidelines:

1. Published documents, including, but not limited to, audio and video clips or conferences, may not include a child's phone number, street address, or box number, name (other than first name) or the names of other family members without parental consent.
2. Documents, web pages, electronic communications or videoconferences may not include personally identifiable information that indicates the physical location of a student at a given time without parental consent.
3. Documents, web pages, electronic communications or videoconferences may not contain objectionable materials or point directly or indirectly to objectionable materials.
4. Pol. 814 Documents, web pages and electronic communications must conform to all district policies and guidelines, including the copyright policy.
5. Documents to be published on the Internet must be edited and approved

according to district procedures before publication.

### **Due Process**

The district will cooperate with the district's ISP, local, state and federal officials to the extent legally required in investigations concerning or relating to any illegal activities conducted through the district's CIS systems.

If students or employees possess due process rights for discipline resulting from the violation of this policy, they will be provided such rights.

The district may terminate the account privileges by providing notice to the user.

### **Search and Seizure**

Users' violations of this policy, any other district policy or the law may be discovered by routine maintenance and monitoring of the district system, or any method stated in this policy, or pursuant to any legal means.

The district reserves the right to monitor, track, log and access any electronic communications, including, but not limited to, Internet access and e-mails at any time for any reason. Users should not have the expectation of privacy in their use of the district's CIS systems, and other district technology, even when used for personal reasons. Further, the district reserves the right, but not the obligation, to access any personal technology device of users brought onto the district's premises or at district events, or connected to the district network, containing district programs or district or student data (including images, files and other information) to ensure compliance with this policy and other district policies, to protect the district's resources and to comply with the law.

Everything that users place in their personal files should be written as if a third party will review it.

### **Copyright Infringement and Plagiarism**

Federal laws, cases and guidelines pertaining to copyright will govern the use of material accessed through district resources. Users will make a standard practice of requesting permission from the holder of the work and complying with license agreements. Employees will instruct students to respect copyrights, request permission when appropriate, and comply with license agreements, and employees will respect and comply as well.

Pol. 814. Violations of copyright law can be a felony and the law allows a court to hold individuals personally responsible for infringing the law. The district does not permit illegal acts pertaining to the copyright law. Therefore, any user violating the copyright law does so at his/her own risk and assumes all liability.

Violations of copyright law include, but are not limited to, the making of unauthorized copies of any copyrighted material (such as commercial software, text, graphic images, audio and video recording), distributing copyrighted materials over computer networks and deep-linking and framing into the content of others' web sites. Further, the illegal installation of copyrighted software or files for use on the district's computers is expressly prohibited. This includes all forms of licensed software – shrink-wrap, clickwrap, browsewrap and electronic software downloaded from the Internet.

District guidelines on plagiarism will govern use of material accessed through the district's CIS systems. Users will not plagiarize works that they find. Teachers will instruct students in appropriate research and citation practices.

### **Selection of Material**

Board policies on the selection of materials will govern use of the district's CIS systems.

When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives. Teachers will preview the materials and web sites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the web site. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the critical thinking skills necessary to ascertain the truthfulness of information, distinguish fact from opinion and engage in discussions about controversial issues while

demonstrating tolerance and respect for those who hold divergent views.

**District Web Site**

The district will establish and maintain a web site and will develop and modify its web pages that will present information about the district under the direction of the Director of Technology.

**Safety and Privacy**

To the extent legally required, users of the district's CIS systems will be protected from harassment or commercially unsolicited electronic communication. Any user who receives threatening or unwelcome communications must immediately take them to the Director of Technology and/or designee.

Users will not post personal contact information about themselves or other people on the CIS systems. The user may not steal another's identity in any way, may not use spyware, parasiteware, cookies, or use district or personal employee technology or resources in any way to invade one's privacy. Additionally, the user may not disclose, use or disseminate confidential and personal information about students or employees (examples include, but are not limited to, using a cell phone with camera and Internet access to take pictures of anything, including, but not limited to, persons, places and documents relevant to the district; saving, storing and sending the image with or without text or disclosing them by any means, including, but not limited to, print and electronic matter; revealing student grades, social security numbers, home addresses, telephone numbers, school addresses, work addresses, credit card numbers, health and financial information, evaluations, psychological reports, educational records, reports and resumes or other information relevant to seeking employment at the district unless legitimately authorized to do so).

Student users will agree not to meet with someone they have met online unless they have parental consent.

**Consequences for Inappropriate, Unauthorized and Illegal Use**

General rules for behavior, ethics and communications apply when using the CIS systems and information, in addition to the stipulations of this policy. Users must be aware that violations of this policy or other policies, or unlawful use of the CIS systems, may result in loss of CIS access and a variety of other disciplinary actions, including, but not limited to, warnings, usage restrictions, loss of privileges, position reassignment, oral or written reprimands, suspensions (with or without pay for employees), dismissal, expulsions and/or legal proceedings on a case-by-case basis. This policy incorporates all other relevant district policies.

The user is responsible for damages to the network, equipment, electronic communications systems and software resulting from deliberate and willful acts. The user will also be responsible for incidental or unintended damage resulting from willful or deliberate violations of this policy.

Violations as described in this policy may be reported to the district and/or appropriate legal authorities (which includes the ISP, local, state or federal law enforcement). The district will cooperate to the extent legally required with authorities in all such investigations.

Vandalism will result in cancellation of access to the district's CIS systems and resources and is subject to discipline.

**For a complete version of this policy, please visit the Blue Mountain School District Web-site at [http://www.bmsd.org/?page\\_id=1399](http://www.bmsd.org/?page_id=1399)**

**Cell Phones and Electronic Devices**

Electronic devices including but not limited to cellular phones, iPods, MP-3 players, beepers, pagers, scanners, two-way radios, portable telephones, electronic games, and video cameras, etc... are not permitted during school hours.

**Cell Phones** - Students may possess cell phones on the campus or while participating in school events, and are subject to the following restrictions:

1. The power to the cell phone must be turned off during the school day and while the student is a participant in a school event.
2. The cell phone may not be visible at any time.

3. The cell phone must be stored in the student's locker, vehicle, athletic bag, book bag or purse during the school day.

The school day is considered to begin when the student arrives on the campus and extends until the student's assigned dismissal at the end of the day. (7:55 a.m. ~ 2:58 p.m first dismissal or 7:55 a.m. ~ 3:05 p.m. second dismissal.) Students may not initiate or receive cell phone calls during the school day or while participating in school events without the express permission of school officials. Repeated violations will be treated as defiance.

**Student cell phones (including all electronic devices) are not permitted to be used in the building at any time.** These items will be confiscated.

- 1<sup>st</sup> offense: School keeps device – parent/guardian must retrieve;
- 2<sup>nd</sup> offense: School keeps device – parent/guardian must retrieve; Detention Assigned.
- 3<sup>rd</sup> offense: School keeps device – parent/guardian must retrieve; Saturday Detention Assigned.
- 4<sup>th</sup> offense: School keeps device – parent/guardian must retrieve; In-School Suspension Assigned.
- 5<sup>th</sup> offense: School keeps device – parent/guardian must retrieve; Out-of-School Suspension Assigned.

**\*NOTE: Offense doubles if device is not turned over to teacher / administrator. Students are not permitted to remove any part of the electronic device. If so, an additional consequence is assigned.**

#### **CLUBS AND ORGANIZATIONS**

BMSD encourages students to pursue clubs and interests that may not be related directly to any of the curriculum programs offered in the district. In pursuit of such goal and in compliance with law, the district maintains a limited open forum in which students may meet for voluntary student-initiated activities unrelated directly to the curriculum, regardless of the religious, political, philosophical or other content of the speech related to such activities. Students should consult BMSD Policy 122 for greater details.

#### **CONFERENCES**

Teachers welcome the opportunity to meet with students and / or parents to review progress in conferences as described below.

- A *Students:* Student-teacher conferences are arranged during a student's directed study time and / or before or after classes, as conducted in conference facilities in the school, guidance office, or a classroom.
- B *Parents:* Parent-teacher conferences are held in the school and arranged at a time that is convenient for both the parent and the teacher. If a teacher wishes to request a parent-teacher conference, he or she will inform the school guidance secretary so that she may arrange the appointment. Parental requests for a parent-teacher conference will be arranged by the Guidance Counselor(s) or the Principal(s). The student's Guidance Counselor or Principal may be available to attend parent-teacher conferences.

#### **CORPORAL PUNISHMENT**

Corporal punishment as a response to a rule infraction is not used in the Blue Mountain School District. However, reasonable force may be used by teachers and school authorities under the following circumstances:

1. To quell a disturbance.
2. To obtain possession of weapons or other dangerous objects.
3. For the purpose of self-defense.
4. For the protection of persons or property.

#### **DAILY ANNOUNCEMENTS**

Announcements of general interest to students are broadcast daily during homeroom periods. Persons wishing to submit an announcement for broadcast may obtain appropriate forms in the Main Office. All announcements must be approved by an administrator or faculty member and submitted for broadcast by 11:00 a.m. on the preceding day. **Emergency announcements** concerning changes in planned activities (due to inclement weather or other unusual circumstances) will be broadcasted to students.

### **DANCES**

Dances are held at Blue Mountain High School in order to provide a pleasant social experience for all high school students. General guidelines are listed below covering responsibility and conduct.

