

2016-2017

STUDENT and PARENT HANDBOOK

of the

**Big Spring High School
100 Mount Rock Road
Newville, PA 17241
776-2434
776-2433 (fax)
www.bigspringsd.org**

The Big Spring School District is an equal opportunity education institution.

OFFICE HOURS/APPOINTMENTS

The high school office is open from 7:00 AM until 3:15 PM. All visitations and telephone calls to the office should be planned within this time schedule. Parents should contact teachers, principals, or other personnel at the school in advance of any visit or at any time such communication is appropriate.

FOREWORD

In presenting this edition of the handbook, we have tried to acquaint you with the activities, the regulations, and the routine of the school. We have included information that will help you during your career in this school.

The benefits you derive from the school are in direct proportion to your effort. Please select your courses and activities carefully, pursue your studies seriously, and choose your companions wisely. Respect property—yours, the school's, and other people's; don't interfere with anyone's education, including your own; treat everyone in the building with respect and courtesy; and ensure that academics take precedence over every other activity in the school.

We want you to find success and happiness in Big Spring High School. We extend our hearty welcome and good wishes to you for this school term.

The Faculty and Staff
Big Spring High School

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BIG SPRING HIGH SCHOOL ALMA MATER

**Stand together Big Spring High School
Sing our praises loud
Fellowship makes love grow deeper
That is why we're proud.
So raise your colors high and
Keep our faith in thee,
With love and honor, dedication
Brightly glows in song —
Alma Mater, Big Spring High School
Ever, always strong.**

BIG SPRING FIGHT SONG

**Stand up and cheer
Stand up and cheer for Big Spring High
School
For today we'll raise
Maroon and Gold above the best of all
the rest
Our 'Dogs are fighting
For we are sure to win the game
We've got the team
We've got the steam
For this is Big Spring High School's day!**

HISTORY OF THE SCHOOL

In the fall of 1951, a representative group of school administrators and school board members met with the County Superintendent to study the problems of establishing a joint school system. At that time, the high school in Newville received most of the students of the vicinity. It was decided a joint school system including Newville Borough and the Townships of Lower Frankford, Lower Mifflin, Newton, Penn, Upper Frankford, Upper Mifflin and West Pennsboro should be considered.

On February 6, 1952, the presidents and secretaries of the eight districts had signed the Articles of Agreement, and the Joint School System was a reality.

On February 26, the name Big Spring Joint School System was chosen and on April 3, the Firm of Edmund George Good, Jr. of Harrisburg was chosen to design the building to be constructed.

On June 17, a meeting was held for the selection of the high school site at which time the Blue Hill site was selected on the third vote.

September 10, 1954, was indeed an historic occasion in the history of the area when the groundbreaking ceremony for the school to be erected was held at the Blue Hill site.

The completion date for the High School building was May 31, 1956. However, through the cooperation of the various contractors, the classroom section was completed nine months before the set completion date, and school was opened September 13, 1955. Nine hundred and twenty-three students attended Big Spring High School in the year 1955-56, the first year of operation.

The year of 1956-57 proved quite eventful for Big Spring. In November, the library was opened to the students, and the County Chorus Festival was held in our school. In February the Big Spring Varsity Basketball team won the Adams County League playoffs. On March 29, Big Spring played host to the junior Classical League State Convention.

During the 1957-58 school year, Big Spring continued to advance. On November 9, we had our first homecoming with the usual floats, bands, and Queen. Our track team won the Lower Susquehanna conference on May 9th, 1958. On May 23, 1958, a chapter of the National Honor Society was installed, and 28 members were inducted.

Big Spring High School was evaluated during 1958-59 by the Middle Atlantic State Association of College and Secondary Schools. Mr. Ray C. Fry was elected Assistant Principal July 1, 1958.

An all-school exhibit was inaugurated during the 1959-60 school year. This exhibit and the science fair created a great deal of public interest.

The graduating class of 1961 contained 142 students, which exceeded all previous senior class enrollments.

The Big Spring High School football team won the 1961-62 Blue Mountain championship. This team was undefeated in league competition, a first for Big Spring High School.

The 1963 baseball and basketball teams won their respective league championship titles. The basketball team placed second in the district tournament in Hershey Arena.

A new seven-room addition to the high school was completed August 1, 1963.

Enrollment continued to increase as evidenced by the 1306 students who reported for the first day of the 1963-64 school year. The graduation class contained a record 175 members. Mr. Fry was appointed high school principal, and Mr. Hassler became supervisor for teachers, effective July 1, 1963.

The Big Spring Joint School System with forty school board members became the Big Spring School District July 1, 1965. The reorganized district is operated by an Interim Committee of nine members. The supervising principal, Mr. A.B. McCarter, was elected September 1, 1964.

Mr. C.E. Hassler retired from the school system after 46 years of service to the schools in the Newville-Shippensburg area. Mr. Fry became Director of Secondary Education.

Mr. Robert Barr was elected assistant high school principal effective July 1, 1966. The 1966 graduating class contained 169 graduates. Preliminary Plans were submitted by Bender Burrell Associates for the New Big Spring Junior High School.

The 1967 graduating class contained 153 members.

The class of 1968 contained 179 members. Ground was broken February 6, 1968 for the new Junior High School. Reisinger Bros. was elected the General Contractor. The scheduled completion date was September 1969.

The Big Spring Junior High School was dedicated June 17, 1969. Mr. John Wardle was elected principal of the school.

The class of 1969 contained 176 members. Mr. Sidney Abrams was the principal. Mr. Albert L. Brown was elected principal of the Big Spring Senior High School and served in this capacity for the 1969-70 school year.

Mr. Thomas R. Swivel was elected Principal of the Senior High School effective July 1, 1970. Mr. Albert Brown resigned to accept a teaching position with the Carlisle Schools. The graduating class contained 98 girls and 82 boys.

The 1970-71 school year saw the opening of the Cumberland-Perry Co. Vocational Technical School at R. D. 4 Mechanicsburg. Big Spring is a participating member of the CPAVTS School. Forty-five students from our school enrolled the first year.

The class of 1971 consisted of 81 girls and 101 boys.

The first outdoor commencement was held for the class of 1972. Diplomas were presented to 196 graduating seniors; 100 girls, 96 boys. Dr. Harry Jacobs succeeded Mr. A.B. McCarter as school Superintendent August 1, 1972.

The class of 1973 numbered 185; 109 girls and 76 boys.

The class of 1974 numbered 183; 97 girls and 86 boys. Mr. Frank Sudak was elected Principal of the Senior High School effective November 12, 1974.

The class of 1975 numbered 204; 99 girls and 105 boys.

The class of 1976 numbered 199; 108 girls and 91 boys. The first combined Baccalaureate-Commencement was held outdoors.

The class of 1977 numbered 216; 100 girls and 116 boys.

The class of 1978 numbered 205; 103 girls and 102 boys. Graduation was held in the auditorium due to inclement weather.

The class of 1979 numbered 222; 113 girls and 109 boys. Graduation was held in the auditorium due to inclement weather. On November 30, 1979, Dr. Robert Mitten resigned.

Dr. Warren E. Howard succeeded Dr. Harry Jacobs as school superintendent July 1, 1979.

The class of 1980 numbered 229; 114 girls and 115 boys. The graduation exercises were held outdoors. On March 17, 1980, James A. Hamilton III began duties as Assistant Principal and Athletic Director.

The class of 1981 numbered 210; 127 boys, 83 girls. Graduation was held in the auditorium due to inclement weather. On December 15, 1981, James A. Hamilton resigned. On March 15, 1982 Richard D. Nilsen began his duties as Assistant Principal and Athletic Director.

The class of 1982 numbered 226; 112 boys, 104 girls. Graduation was held in the auditorium due to inclement weather.

The class of 1983 numbered 225; 113 girls and 112 boys. The graduation exercises were held outdoors on June 9.

The class of 1984 numbered 251; 138 girls and 113 boys. The graduation exercises were held outdoors on June 7. On July 1, 1984, R. D. Nilsen was elected Senior High Acting Principal for Frank R. Sudak who was on a one year sabbatical. On July 1, 1984 William Cowden began duties as Acting Assistant Principal. James Ellingsworth became the Athletic Director on July 1, 1984. Mr. Ray Fry, Supervisor of Curriculum & Instruction retired on June 30, 1984. Dr. Gerald Steger began duties on July 18, 1984 as the new Supervisor of Curriculum & Instruction.

The class of 1985 numbered 197; 102 girls and 95 boys. The graduation exercises were held outdoors on June 6. On July 1, 1985, Frank R. Sudak returned from a sabbatical and resumed duties as Senior High Principal, Richard D. Nilsen resumed duties as Assistant Principal.

The class of 1986 numbered 211; 116 girls and 95 boys. The graduation exercises were held outdoors on June 5. On July 13, 1986, Dr. Richard D. Nilsen resigned as Senior High Assistant Principal and Mr. William Cowden returned as Senior High Assistant Principal.

The class of 1987 numbered 181; 92 girls and 89 boys. The graduation exercises were held outdoors on June 10. Mr. Raymond Smith, Director of Elementary Education, submitted his resignation for retirement purposes effective July 31, 1987.

The class of 1988 numbered 229; 124 girls and 105 boys. The graduation exercises were held outdoors on June 9. On April 7, 1988, Mr. Bruce Neighbors began duties as the new Director of Elementary Education.

The class of 1989 numbered 248; 132 girls and 116 boys. The graduation exercises were held outdoors on June 8. On August 11, 1989, Mr. William Cowden resigned as Senior High Assistant Principal. On August 21, 1989, Mr. Frank R. Sudak retired after fifteen years as Senior High School Principal. On August 22, 1989, Dr. Richard D. Nilsen returned as Senior High Principal; Mr. Lindley D. Black became Senior High Assistant Principal.

The class of 1990 numbered 208; 113 girls and 95 boys. Graduation exercises were held outdoors on the evening of June 8.

The class of 1991 numbered 205; 100 girls and 105 boys. Mr. William Cowden succeeded Dr. Warren E. Howard as school superintendent, January 1, 1991.

The class of 1992 numbered 196; 94 girls and 102 boys.

The class of 1993 numbered 217; 119 girls and 98 boys. On July 19, 1993, Dr. Richard D. Nilsen became Director of Curriculum and Instruction succeeding Dr. Gerald Steger, who retired. Mr. Lindley D Black was named Senior High Principal on July 19, 1993. Mr. Barry Patterson was elected Senior High Assistant Principal effective November 1, 1993.

The class of 1994 numbered 178; 91 girls and 87 boys.

The class of 1995 numbered 189; 98 girls and 91 boys.

The class of 1996 numbered 205; 103 girls and 102 boys. On June 30, 1996 Mr. Barry Patterson resigned. Dr. Ronald Wilson was elected Senior High Assistant Principal effective July 2, 1996.

The class of 1997 numbered 178; 89 girls and 89 boys. A Block 4 schedule was instituted in 1996. Mr. Lindley D. Black retired as Senior High Principal on June 30, 1997. On July 14, 1997, Dr. G. Ronald Wilson was named Senior High Principal. Mr. Steven A. Gauvry was elected Senior High Assistant Principal on August 4, 1997.

The class of 1998 numbered 221; 122 girls and 99 boys.

The class of 1999 numbered 240; 122 females and 118 males.

The class of 2000 numbered 207; 97 girls and 110 boys. On October 18, 1999, Dr. G. Ronald Wilson resigned as Senior High Principal effective November 5, 1999. Mr. James Zimmerman served as interim high school principal from November 2, 1999 to December 22, 1999. On January 4, 2000, Mr. Lindley D. Black returned as interim high school principal. On February 23, 2000, Mr. John C. Scudder was named Senior High Principal effective March 13, 2000. Velda Jones was named the valedictorian and Sarah St Vincent was salutatorian.

The class of 2001 numbered 211; 94 females and 117 males. On July 24, 2000, Mr. Christopher W. Boyd was elected Senior High Assistant Principal, which brought the number of Assistant Principals to two. Groundbreaking for the new high school building was officially held on Tuesday, May 29, 2001. The class valedictorian was Brady Alleman and the salutatorian was Jenni Nickel.

The class of 2002 numbered 215; 112 females and 103 males. Matt Ginter was named the class valedictorian and Caitlin Gallagher was the salutatorian.

The class of 2003 numbered 230; 132 females and 98 males. The dedication ceremony for the new high school building was held on Sunday, May 4, 2003. The dedication for the Randy Shughart Memorial flag pole was held on May 26, 2003. High School students have raised over \$78,000 for the Four Diamonds Organization over the last three school years. Mr. Steven A. Gauvry left the high school as an Assistant Principal on June 10, 2003. Ms. Peggy Grimm was hired as an Assistant Principal effective July, 2003. The class valedictorian was Becky Barrick and the salutatorian was Elaine Bentz.

The class of 2004 numbered 217; 106 females and 111 males. On August 27, 2003, the new high school building was officially opened for the first day of school. This year, the end of the school year banquets were brought back to the high school building. The class of 2004 was the first class to graduate from the new high school and the first class to graduate in the new high school building due to inclement weather. In August of 2004, Dr. Bruce J. Neighbors retired from the District as the Assistant Superintendent. Levi Smith was named the class valedictorian and Brian Marpoe was the salutatorian.

The class of 2005 numbered 216; 112 females and 104 males. Dr. William K. Cowden retired after serving as Superintendent of schools since 1991. Mr. Richard W. Fry was named the new Superintendent effective July 1, 2005. The class valedictorian was Michael Ginter and the salutatorian was Christy Sabatini.

The class of 2006 numbered 182; 94 females and 88 males. The class valedictorian was Jordan Wardecker and the salutatorian was Ellen Line. The class of 2006 was the 50th graduating class of Big Spring High School. Mr. James Ellingsworth retired after serving as Athletic Director since 1984. Mr. Robert J. Gaetano was named the new Athletic Director effective July 3, 2006.

The class of 2007 numbered 214; 106 females and 108 males. The class valedictorian was Krystal Dove and the salutatorian was Benjamin Boyer. The class of 2007 was the first class to have spent 4 years at the new high school building. Ms. Peggy Grimm resigned her position as Assistant Principal of the high school on June 21, 2007. Charles J. Smith was hired as an Assistant Principal effective August 2007.

The class of 2008 numbered 205; 96 females and 109 males. The class valedictorian was Ryan Kelley and the salutatorian was Kaitlyn Meily. Graduation was held outdoors at the football stadium for the 1st time since 2003. Mr. Robert J. Gaetano resigned as the Athletic Director and Mr. Jay K. Hockenbroch was named the new Athletic Director.

The class of 2009 numbered 252; 124 females and 128 males. The class valedictorian was Grant Zeigler and the salutatorian was C. Daniel Crofford.

The class of 2010 numbered 238; 131 females and 107 males. The class valedictorian was Kathleen Woods and the salutatorian was Kendra Bitner. The class of 2010 donated and signed a limestone rock for the outdoor commons area to include "Welcome to Bulldog Country." Mr. John C. Scudder retired after serving as Principal since March, 2000. Mr. Steven F. Smith began serving as Principal in August, 2009.

The class of 2011 numbered 229; 126 females and 103 males. The class valedictorian was Sarah Weingarten and the salutatorian was Kelsey Mengle.

The class of 2012 numbered 205; 104 females and 101 males. The class valedictorian was Kayla Richwine and the salutatorian was Andrew Fry. Graduation was conducted outdoors for the second consecutive year. The Bulldog Marching Band earned its second consecutive USSBA Pennsylvania State Marching Band Championship. The Lady Bulldog Softball Team claimed the PIAA AAA State Championship, the first athletic state title in Big Spring High School history.

The class of 2013 numbered 194; 97 females and 97 males. The class valedictorian was Colby Ott and the salutatorian was Tyler Black. The class was recognized for numerous academic achievements including having earned the highest PSSA proficiency rate in all subject areas in school history, and all CPAVTS three year completers passed their NOCTI EXAMS. Vinny Todaro won the PIAA Cross Country AA Championship.

The class of 2014 numbered 233; 124 females and 109 males. The class valedictorian was Richard Monahan and the salutatorian was Megan Carr. Fifteen seniors graduated as State Champions: Ten graduates were part of the 2011 and 2012 State Champion Marching Bulldogs, four graduates helped make up the 2012 State Champion Lady Bulldog Softball team, and one graduate was a member of the FFA State Champion PA Horse Evaluation Team.

The class of 2015 numbered 175; 84 females and 91 males. The class valedictorian was Elizabeth Witmer and the salutatorian was Zachary Moul. Seven seniors graduated as State Championship level Bulldogs: Three graduates were part of the 2011- 2012 State Champion Marching Bulldogs, one graduate was selected for the all National Band and a two time All-State band selection, one graduate helped make up the 2012 State Champion Lady Bulldog Softball team, one graduate was the State Champion in Commercial Baking and one graduate earned State Wrestling runner-up honors. Following Mrs. Jeanne Temple's retirement in June, 2014, Mr. Kevin Roberts was named the new Assistant Superintendent. Cory Hoffman was hired as the High School Dean of Students effective October, 2014.

The class of 2016 numbered 192; 100 females and 92 males. The class valedictorian was Morganne Frampton and the salutatorian was Anna Sweger. Three seniors graduated as State Championship level Bulldogs: Makayla Kutz and Sienna Gussler were part of the State Horse Evaluation Championship team, and Gina Baldonia was selected to the All-State Concert Band. Mr. Steven F. Smith resigned July 2015, after serving as the High Principal since August of 2009. Mr. William J. August began serving as the High School Principal in July of 2015. Mrs. Robyn R. Euker began serving as the Director of Curriculum and Instruction in January of 2016.

CENTRAL ADMINISTRATION		2016-17 BIG SPRING HIGH SCHOOL FACULTY (continued)	
Richard W. Fry	Superintendent	Bova, Candace (Mrs.)	Learning Support
Kevin Roberts	Assistant Superintendent	Boyd, Maria (Mrs.)	LifeSkills
William Gillet	Director of Pupil Services	Bravin, Kathy (Ms.)	Mathematics
Robyn Euker	Supervisor of Curriculum and Instruction	Chamberlin, Shawwna (Mrs.)	Learning Support
Robert Krepps	Director of Instructional Technology	Daugherty, Christa (Ms.)	English
Richard Kerr	Business Manager	Detwiler, Heather (Mrs.)	Mathematics
Richard Gilliam	Director of Building, Grounds and Transportation	Donato, Nicole (Mrs.)	Instructional Coach
Abigail Leonard	Asst. Supervisor of Special Education	Eddy, Julie (Mrs.)	Nurse
Michelle Morgan	Chartwells Director of Dining	Edwards, Jill (Ms.)	Learning Support
SCHOOL BOARD MEMBERS		Engleman, Matthew	Phys. Ed & Health
Robert L. Barrick	Secretary, Board Member	Farrands, Mallory (Mrs.)	Dept. Chair, English
Kingsley J. Blasco	Board Member	Feeser, Chad	English
Todd Deihl	Board Member	Flory, Angelique (Mrs.)	French
David Gutshall	Treasurer, Board Member	Frankford, Amanda (Mrs.)	Science
Bob Kanc	Board Member	Franklin, Sara (Ms.)	NHS
William L. Piper	Board Member	Fritz, Laura (Ms.)	Spanish
Richard Roush	Board Member	Fry, Kelly (Mrs.)	Phys. Ed. & Health
William Swanson	Vice Pres., Board Member	Fulton, SaraBeth (Mrs.)	Agriculture
Wilbur E. Wolf, Jr.	President, Board Member	Ginter, Michael	Mathematics
ADMINISTRATION		Gleeson, Ashley (Mrs.)	Dept. Chair, Learning Support
William August	Principal	Gutshall, Nathaniel	Social Studies
Charles J. Smith	Assistant Principal	Hagood, Christina (Ms.)	Science
Jay K. Hockenbroch	Athletic Director	Hankes, Robert	English
Cory Hoffman	Dean of Students	Hankes, Wendy (Mrs.)	Dept. Chair, Mathematics
SECRETARIES/ADMINISTRATIVE SUPPORT		Henry, Tyler	Mathematics
Laura Witter (Mrs.)	Principal's Secretary	Herendeen, Rebecca (Ms.)	Science
Donna Minnich (Mrs.)	Attendance Secretary	Hernjak, Kelsey (Ms.)	English
TBD	Office Aide	Hetrick, Lauren (Ms.)	Dept. Chair, Social Studies
Karen Fritz (Mrs.)	Counseling Secretary	Houser, Elizabeth (Ms.)	Athletic Trainer
Carissa Roberts (Mrs.)	Counseling Secretary	Kireta, Timothy	Social Studies
Randy Jones (Ms.)	Administrative Asst. for Athletics	Knapp, Aaron	Science
SCHOOL COUNSELORS		Knol, Doug	Mathematics
Jocelyn Kraus	(A – F, Gifted, NHS & Lifeskills students) Dept. Chair, Counselor	Mancuso, Denise (Ms.)	Librarian
Sherri Mains	(G-Mi & ES students) Counselor	McClure, Robert	Science
Judith Creps	(Mo-Z & ILS students) Counselor	McVitty, Michael	Dept. Chair, Art
2016-17 BIG SPRING HIGH SCHOOL FACULTY		Messersmith, Dwain	Dept. Chair, Tech. Ed.
Anderson, Megan (Mrs.)	Dept. Chair, Spanish	Miller, James	Social Studies
Anderson, Scott	Social Studies	Mislitski, Judith (Mrs.)	Art
Artz, Micah	Dept. Chair, Phys. Ed. & Health	Munson, Lori (Mrs.)	Business Education
Barnes, Travis	Science	Myers, Heath	Dept. Chair, Science
Barnouski, Joseph	Tech. Ed.	Nailor, Sherisa (Mrs.)	Agriculture
Bear, Michelle (Mrs.)	Learning Support	Nobile, Adam	Dept. Chair, Instrumental Music
Berry, Michael	Mathematics	Oldham, Ashley (Mrs.)	Spanish
Berry, Shannon (Mrs.)	Mathematics	Pagze, Bethany (Mrs.)	English
Best, Heather (Mrs.)	Emotional Support	Policicchio, Marshall	Business Education
		Powell, Cherie (Mrs.)	Dept. Chair, Business Education
		Reall, Weston	Social Studies
		Sauter, Valerie (Mrs.)	Learning Support
		Schneider, Angela (Ms.)	English
		Smith, Dean (Dr.)	English
		Stellfox, Marsha (Mrs.)	Learning Support
		Stover, Les	Swimming
		Stover, Ronna (Mrs.)	Phys. Ed. & Health
		Tigyer, Daniel	Social Studies
		Traylor, Susan (Mrs.)	Learning Support, Gifted Education
		Velazquez, Lisa (Mrs.)	Mathematics
		Whitmoyer, Deborah (Mrs.)	Social Studies
		Wilson II, Edward (Mr.)	Music
		Wolfe, Trica (Ms.)	Learning Support
		Yinger, Lisa (Mrs.)	English
		Young, Emily (Ms.)	Science