1. The Faculty Advisor must be present at all committee/planning meetings including decoration and clean-up activities.
2. An activity request form must be submitted to the administration for approval.
3. Dances are limited to three (3) hours. Senior high dances may be scheduled to begin at 7:30 p.m. and end promptly by 10:30 p.m.
4. Security personnel must be present at all events. It is the responsibility of the Faculty Advisor to contact and schedule the appropriate security personnel.
5. Chaperones/Advisors are in complete charge and all situations are under their authority.
6. No one is permitted to attend school functions under the influence of stimulants or depressants (alcoholic beverages, drugs, etc.)
7. Any student who enters the building to attend an event shall remain inside the building until the event is concluded. Any student leaving the building before the conclusion of the event for any reason may not return and expected to leave school property immediately. Students attending the event will remain in the portion of the building where the event is being conducted. Students may not move to other parts of the building.
8. School rules regarding smoking apply at all school functions.
9. Decorating schemes of any type must meet the approval of the Administration. Open flames, i.e., candles, are prohibited in decorating for school activities. Provisions may be made for simple refreshments.
10. Students should wear clothing appropriate to school or as may be desired for a special "dress-up" dance as may be announced.
11. All students are expected to follow common sense rules of good taste, respect and safety.
12. Student guests from other schools may attend Senior high events, but must be registered with the Administration at least 24 hours before the time of the scheduled event. Only one guest per student will be allowed. All students and their guests will follow school rules and procedures.
13. High School events are limited to High School students. No Middle School students are permitted to dances.
14. A student who has been absent for a total of twenty (20) or more days without medical documentation shall not be eligible to participate in any activity until he/she has been in attendance for a total of sixty (60) days following their twentieth (20<sup>th</sup>) day of absence.
15. Attendance at school dances may require administrative approval. Administration reserves the right to restrict students from dances.

### **PROM Eligibility**

In order for a student to attend the PROM, they:

1. Students can purchase tickets for the Prom when they go on sale, however they cannot be failing 3 or more classes during the 4th M.P. as measured the day before the Prom.
2. Students will not be allowed to purchase a PROM ticket if they owe a lunch debt of \$5 or more. (This will be continually monitored and your ticket(s) will be returned if you accrue a debt larger than \$5 between the time you purchase them and the date of the Prom.)
3. A student who has been absent for a total of twenty (20) or more days without medical documentation is not be eligible to attend the Prom until he/she has been in attendance for a total of sixty (60) days following their twentieth (20<sup>th</sup>) day of absence.
4. Students must be present in school the day before the Prom to be eligible for the Prom.
5. All Students wishing to attend the Jr/Sr Prom must have a completed drug form on file to be eligible to attend the Prom.
6. All students attending the Prom must either be in high school or under the age of 21 on the date of the Prom.
7. If a Blue Mountain Jr/Sr invites an underclassman (including, but not limited to a student from another district / student who is in college, or out of school) to attend the Prom and becomes ineligible, their date will not be eligible to attend in their absence.
8. Other items as defined by Administration.

## **DRESS CODE: DRESS POLICY (221)**

### **Applicability**

All students will be subject to this dress policy. All students must report to school on a daily basis attired in compliance with the provisions of this dress policy. There is to be no changing of clothes in school or on any school property prior to the beginning of the school day, or at the end of the school day, unless it is for physical education, sports teams, extracurricular activities, or as authorized by the building administrator.

The dress policy shall be in effect during the regular school year, during regular school hours, and at any school-sponsored event during regular school hours.

### **The following dress and grooming guidelines apply to all students in grades 6-12:**

1. Bottoms – Acceptable/Permitted:
  - a. Casual/dress/corduroy pants of a solid color (except florescent and neon colors).
  - b. Pants should be straight-legged or boot-cut (flared) with a fitted waist.
  - c. Shorts and skorts of a solid color (except florescent and neon colors) must be worn at or about knee-length (within two (2) inches).
  - d. Dress policy bottoms must be sized to fit the student, not too tight or too baggy.
  - e. Dress policy bottoms must be worn secured at the waist and may not drag on the floor.
  - f. Solid color (except florescent and neon colors) Capri pants at or below the knee are permitted.
  - g. Solid color (except florescent and neon colors) skirts or jumpers are permitted that are knee-length or longer. Skirts must fit comfortably and be free of pockets below the hips, loops, straps and other comparable adornments.
  - h. Blue jeans/Blue denim pants, shorts, skorts or skirts.
2. Bottoms – Unacceptable/Not Permitted:
  - a. Cargo/Carpenter-style pants or shorts with pockets below the hips, loops, straps, elastic ankles or other comparable adornments.
  - b. Extra-wide, extra-long, baggy, or sagging pants and shorts.
  - c. Pants with extreme bell bottoms.
  - d. Athletic attire (sweat pants, spandex pants, athletic pants, stirrup pants, wind pants, nylon pants).
  - e. Ripped pants/shorts or pants/shorts with holes.
  - f. Pants, shorts, or skirts worn so as to expose undergarments will be in defiance of the dress policy.
  - g. Skirts may not have any slits that extend more than two (2) inches above the knee.
  - h. Leggings may not be worn separately as dress policy bottoms but may be worn under dress code appropriate skirts.
3. Tops – Acceptable/Permitted:
  - a. A regulation shirt must be worn at all times and is defined as one of the following:
    - i. Polo-style shirt with a collar.
    - ii. Oxford-style button down shirt or blouse with a collar.
    - iii. Turtleneck or mock turtleneck shirt.
  - b. Layers may be worn over top or underneath the regulation shirt.
    - i. Sweaters including vests and pullovers with V-necks or crewnecks are permitted.
    - ii. Cardigans with zippers or buttons are permitted.
    - iii. Sweatshirts without hoods and without pockets below the chest are permitted.
    - iv. Fleece pullovers with an approved shirt underneath.
    - v. Blue Mountain activity blue and white pullover is acceptable with an approved shirt underneath.
    - vi. Mesh, sheer or crocheted tops may be worn with an approved shirt underneath.
  - c. All tops, including the regulation shirt and layers, must be without designs, slogans or pictures.
  - d. All tops must be appropriately sized.
  - e. All tops with buttons must be buttoned up to the collar bone.
  - f. Either the regulation shirt or the layer must have sleeves which

- g. cover the shoulders.
  - g. Only a Blue Mountain School District logo or logo from a Blue Mountain School District activity shall be permitted on tops. A Blue Mountain patch may be fully secured (sewn) over top of a manufacturers' logo.
4. Tops – Unacceptable/Not Permitted:
- a. Hoods on tops are not permitted. Hooded sweatshirts and other hooded layers may be worn as outerwear, but removed upon entry to the building.
  - b. Manufacturers' logos may not be visible. Logos, designs and embroidery may not be covered with tape or pins.
  - c. Tops that are not tucked in should not extend below the hips.
  - d. Shirts may not be see-through.
  - e. Undergarments may not be visible.
  - f. Tops may not be worn inappropriately (not tied around the waist nor shoulders).
  - g. Examples of tops that are not permitted: Tank tops, T-shirts, graphic T's, sleeveless tops, mesh tops, sheer tops, bare midriff or any other garments that expose the upper torso.
  - h. Examples of tops that are not permitted to be worn alone: mesh, sheer, crochet or any other type of solid see-through material.
5. Dresses/Jumpers – Acceptable/Permitted:
- a. Dresses are permitted that meet the dress policy guidelines for tops, including colors, collars, sleeves, buttons, logos, and sizing.
  - b. Dresses/Jumpers are permitted that are knee-length or longer.
  - c. Jumpers are permitted that meet the dress policy guidelines for color and sizing. A dress policy appropriate shirt must be worn under all jumpers.
6. Footwear – Acceptable/Permitted:
- a. Footwear must be closed-toed and closed-heeled.
  - b. If footwear is designed to have laces, the laces must be in the footwear and tied.
7. Footwear – Unacceptable/Not Permitted:
- a. Flip-flops, beachwear, sandals, slippers, and footwear with wheels are not permitted.
  - b. No open-toes or open-heels on shoes.
  - c. Footwear with heels greater than two (2) inches in height.
8. Accessories:
- a. Belts are permitted.
  - b. Neckties and scarves are permitted.
  - c. Socks, stockings, tights, and leggings of any color, pattern or design are permitted.
  - d. Students are not permitted to wear wallet chains of any length.
  - e. Accessories/Jewelry worn in piercings may only be worn in the ears.
  - f. Accessories/Jewelry in all other pierced areas (such as the nose, brow, or lip) must be removed or covered. Clear plastic spacers may be placed in piercings.
  - g. Jewelry and belts that could be dangerous, such as dog collars, spiked necklaces, spiked bracelets, spiked belts, or jewelry/belts that contain studs or rivets are prohibited.
  - h. Students are not permitted to wear headgear of any type (with the exception of barrettes, accessorized headbands, or religious wear), including but not limited to hats, bandanas, sweatbands, hoods, and kerchiefs.
  - i. Sunglasses are not permitted to be worn inside the school building unless required by an attending physician.
  - j. Suspenders are not permitted.
  - k. Accessories deemed to be distracting, disruptive or offensive in nature are prohibited.
9. Specialized Education Settings/Physical Education Classes
- Students may be required to wear certain types of clothing while participating in physical education classes, shop classes, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.[\[1\]](#)

10. Additional Guidelines

No visible designer emblems or manufacturers' logos or tags are allowed on

tops except for the Blue Mountain School District logo or the logo of Blue Mountain School District activities.

Underclothing is not permitted to be seen through outer clothing.

Outerwear clothing, such as coats, hats, and gloves, must be removed upon entry into the building and stored in a locker or coat area. Jackets, coats, hooded sweatshirts and other outerwear should not be worn during school hours inside the school. Outerwear, including hats, may be worn for outdoor recess.

No students shall wear any apparel or jewelry that by words, signs, pictures, or any combination thereof, promotes the illicit use of drugs or alcohol, is profane or vulgar, or is likely to lead to substantial disruption in school.

#### Opt-Out Procedure

1. New Enrollment – Upon enrollment in the Blue Mountain School District, new students will be granted a grace period of one (1) week before being required to conform to the dress policy.
2. Medical or Religious Exemption – Parents or legal guardians who object to the policy based on religious or medical grounds must present to the building principal a signed letter detailing the reason for the objection. The parent or legal guardian and the building principal will meet to discuss the exemption. Requests for this exemption must be submitted annually.
3. Military – Students participating in the United States Military may request to wear their dress uniform in school. Written requests should be made to the Superintendent.

### **STC Dress & Grooming**

#### **Justification**

The very nature of career & technical education indicates the need for a policy in relation to student dress. This is justifiable because of safety factors, as well as the desire to develop status in one's chosen career. It is understood that the nature of the work in some programs is extremely dirty and in others hazardous; therefore, it is imperative that students wear special clothes when working in this environment.