Big Spring High School Bell Schedule 2016-2017						
7:23	Students Dismissed from Buses					
7:33 – 8:53	First Period				80 minutes	
8:53 – 8:57	Passing				4 minutes	
8:57 – 9:37	Second Period				40 minutes	
9:37 – 9:41	Passing				4 minutes	
9:41 – 10:21	Third Period				40 minutes	
Mon-Tue-Thur-Friday			Wednesday			
10:21 – 10:49	Channel 3/SSR	28 minutes	10:21 – 10:25	Passing	4 minutes	
10:49 – 10:53	Passing	4 minutes	10:25 – 10:55	Advisement	30 minutes	
10:53 – 11:26	A lunch / E.H. / Clubs	33 minutes	10:55 – 10:59	Passing	4 minutes	
11:26 – 11:30	Passing	4 minutes	10:59 – 11:29	A Lunch / E.H.	30 minutes	
11:30 – 12:03	B Lunch / E.H. / Clubs	33 minutes	11:29 – 11:33	Passing	4 minutes	
			11:33 – 12:03	B Lunch / E.H.	30 minutes	
12:03 – 12:07	Passing				4 minutes	
12:07 – 1:27	Fifth Period				80 minutes	
1:27 – 1:31	Passing				4 minutes	
1:31 - 2:51	Sixth Period				80 minutes	

Big Spring HS 2-Hour Delay Schedule 2016-2017			First Day Time Schedule Tuesday, 8/23/16			Second Day Time Schedule Wednesday, 8/24/16		
9:23	Students Dismissed from Buses		Homeroom	7:33 – 7:58	25 min	Homeroom	7:33 – 7:58	25 min
9:33 – 10:24	First Period	51 min	Passing	7:58 – 8:03		Passing	7:58 – 8:03	
10:24 – 10:28	Passing	4 min	1 st Period	8:03 – 8:53	50 min	1 st Period	8:03 – 8:53	50 min
10:28 – 11:03	Second Period	35 min	Passing	8:53 – 8:58		Passing	8:53 – 8:58	
11:03 – 11:07	Passing	4 min	2 nd Period	8:58 – 9:38	40 min	2 nd Period	8:58 – 9:38	40 Min
11:07 – 11:42	Third Period	35 min	Passing	9:38 – 9:43		Passing	9:38 – 9:43	
11:42 – 11:46	Passing	4 min	3 rd Period	9:43 – 10:23	40 min	3 rd Period	9:43 – 10:23	40 min
11:46 – 12:18	A Lunch (9/11)	32 min	Passing	10:23 – 10:28		Passing	10:23 – 10:28	
12:18 – 12:22	Passing	4 min	A Lunch	10:28 – 11:03	35 min	A Lunch	10:28 – 11:03	35 min
12:22 – 1:03	HR/Advisement (News & SSR) Gr 9 & 10	41 min	Passing	11:03 – 11:08		Passing	11:03 – 11:08	
11:46 – 12:27	HR/Advisement (News & SSR) Gr 10, 12, VT	41 min	Homeroom	11:08 – 12:01	53 min	Homeroom	11:08 – 12:01	53 min
12:27 – 12:31	Passing	4 min	Homeroom	10:28 – 11:21	53 min	Homeroom	10:28 – 11:21	53 min
12:31 – 1:03	B Lunch (10/12)	32 min	Passing	11:21 – 11:26		Passing	11:21 – 11:26	
1:03 – 1:07	Passing	4 min	B Lunch	11:26 – 12:01	35 min	B Lunch	11:26 – 12:01	35 min
1:07 – 1:57	Fifth Period	50 min	Passing	12:01 – 12:06		Passing	12:01 – 12:06	
1:57 – 2:01	Passing	4 min	5 th Period	12:06 – 1:26	80 min	5 th Period	12:06 – 1:26	80 min
2:01 – 2:51	Sixth Period	50 min	Passing	1:26 – 1:31		Passing	1:26 – 1:31	
			6 th Period	1:31 – 2:51	80 min	6 th Period	1:31 – 2:51	80 min
			10:28. Sophomore class meeting 11:03. Freshmen class meeting 9 th & 11 th grade will eat A Lunch 10 th & 12 th grade and CPAVTS students will eat B Lunch			10:28. Senior class meeting 11:03. Junior class meeting 9 th & 11 th grade will eat A Lunch 10 th & 12 th grade and CPAVTS students will eat B Lunch CPAVTS students will be called to the Auditorium for their class meeting at the beginning of 5th period.		

SECTION I: OPERATIONS

1. ATTENDANCE PROCEDURES

GENERAL ATTENDANCE INFORMATION

The complete Attendance Policy can be found on the High School page of the Big Spring School District website (www.bigspringsd.org) under the Parent/Student Resource tab.

State law requires accurate attendance records. Therefore, attendance is taken daily at the beginning of each school day. Students are expected to be in their seats by 7:33 AM (the tardy bell). After attendance is taken, a student coming to school late must report to the secretary in the high school office for a tardy slip before entering any class. Any child who has attained the age of eight years (prior to September 1 of any school year) or who has entered school at an earlier age and who has not yet attained the age of seventeen years, nor graduated, shall be required to attend school regularly during the entire school year. Students are able to take full advantage of the educational opportunities offered to them only if they follow a policy of regular attendance. Regular attendance shall be defined as attending school for a full day on each day during which school is in session. Students are required to attend all sessions unless properly excused by school authorities.

Activities outside of school functions may require the student to miss school. Certain activities, such as participation in a 4-H Club, are mandated by the state to be excused absences. However, the school district reserves the right to insist that students and parents provide the correct documentation to satisfy attendance procedures at the school level so that the absence(s) can be excused. Completing and submitting to an assistant principal an "Educational Trip" request form is all that is necessary. The school will not excuse an absence for such an activity without that form being submitted prior to the absence.

EXCUSE FOR ABSENCE

If an Excuse for Absence is not presented to the office within three school days from the date of absence, the day(s) absent will be marked unexcused and will not be changed.

Upon returning to school following an absence, whether for a partial or full day, students must present either a completed district Excuse for Absence form or a written note signed by parent/guardian to the office. In order to ensure compliance with student attendance policies, a student who is absent on the last day of school must submit a note to the high school office within three (3) school days of that absence. A student who has reached the age of 18 is eligible to write his or her own attendance notes. However, written documentation from the student's parent acknowledging the student's note writing must be on file in the high school office. Parents and students should be aware that a medical requirement letter can be issued at any time if the administration believes the issuance of such a letter to be of benefit. Absences for three or more days because of illness may require a doctor's signature; therefore it is recommended that whenever a student is absent and visits a doctor, the student secure and submit a doctor's excuse in addition to the Excuse for Absence. The properly appointed school officials shall be the judge of the lawfulness of an excuse. Thus the fact that a parent/guardian/doctor has sent a written excuse does not necessarily mean the absence is excused. An absence becomes "excused" only when the school official has classified the absence as such. Late excuses will not be accepted. Please see the section below on unexcused absences.

Excused absences include the following:

- Illness

- Pre-arranged Doctor and Dentist Appointment

- Participating in Authorized School Activities

- Pre-Approved Educational Trips

- Required Court Attendance

- Death in Immediate Family

- Other urgent reasons approved by Administration —The reasons must be serious and apply to the child himself and not, ordinarily, to other members of the family or home conditions.

- VoTech students must turn in written excuses at both schools for each absence.

Unexcused absences include the following:

An excuse only indicating "family emergency" will not be accepted.

Absence from school, with or without parents' consent, for reasons other than those considered excusable.

Leaving school during school hours without office permission.

Attendance at District sanctioned activities as a spectator.

Students who are absent from school may neither attend nor participate in extracurricular activities on the date(s) of absence.

ACCEPTABLE WRITTEN VERIFICATION FOR ABSENCE

For an absence, tardy, or early dismissal to be excused, an acceptable written verification MUST be presented to the office within 3 school days.

TARDINESS TO SCHOOL

A student is tardy if he/she is not present within the period 1 classroom when the tardy bell rings. Pupils who enter the school anytime after the tardy bell must report to the high school office. Tardiness to school will be classified as "excused" only if:

1. The student is returning from a medical appointment and presents acceptable written verification of the time the appointment ended; or
2. A parent or legal guardian provides acceptable written verification of illness, medical appointment, or other urgent reason approved by administration; or

Tardiness to school under any other circumstances will be classified as "unexcused."

Car problems, oversleeping, working, and personal reasons are not acceptable reasons for tardiness.

The following policies are in effect:

1. Any tardy to school beyond the hour of 10:36 a.m. will be considered a half-day of absence. Students in extra-curricular activities must report to school prior to the beginning of 2nd period on a regular bell schedule school day and on a one (1) hour delay school day or they will be ineligible for practice, games, or performances. In the case of a two (2) hour school delay, students in extra-curricular activities must report to school by 10:28 a.m. or they will be ineligible for practice, games or performances.

Students who accumulate an excessive amount of unexcused tardies will face disciplinary consequences which include detention, suspension, and loss of parking privileges.

SENIOR LATE ARRIVAL/EARLY DISMISSAL

Students who wish to participate in the Senior Late Arrival/Early Dismissal Program for the first semester must apply when scheduling in the spring semester of their Junior year.

Senior students are permitted to arrive after the first period class OR leave after their fifth period class under the following criteria for eligibility.

1. Only seniors are allowed to participate
2. Parents must give written permission.
3. Transportation to and from school is the responsibility of the student/parent.
4. Late arrival/early dismissal is scheduled by marking period.
5. Students must sign in/out daily in the office.
6. Students are responsible for monitoring schedule changes and making arrival and departure plans accordingly.

Criteria to Maintain Eligibility and Procedures for Students on late Arrival/Early Dismissal

1. Seniors must take and be passing the required number of courses set for graduation according to Board Policy. Seniors who have not taken or are not passing the required number of classes needed to graduate will not be eligible for the program – classes will be scheduled that are needed.
2. If a senior arrives early or remains in the building, he/she must be in the office

The privileges stated above are extended to each senior with written verification of approval from a custodial parent/guardian and are subject to removal on an individual basis on each student's adherence to the conditions stated above. Should a student's privileges be revoked, the student will be informed of such at an informal meeting with the assistant principal, at which time a parent(s) will be contacted.

ABSENCES FOR HUNTING OR FISHING

Absences for hunting or fishing are classified as unexcused/unlawful absences. Students desiring to be absent for hunting or fishing shall have their parent/guardian complete the Hunting/Fishing Permission Form. This form must be returned to the office before going hunting or fishing for approval based on a good attendance record. The approval allows students to make up work but does not classify the absence as legally excused.

OFFICIAL NOTICES

FIRST OFFENSE- The school district's official written notice of unlawful absence is mailed to parents of compulsory age students with three or more days of unlawful absence emphasizing that future unlawful absence will be subject to citation.

SCHOOL ATTENDANCE

The Big Spring School District believes that regular daily attendance at school is important to student success in school. The laws of the Commonwealth of Pennsylvania make the parents responsible for a child's school attendance. If a student must be absent from school, the parents must furnish a written explanation for a child's absence when the student returns to school. If a parent's or doctor's excuse is not returned within three (3) school days, the school is required to mark that absence as unexcused.

*Excused Absences: impassable roads; quarantine; death in the immediate family; illness; other urgent reason approved by Administration. An explanation must be provided, "Family matter." or "Emergency." will not be excused. The reason must be serious and apply to the child and not, ordinarily, to other members of the family or home conditions. Exceptions to this policy may be made at the discretion of the administration.

*Unexcused/Unlawful Absences: overslept; missed the bus; work at home; not returning excuses on time; truancy-absent from school without the knowledge and consent of the parent. All unexcused absences for students of compulsory attendance age (under 17 years) are considered unlawful. If students are not present in school they are not permitted to attend activities after school (i.e., dances, sporting events).

*Procedures:

1. Parents will be notified via automated attendance calls to verify when their child is absent.
2. All students desiring to take off school for hunting or fishing shall have their parents complete the hunting /fishing permission form. These forms must be returned to the office, before going hunting or fishing for approval based on a good attendance record. Administrative approval allows a student to make up missed work. Parents and students are reminded that all absences for hunting or fishing are classified as unexcused or unlawful. Unlawful absences result in a First Notice issued to parents after three (3) days of unlawful absence. A fine may be imposed upon parents who have received a First Notice if the student has another unlawful absence.
3. When a student of compulsory attendance age has accumulated 3 or more unexcused absences, parents/guardians will be mailed a notice of unlawful absence indicating that future unexcused absence will be subject to citation.
4. When a student has accumulated 8 absences (excused and unexcused combined, excluding excuses from a licensed physician), the parents/guardians will be issued a "concern" letter.
5. When a student has accumulated 13 absences (excluding absences verified by a licensed physician) parents/guardians will be mailed a medical requirement letter.
6. Any student who has been withdrawn from the Big Spring High School and fails to enroll in another district faces denial of credit should the student re-enroll. School days missed due to withdrawal are cumulative and need not be consecutive. School assignments and assessments missed during a withdrawal period may not be made up and will be assigned a zero in the calculation

ABSENT FROM SCHOOL WITHOUT PERMISSION - TRUANCY

Definition: A student 17 years of age or older shall be deemed absent from school without permission (ASWP) when a student is:

1. Absent from school without the knowledge or permission of the student's parents or guardian or:
2. Absent from school without the knowledge or permission of the school authorities.

"Absent from school" shall include leaving school during school hours without the permission of the school authorities. It is a violation of the policy of this District for a student to be truant or absent from school without permission. The following academic penalties are authorized whenever a student is truant or ASWP:

1. A student who is determined to have been truant (or ASWP) will not be able to make up classwork missed during truancy.
 2. A student who is determined to have been truant (or ASWP) will receive a zero (0) for all classwork missed during the truancy.
- If it is determined that a student was truant (or ASWP), a written notice of the violation will be sent to the parents or guardian. The enforcement of the foregoing policy shall not bar or stop the District from enforcing the compulsory attendance laws against the parents or guardian.

EARLY DISMISSALS

1. When it is necessary for students to leave school for medical or dental appointments that cannot be arranged outside of school hours, students should submit a written request to the high school office indicating the reason for the early dismissal and the time the student is

to be dismissed from school. Parents/guardians may also call the high school office at 776-2434 to request an unexpected early dismissal. Early dismissals are subject to compulsory attendance laws and will be classified as either excused or unexcused. Students must return the Early Dismissal slip with a reason for dismissal (within 3 days) signed by a parent/guardian and/or authorized medical personnel. Accumulated time for unexcused early dismissals are subject to citation.

COLLEGE VISITATIONS, MILITARY PHYSICALS AND/OR JOB INTERVIEWS

Students may submit a request for an excused absence to visit a college, go for a job interview or take a military physical. A maximum of two excused absences per school year (i.e., 2 college visitations, or 2 job interviews, or 1 college visitation and 1 job interview) will be approved if the appropriate form is signed by a parent/guardian and submitted at least 2 days prior to the day of absence. Forms are available in the office or posted on the school web page.

EDUCATIONAL TRIPS

Parents may submit a written request on the Educational Trip form for up to five days of excused student absence per school year. The request must be submitted at least two days prior to the day of absence and is subject to administrative approval. Other exceptions and additions to this policy may be made by administrative personnel based upon circumstances associated with the educational trip. Students who plan to attend the Farm Show on a school day may request one day of excused absence under the Educational Trip Policy on a Farm Show Permission Form which must be submitted for approval at least 2 days prior to the day of absence.

SCHOOL SPONSORED FOREIGN TRAVEL

The following criteria apply for all foreign travel:

1. Trips must be approved by the board of school directors, and participants must have the approval of the principal and the teacher coordinating the trip.
2. The student must be passing all courses.
3. The student must be a sophomore with 2 credits in that foreign language.
4. The administration reserves the right to approve students going on the trip on the basis of academic standing, conduct, and availability of space.
5. Should a limitation on the number of students desired to make the trip to a foreign country become necessary, priority will be given to seniors and juniors.
6. All school rules apply.
7. Parents will be responsible to pay any expenses should a student need to be sent home for a health reason or policy violations.

HOMEWORK FOR AN ABSENT STUDENT

When a student misses 2 or more consecutive days due to illness, parents may request homework through the counseling secretary. Teachers will provide assignments within 24 hours of request. If a student is absent due to illness, the student has one day for each missed day to make up the missed assignments. If a teacher decides that, due to special circumstances the student should have more time to complete specific assignments, the teacher may, by written contract with the student, provide specified additional time. A copy of the contract must be sent to the student's counselor. In cases of numerous absences, the administration reserves the right to establish a timeline for the completion of all academic work.

ABSENCE FOR FIELD TRIP/OTHER OFF CAMPUS ACTIVITY

Whenever a student will miss a class because of a school sponsored field trip or any other school sponsored off campus activity, it is the responsibility of the student to notify the teacher(s) the day before taking the expected absence. Students are responsible for submitting missed work and assignments upon their return to school.

CUMBERLAND PERRY AREA VOCATIONAL TECHNICAL SCHOOL

1. All CPAVTS students who are bussed to school must report to classes and study halls on those days when Big Spring does not provide transportation to CPAVTS. CPAVTS students who drive to Big Spring on those days when Big Spring does not provide transportation to CPAVTS should report to Big Spring shortly before the start of Period 5 class at 12:06 p.m.. No CPAVTS student is permitted to report to school and then leave school property unless permission to do so has been given by a high school administrator.

2. On those days when CPAVTS is in session but Big Spring is not in session, the Big Spring School District will provide bus transportation from Big Spring to CPAVTS and from CPAVTS to Big Spring. On these occasions, CPAVTS students must provide their own transportation from their home to Big Spring and from Big Spring to their home.
3. On those days when CPAVTS is not in session but Big Spring is in session, CPAVTS students must report to Big Spring by 12:06 p.m. so they are in attendance for all home school classes.
4. On days when CPAVTS students do not report to CPAVTS but do report to Big Spring, each student is responsible for signing into school at the high school office and attending school at 12:06 p.m. These students may attend Big Spring School the first three periods.
5. CPAVTS students must turn in written excuses at both schools for each absence. An early dismissal prior to 12:01 p.m. will be classified as a full-day absence. CPAVTS students arriving beyond the hour of 1:26 p.m. will be considered as a full-day absence.

2. DAILY OPERATIONS

GENERAL STUDENT EXPECTATIONS

All Students enrolled in the Big Spring School District are expected to conduct themselves in accordance with the rules of the system and individual schools. It is also expected that parents will cooperate with school authorities in helping students to maintain such conduct.

Learning is extremely difficult unless basic rules and regulations are maintained. Therefore, the school district staff is empowered to maintain order in the schools that will be conducive with learning.

Student responsibilities include regular attendance, conscientious effort in classroom work, and adherence to school rules and regulations. Most of all students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

It is the responsibility of the students to:

- Be aware of all rules and regulations for student behavior and conduct themselves accordingly.
- Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- Dress and groom themselves so as to meet fair standards of safety and health, and so as not to cause substantial distraction to the educational processes.
- Refrain from using inappropriate or obscene language.
- Assume that until a rule is waived, altered or repealed, it is in full effect.
- Assist the school staff in operating a safe school for all students.
- Be aware of and comply with state and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily, except when excused, and be on time at all classes and other required school functions.
- Make all necessary arrangements for making up work when absent from school.
- Students are expected to take full advantage of the educational opportunity provided at Big Spring High School.
- School rules are assumed to be "reasonable" until they are rescinded or waived. Students, therefore, should obey school rules while working through channels to help change those with which they do not agree.
- The individual building principal shall be responsible for the dissemination of rules and regulations for students

COMMUNICATION

While the administration encourages open lines of communication with parents, appointments with teachers and other school personnel must be scheduled in order to adequately meet the needs of all involved. Parents are asked to contact the high school office to establish meeting times.

The student is provided many opportunities to communicate with the faculty and the administration. Most problems and questions can be satisfactorily solved through conferences with teachers or classmates. Questions concerning school policy may be referred to student council representatives or the officers of other major organizations (classes, honor society, etc.). The president of an organization is encouraged to discuss important problems, suggestions and organization business with the high school principal. It is assumed that these conferences have the prior approval of the sponsor and the membership. Another avenue of communication open to the student involves the student's counselor. The counselor usually counsels the student concerning personal and individual topics. The counselor may also be called upon to play the role of the student's advocate when the student feels that normal lines of communication are not functioning. After investigating all the above lines of communications, the student has several other options. She/He may make an appointment for a

conference with the principal. With the principal's approval, she/he may make a presentation during a high school administration meeting or a department head meeting. Students must remember that the educational program is planned for a large student body. Policy must be established to meet the needs of the majority of students; however, an attempt is also made to meet the individual needs of each student. Individual requests and suggestions will be welcomed. Adjustments to meet these individual needs may be authorized provided the safety, welfare, and privileges of other students are not affected.

TO AND FROM SCHOOL

By law, professional members of the staff are generally responsible for their students' conduct to and from school while on school buses. Therefore, the following regulations shall be enforced.

All students shall come directly to school and return to their homes without loitering on the school grounds or streets. Students who participate in scheduled after-school activities shall go directly home following the close of the activity unless permission is granted to remain at school. If circumstances make it necessary to deviate from this rule, a note from the parent or guardian explaining the reasons must be sent to the principal prior to the occurrence.

Student conduct en-route to and from school and home shall be such that it does not reflect adversely upon themselves, parents or the school.

BEFORE AND AFTER SCHOOL

No student will be allowed in the hallways without a signed pass before 7:23 AM. No student is allowed in the classroom section of the building or lockers after 3:00 PM without a pass unless the student is required to be in the building for a school activity or program. Anyone failing to comply with the above will be treated as a trespasser and punished appropriately (detention, suspension, or fine).

Any student who reports to school before 7:23 a.m. MUST report to the commons area. Only students who have written prior permission from school personnel will be permitted in other parts of the building.

After 2:51 p.m., students are to proceed to their lockers and then either exit the building or report to their scheduled after school activity. Students will not be permitted on the 2nd and 3rd floors after 3:00 p.m. without written permission from school personnel.

GENERAL RULES AND SUGGESTIONS

1. All students will remain in their classroom, at the end of each period. Teachers, not the bell dismiss class. Consequently, teachers will not allow students to gather at the door anticipating the bell.
2. Once a student enters the classroom he/she shall take his/her seat and may not leave the room without the permission of the teacher.
3. Objects not contributing to classroom instruction should not be brought to class. Exceptions can only be approved by a high school administrator.
4. Students will not use nicknames or first names when referring to teachers. Students who fail to comply with this request will be subject to appropriate disciplinary action.
5. Not more than one person from the same class may be excused at any one time to go to the lavatory. Students should be excused to go to the rest rooms at the discretion of the teacher.
6. Public display of affection is not appropriate and will be addressed accordingly.
7. Deliveries of flowers and food/candy for students from outside vendors is highly discouraged. If received, it will be held until the end of the school day in the office.
8. LIBRARY POLICY—Students who misbehave in the library will face disciplinary measures.
9. School bags and backpacks may be used to carry necessary items to class during the school day.
10. All students are responsible for following Board Policy and school rules and regulations during school hours and school functions as well as while traveling to and from school.

PASSES AND PERMITS

Passes will be issued only in cases of necessity. Students who must be in the halls must have in their possession the proper signed and completed pass from an administrator, teacher, or secretary. In addition, students must sign a sign-out log in the classroom in order to go to another room. If a teacher feels the necessity to excuse a student due to illness, the student will go directly to the nurse's office. In an emergency, teachers may send student(s) directly to the nurse's office.

HIGH SCHOOL OFFICE

The personnel in the high school office are available to assist students who have genuine problems. All students reporting to the office must present a completed pass at the office.

HIGH SCHOOL NURSE'S OFFICE

The school nurse monitors students' health through mandated screenings and assessments of medical problems. The nurse also provides first aid for injuries. Students who are very ill should not come to school. This includes, but is not limited to, having a temperature of 100.4F or greater, vomiting, or uncontrolled diarrhea. Student must be fever free without use of Acetaminophen(Tylenol) or Ibuprofen (Advil or Motrin) for 24 hours prior to returning to school. Visits to the nurse for minor health problems should be restricted to the end of class or between classes, and during study halls. A student must have a pass from a teacher to go to the nurse's office.