Student dress and cleanliness should be an integral part of the total educational program. A student going to the STC from his/her academic classes in soiled shop clothing does not indicate pride in himself/ herself or his/her career.

STC, being part of all sending high schools and working closely with industry, attracts many visitors. Proper attire worn by all BM students will create pride in one's school, as well as giving the visitors a favorable impression. Many of these visitors could be future employers of our students; and first impressions are lasting.

#### **Regulations**

##### **A. Program Uniforms**

Students enrolled in all programs may be required to purchase and/ or wear a uniform or portion thereof, similar to that worn in business and industry. In general, students may be required to dress as required by the standards of their field, safety considerations, and / or a specific work place situation.

##### **B. Uniform Options**

All students are encouraged to dress for their STC shop each morning to save time upon arrival to STC. However, STC students can choose to follow the BM dress policy each day, wear an STC polo (or STC t-shirt over a polo) if they choose.

##### **Uniform standards are as follows:**

1. All uniforms must be neat and clean; no loose or torn clothing.
2. It is recommended that shirts are tucked in.
3. It is required that pants are worn at the waist.
4. Shoes must be appropriate to the program (unless the student plans to change upon arriving at the STC).
5. STC students are to follow all other components within the BM dress code while at the home school.

**\*\*Administrators on a building level have the authority to judge the appropriateness and safety of apparel and/or appearance.**

Written requests should be made to the Superintendent.

For more information on this policy please visit:  
[http://www.bmsd.org/?page\\_id=1399](http://www.bmsd.org/?page_id=1399)

#### **Discipline Infractions of Dress Code:**

##### **First Offense:**

- Student will be brought into the building office and be asked to replace the inappropriate garment. A phone call to the student's home may be made if a replacement garment is required. Parent will be provided information on the first offense through a written notice or telephone call from principal /assistant principal.

##### **Second Offense:**

- Students will be assigned a detention and written notice will be sent to parents. A phone call to the student's home may be made if a replacement garment is required.

##### **Third Offense:**

- Students will be assigned a Saturday detention and written notice will be sent to parents. A phone call to the student's home may be made if a replacement garment is required.

##### **Fourth Offense:**

- Students will be assigned one day of In-School Suspension and written notice will be sent to parents, as well as a phone call to inform of suspension and possible replacement garment if required.

##### **Fifth Offense (and beyond):**

- Students will be assigned one day of Out-of-School Suspension and written notice will be sent to parents, as well as a phone call to inform of suspension and possible replacement garment if required.

**Administrators on a building level, have the authority to judge the appropriateness and safety of apparel and/or appearance.**

#### **EDUCATIONAL LEAVE POLICIES AND PROCEDURES**

In cases where parents schedule educational trips during the school year and the student accompanies his parents, the student must secure an Educational Trip Form from the office at least one week in advance of their planned departure. The form must be completed and returned to the office for approval one week prior to going on the trip. **These planned absences will not be approved the first or last two weeks of school or during any exam or testing periods. (Midterms, Finals, Keystones, etc.) Considerations for approval will include academic standing, disciplinary violations and attendance.**

##### **Educational leave procedures:**

Parents/guardians may request an educational field trip for their child during the school year. Parents/guardians should consider a request on the following conditions:

1. Trips may not exceed the maximum of five (5) days per school year.
2. All days beyond the maximum of five (5) days will be considered unexcused and/or unlawful for students.
3. Parents are encouraged **NOT** to plan trips the first ten (10) days of school or the last ten (10) days of school.
4. The purpose of the trip must be stated and how it supplements district's curriculum.
5. The request must be made by the parent/guardian five (5) days prior to the student's requested leave. Forms are available at building offices. Administrative responses to submitted forms by parents/guardians will be made within 48 hours of submission.
6. Each request will be reviewed by the Principal prior to approval. The following will be taken into consideration by the Principal in granting permission for the trip:
  - Student's academic standing;

- Student's attendance record;
  - Student's disciplinary record.
7. If approval is given prior to the trip, the student's absence will be listed as excused. If prior approval is not received, the absence will be classified as unexcused /unlawful. Should the student's absence extend beyond the approved time, those days will be classified as unexcused/unlawful.
  8. The student is expected to complete all schoolwork that is assigned during the school absence. Assignments will be provided to the student by the teacher prior to the trip. It will be the student's responsibility to contact teachers and make up any missed assignments.
  9. Permission **WILL NOT** be granted for trips/tours during the district's standardized testing periods, the state's testing periods and the secondary school examination periods at the end of the first and second semesters.

### EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities include but are not limited to the following:

ALETHIA	ALL THINGS BUSINESS
ANIME CLUB	ART CLUB
BAND & BAND FRONT	BASEBALL
BOYS' & GIRLS' SWIMMING AND DIVING	BOYS' AND GIRLS' BASKETBALL
BOYS' AND GIRLS' SOCCER	BOYS' AND GIRLS' TENNIS
CHEERLEADING	CHESS CLUB
CHOIR	COMPUTER CLUB
CROSS COUNTRY	DEBATE TEAM
DIVERSITY CLUB	DRAMA CLUB
ENGLISH	NATIONAL HONOR SOCIETY
ENVIROTHON CLUB	FOOTBALL
FOREIGN LANGUAGE HONOR SOCIETY	GAME DESIGN CLUB
GIRLS' VOLLEYBALL	GOLF
GUITAR CLUB	GREEN CLUB
HONOR SOCIETY	INTERNATIONAL CLUB
LEO CLUB	MOCK TRIAL TEAM
MOVIE CLUB	MU ALPHA THETA
NATIONAL HONOR SOCIETY	NEWSPAPER
PHYSICS CLUB	QUIZ BOWL
SADD	SCIENCE NATIONAL HONOR SOCIETY
SOCIAL STUDIES HONOR SOCIETY	SOFTBALL
STAR CLUB	STUDENT COUNCIL
TRACK AND FIELD	VARSIY CLUB
WRESTLING	YEARBOOK

Students participating in extra-curricular activities are subject to the rules and regulations of that activity's governing body and school rules. In order to be eligible for a student to participate in a practice, competition or an extra-curricular event, students must report to school by 9:30 a.m. Exceptional reasons for which students may be excused must meet administrative approval. If a student leaves school during the school day because of illness, the student may not participate that day or evening unless he/she has a physician's approval.

Students who are tardy (past 9:30 a.m.) or absent the day of a school activity **MAY NOT** participate beyond the school day without administrative approval. Students who are absent on a Friday or the last school day of a week, **MAY NOT** participate in an activity during the weekend without prior administrative approval. A medical excuse will be the only permissible exception.

A student who has been absent for a total of twenty (20) or more days without medical documentation shall not be eligible to participate in any activity until he/she has been in attendance for a total of sixty (60) days following their twentieth (20<sup>th</sup>) day of absence.

A student's eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis. To be eligible, the student must have passed at least four full credit subjects or the equivalent during the previous grading period. The student will be ineligible for the first fifteen (15) school days of the next grading period. At the end of the school year the student's final grades shall be used to determine eligibility. Successful completion of summer school shall count in removing deficiencies.

Students who participate in extra-curricular activities are responsible for any school-issued equipment. Any lost or stolen equipment must be paid by the student.

Individual Extra Curricular activities may be subject to a student participation fee. Please refer to district website for updated activities and costs.

### **FLAG SALUTE AND PLEDGE OF ALLEGIANCE**

It is the responsibility of every student to show proper respect for his/her country and its flag. Students may decline to recite The Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions. Students are expected to stop what they are doing and stand still while reciting "The Pledge".

Students who choose to refrain from such participation shall respect the rights and interest of classmates who do wish to participate.

### **GRADUATION PROJECT**

Students should refer to the Graduation Project Packet as listed on the Blue Mountain High School Web Page. Community Service hours accumulated before your First Quarter Graduation Project Meeting in ninth grade will not be accepted. Questions regarding any aspect of the project can be directed to your Graduation Project Advisor.

### **GUIDANCE**

Guidance is a service to assist students in developing educational, social and vocational competencies. The guidance program provides a planned series of experiences, which enable students to participate in self-exploration, and career and vocational decisions. All of this will help students form tentative goals and lead to a plan of action.

The guidance program includes the following components:

1. Group guidance and orientation
2. Assessment Services.
3. Occupational information.
4. Personal counseling
5. Parent discussions
6. Placement
7. Follow-up

### **Counseling Services**

The guidance counselors are participating members of the teacher-administrative team. Counselors help the student establish his/her own goals, find solutions to his/her problems, and develop his/her power of self-direction and self-management.

Counseling services are provided through various techniques: individual counseling, small group counseling, testing and other self-analysis procedures, and parent conferences. Parents, too, are encouraged to meet with the counselor to discuss specific questions concerning their son or daughter.

A Career Resource Center is available for student use. See your counselor for more information.

### **Student Assistance Program (SAP)**

The Blue Mountain High School Student Assistance Program (SAP) is designed to assist school personnel in identifying issues that pose a barrier to student's learning and school success. These issues include but are not limited to: alcohol, drugs and other concerns. The Student Assistance Program is not a treatment program; it is a systemic process using effective and accountable professional techniques to mobilize school resources to remove barriers to learning. If the problem is beyond the scope of the school, SAP will provide the parent and student with information about services available within the community. Student Assistance Team members do not diagnose, treat or refer for treatment; but they may refer for an assessment for treatment.

The parents have a right to be involved in the process and have access to all school records under applicable state and federal laws. Parent involvement in all phases of SAP emphasizes the importance and responsibility in the decision-

making process affecting their child's education and is the key to the successful resolutions of the problem.

The core of the program is a professionally trained team, including school staff and liaisons from community agencies. Team members receive rigorous training and certification from a provider approved by the Commonwealth Departments of Education, Health and Public Welfare. This ensures appropriate compliance with state and federal laws protecting privacy rights of parents and students. The Student Assistance Program is required by the Commonwealth of Pennsylvania under section 1547 of the Pennsylvania School Code, enacted as Act 211.

#### **HEALTH SERVICES**

During the school year a student may be required to have certain examinations such as vision, hearing, dental, spinal, and weight and height checks. Students usually come to the health suite by appointment during their study periods whenever possible, and are so notified by the nurse through their homeroom advisor or classroom teacher.

Any student becoming ill during the school day may request a pass from his teacher to report to the health suite. First aid is administered in the health suite for sudden illnesses and injuries that occur during school hours. The nurse is not responsible for treating injuries sustained outside of school involvement, nor is the nurse expected to treat students who come to school ill.

Before any medication, medicines prescribed by a physician, patent drug(s), and/or aspirin, or home remedy may be administered to a student during school hours, the parent shall submit a written request, which gives permission for such administration and relieves the school employee of liability for administration of medication. Also required is the written order of the prescribing physician which shall include the purpose of the medication, the dosage, the time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication. **Students may not carry any medications, medicines or drugs prescribed by a physician with them during the school day.**

Medication on a physician's standing orders may be administered by the school nurse without written permission from the physician, with the exception of prescription inhalers as per district policy 210.1.

**The Health Suite (Nurse's office) is a location for servicing ill or injured students and staff. Loitering in this office is not permitted.**

#### **Student Accident Insurance**

The Blue Mountain School District has arranged for a local insurance agent to provide parents with a voluntary student accident insurance policy that parents can purchase to insure their child for accidents incurred on school hours or to purchase 24-hour coverage.

An accident report is prepared by the school nurse for all accidents that occur at school, whether or not the parents seek professional medical attention. Parents wishing to file claims under the student accident insurance policy they purchase through this plan should request the school nurse to provide them with forms. Claim forms must be submitted to the insurance company within the required ten-day period following any accident requiring professional medical treatment.

The student accident insurance policy covers the first \$100 of incurred expenses, beyond which the family's primary insurance company takes over up to the maximum provided by the family's primary insurance company.

#### **HARASSMENT**

Any claim of alleged harassment and / or discrimination must be reported immediately to a building administrator and / or guidance counselor.

#### **NOTICE: PROHIBITION OF SEXUAL HARASSMENT/ INDECENT EXPOSURE**

Violation of sexual harassment policy may be a Level IV violation of the Code of Student Conduct.

## **HONOR SOCIETIES**

### **National Honor Society**

The purpose of the Carpe Diem Chapter of the National Honor Society are to create enthusiasm for scholarship, stimulate a design to render service, promote worthy leadership and encourage development of character in students of Blue Mountain High School. The selection procedure has been determined by a faculty council composed of teachers, counselors, and administrators who were appointed by the principal. The following is the procedure for selection to this local chapter:

- A. Students may not apply for membership in the National Honor Society; membership is granted only to those students selected by the faculty council.
- B. Membership is open to qualified Juniors and Seniors.
- C. Scholarship – to become a member a candidate must first rank in the top fifth of his/her class, have spent at least three semesters in an accredited high school with a minimum of one semester in BMHS, have earned a cumulative grade point average of 3.900 (taken to the thousandths, the average in calculating eligibility for membership will consist of all subjects that are included in the class rank in all grades ninth through the present). All students who meet the scholarship requirements will then be considered for membership by the faculty council.
- D. Character – the faculty council will next consider the candidate's character in terms of the criteria established by the NHS.  
The student of character exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, and stability), upholds principals of morality and ethics, cooperates by complying with school regulations concerning property, programs, office, hall, etc., demonstrates the highest standards of honesty and reliability, shows courtesy, concern, and respect for others, observes instructions and rules, has powers of concentration and sustained attention as shown by perseverance and application to students, manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work and showing willingness to profit by the mistakes of others, and actively helps to rid the school of bad influence or environment
- E. Leadership – Next, the faculty council will assess the candidate's ability to be a leader in terms of the standards set by the NHS. The student who exercises leadership is resourceful imposing new problems, applying principles, and making suggestions, demonstrates leadership in promoting school activities, exercises influence on peers in upholding school ideals, contributes ideas that improve the civic life of the school, is able to delegate responsibilities, exemplifies positive attitudes, inspires positive behavior in others, demonstrates academic initiative, successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding, demonstrates leadership in the classroom, at work, and in school activities, and is thoroughly dependable in any responsibility accepted.
- F. Service – The faculty council will consider the candidate's service to school and community by evaluating his/her service record in terms of the National Honor Society criteria. The candidate who serves is willing to uphold scholarship and maintain a loyal school attitude, participate in some outside activity: Girl Scouts, Boy Scouts, church groups, volunteer services for the aged, poor, or disadvantaged, family duties, has a record of contributing an appreciable amount of service during the high school years, volunteers dependable and well-organized assistance, works well with others and is willing to take difficult or inconspicuous responsibilities, cheerfully and enthusiastically renders any requested service to the school, is an exemplary representative of the class or school in inter-class and interscholastic competition, does committee and staff work uncomplainingly and shows courtesy by assisting visitors, teachers and students.

Participation in the following sports/activities/clubs and/or membership of the following honor societies meet the service requirement for National Honor Society:

Any school sponsored/supported junior varsity or varsity sport

Mu Alpha Theta  
Phi Sigma  
Social Studies Honor Society  
Science Honor Society  
English Honor Society

#### National Vocational Technical Honor Society

Band	Newspaper
Cheerleading	Peer Helpers
Chorus	Quiz Bowl
Class Officer	SADD
Debate Club	School Musical
Envirothon	School Play
Green Club	Student Council
International Club	Technical Crew
LEO Club	Varsity Club
Mock Trial Team	Yearbook

This list is not exhaustive and is subject to change.

- G. Selection of members to the National Honor Society – After students have been identified as scholastically eligible for admission to the National Honor Society, each candidate will submit a student information form to the advisor for consideration and vote by the faculty council. Students should note that membership in the National Honor Society is not guaranteed. Students may be dismissed for violations of honor society principles (cheating, plagiarizing, failing to maintain minimum GPA, etc.).

#### **English National Honor Society**

To be eligible for the Blue Mountain English Honor Society, a student must meet the following criteria:

1. The student must maintain a 93% average from 9<sup>th</sup> grade through the time of induction in the English National Honor Society.
2. The student must have an overall cumulative Grade Point Average of 3.7 in all other courses completed.

#### **Mu Alpha Theta**

Mu Alpha Theta is a national mathematics honor society for high school students. The criteria for selection to this club are as follows:

1. The student must be enrolled in the college preparatory or honors math program for all math courses and must have pre-calculus as a junior or a sophomore.
2. The student must have performed at a 93% average or better in each math course completed.
3. The student must take an AP math class in the year following Pre-Calculus.

#### **Phi Sigma**

Phi Sigma is the world language honor society for the students of French and Spanish. To be eligible for Phi Sigma, a student must meet the following criteria:

1. The student must have completed five semesters of the same world language (level one in 8th grade included) and be in level three, four, or five at the time of selection.
2. The student must have a 95% average in world language classes completed over the five semesters.
3. The student may have no average lower than 85% in all other courses completed that coincide with the five semesters of world language study required for eligibility.

#### **Russell Petrucka Social Studies Honor Society**

To be eligible for the Blue Mountain High School Social Studies Honor Society, a student must have met the following criteria:

1. Completion of the social studies courses offered in grades 9, 10, 11 (or the equivalent of six semesters of social studies classes) at the College Preparatory, Honors, and/or Advanced Placement level.
2. A minimum average of 93% in the Social Studies courses completed.
3. An overall cumulative Grade Point Average of 3.8 in all other courses completed.
4. To remain a member, a student must have completed at least eight semesters of social studies by the end of his/her senior year and complete a community service project.

#### **Science National Honor Society**

To be eligible for the Blue Mountain Science Honor Society, a student must meet the following criteria:

1. The student must maintain an overall average of 90% in all subject areas.
2. The student must be enrolled in at least one honors or AP science course prior to or during eleventh grade for a period of two full semesters.
3. The student must maintain a cumulative 93% average in all science courses completed.
4. To attain permanent membership, a student must enroll in an AP science class or Honors Anatomy and Physiology prior to or during twelfth grade for a period of two full semesters. In addition, the student must complete at least one service project.

#### LIBRARY SERVICES

The library is open from 7:45 a.m. to 3:15 p.m. every day. Student borrowing of books and magazines is unlimited. Only when there is a great demand for books in a certain category will restrictions be imposed. Books, encyclopedias and magazines may be borrowed for two weeks. Books may also be renewed. These materials must be signed out at the circulation desk and later returned to the book drop. A fine of \$.05 a day will be charged for every day a book is overdue. Encyclopedias may be signed out from one day to two weeks.

Students who wish to come to the library during lunch or the ninth period must secure an appropriate pass from the librarian during the school day. Each student must have a pass on which the time of arrival is stamped by the time machine. The library is for reference and reading; it is not a study hall except for those periods assigned specifically by the office. Students who wish to leave the library must remove passes from the file at the circulation desk, sign out in the notebook, and stamp the time of departure. When the students return to their study hall they present the pass to the study hall teacher who checks the time they left the library. Teachers who wish a student to do special reference work during an assigned class, may issue a library pass to that student. If an entire class comes to the library for reference work, the group must be accompanied by the classroom teacher.

All users of the library must practice quietness and courtesy. Tables are to be cleared and chairs replaced before leaving the room. Replace all magazines neatly on the rack. Books used for reference during a library period are to be returned to the proper place on the shelves. When in doubt, consult the librarian. Reference books must remain in the library.

Students who are taking tests and those on independent study must follow the entry and exit procedures.

**Damage to books must be paid by the borrower.** Students will be responsible for the condition of all books charged to them. A \$5.00 fine will be levied against any student who has tampered with bar codes, which are attached to books. Photocopies of books, magazines, and microfilm can be made at a cost of 5 cents/copy.

If, in the judgment of the librarian, the student is disruptive, he/she will be asked to leave the Library. The first expulsion will extend for one week. A second offense will result in an expulsion for 30 days, etc. During this time period the student will only be allowed to enter the library under direct teacher supervision. Library use is a privilege.