The school nurse follows specific guidelines to dismiss students due to illness. Only the school nurse or designee may contact parents to facilitate early dismissals from school. Students who leave school without permission from the nurse's office will be considered truant from school.

Please notify the school of any special health problems.

STUDENT MEDICATION PROCEDURES

1. No prescription or non-prescription medication shall be administered to any student by any employee of the Big Spring School District except as provided for in Board policy and administrative procedures.
2. Parents or students who bring prescription and/or non-prescription medications onto school property must deposit the medications in the nurse's office with the nurse, in the building office (with the principal or principal's designee), or the approved designated area (with the nurse, principal, or the principal's designee).
3. Prescription medication may be taken during school hours under the following conditions:
 - a. The physician and the parent should provide a written request to administer the medication. If the parent arrives at school with a student's daily medication and the daily medication is in the original prescription container with the required directions for administration of the medication, the nurse may permit the parent to have the aforementioned form completed and returned to the school district within three school days.
 - b. The parent's written request must relieve the Big Spring School District and its employees of any liability for the administering of medication.
 - c. The written request for the administering of medication must include the purpose of the medication, the dosage, the time at which the medication is to be taken, the length of time for which the medication is prescribed, and the possible side effects of the medication.
 - d. When it is time for the student to take approved medication, the student must report to the nurse's office, building office, or designated area and take the medication in the presence of the nurse.
 - e. All medication sent to school for student use must be securely stored and kept in the original, labeled container. If the parents wish to keep a medication container at home, the parent should request a separate medication container for school use at the time the prescription is filled.
 - f. The nurse shall maintain a record of the names of all students to whom medication may be administered, the name of the prescribing physician, the dosage and timing of the medication, and a notation of each instance of the administration of the medication.
 - g. The nurse may administer a drug ordered for a student in the dosage and manner prescribed by the physician, licensed PA or Nurse Practitioner. School nurse may refuse to give any medication, which within the parameter of their knowledge, could create an unsafe situation for a student while attending school (i.e. narcotics). School nurses may give emergency medication which, when failure to provide that medication, could result in the death of the student.
(e.g., insulin shock, asthma attack and reactions to bees or other severe allergic reactions.)
 - h. Parents should not send more than a 30 day supply of medication at any one time.
4. Parents may send non-prescription medication that is on our approved medical orders, to school provided that the parent or child delivers the medication to the nurse's office or building office, with a note from the parent or child delivers the medication to the nurse's office or building office, with a note from the parent requesting that the medication be given and specifying the time of administration and dosage. If the parents instructions do not match the package instructions, the nurse may refuse to give the medication. The parent or student must deliver the medication in its original container or package. School personnel will not permit students to self-administer medication that is brought to school unlabeled. Students will not be provided with medication at school unless parents follow the procedures outlined above. Asthmatics, with proper documentation, and with the knowledge of school nurse, may carry inhalers and may self-administer medication.
5. Medication for off-site activities – Prescription medications normally taken during school hours may be taken on a field trip if one of the

following conditions are met:

- a. A parent/guardian, family member or designee of parent/guardian of the student accompanies the students on the field trip and administers the medication
- b. A licensed nurse attends the field trip
- c. The prescribing Doctor/PA/CRNP, indicates on the medication form, that a dose may be skipped.

**The only exception to this is the use of an Epi-Pen which may be given in an emergency situation by an individual trained in Epi-Pen administration. State law addresses medical good Samaritan civil immunity (42 Pa. C.S. & 8331) to protect anyone administering this emergency medication. A parent may withhold the day's medication during field trip activities. No over-the-counter medications will be provided or administered during off-site activities unless carried and given by the student's family member or prearrangements are made.

For permission to carry a water bottle at school requires a Physician's request/note, which includes the diagnosis. This will be kept on file in the student's health records.

ANNOUNCEMENTS/POSTINGS

Student announcements must be approved by a faculty member and the administration.

Students seeking approval to post signs/messages must submit the poster/sign to the Principal's secretary for administrative approval at least one week in advance of the desired posting date.

USE OF SCHOOL PHONES

All school phones are off limits to students except during an emergency. In such a situation, permission may be given by an administrator or his designee. Only messages related to emergency situations will be delivered to students.

EXTRA HELP PERIOD / "DAWG TIME"

During 4th period/lunch there will be time built in for students to obtain extra help in their courses and to attend their club. Selection of a extra help assignment is a daily requirement. The extra help assignment may be selected by the student or can be required by their teacher. Students who eat A lunch will attend extra help /club during B lunch. Students who eat during B lunch will attend extra help/club during A lunch.

FLAG RESPECT

It is the responsibility of every citizen to show proper respect for his/her country and its flag. Students who refrain from respecting the flag due to personal belief or religious convictions must respect the rights of classmates who wish to participate.

ASSEMBLY OR GYMNASIUM

When reporting to a pep rally or assembly, students will sit as directed. Students will not leave the auditorium or gymnasium during a program without permission. Students are expected to demonstrate the behavior appropriate for that assembly.

TEXTBOOKS

1. Textbooks are furnished free of charge to all students.
2. Each pupil has an obligation to keep books in good condition while they are in his/her charge.
3. Pupils who do not return assigned books, regardless of reason (lost, stolen, or otherwise), must reimburse the school for the loss at the current catalog price. Students accept responsibility for books given to them and understand that unpaid bills will be sent to the district magistrate for collection of the unpaid amount plus costs.
4. Books shall be issued to students on a loan basis. Teachers issuing books must keep a record of book numbers issued to individuals.
5. The cost of a book lost, stolen, or damaged beyond use (as determined by the Principal), will be the current catalog price.

LOCKERS/PERSONAL PROPERTY

Every student will be assigned a hall locker. A combination lock for the locker will be given to each student without charge. Any student losing a combination lock must pay eight dollars (\$8.00) for a replacement combination lock. A student who does not return his/her assigned combination lock at the end of the school year must pay for the combination lock. Only locks distributed by the high school office may be used on hallway lockers. All others will be removed. Any student who does not return his/her assigned key lock with key at the end of the school year must pay \$16.50 for a replacement key lock with key.

Since each student is assigned a locker and a combination lock, students are prohibited from sharing lockers and/or combinations. Each combination lock is to be secured to its assigned locker at all times.

The locker will be left free of marking, writing, tape, stick-ons, etc. Students who abuse or vandalize school property will be dealt with according to school policy and handbook procedure.

All physical education students will be given a dressing room locker lock. Any student losing a lock shall replace it. The cost will be eight dollars (\$8.00). When this amount is received in the office, the student will receive a lock from the physical education teacher.

All locks will be collected at the end of the school year.

All lockers are school property.

Students are discouraged from having large sums of money or valuable items on their possession during the school day.

If students must bring valuables to school, it is suggested that these valuables be turned in to the office for safekeeping. It is also suggested that students use checks instead of cash when paying bills.

ACCORDING TO A COURT MAJORITY, A STUDENT DOES NOT HAVE AN INHERENT, ABSOLUTE PRIVACY RIGHT IN HIS OR HER SCHOOL LOCKER. ALL STUDENT LOCKERS MAY BE SEARCHED AT ANY TIME AND FOR ANY REASON, WITH NO QUALIFICATIONS OR EXCEPTIONS.

Searches of lockers may include but are not restricted to sweeps performed by drug dogs.

Additionally, any vehicle, bookbag, or container brought onto school grounds may be searched at any time with reasonable suspicion.

Students may not go to their lockers before 7:23 AM. Exceptions may be made for students due to transportation issues. Students in the building after the 2:51 PM dismissal are not permitted to visit their lockers after 3:00 PM without approval from appropriate school officials.

PERSONAL APPEARANCE

I. Policy

Big Spring High School shall provide an environment conducive to the physical, mental, social, and emotional well-being of all students. The school climate shall foster a safe, secure, and caring learning environment which nurtures personal growth and promotes positive attitudes. The school shall prepare students to be productive, informed, and responsible citizens capable of participating successfully in a global society.

Paramount to this effort is the expectation that students dress appropriately for the school setting. Dress deemed inappropriate or disruptive to school operations will not be tolerated. It is expected that students will dress as they would for a work setting. Students found to be dressed inappropriately, as determined by the school administration, will earn disciplinary consequences.

II. Guidelines

While the school climate encourages individual creativity and student empowerment, the school also recognizes a need to guide students toward appropriate attire for different settings: school, work, proms, athletics, etc. The following guidelines will ensure that students are dressed properly for the school setting:

A. Inappropriate Dress includes:

- Attire showing pictures or messages promoting drugs, alcohol, tobacco, gangs, sexploitation, discrimination, profanity, violence or school inappropriate double meaning expressions.
- Shorts and slacks that have writing across the buttocks.
- Clothing that exposes underwear; underwear worn as outerwear (including boxer shorts and tank tees of the underwear variety).
- Clothing that is skin-tight, spandex or reveals back, midriff, cleavage, or buttocks when involved in normal school activities such as walking, sitting, bending, raising hand, etc. Clothing must be size appropriate.
- Strapless tops, tops with spaghetti straps (unless the latter is worn over another appropriate top), low-cut tank tops, muscle shirts or basketball jerseys.
- Sleepwear and slippers.
- Halloween costumes, makeup and apparel.
- Clothing or accessories with sharp points, studs, or chains (example: wallet chains).
- Headwear (all caps/hats, scarves, beanies) may not be worn indoors during the school day.
- Shorts and skirts that are extremely short.
- Coats and jackets that are intended to be worn outdoors
- Noncorrective and/or fashion contact lenses that distort the eye.
- Any attire that serves as a distraction to the learning environment.

B. All Students will wear footwear.

- C. Students who wear their athletic or program uniforms for school events or activities must still abide by the dress policy. If the uniform does not comply with the dress policy (too short, too tight, etc.) then the student may wear the attire for the necessary activity (assembly, pep rally, etc.) but not for the remainder of the school day.

III. Enforcement

All students are expected to adhere to Big Spring High School's dress policy. Monitoring will be done by all faculty and staff at Big Spring High School. Consequences for students who do not comply with the dress policy are as follows:

- First Infraction: Warning: The student may be asked to change into a school-issued T shirt/shorts which is expected to be washed and returned within two school days. The student may choose to wear appropriate clothing from their gym locker.
- Subsequent violations: Subsequent violations will be considered Insubordination. The following disciplinary action shall be administered as determined by the building administration: 2 hours of detention, 1 day in-school suspension, 3 days in-school suspension.

During a specific season or event all students representing Big Spring High School as members of a team, musical organization, or field trip will wear the type of clothing prescribed by the group sponsor.

PHYSICAL EDUCATION ATTIRE

All high school students will be expected to wear Big Spring Physical Education attire, beginning in 2014-15. The attire is a maroon and gold shorts and shirt combination with a Bulldog log. The shorts/shirt combination is made of moisture management, "performance" fabric. The cost of the shorts/shirt combination is \$18.00. The school will work with families in financial need regarding costs. The Health and Physical Education Department is moving to standard physical education for several reasons:

1. Safety – The PE clothing is designed for freedom of movement and minimal liability for injury (no pockets, zippers, belt loops, etc.)
2. Appropriate – No appropriate attire questions, students cannot lose class points/credit with the school approved shorts/shirts.
3. Affordability – For this competitive cost, students may be able to wear one or both parts of the uniform throughout much or all of their high school years.
4. School Spirit – Big Spring Bulldog log and colors for everyone!

Ordering Instructions:

1. Please log onto: <http://stores.bluemountainsportsonline.com>
2. Enter Access Code for "Big Spring Physical Education Clothes"
Access Code = BIG (access code is case sensitive)
3. Select t-shirt and shorts sizes. Crew neck sweatshirts and sweatpants are available but are OPTIONAL. Each student is expected to have, at minimum, a uniform t-shirt and uniform shorts or sweatpants
4. Add selected items to cart
5. Proceed to Checkout
6. Create account
7. Enter student name (first & last) and grade in COMMENTS section
8. Complete transaction

Physical Education Expectations:

Dressing for PE classes is imperative to ensure a successful completion of the course. All students who forget their clothing will be afforded the opportunity to use clean clothing of appropriate size provided by the physical education department in order to satisfy their academic obligation.