With the installation of a networking system a number of rules must be followed. The student is required to sign in and sign out, return the computer to the main menu upon the completion of his task, and only utilize the listed programs. The student is responsible for any damage. Students will immediately lose their computer privilege if they violate any of these conditions.

#### LOCKERS, LOCKS, AND PROPERTY

Students are held responsible for the proper care and usage of all books, supplies, apparatus or equipment furnished by the school.

At the beginning of each school year, pupils are assigned a hall locker in which to store textbooks, lunches and outdoor clothing. **Do not give your combination to other students. Students are required to use ONLY their assigned locker and keep it secured at all times. Loss of property or restitution for lost property is not the responsibility of the school.**

Students will be assigned a consequence or leaving lockers open and unsecured.

Locker inspections may occur periodically to check the condition of lockers and to clean out refuse.

Students are not permitted to decorate or modify the appearance of any lockers. Lockers are the property of the school and are loaned to students. School officials may search lockers if the building Principal or designee has a reasonable belief that a locker contains an article which is in violation of federal, state or local law, or for sanitary or safety reasons.

Locks for gymnasium lockers may be purchased by students in the athletic office for \$5.00. When students leave school at the end of the year, they may return the lock, combination, and number to the office and receive a \$2.00 refund. No other locks may be used on school lockers.

**Note: Do not leave valuables unsecured.**

#### **MERIT PASSES**

Juniors and seniors who achieve and maintain honor roll status will be eligible for a scholarship merit pass application for each nine (9) week marking period. Four teachers and parent/guardian signatures are required before administrative approval.

Juniors and seniors will be entitled to leave school during the ninth period **except** during a 12:30 dismissal or any scheduled ninth period assembly. However, students must sign out of the class and building prior to leaving. **Students with athletic/extracurricular obligations prior to 3:15 pm will not be permitted to leave school.**

#### **PUBLIC DISPLAY OF AFFECTION (PDA)**

Students should remember that the school is a public environment and a public facility. Students and staff members can become offended when exposed to certain behaviors. Students are to refrain from any public display of affection that would offend others. Examples are, but are not limited to: kissing, hugging, sitting on another's lap, holding another from behind, etc... Students will receive a disciplinary consequence.

#### **SCHOOL BEHAVIOR CODE: SECTION ONE**

In this section you will find:

- Detention
- Discipline Codes by Levels
- Level I
- Level II
- Level III
- Level IV

#### **Detention**

1. Daily detention, if needed, will be held at the high school in the cafeteria or another designated area. It shall begin at 3:10 p.m. (or earlier), when needed, and end at 4:30 p.m. One (1) calendar day notice may be given to the student prior to beginning of serving detention.
2. A.M. detention (6:45 a.m. ~ 8:00 a.m.) may be assigned at the administrator's discretion for students who have work release or participate in extra-curricular activities.
3. Saturday detention, if needed, may be held at the high school from 8-11 a.m. A two (2) days' notice may be given to the student prior to serving Saturday detention.
4. Writing assignments are required each day for each detention assigned. Assignments are to be turned into the detention monitor and will be reviewed for accuracy.
5. Students assigned will bring work to do; if not, they will be given work. Free reading is not acceptable work. No talking or sleeping. Detention may be rescheduled only for cases of extreme emergency or previously scheduled doctor's appointments. A note by 8:00 a.m. on the day of the detention is required if the student is unable to serve the detention that day.
6. Students will only be permitted to reschedule detention one time for each day assigned.
7. Students scheduled for detention are to remain in their p.m. homeroom until second dismissal on the day detention is assigned.
8. Work, athletic practices and games, band practices, etc., are not considered emergencies.

9. If a student is absent the day of his / her detention, he / she must serve the next scheduled detention the day of his/her return.
10. Teachers have the option to institute their own classroom detention. (If NOT served, two (2) detentions are assigned administratively.)
11. Students found to have "cut" a detention will be assigned an In-School Suspension as early as the next school day.
12. Consequences for violations in the presence of a substitute teacher may be doubled at the discretion of administration.

#### **Discipline Codes By Levels**

To establish reasonable consistency in the schools, a uniform Discipline Code has been developed. Schools and teachers may develop individual rules and disciplinary practices, which supplement the Code but do not conflict with it. The Code applies to all students enrolled in the Blue Mountain Schools in kindergarten through grade 12 and adult education.

Infractions and the responses to them are divided into four levels. Each level represents progressively more serious behavior and consequences. One of any combination of responses may be applied to any infraction. This section of the Code of Student Conduct identifies example infractions for which a student may be disciplined and sets forth example responses. Note, however, that this list is not all-inclusive and a student committing an act of misconduct not listed will be subject to the discretionary authority of the Principal. Consistent with this Code, it is the responsibility of the Principal or designee to determine the level of the offense and its appropriate response. The Principal, Assistant Principal, teachers, bus drivers, and other supervisory personnel are responsible for student discipline. Discipline should be applied after consideration of the eventual effect on the behavior of the student and it should promote improved conduct.

**It is the policy of the School Board that there shall be zero tolerance of misbehavior of all kinds.**

#### **Level I – Discipline Code**

Level I offenses are acts of misconduct which interfere with orderly classroom procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process.

Level I offenses will be handled first by the teacher or other staff member involved. When the teacher or other staff member involved determines that additional action is necessary because of continued violation or other concerns, the student will then be referred to the principal or designee for appropriate disciplinary action. The teacher or school administrator/designee, after review of the student's explanation, consultation with school personnel involved, and further investigation (when needed) will determine the appropriate disciplinary action, consistent with this code.

#### **Example Infractions**

1. Cheating
2. Classroom/school disruption
3. Disorderly conduct/classroom disruption
4. Dress code violation
5. Eating, drinking or chewing gum
6. Electronic devices
7. Failure to bring in notes/excuses
8. Failure to follow classroom management rules
9. Hall pass violation
10. Harassment/Intimidation
11. Late to class
12. Lunchroom infractions
13. Out of assigned area
14. Playground violation
15. Public affection

#### **Example Responses**

1. Behavioral contracts
2. Classroom management plan
3. Counseling
4. Detention
5. Grade point deduction (cheating)
6. In-school suspension

7. Instructional Support Team (IST)
8. Mandatory tutoring/peer counseling
9. Parental contact by teacher
10. Return of property or restitution
11. School Service Work (SSW)
12. Teacher Detention
13. Teacher's educational assignments
14. Verbal reprimand
15. Warning of referral to Level II
16. Withdrawal of privileges

### **Level II – Discipline Code**

Level II offenses or intermediate acts of misconduct may include acts of misconduct previously identified, which require administrative intervention. It may also include repeated acts of misconduct and acts directed against persons or property but which do not seriously endanger the health and safety of others.

Level II offenses must be reported to the school administrator/designee (e.g., dean, behavioral resource teacher) because the seriousness or frequency of misconduct requires another level of intervention. School support staff and/or community resource agencies may be involved. The school administrator/designee, after review of the student's explanation, consultation with school personnel involved, and further investigation (when needed), will determine the appropriate disciplinary action, consistent with this Code, and attempt to contact parents.

#### Example Infractions

1. Cheating, plagiarism
2. Computer misuse
3. Cutting classes
4. Cutting detention
5. Deceiving school personnel
6. Destruction of property
7. Disruptive behavior
8. Failure to follow driver/rider procedure
9. Forgery
10. Gambling
11. Inappropriate behavior
12. Insubordination
13. Merit work pass, work-study or work release violation
14. Misconduct on school bus or at bus stop
15. Repeated Level I Offenses
16. Stealing/theft (less than \$20)
17. Tardy to school
18. Truancy
19. Unauthorized assembly, publication, etc
20. Unsafe acts/actions
21. Written derogatory comments about students/ teachers/ staff

#### Example Responses

1. Assigned /reassigned bus seats
2. Assigned bus seat
3. Behavioral contract
4. Confiscation of unauthorized material
5. Detention
6. Fines/ Citations
7. In-school suspension
8. Level I response
9. Parental contact (by teacher or administrator)
10. Referral to student services
11. Return of property or restitution for damages
12. School Service Work
13. Suspension from bus
14. Suspension from extra-curricular activities
15. Suspension of driving privilege
16. Verbal reprimand
17. Warning of referral to Level III
18. Withdrawal of privileges

### **Level III – Discipline Code**

Level III offenses are serious acts of misconduct. They include but are not limited to: repeated acts of misconduct, those acts with prior warning of referral to Level III action, serious disruptions of the orderly conduct of school, threats to the health, safety, and property of self or others, and other acts of serious misconduct.

Level III offenses must be reported immediately to the school administrator/designee and will follow the established investigative procedure and the assignment of disciplinary action. When an emergency exists, procedures for handling it shall be put into effect immediately to protect the safety of all students. The school district must immediately initiate prosecution for Level III offenses.

The first offense for the possession or use of a vaporizer, vaporizer juice, juul, juul pod or electronic cigarette will be three days of in school suspension.

**NOTICE: Use, possession, distribution, and sale of tobacco products are prohibited on school property and on school buses. School district must initiate prosecution.**

#### Example Infractions

1. Abusive language to school personnel
2. Abusive or obscene language/gestures
3. Assault
4. Defiance
5. Destruction of property/vandalism
6. Disorderly conduct
7. Extortion/threats
8. Fighting
9. Harassment/Intimidation
10. Leaving school without permission
11. Repeated Level II Offenses
12. Repeated misconduct of a more serious nature
13. Severe computer misuse
14. Sexual Harassment
15. Smoking/tobacco, possession or use
16. Vaporizer, vaporizer juice, juul, juul pods, electronic cigarette, possession or use
17. Student hazing
18. Theft (more than \$20)
19. Trespassing
20. Unsafe Driving Acts

#### Example Responses

1. Parental contact by administration.
2. Behavioral contract (written).
3. Referral to Support Services.
4. Return of property or restitution for damages.
5. In-school suspension.
6. Long-term bus suspension.
7. Out-of-school suspension.
8. Referral to alternative discipline programs.
9. Temporary removal from participation extracurricular/co-curricular activities.
10. Referral to appropriate prevention or treatment program.
11. Referral to law enforcement.
12. Saturday detention.
13. School Service Work.
14. Fines/Citations.
15. Referral for student assessment.
16. Warning of referral to Level IV.