Refusal to wear appropriate clothing for physical education class will result in the following:

- 1st incident – 1 hour of detention
- 2nd incident – 2 hours of detention
- 3rd incident – Referral to the office for further disciplinary action

No student will be urged to wear sneakers that don't belong to them. Sneakers will be made available to those who wish to avail themselves of that option. All students who opt to take the clothing being offered will still be docked a grade in the dressing category but will get credit for participation.

FACULTY ROOM

No students are permitted in the faculty room without administrative approval.

FIRE DRILLS

Fire drill instructions are posted in every room. The first week of school every teacher will explain thoroughly the bell signal system and the methods of exit. During the fire drill, follow the instructions of your teacher. Move quietly and quickly, but do not run. In case of fire, all persons will leave the building according to the following procedure:

1. Students will leave the classroom as per posted instructions. Form a single file on the grass along the outside edge of macadam area. Walk rapidly to the proper exit.
2. KEEP THE ROAD OPEN FOR TRAFFIC.

SECURITY CAMERAS

The Big Spring High School administration does use security cameras in the District's ongoing efforts to enhance security and to discourage inappropriate behavior by anyone on school district property. The security cameras in operation at the high school are used to document activity in the event there is ever a problem inside or outside the building where security cameras are in use. Additionally, audio and video recording devices may be used on buses for monitoring safety and behavior.

Although the monitors used with the security cameras are available at all times for use by the building administrators and their designees, the monitors are not used to anticipate inappropriate behaviors or to prevent such behaviors from ever taking place.

For those who behave properly in and around school, the security cameras are intended to provide support and some degree of comfort.

CAFE

- Students will remain in the cafe until dismissed or given permission to leave by a supervisor.
- Students may have the privilege of going to the Growler instead of the cafe during lunch.
- Parties will not be allowed in the cafe.
- Students unable to complete school breakfast may finish in their classroom at the beginning of 1st period.
- Backpacks, books, coats and other items are not allowed in line or in the food court area.
- Deliveries of foodstuff to the school without administrative approval are forbidden. Delivered material will be confiscated.
- Students are responsible for maintaining a clean area. All trash is to be disposed of properly.

GROWLER

- The Growler is open 7:00am to end of school day. Students may visit in between classes or when permitted by faculty or administration. During Dawg Time, students must remain there until dismissed or given permission to leave by a supervisor.
- Students may have the privilege of going to the Growler instead of the cafe during lunch.
- Parties will not be allowed in the Growler.
- Students who behave inappropriately in the Growler will have privileges revoked.

School Lunch/Breakfast Program

The Big Spring School District participates in the National School Lunch/Breakfast Program. Families that receive food stamps will be eligible for free meals. These families will be notified of their child's eligibility and do not need to complete an application. During the first week of school, free and reduced meal applications will be sent home to each family. However, free and reduced applications can be completed at any time during the school year. Students whose family income meets the federal requirements may qualify for either free meals or reduced price meals. These applications are audited for accuracy, and misinformation given to the district could result in legal action if anyone provides misinformation.

Our goal is to provide your child the recommended dietary requirements for lunch and breakfast needed for healthy growth and development. Our highly qualified staff is dedicated to this commitment and the nutritional needs of your child. Pre-payment of lunches is available to all students through the school's POS (point of sales system) in all district schools. Some students may be eligible to receive free meals or reduced price meals at a cost of \$0.40 per lunch and \$0.30 for breakfast.

Webpage

All policies and information related to the operation of the District's cafeterias can be viewed at www.bigspringsd.org, go to departments and select Food Service.

Point of Sales System

Parents are encouraged to make on line deposits to their student's account using <http://www.myschoolbucks.com/>. A service fee is charged by the company for use of this service. The school does not receive any of these funds.

Refunds from the POS system will only be made if a child withdraws from school, transfers, or graduates. Year end balances, including negative ones, will be transferred to the next school year. Once money has been deposited to a student's account it can only be used for cafeteria sales.

All students withdrawing from the Big Spring School District are required to contact Shelli Kent at the district office for settlement of his/her account.

The district is not responsible for controlling student lunch and breakfast purchases. The point of sales can offer you a means to limit your student's daily purchases and assist you with this, but Parents and students are responsible for controlling all lunch and breakfast purchases. We encourage you to discuss with your student his/her purchase limits. If this fails, contact us and we will assist you as best we can.

Vending Machines

Vending machines are available 30 minutes after school ends.

Handling of Students with Insufficient Point of Sales Funds

- A written copy of this policy will be distributed to parents and students prior to the beginning of the school year and is applicable to all students.
- Secondary Students are permitted to charge meals, but may not incur more than three charged meals at any given time. All charges are limited to the days published meal and students are never allowed to charge ala carte items.
- The school will not deny receipt of a current meal to pay for a past due account, when the student is either prepaying or pays on a daily basis for meals.
- Administrators may request a consultation with parents to discuss payment of delinquent funds. Past due accounts may be turned over to the proper legal authority for collection.

Nutritional Information

All portion sizes and components for the days published meals are mandated by the Pennsylvania Department of Education. Please visit <http://bigspringsd.nutrislice.com/> for monthly detailed nutritional information.

Food Allergies

All food allergies must be diagnosed and reported by a licensed physician. This information must also be shared with the school's nurse and cafeteria manager. The Pennsylvania Department of Education (PDE) form for reporting food allergies can also be found on www.bigspringsd.org. The PDE form is the only form the school district will accept when reporting your student's food allergies.

Wellness Policy

In December 2010 President Obama signed into law The Healthy, Hunger-Free Kids Act. In accordance with this law the Big Spring School District is required to insure the health and well being of all students by providing the following:

1. A nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutritional guidelines.
3. Physical education opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K – 12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with the State Board of Education curriculum regulations and academic standards.

The entire Wellness Policy can be viewed visiting www.bigspringsd.org, go to departments and select Food Service.

Lunch and Breakfast Menus

The High School menus can be viewed at <http://bigspringsd.nutrislice.com/>.

For questions concerning Food Service and Point of Sale questions, please call Michelle Morgan at 776-2423

For questions concerning your free and reduced meal benefits, please call Jessica Winesickle at 776-2446.

BREAKFAST PRICES

Secondary \$1.50
Adult \$2.50

LUNCH PRICES

Secondary \$2.75
Adult \$3.75

We offer an ever changing variety of al a carte items. Please visit www.bigspringsd.org, go to departments and select Food Service. Additionally, all a la carte items are priced in the café.

4. TRANSPORTATION

SCHOOL BUS REGULATIONS

- NOTICE: AUDIO AND VIDEO RECORDING DEVICES MAY BE USED ON BUSES FOR MONITORING SAFETY AND BEHAVIOR

1. Pupils shall not be permitted to leave their seats or get off the bus while it is still in motion.
2. Passengers shall pass in front of the bus to cross the highway.
3. Each pupil shall be assigned a regular seat in the bus.
4. Only assigned students shall ride on any bus. Any student desiring to ride on any bus other than the one assigned must submit a written request from his parent or guardian to the appropriate school office the day prior to the desired change. Requests will be approved only for emergency situations.
5. Pupils shall be permitted to leave the bus only at the stop nearest their home unless written permission is secured from the office.
6. Students will not eat or drink on the bus.
7. Fighting, swearing, smoking, the use of improper or unnecessarily loud language, and possession or use of water paraphernalia will lead to suspension.
8. Students will respect the property of other people.
9. Merchandise will not be sold on the bus.

SCHOOL BUS SUSPENSION

1. If a student is to be excluded from riding the bus, he/she will be taken home. When he/she is delivered to his/her destination, he will be informed that a suspension will be recommended. No child will be put off the bus along the road and told to walk to his/her destination unless the health of other riders is in jeopardy.
2. A student being excluded from a bus on a first offense will not be permitted to ride the bus for a period of at least three (3) school days. Usually he/she will not be suspended from school but will be required to furnish his/her own transportation to school for this period of suspension.
3. If a student is excluded a second time, it will be for an indefinite period. The parent may request a hearing by a committee of school officials to determine whether the student may regain bus-riding privileges. The student, parents, and the bus driver will be heard before a decision is made.
4. Because of the serious and disruptive nature of the use of water and water paraphernalia on the school buses, the following policy is in effect: ANY STUDENT FOUND IN POSSESSION OF OR INVOLVED WITH WATER OR WATER PARAPHERNALIA WILL RECEIVE A MINIMUM OF THREE DAYS SUSPENSION. (other liquids used in an inappropriate manner will follow this regulation)

STUDENT TRANSPORTATION DRIVING/PARKING PRIVILEGES

Bus transportation is provided for all pupils in the district; the use of cars for transportation is discouraged. Because of limited student parking spaces, parking privileges are granted only to 11th and 12th grade students who have a licensed and registered motor vehicle. The school requests that these students only drive if necessary or in emergency cases. The parking policy adopted by the school board will be enforced, and all students driving will be notified of said policy. Parking privileges on school property may be revoked immediately if this policy is violated. All drivers are subject to the regulations of the school as well as the laws of the Commonwealth and the Pennsylvania Motor Vehicle Code. Violators will be reported to the appropriate Police Department.

The following driving regulations will be enforced:

1. No student may drive or park vehicles on property owned by the Big Spring School District at any time without authorization of the building administration. No adult may park on school grounds during school hours without notification to school staff.
2. Parking hang tags must be displayed on the rear view mirror. (Staff & Students)
3. Temporary parking tags must be displayed on the dashboard and must be valid for the current day.
4. Students are not permitted to drive through the faculty parking lot when arriving or departing from school.
5. Students may only park in student assigned parking areas. Student parking is designated by WHITE parking stalls. (White parking stalls in the lot directly outside of the commons/cafeteria area can only be utilized after school hours)
6. Students will park and exit their vehicle immediately upon entering the parking lot.
7. "Circling" the parking lot is a safety hazard that will not be permitted.
8. High school students providing transportation to younger siblings at the middle school will pick them up at the middle school after school hours.
9. Students may not transfer parking permits to anyone. (automatic suspension of privileges)
10. Any student needing to obtain forgotten items from his/her vehicle must report to the office to obtain permission. Students are permitted to make only two trips to the parking lot per school year.

Seniors and Juniors may apply for parking privileges. Others must meet one of the following criteria:

1. Work experience students
2. Students with valid early dismissals for jobs.
3. Students who report directly to a job following school.
4. Involvement in extracurricular activities.
5. Handicapped/special medical needs students.
6. AM Band students
7. Special situations as determined by school administration.

PROCEDURE FOR REGISTRATION

In order to register a vehicle, a student must have in his/her possession and present:

1. A valid owner's card for the primary vehicle to be driven.
2. A valid Pennsylvania Driver's license
3. Proof of insurance for the primary vehicle driven.
4. A properly completed Big Spring driver registration form.
5. \$30.00 parking/driving fee, which will include the price of one mirror hang tag.
6. One parking hang tag will be issued per student. Replacement hang tags will be issued on a case-by-case basis and at full cost.

TEMPORARY PARKING

Temporary daily parking permits are issued only to 11th and 12th grade students. After receiving two temporary daily parking permits, a student will be assessed a five dollar (\$5.00) per day charge for each additional temporary permit. Students who anticipate driving to school three or more times are encouraged to register their vehicles by purchasing the yearly parking hang tag at a cost of \$30.00.

LOSS OF DRIVING/PARKING PRIVILEGES

If a student with a parking/driving permit misuses the privilege by skipping any part of the school day and leaving school premises and/or if a student with a parking/driving permit is discovered to have provided transportation for another student to leave school grounds without permission, the student faces immediate revocation of his/her parking/driving permits in addition to the regular sanctioned punishment.

Excessive unexcused tardies will result in a suspension/loss of parking privileges.

Students who violate the District's drug and alcohol policy will lose their driving privileges for one calendar year beginning upon their return to school.

Students who fail to comply with the Parking Guidelines below will have their privilege revoked. Permits revoked for any reason will not be reinstated for that school year and the fee will not be refunded.

Students who drive to school after having their parking privileges suspended will face the following consequences:

First offense- Fine and in-school suspension

Second offense- Fine and out-of-school suspension

Third and subsequent offenses- The student's vehicle will be towed from school property at the student's expense and out-of-school suspension.

DRIVING/PARKING ENFORCEMENT

Penalties and payments for violations:

1. Persons who park vehicles without a permit on school property are subject to school fines of \$10 as indicated on the issued ticket.
2. All fines must be paid within five days. All unpaid fines will result in a traffic citation being filed with the District Justice which will contain court costs and fees for collection and cost of prosecution.
3. Fines may be paid by enclosing the proper payment in the envelope and remitting to the secretary at the counter in the high school office.
4. Fines may be mailed by enclosing proper payment in the envelope, affixing proper postage, and mailing the pre-addressed envelope.
5. Any person who has a question regarding a ticket must see a building administrator or the school resource officer.
6. Enforcement may be provided by the school resource officer, the parking lot attendant, administration, or school security.

PARKING GUIDELINES

Enforcement action will be supported by the PA School Code of 1949 Section 779 and PA Vehicle Code Title 75. Persons who drive and park on school premises must:

- a. obey traffic and speed regulations. (10mph)
- b. drive safely and courteously.
- c. enter the parking lot and immediately park.
- d. not interfere with the progress of school buses.
- e. not park on the grass.
- f. not allow a permit to be transferred to another student's vehicle.
- g. wear seatbelts.
- h. leave the car as soon as it is parked. Students may not loiter in the parking lot.
- i. follow the direction of all parking lot and traffic staff.

RETURNING TO PARKING LOT

Any student needing to obtain forgotten items from his/her vehicle must report to the office to obtain permission. Students are permitted to make 2 trips to vehicle/parking lot per school year.

4. TECHNOLOGY

CELL PHONE USE GUIDELINES

Cell phone use is permitted during the following times: before school, passing time (between classes), at lunch, and after dismissal.

The following conditions apply:

- At no time should students use cell phones to capture images (camera or video) unless with specific permission from a teacher or administrator.
- At no time should cell phones be seen, heard, or used during academic classes, unless for instructional purposes with specific permission by the teacher.
 - Phones should be set to silent (not vibrate) or turned off during all classes and resource period.
 - Students who leave classes, resource period, or lunch on a pass are not permitted to use cell phones at that time.
 - Checking the time is not an acceptable reason to access a phone during class time.
- Cell phone use is not allowed in the Detention, ISS or in other disciplinary settings.
- Cell phone use is not allowed during assemblies, class meetings, etc.
- Cell phones must be turned off and stored when students are in restrooms, locker rooms, and in other areas where individuals would have similar expectations of privacy.

- Cell phones may not be used to conduct any activities which violate state and/or federal law, Board policy or school rules.

CONSEQUENCES

- Students who violate the above conditions will receive In-School Suspension.
- If asked by an adult to turn over a phone, students are expected to comply respectfully. Failure to relinquish the phone, disrespectful interactions, and/or repeated violations will result in additional and progressive disciplinary consequences.
- The school is not responsible for cell phones that are damaged, lost or stolen on school property.

COMPUTER NETWORK RESPONSIBLE USE POLICY

Purpose – The Signature Page supplements should be read in conjunction with Board Policy 815, Responsible Use of Computer Networks/Technology Resources/Internet and Internet Safety.

The purpose of computer network use, including Internet access, shall be to support education and academic research in and among the schools in the Big Spring School District by providing unique resources and the opportunity for collaborative work.

Network facilities shall be used to support the District’s curriculum and to support communications and research for students, teachers, administrators, and support staff.

Authority – The Big Spring District reserves the right to monitor and log network use and files server space utilization by District users without prior warning or notice. It is often necessary to access user accounts in order to perform routine maintenance and security tasks. User accounts are therefore the property of the Big Spring School District. Students should have no expectation of privacy or confidentiality in the content of electronic communications, Internet access, or other computer files sent and received on the school computer network or stored in his/her directory. The school computer network’s system operator, or other authorized school employee may, at any time and without prior warning, review the subject, content, and appropriateness of electronic communications, Internet access or other computer files and remove them if warranted, reporting any violation of rules to the school administration or law enforcement officials. The District reserves the right to remove a user account from the network to prevent further unauthorized or illegal activity if this activity is discovered.

Responsible use – The technological resources and Internet access available through BSSD are available to support learning, enhance instruction, and support school system business practices. Use of network and computer resources must comply with the Responsible Use Policy. BSSD information systems and technology resources are operated for the mutual benefit of all users. The use of the BSSD network and equipment is a privilege, not a right. Users should not do, or attempt to do anything that might disrupt the operation of the network or equipment and/or interfere with the learning of other students or work of other BSSD employees.

Students are required to submit an acceptable use agreement signed by the student and a parent at the beginning of each school year. The acceptable use agreement shall remain in effect until a new agreement is signed.

The determination as to whether a use is appropriate lies solely within the discretion of the Big Spring School District.

Standards for Responsible Use –

1. School district technological resources are provided for school-related purposes only. Acceptable use of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school district resources for political purposes or commercial gain or profit is prohibited.
2. School District technological resources are installed and maintained by members of the Technology Department. Students shall not attempt to perform any installation or maintenance without permission of the Technology Department.
3. Under no circumstance may software purchased by the school district be copied for personal use.
4. Students must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as outlined in the Student Code of Conduct.
5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics, sound files, text files, documents, messages or other materials that are obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful of minors.
6. Users may not use 3G/4G networks or anonymous proxies to circumvent content filtering.
7. Users may not install any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
8. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
9. Users must respect the privacy of others. When using e-mail, social networking, blogs, or other forms of electronic communication, student must not reveal personally identifying information, or information that is private or confidential.
10. Those who suspect that someone has discovered their password shall change it immediately. Students and staff shall not intentionally seek information on, obtain copies of, or modify file, other data, or passwords belonging to other users.
11. Users may not intentionally or negligently damage district equipment or data belonging to another user of the District’s technological resources.
12. Users are prohibited from engaging in unauthorized or unlawful activities, such as “hacking” or using the network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.

13. Users are prohibited from using another individual's ID or password without permission.
14. Users may not, read, alter, change, block, or delete files or communications belonging to another user.
15. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator.
16. Students who use district owned computer devices must also follow the guidelines provided in the Computer Device Agreement.

WEB 2.0/Social Media

Big Spring School District social media guidelines encourage students and staff to work, learn, and share information collaboratively using Web 2.0 tools. Our Learning Management System (LMS) offers many of these tools in a secure, controlled environment. To maintain a safe environment for the students, online activities should take place within the LMS whenever possible. It is important to create an atmosphere of trust and individual accountability, keeping in mind that information produced by Big Spring School District students is a reflection on the entire District and is subject to the District's Acceptable Use Policy (AUP). Education on proper use of Web 2.0 tools will be accomplished through the District's Internet Safety Instructional Plan.

The growing use of social media (online posting and collaboration) should be considered an extension of the classroom. Any online activity that would not be appropriate in the classroom should not be conducted online. School policy and consequences extend to the online learning environment.

As outlined in the District's Acceptable Use Policy, the Big Spring School District is not, creating a public forum, open public forum, or limited public forum through its LMS or approved Web 2.0 tools.

Students should at all times respect the privacy of the community. Do not divulge or post online personal information about any members of the school community without permission. High standards for appropriate online communications must be maintained. Digital information may leave a long-lasting or even permanent record with the possibility of becoming public without your knowledge or consent.

Consequences – The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Failure to follow the procedures and prohibited uses previously listed in the Responsible Use Policy may result in loss of network access.

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

Violations of this policy by a student may result in corrective action up to and including suspension, expulsion, or criminal action.

1:1 DEVICE PROGRAM

Every student will be issued a computer device for his/her exclusive use at school and home. The purpose of this initiative is to fully engage students and create a learning environment that fosters critical thinking, collaboration, communication, and creativity.

Parents and students must sign and return a Computer Device Agreement and Acceptable Use Agreement before a device will be issued for use. Any student who transfers out of BSHS will be required to return their device and accessories. If the device and accessories are not returned, the parent/guardian will be responsible for payment in full.

Students are responsible for bringing their device to all classes, unless specifically advised not to do so by their teachers. Devices must be brought to school each day in fully charged condition.

While enrolled at BSHS, the District maintains ownership of the device. If requested by the Technology Department or High School Administration, students may be required to turn in their device for maintenance or inspection. Additionally, the District utilizes an Internet Content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All devices, regardless of physical location, will have Internet activity filtered.

Students are responsible for the general care of the device they have been issued and are required to purchase a protection plan. The cost of this plan is \$25. It provides one-time repair/replacement coverage in the event of accidental damage. Damage caused by intentional misuse or abuse will be the responsibility of the student. All issues and/or damages should be reported to the School Library Media Specialist to be logged for repair.

For more information about the Computer Device program, please consult the Big Spring High School Computer Device Guide and the Big Spring School District Acceptable Use policy located on the District website.

JUMP DRIVES OR SIMILAR DEVICES

Jump drives or similar devices may not be used without first obtaining permission of a supervising teacher for that class.

6. DISCIPLINARY CONSEQUENCES

EXCLUSIONS FROM SCHOOL

Exclusion from school may take the form of suspension or expulsion.

Non-Reported Codes	Reported codes
0.11 Acts of Misconduct	1. Simple Assault on Student
0.12 Tardy	2. Aggravated Assault on Student
0.13 Late to Class	3. Simple Assault on Staff
0.14 Truancy	4. Aggravated Assault on Staff
0.15 Altercations	5. Rape
0.16 Bus Referral	6. Involuntary Sexual Deviate Intercourse
0.17 Possession of a non-prescription drug, a drug look-a-like, or drug paraphernalia	7. Statutory Sexual Assault
0.18 A series of minor school violation	8. Sexual Assault
0.19 Skipping classes or part thereof	9. Aggravated Indecent Assault
0.20 Skipping day	10. Indecent Assault
0.21 Skipping detention	11. Indecent Exposure
0.22 Skipping Saturday school	12. Open Lewdness
0.23 Profanity, vulgarity, and/or obscenity	13. Obscene and other sexual materials and performances
0.24 An act of misconduct that is interpreted by the admin to be of a serious or unusual nature	14. Sexual Harassment
0.25 All other types of harassment/intimidation	15. Racial/Ethnic Intimidation
0.26 Propelling or throwing objects	16. All Other Forms of Harassment/Intimidation
0.27 Indecent, disruptive or unsanitary dress or grooming	17. Fighting
0.28 An unusual/unrequested act or display that serves no purpose toward the education process	18. Minor Altercation
0.29 Misuse of beepers or cellular telephones during the regular school day	19. Stalking
0.30 Sexual Offenses	20. Kidnapping/Interference with Custody of Child
	21. Unlawful Restraint
	22. Threatening School Official/Student
	23. Reckless Endangering
	24. Robbery
	25. Theft
	26. Attempt/Commit Murder/Manslaughter

In-School Suspension

No student may receive an in-school suspension unless the student has been informed of the reason for the suspension and has been given an opportunity to respond before the suspension becomes effective.

Communication to the parents and guardian shall follow the suspension action taken by the school.

When the in-school suspension exceeds ten (10) consecutive days, an informal hearing with the principal shall be offered to the student and student's parent or guardian prior to the eleventh (11th) school day in accordance with the procedures established under the section hearings.