### **Level IV – Discipline Code**

The most serious acts of misconduct are included in this level. Committing any of these acts may be sufficient grounds for out-of-school suspension and/or consideration for expulsion. Major acts of misconduct must be reported immediately to the school administrator/designee. These violations are so serious that they may require district administrators, outside agencies, and/or fines. Such acts may also result in criminal penalties. The principal/ designee may recommend the expulsion of any student who has committed a serious breach of conduct.

**NOTICE: ZERO TOLERANCE OF VIOLENCE IN SCHOOL INCLUDING PROHIBITION OF VIOLENCE AGAINST SCHOOL DISTRICT PERSONNEL**

Violence in schools or on school buses will not be tolerated. Battery against any school personnel by a student is a Level IV violation of the Code of Student Conduct. A student who deliberately and knowingly commits an act of battery against school personnel may be suspended from school up to ten (10) days. The Principal may recommend expulsion and will offer to assist the staff member in pressing such charges as are appropriate. Subject to federal and state mandates, any student charged with a violation such as bomb threat, aggravated assault, battery, or aggravated battery upon a school employee may be removed from the classroom immediately and may be placed in an alternative school setting pending disposition. Any student found to have committed a violation of Act 26 of Pennsylvania (i.e., weapons prohibited policy) may be expelled or may be placed in an alternative school setting.

**NOTICE: PROHIBITION OF WEAPONS**

Violation of weapons policy is a Level IV violation of the Code of Student Conduct. Weapons and the use of weapons are prohibited on school property, including buses.

A student who possesses, sells, intends to sell, distributes, intends to distribute, displays, intends to display, transfers, intends to-transfer, or uses any firearm / explosive, or weapons of any type, or any article or substance not normally considered to be a weapon, including a look-alike, will be suspended up to ten (10) days, and the Principal will request a formal hearing by the board of education to determine the term of expulsion. In addition, the principal will refer the matter to the local police for criminal prosecution.

**NOTICE: PROHIBITION OF ALCOHOL, TOBACCO & DRUGS**

The use, possession, sale, intending to sell, transferring, intent to transfer, distributing or intending to distribute illicit drugs and alcohol is not permitted and is a Level IV violation of the Code of Student Conduct. Board policy prohibits use, possession, sale, intending to sell, transferring, intent to transfer, distribution or intending to distribute alcohol or controlled substances, including a look-a-like: Drugs which require a physician's prescription or the possession of which is prohibited by law, or those classified as "Designer Drugs" under Pennsylvania Statutes. Also prohibited are the use, possession, sale, intending to sell, transferring, intent to transfer, distribution or intending to distribute any substance represented by the student to be alcohol or a controlled substance, the use of a legal substance to attain a mood-altering effect, and the possession of any equipment or device for preparing or taking drugs.

A student using, possessing, selling, intending to sell, transferring, intending to transfer, distributing, or intending to distribute, or under the influence of any item listed above, will be immediately suspended from school for up to ten (10) days. Following an informal administration hearing, the principal will request a formal hearing by the Board of Education to determine the term of expulsion. In addition, the principal will refer the matter to the local police for criminal prosecution.

**NOTE:** School / Police will keep any / all paraphernalia as proof / evidence.

**Example Infractions**

1. Aggravated battery
2. Alcohol
3. Arson
4. Assault
5. Battery
6. Bomb threat
7. Breaking and entering
8. Drugs
9. Fire Alarms
10. Firearms/explosive
11. Grand larceny
12. Homicide
13. Inciting, leading, or participating in acts that substantially disrupts orderly conduct at a school or school function
14. Kidnapping
15. Making false accusations about school staff member/another student
16. Repeated Level III Offenses
17. Robbery

18. Serious breach of conduct
19. Serious misconduct on school bus or at bus stop
20. Sex offenses
21. Sexual battery
22. Sexual harassment
23. Stolen property: possession, use, distribution, or sale
24. Terroristic Threats
25. Unsafe act/actions
26. Weapons (other than firearms)

Example Responses

1. Fines/Citations
2. In-school suspension
3. Long-term bus suspension
4. Out-of-school suspension
5. Parental contact (mandatory)
6. Recommendation for expulsion
7. Referral for student assessment
8. Referral of students to alternative placement
9. Referral to law enforcement
10. Referral to student support services
11. Return of property or restitution for damages

**SCHOOL BEHAVIOR CODE: SECTION TWO**

In this section you will find:

**Grievance Procedure for Students and Parents**

No student may be suspended without notice of the reasons for which he/she is suspended. The student and parent(s)/guardian will be given the opportunity for an informal hearing with the designated school official.

A student may be suspended up to ten (10) school days following a hearing by the principal or designee.

No student may receive an in-school suspension without notice for which she/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent(s)/guardian shall be informed of the suspension action taken by the school.

Should the in-school suspension exceed ten (10) consecutive school days, the student and his/her parent(s)/guardian shall be offered an informal hearing with the designated school official. Such hearing shall take place prior to the 11th day of the school suspension.

**Student Rights**

Students have a right to present a complaint regarding unfair treatment.

**Student Responsibility**

Students have a responsibility to learn and follow procedures for filing complaints.

Grievance procedures are used to handle serious problems when students believe there has been a violation of the Code of Student Conduct, including due process. Except in instances where there is a clearly defined procedure other than the one described here, a student grievance should be pursued sequentially through four levels.

**Level I – Informal Discussion:** The student should discuss the problem with the person who is responsible for what the student believes to be a violation of the Code of Student Conduct.

**Level II – School Principal:** If the problem has not been resolved at the informal level, the parent and/or student should discuss it with the principal or the principal's designee within five school days of the Level I discussion.

**Level III – Superintendent's Office:** If the problem has not been resolved at Level II, the parent and/or student may, within ten (10) school days, present the grievance to the Superintendent or designee. The student and principal will submit summary positions to the Superintendent. The Superintendent or designee will respond to both parties within fifteen (15) school days after receiving the written statements.

**Level IV – School Board:** If the problem has not been resolved at Level III, the parent and/or student may request, in writing, a meeting with a Committee of the Board of School Directors. The student, principal, and Superintendent will submit summary positions to this School Board Committee. The Committee of the School Board will respond to all parties by arranging a meeting within fifteen (15) days of the written request.

### **SCHOOL BEHAVIOR CODE: SECTION THREE**

In this Section You Will Find:

- Exclusion from School.
- Procedures for Suspensions (Exclusion from school).
- Procedures for Expulsion
- Procedures for Hearings.

#### **Exclusions from School**

Suspension, which is a function of the school administrator, and expulsion, which is a function of the Board of School Directors, are serious disciplinary sanctions, which may be imposed against students under procedures conforming to due process of law. Suspensions may be either in-school or out-of-school. The administration will determine which is best for not only the student but also the rest of the student body. Writing assignments are required each day for both ISS and OSS. Assignments are to be turned into the ISS monitor and reviewed for accuracy the day the student returns. Non-complete packets will require another day to be served.

Students are not permitted to attend school activities (extra-curricular) during their term of ISS / OSS. Students serving OSS are not permitted on school district property.

Students are responsible to check with their teachers to make up all assignments, tests, quizzes, etc., after the OSS period is completed.

#### **Procedures for Suspension (Exclusion from School)**

The Principal or teacher in charge of a public school may suspend any pupil for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall report the suspension to the Superintendent as soon as possible thereafter.

No student may be suspended without notice of the reasons for which he/she is suspended. The student and parent(s)/guardian will be given the opportunity for an informal hearing with the designated school official.

A student may be suspended up to ten (10) school days following a hearing by the Principal or designee.

No student may receive an in-school suspension without notice for which he/she is suspended and an opportunity to be heard prior to the time the suspension become effective. The parent(s)/guardian shall be informed of the suspension action taken by the school.

Should the in-school suspension exceed ten (10) consecutive school days, the student and his/her parent(s)/guardian shall be offered an informal hearing with the designated school official. Such hearing shall take place prior to the eleventh day of the school suspension.

#### **Procedures for Expulsion**

The Board of School Directors may either expel for a period exceeding ten (10) school days or may permanently expel from the rolls of this district any student whose misconduct and disobedience is such as to warrant this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board of School Directors.

The student under 17 years of age who is expelled forfeits his/ her right to an education in the schools of this district, but has not been excused from compliance with the compulsory attendance statutes.

Parents or guardians who are unable to provide an education for their child shall submit a written statement within thirty (30) days that they are unable to do so. The district shall then make provisions for the student's education. If thirty (30) days pass without satisfactory evidence that the required education is being provided to

the student, the district shall re-contact the parent and make provisions for the student's education. The Board shall continue to be responsible for the education of the student expelled, and shall provide an alternate education for any student suspended for more than ten (10) days.

#### **Procedure for Hearings**

Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.

A formal hearing is required in all expulsion actions. This hearing may be held before the Board of School Directors or a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board.

When the hearing is conducted by a committee of the Board or a hearing examiner, a majority vote of the entire School Board is required to expel a student.

The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

### **SEARCHES**

#### **Search and Seizure**

Lockers and desks are school property and are provided for the convenience of the student. Students may use the lockers and/or desks to store their school supplies and personal belongings.

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

#### **Search of Individual**

A search must be justified at its inception on the basis of reasonable suspicion, and it must be reasonable in scope. If a Principal or designee has reasonable suspicion to believe that a student is in possession of illegal/prohibited material, he or she may conduct a search. A student who refuses the request for a search by an administrator that is proper and reasonable may be disciplined under the district's discipline policy. Action may include suspension or referral to the board for an expulsion hearing.

#### **Video Surveillance/Audio Surveillance**

District property may be under video surveillance. Recordings from video surveillance may be used in disciplinary investigations. School buses may also be under audio/video surveillance which may be used in disciplinary investigations.

### **SPORTSMANSHIP CODE**

In the interest of fostering good sportsmanship for all extra-curricular activities in which Blue Mountain High School takes part, students shall abide by the Sportsmanship Code:

1. That participants, coaches and advisors of Blue Mountain High School should keep in mind that they represent the entire school in their actions and should strive to live up to the rules of fair play in all contests. The sense of fair play should be shown toward the officials and the participants from other schools.
2. That student spectators are also representatives of the school and should abide by these standards of fair play. At all times students should show courtesy toward the opposing team, the officials and other spectators. Be considerate of injured players from other teams. Remember that the officials are guests of the school and they should be treated as such. Always be respectful of their decisions. Remember that inappropriate behavior has no place in high school extra-curricular activities.

### **Spectator Courtesy**

It is the responsibility and duty of every student and spectator to observe the following principles of courtesy at any event or contest:

1. Opposing teams and their coaches should be respected.
2. Decisions of officials are to be accepted and respected.
3. Students who display unsportsmanlike conduct may be requested to leave the event and may be forbidden to attend future events.

### **Student Assessment**

#### **Testing**

A student's academic progress is assessed by the classroom teacher in many ways which include class participation, reading and written assignments, long-term projects, quizzes, tests, and examinations. Additionally, district, state and national testing programs are administered. Dates for these examinations are announced well in advance and are placed on the school district calendar and website.

Students should make every effort to be in attendance at school on days when tests are scheduled.

1. An incomplete grade shall be recorded on the report card until the subject teacher grades the make-up work.
2. Failure to meet the deadline shall result in an "F" or "0" percent.
3. Any extenuating circumstances require administrative approval.

#### **Grades On-Line**

Students as well as parents have access to their respective grades on-line via Power School with a password which is available in the Guidance Office.

### **Grading Procedures**

#### **Scholastic Grade Definitions**

Numerical grades are used on all report cards and courses that meet five periods per week and/or more than twelve (12) weeks per year.

93-100% - **(A)** Outstanding achievement in completion of course requirements.

85-92% - **(B)** High achievement in completion of course requirements.

76-84% - **(C)** Satisfactory achievement in completion of course requirements.

70-75% - **(D)** Minimal achievement in completion of course requirements.

50-69% - **(F)** Failure to achieve minimum course requirements. No credit.

Below 50% **(F-)** Failure to achieve minimum course requirements. No credit earned. Student is not making a reasonable attempt / will not be eligible for summer school.

**UI - Incomplete** – Course requirements not met because of excused student absence. (The student is expected to complete course requirements within the same number of school days as he had been absent.)

**M - Medical excuse** – Course requirements waived due to medical reasons.

**X - Not graded this marking period.**

The following grades are used to report progress in courses that meet less than three (3) periods per week.

**P** - Outstanding progress

**S** - Satisfactory, progress

**I** - Improvement needed

**U** - Unsatisfactory progress

Comments – Comments describing the student's: (1) homework; (2) class work; (3) attitude; (4) conduct and, (5) effort may also be used by the teacher and recorded on report cards through use of the following comment code, and must be used with a failure grade.

#### **Comment Code**

- 1 - Attentive and follows directions well.
- 2 - Demonstrates interest and initiative.
- 3 - Assignments are well prepared.
- 4 - Participates in class discussions.
- 5 - Respects peers and staff.
- 6 - Inspires others w/ positive leadership.
- 7 - Shows maturity & responsibility.
- 8 - Assignments carelessly prepared.
- 9 - Incomplete/missing assignments.
- 10 - Lack of effort/attention/ participation.
- 11 - Missed work/assignments.

- 12 - Fails to bring books/materials to class.
- 13 - Poor quiz and/or test marks.
- 14 - Lack of respect for staff/peers/property.
- 15 - Poor commitment to school work.
- 16 - Inappropriate conduct or attitude.
- 17 - Frequent absences from class.
- 18 - Not working up to ability.
- 19 - Parent/teacher conference suggested.
- 20 - Incomplete grade.
- 21 - Grade earned with accommodations.

**Grading Scale and Equivalents**

Letter Grade	Grade Point Equivalent	%		Letter Grade	Grade Point Equivalent	%
A+	4.0	100		C+	2.4	84
A+	3.9	99		C	2.2	82
A	3.8	98		C	2.1	81
A	3.7	97		C	2.0	80
A	3.6	96		C	1.9	79
A	3.5	95		C	1.8	78
A-	3.4	94		C-	1.7	77
A-	3.3	93		C-	1.6	76
B+	3.2	92		D+	1.5	75
B+	3.1	91		D+	1.4	74
B	3.0	90		D	1.3	73
B	2.9	89		D	1.2	72
B	2.8	88		D-	1.1	71
B	2.7	87		D-	1.0	70
B-	2.6	86		F	0.0	50-69
B-	2.5	85		F-	-5.0	Below 50

The school furnishes these percentage ranges to other school districts, colleges and universities who request such information. Additionally, the school administration uses percentages to compute grade point averages to generate a cumulative weighted grade point average for students applying to post-secondary schools that require such data to assist the administration in determining National Honor Society scholastic eligibility, and scholastic eligibility for academic awards.

**Homework Request**

Students absent from school due to illness for at least three consecutive school days may request homework by calling the **Guidance Office at 366-2444** by the second day of absence. In addition, students and/or parents may email their teachers via the school district website – [www.bmsd.org](http://www.bmsd.org)

**Honor Roll**

The Blue Mountain High School program of reporting student progress recognizes high scholastic achievement through the honor roll system. Grades earned in all courses during the nine-week marking period are included in determining honor roll status.

The following provisions must be met in order for a student to be recognized as attaining regular or distinguished honor roll status.

**REGULAR HONORS** – Students are required to earn a percentage grade of 85 in all courses. A student who earns a grade of UI, U or I is ineligible for regular honors.

**DISTINGUISHED HONORS** – Students are required to earn a percentage grade of 93 in all courses. A student who earns a grade of UI, U or I is ineligible for distinguished honors.

**Interim Progress Reports**

Teachers prepare reports of commendation and unsatisfactory progress as further described.

Interim progress reports may commend a student for outstanding achievement or progress, or may indicate low achievement in a course and suggest ways to

improve. Interim Progress Reports may be issued midway through each marking period, and at other additional times as a teacher may deem appropriate. Interim Progress Reports are issued to parents of students in accordance with the following guidelines.

- A. An interim progress report could be sent to parents of students who have demonstrated exceptional achievement in class or study assignments.
- B. An interim progress report could be sent to parents of students who have shown significant improvement since the last parent contact.
- C. An interim progress report should be sent to parents of students who the teacher feels are not working up to ability.
- D. An interim progress report should be sent to parents of students who are failing or are in danger of failure for the report period and/or course.

#### **Report Cards**

Report cards are issued following the end of each nine-week marking period, and are hand-carried home by the student. An area is provided on the report card for teachers to report the student's scholastic grade earned in each course, and to record comments about the student's attitude, conduct, and effort.

The school administration continues to publish the student's school attendance record on report cards.

- A. Scholastic Grades – Report period scholastic grades represent the teacher's assessment of a student's level of achievement in completion of course requirements based upon (1) tested mastery of course content; (2) class participation; and, (3) study assignments.
- B. Credit Status – A student must pass five credits prior to tenth grade to be promoted to the status of a sophomore; 10 credits prior to eleventh grade to be promoted to the status of a junior; and 15 credits prior to twelfth grade to be promoted to the status of a senior.

#### **STUDENT PHOTOGRAPHS**

Student photographs will be taken during the school day at the beginning of the school year. A packaged assortment of color pictures is offered at a reasonable cost. Students should dress and groom neatly. Student identification cards are a part of the package and will be provided for **ALL** students. The exception to this format is the senior class. (Seniors will have had formal portraits taken at the end of their junior year in order to meet the yearbook deadline in the fall of their senior year.) Picture makeup date will be announced.

#### **STUDENT VOLUNTEERS – FIREFIGHTERS AND AMBULANCE**

All students **MUST** have parent/guardian and fire/ambulance chief letters of recommendations to volunteer and participate for this service. Fire/ambulance chiefs will list the type of duties and responsibilities for the volunteers during the emergency situation.

**Students on academic restriction will not be eligible to participate as fire fighter/ambulance volunteers until they improve their grade(s).**

Three teachers must sign the form recommending approval to volunteer for this service. Students and parents/guardians will be required to sign a student volunteer form listing rules and procedures.

Students will sign-in/out in the office during the emergency. Students will follow safe driving procedures on school property. A note from the fire chief/ambulance chief will be submitted within three (3) days after the emergency to verify the student's attendance. Administration will approve the usage of beepers and will provide a roster to the student's teachers.

**In the event an emergency should occur at school, the Student Volunteer MUST remain in class until summoned by his or her respective Fire Chief.**

*The following information may be found on the Blue Mountain School District website: [http://www.bmsd.org/?page\\_id=1399](http://www.bmsd.org/?page_id=1399)*

#### **STUDENT PROGRESS (STUDENT ASSESSMENT)**

##### **Philosophy**

The primary purpose of schools is to provide maximum opportunity through which students can achieve their greatest learning potential, each according to their own ability. It is therefore necessary that teachers evaluate scholastic achievement,

report student progress to both the student and parent, and recognize proficiency levels through the following: (1) a program of student and parent conferences; (2) interim progress reports; (3) the issuance of report cards; and (4) the honor roll system.

#### **Commencement Policy**

Commencement exercises are traditionally held on the last student day. Graduating Seniors, their parents, and guests are invited to these exercises.

#### **Graduation Requirements / Diploma**

To be eligible to earn a diploma, a student must complete a planned program of required and elective courses. Parents and students are advised to review the **Program of Studies Guide**.

#### **Rank-In-Class (Meaning and Purpose)**

Rank-in-Class is the position of any one student in a graduating class in relationship to all other students in the graduating class based upon a weighted quality point system, cumulative to include all semesters. Blue Mountain High School uses the weighted quality point system to enable the school to consider the level of difficulty of courses and the course load of six "R" designated courses permitted per semester.

The purpose of Rank-in-Class is to aid the student in gaining acceptance to a college program that will match his academic ability by enabling college and university admissions officers to assess how the student compared academically to other members of his graduating class. Admission officers consider Rank-in-Class as one measure of industry and intellectual ability, two basic ingredients for success in college academic work.

Hopefully, students, parents, and teachers can gain a greater understanding of individual differences through the Rank-in-Class program description. This should lead to improved selection of special programs in post-secondary school education institutions.

The cumulative weighted grade point average is reported to college and university admission officers upon request. It is also used by the school to assist in determining National Honor Society scholastic eligibility, and scholastic eligibility for academic awards.

The Blue Mountain High School administration and guidance department will continue to generate, report and interpret Rank-in-Class data and a cumulative weighted grade point average in support of its students.

#### **Scholarships**

There are grants-in-aid available to qualifying students provided by the state (PHEAA) and the federal (BEOG) governments. Individuals, unions, and the colleges make numerous monies or scholarships available to worthy students. Check with your guidance counselor, or the college financial aid officer for necessary applications and information.

### **STUDENT TRANSPORTATION**

#### **Student Arrivals/Departures Other Than Bus Transportation**

- AM drop off area will be located at the main doors of the new gymnasium
- PM (from 2:30 - 3:15 p.m.) pick-up will be located at the new gym entrance.

#### **Traveling To and From School**

Students are expected to travel directly to and from school using the safest and most expeditious route.

Students shall not engage in any activity that may potentially result in damage to personal property or endanger the health and safety of other students or adults.

Students must remain on school property once they have arrived at the school and while awaiting the arrival of buses or other transportation at the end of the school day.

Students who wish to be transported by a registered student driver must have a parental permission form on file in the school office.

All riders, including vocational students, must have written permission from their parents / guardians and from the driver's parents/guardians to ride to school.

All automobiles must be parked upon arrival and occupants must leave the automobiles immediately.

As students enter or depart the school, radios, CD's, cassettes, etc. will be turned off for safety.

#### **Student Drivers/Riders and Parking**

Driving to school is a privilege, not a right. This privilege can be revoked at any time. Only students in good academic standing and without excessive behavior violations will be permitted to drive to school. **Student vehicles that do not display a current parking permit may be towed at the owner's expense.**

**Student parking lot will be monitored at various times throughout the school day by both students and staff, while under staff supervision.**

Students who drive to school MUST adhere to the following:

1. Students **MUST** register their vehicle(s) & they may drive to school for a non-refundable fee of twenty dollars (\$20). Fees collected will be deposited into the Student Council Activity Fund. Each student will receive a parking permit. This is a transferable parking permit sticker and MUST be posted on the vehicle the student drives to school.
2. **Seniors who have scored proficient or advanced proficient on all of their Keystone Exams during their Junior year, will receive a "FREE" parking permit during their Senior year.**
3. Students who park in an inappropriate parking space are subject to the following restrictions:
  - 1<sup>st</sup> Offense: Normal Discipline & Warning of Driving/Riding privilege Suspension.
  - 2<sup>nd</sup> Offense: Normal Discipline & Suspension of Driving/Riding privileges for 5 days—student will ride the bus.
  - 3<sup>rd</sup> Offense: Normal Discipline & Driving/Riding privileges may be revoked for remainder of school year—student will ride the bus.
4. Student drivers **MUST** obey all Pennsylvania Motor Vehicle Code rules and regulations. School driving procedures are included in the driver contract form signed by the student and the parents/guardians.
5. Violation of driving/riding procedures and/or **frequent or excessive tardiness (10)** to school will result in loss of driving/riding privileges for remainder of school year. Students will be required to ride the bus until the discipline obligation is honored.
6. Student drivers MUST park appropriately in a parking space (between the parking space lines) and MUST park in their designated parking lot.
7. **Student drivers drive at their own risk. Safety and security of personal property is not the responsibility of the school. The school district is not responsible for student vehicles parked on school property.**
8. Student riders **MUST** apply for permission to ride with another student driver. A student rider must submit a request for each student driver. The student rider MUST have his/her parent(s)/guardian(s) and the student driver's parent(s)/guardian(s) sign the Rider Contract and Procedures. **Student riders tardy to school will be disciplined the same as the student driver. Students may not ride with other student driver(s) without permission from the administration.**
9. Students should refer to their signed driver/rider contract (given with permit application) for more detailed rules and regulations.
10. Student vehicles are subject to search by school officials should a reasonable cause warrant such a search.

#### **School Bus Rules**

**It is a privilege to ride a school bus. Students must:**

1. Obey the driver.
2. Stand off the roadway while waiting for the bus.
3. Be at the bus stop on time.
4. Sit according to the seating chart assigned by the bus driver.
5. Remain seated when bus is in motion.
6. Keep arms, legs, and head inside the windows.
7. Remain quiet. Unnecessary conversation with the driver is dangerous.

8. Observe classroom conduct at all times while aboard the bus.
9. Not eat or drink while on the bus.
10. Whenever boarding or departing, cross the road 10 feet in front of the bus when the driver signals that it is clear to cross. Always check traffic when getting on or off the bus.
11. Ride only their assigned buses to and from school. Written parental permission, with Principal approval, is required to get off at a different stop or ride a different bus. Parents assume responsibility and should also contact the transportation office for each request. Bus transfers are for emergency purposes only.
12. Pay for damage to school buses or property.
13. Follow discipline code.
14. School buses may be under audio/video surveillance which may be used in disciplinary investigations

**NOTICE: PROHIBITION OF MISCONDUCT ON SCHOOL BUS/AT BUS STOP**

Violation of Board transportation policies, including disruptive behavior on a school bus, may be Level IV violation of the Code of Student Conduct.

**STUDY HALLS**

Study halls are to be utilized for individual study by students. Therefore, it is necessary that study halls be conducted in a fashion that will ensure the most desirable study situation for students. The following guidelines are designed for this purpose and should be observed by all:

1. The same rules of lateness apply to study halls as apply to instructional classes.
2. Students should sit in assigned seats.
3. All students should be engaged in productive study.
4. Discussion and group study may exist only when expressly permitted by the study hall teacher.
5. Students are not permitted to leave the study hall without an authorized pass from the study hall or teacher.
6. Students on academic restriction must report and remain in homeroom during the activity period.

**SUICIDE PREVENTION**

The district shall utilize a multifaceted approach which integrates school and community based supports. District employees shall be responsible for effective documentation of incidents involving suicide prevention, intervention and response. Warning signs are indication that someone might be in danger of suicide either immediately or in the near future. Warning signs include but are not limited to:

- Withdrawal from friends, family or society
- Dramatic mood changes
- Recklessness or risky behavior
- Expressions such as anger, agitation, anxiety etc.

Reports shall be made to the building administration and/or SAP team member. This building level suicide prevention coordinator will act as point of contact for issues relating to suicide prevention and policy implementation. The 24/7 crisis hotline for Schuylkill County is Schuylkill County We Help 1-877-9WE-HELP (877-993-4357).

**Complete policy can be located at:** [http://www.bmsd.org/?page\\_id=1399](http://www.bmsd.org/?page_id=1399)

**SUMMER SCHOOL PROGRAM**

Academic summer programs approved by the administration are available for make-up credit and enrichment as an extension of the regular school program. Students needing to remediate failures (F only, F- excluded) in required courses for graduation may attend an approved summer school program. A student may also choose to enroll in a summer school course for review purposes through enrichment. A student may not take more than two make-up courses for failures per summer session. A student earning a grade of F- in a course may not make-up the course through the summer school program. The course must be repeated during the regular school program. Students attending summer school for remediation must follow a specified attendance policy while earning a passing grade to make-up credit for courses. Blue Mountain's Virtual Academy is an option for credit recovery. If interested, contact guidance for an application packet.

#### **TACK BOARDS AND SHOWCASES (STUDENT PRIVILEGES)**

Corridor tack boards and showcases are designated for use by student organizations or classes to create and arrange displays. A list of names of the students and organizations responsible for the display should be placed with the display. After use, the tack board or showcase should be rearranged to its previous appearance. All posters / flyers must have administrative approval marked on each poster prior to posting any material.

#### **TELEPHONES FOR EMERGENCY USE (FORMERLY STUDENT PRIVILEGES)**

A telephone in the Main Office is available for students to place EMERGENCY calls only. A student must secure a pass or have their AGENDA book signed by a teacher to use the telephone during class periods, during lunch or 9<sup>th</sup> period. Student telephone calls will be limited to three (3) minutes in length. Students will only be called to the office to receive telephone calls in cases of extreme emergency.

#### **TEXTBOOKS AND SUPPLIES**

Textbooks are issued on an individual basis with additional reference books provided as needed. Each textbook is stamped on the inside cover with space to record the student's name, teacher's name, date of issue, and the condition of the book when issued. Students should provide a book cover for each textbook. Lost books or damage resulting from misuse will be charged to the student. Students should check every page of their textbook to ensure their text is not damaged. Report any damage or incorrect markings to your teacher immediately.

#### **VANDALISM**

Students who willfully cause damage to school property shall be subject to disciplinary measures. Students who damage or deface school property may be prosecuted and punished under law.

#### **VISITORS TO THE SCHOOL**

Upon entering the school building, all visitors must report to the main office to sign-in and follow all visitor procedures.

#### **WORK RELEASE (formerly under Student PRIVILEGES)**

Juniors and Seniors may apply for the work release program. Students **MUST** have written permission from their parent/guardian and employer. Students **MUST** have a current work permit listing working hours, days of employment, and name of the employer. Prior to approving any work release requests, administration will check a student's academic, discipline and attendance records.

Students may leave school during the Activity period providing the student is not required to attend a mandatory class, meeting or activity. **Students may not leave during the 12:30 PM dismissal or during scheduled ninth period assemblies. Students with athletic/extracurricular obligations prior to 3:15 pm will not be permitted to leave school.**

Students who are placed on **academic restriction** during work release must remain in school during the activity period for academic support. All disciplinary obligations must be served before a student is granted permission to leave for work. **Continued discipline referrals, truancy, tardiness to school, and/or academic restriction will revoke a student's work release and/or riding/driving privileges.**

A Glossary of Terms may be found on the school district website: [www.bmsd.org](http://www.bmsd.org)