The student's school district has the responsibility to make some provision for the student's education during the period of the in-school suspension.

Out-of-School Suspension.

Suspension is exclusion from school for a period of from on (1) to ten (10) consecutive school days.

Suspension may be given by the Principal/Assistant Principal or persons in charge of the public school.

No student shall be suspended until the student has been informed of the reasons of the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.

The parents and the Superintendent of the district shall be notified in writing when the student is suspended.

When the suspension exceeds three (3) days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in section relating to hearings.

Suspension may not be made to run consecutively beyond the ten- (10) school day period.

Students shall be held responsible for making up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments by guidelines established by the Board of School Directors.

Expulsion

Expulsion is exclusion from school by the Board of Education for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing.

During the period beyond the initial ten- (10) day suspension but prior to the hearing and decision of the Board of School Directors in an expulsion case, the student will be placed in his normal class as set forth in subsection 2.

If it is determined by the Superintendent after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety, morals or welfare of others, and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than ten (10) school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education, which may include home study as per Board policy. Students who are less than seventeen (17) years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided an education.

The initial responsibility for providing the required education rests with the student's parents or guardians through placement in another school, through tutorial or correspondence study or through another educational program approved by the district's Superintendent.

If the parents or guardians are unable to provide for the required education, they must within thirty (30) days submit to the Superintendent written evidence so stating. The district then has the responsibility to make provision for the student's education. If thirty (30) days pass without the district receiving satisfactory evidence that the required education is being provided to the student, it will recontact the parent and, pending the parents' or guardians' provision of such education, the district must make provision for the student's education or proceed under paragraph 3, or do both.

If the parents/guardians have not complied with the approved educational program, the school district may take action in accordance with Chapter 63 of the Juvenile Court to ensure that the child will receive a proper education.

DETENTION

Big Spring High School has a detention period for students who deviate from the rules. Students violating school rules may be placed on detention by any member of the faculty.

When a student is placed on detention, he/she will be required to work in an assigned room after school closes. A letter will be sent to the home notifying the parent. The purpose of the letter is to notify the parent of a school violation and the date of the detention. Students may serve detention prior to the letter being sent home to the parent. It is the responsibility of the student to immediately notify the parents of the misbehavior and detention.

Lack of transportation or involvement in extracurricular activities will not be an excuse for not attending detention when assigned.

Students are not permitted to ride the activity bus home when they have detention. If the student has a transportation problem, he or she can eliminate the possible conflict by avoiding behaviors which warrant his or her assignment to detention.

Students refusing to appear for detention will be assigned Saturday school. Detention responsibilities take precedence over all other school activities including field trips, athletics, band, chorus, organizational meetings, and work. On a detention day, students must fulfill any detention obligations before being eligible to participate in any extracurricular activity.

In the event the student is absent on detention day, the student will automatically be reassigned to the next detention day for which the student has not been previously assigned. No additional notification will be given. The student is responsible for verifying with the office the new detention date.

In the event school is cancelled on the Friday before Saturday school, Saturday school will be rescheduled to the next scheduled Saturday school.

DISCIPLINARY CONSEQUENCES

Students Rights and Responsibilities will be adhered to by Big Spring High School. All suspensions and expulsions will follow Due Process procedures. The punishments which follow are representative, but more severe punishments may be initiated depending on the individual and the situation. All detentions for similar offenses will be progressive (i.e. 1 hour detention, 2 hour detention, Saturday detention). All suspensions for similar offenses will be progressive (i.e. 1, 3, 5, 7, 10). This list is not intended to be all-inclusive, and appropriate disciplinary action will be taken for other incidents that violate school policy. Any serious infraction of school policy or violation of law will be reported to the police. Students may have their privilege of attending school events revoked. When this happens, students are denied access to all school grounds during those hours specified by the administration. Students violating this mandate will be turned over to the local magistrate for defiant trespass. **In all cases, students suspended from school, either in in-school suspension or out-of-school suspension, are specifically denied admittance and/or participation to all school events until the day following the final day of suspension.** Students will be provided school work during suspensions. In order to receive credit for the work it must be completed upon return to class.

<i>Violation</i>	<i>Offense</i>	<i>Consequences</i>
<i>Truancy/Absence from school without permission/Leaving school property during school</i>	<i>1</i>	<i>1 day in-school suspension</i>

<i>hours without permission</i>	2 3	3 days in-school suspension - parent conference may be requested 5-7 days in-school suspension with parent conference
<i>Unexcused Tardies to School</i>	3 4 5	Warning Detention In-school suspension and loss of driving privileges
<i>Tardiness to Class</i>	1 2 3 4	1 hour detention 2 hours detention Saturday detention In-school suspension
<i>Skipping Detention</i>	1 2 3 4	Mandatory Saturday school Mandatory Saturday school 3 days in-school suspension Out of school suspension
<i>Disciplinary removal from detention</i>	1 2 3	2 days in-school suspension 4 days in-school suspension Out of school suspension
<i>Skipping Saturday School</i>	1 2	A doctor note may be required for an absence from Saturday school due to illness 3 days in-school suspension Out of school suspension
<i>Disciplinary Removal from Saturday School</i>	1 2	4 days in-school suspension Out of school suspension
<i>Skipping Class / Out of Assigned Area</i>	1 2 3 4 5	Detention 1 day in-school suspension 3 days in-school suspension 5 days in-school suspension Out of school suspension
<i>Forgery/Submission of altered documentation</i>	1 2 3 4	1 day in-school suspension 3 days in-school suspension 5 days in-school suspension Out of school suspension
<i>A series of minor school violations</i>	1	1 day in-school suspension
<i>Violation of Internet Access & Usage Procedures</i>	1	Suspension, expulsion, criminal action and/or restitution
<i>Cell Phone Violation</i>	1 2	1 day in-school suspension - confiscation of phone 1 day in-school suspension - confiscation of phone
<p>Fighting and Unlawful Harassment—Harassment and fighting are violations of the Crime Code of Pennsylvania. These unsafe activities have no place in school or society. Students and parents are hereby informed that incidents of unlawful harassment and/or fighting will be reported to the appropriate police authorities for prosecution. Police will treat these situations either as summary offenses, misdemeanors, or felonies. Any person who repeatedly violates this policy or who becomes a threat to the safety of other students or to the educational process because of the unacceptable practices of unlawful harassment and/or fighting will also be suspended from school.</p>		
<p>All incidences of disorderly conduct will be turned over to the Newville Police Department.</p>		
<i>Fighting</i>	1	Police referral and suspension
<i>Attempted Physical or Verbal Intimidation Directed Toward Another Student</i>	1	Out of School suspension
<i>Profanity and/or Attempted Physical or Verbal Intimidation Directed Toward Staff</i>	1	3 days out of school suspension Police referral
<i>Profanity (Accidental)</i>	1	Detention
<i>Profanity at Another Student</i>	1 2	1 day in-school suspension 3 days in-school suspension

<i>Racial/Ethnic Slurs</i>	1 2	<i>In-school suspension Out of school suspension</i>
<i>Racial/Ethnic Slurs Directed at Another Person</i>	1	<i>Out of school suspension</i>
<i>Hazing</i>	1	<i>Minimum 3 days out of school suspension & immediate dismissal from the extracurricular activity</i>
<i>Unlawful Harassment</i>	1 2	<i>Warning Police referral and suspension (in-school or out of school suspension)</i>
<i>Possession of Lighters and/or Matches</i>	1	<i>1 day in-school suspension</i>
<i>Possession and/or use of Tobacco Products</i>	1 2 3	<i>Police referral and 1 day in-school suspension Police referral and 3 days in-school suspension Police referral and 3 days out of school suspension and parent contact</i>
<i>Possession of Alcohol, Drugs, Look alike Drugs, and/or Paraphernalia</i>	1	<i>25 day expulsion (may be reduced by 15 days with SAP) Extra-curricular probation Police referral</i>
<i>Distribution of Alcohol, Drugs and/or Look alike Drugs</i>	1	<i>45 day expulsion (may be reduced by 15 days with SAP) Extra-curricular probation Loss of driving privileges for 1 calendar year Police referral</i>
<i>Possession of Knives, Guns, Ammunition, and/or other Weapons</i>	1	<i>Police Referral Expulsion Loss of driving privileges for 1 calendar year</i>
<i>Throwing Snowballs</i>	1	<i>Detention</i>
<i>Vandalism / Destruction of School Property (includes but not limited to writing on desks, lockers, and walls, placing stickers anywhere)</i>	1	<i>Suspension/Expulsion Police Referral</i>
<i>Firecrackers and/or Smoke Bombs</i>	1	<i>Police Referral Suspension/Expulsion</i>
<i>Water and Water Paraphernalia</i>	1 2	<i>1 day in-school suspension 3 days in-school suspension</i>
<i>Water and Water Paraphernalia (Transportation)</i>		<i>Refer to Bus Policy</i>
<i>Laser Pointers and/or Other Distracting Objects</i>	1	<i>1 day in-school suspension</i>
<i>Shooting objects with a rubber band or other type of propulsive instrument</i>	1	<i>1 day in-school suspension</i>
<i>Insubordination</i>	1 2 3	<i>1 day in-school suspension 3 days in-school suspension Out of school suspension</i>
<i>Any act of misconduct which is interpreted to be a serious or unusual nature</i>	1 2	<i>1 day in-school suspension 3 days in-school suspension</i>
<i>Any unusual or unrequested act or display that serves no purpose toward the educational program</i>	1 2	<i>1 day in-school suspension 3 days in-school suspension</i>
<i>Parking While Privileges Under Suspension</i>	1 2	<i>3 days in-school suspension & loss of driving privileges Out of school suspension</i>
<i>Stealing/Theft</i>	1	<i>Suspension/Expulsion Police referral</i>

<i>Cheating/Academic Dishonesty</i>	<i>1</i>	<i>Parent/Administration notification Redo of complete alternative assignment Detention</i>
	<i>2</i>	<i>Parent/Administration notification Redo of complete alternative assignment In-school suspension</i>
<i>Cafeteria Misbehavior / Throwing Food in Cafeteria</i>	<i>1</i>	<i>1-5 days of in-school suspension</i>
<i>Inappropriate Show of Affection</i>	<i>1</i>	<i>Warning</i>
	<i>2</i>	<i>Detention</i>
<i>Indecent, disruptive or unsanitary dress or grooming</i>	<i>1</i>	<i>Warning</i>
	<i>2</i>	<i>Detention/Suspension</i>
<i>Pornography</i>	<i>1</i>	<i>In-school suspension</i>
	<i>2</i>	<i>Out of school suspension</i>

USE OF REASONABLE FORCE BY SCHOOL PERSONNEL

The use of reasonable force is permissible under the following circumstance when a student is a danger to self or others.

BIG SPRING SCHOOL DISTRICT TOBACCO POLICY

The Board recognizes that smoking on school property presents a health and safety hazard, which can have serious consequences for the smoker and the nonsmoker and the safety of the District and is, therefore, of concern to the Board.

1. All use of tobacco products and smoking materials is strictly prohibited at all times on grounds owned or leased by the Big Spring School District.
2. The violation of the above policy will be handled as a violation of the Indoor Clean Air Act, and all violators will be reported to the appropriate authorities for prosecution and fines.
3. Students involved in extracurricular activities who violate this tobacco policy are also subject to appropriate disciplinary action as outlined in the Extracurricular Policy.

For the purpose of this policy, smoking shall mean all uses of tobacco and unregulated nicotine products, including cigars, cigarettes, pipes, smokeless tobacco, and e-cigarettes.

The Board strictly prohibits all use of tobacco products and smoking materials at all times on property owned or leased by the Big Spring School District, on school buses, and during school-sponsored activities.

DRUGS, ALCOHOL, PARAPHERNALIA AND LOOK-ALIKES

The Big Spring School District recognizes that substance abuse is one of society's greatest problems. Since the school is an integral part of society, substance abuse must be addressed by a comprehensive discipline code.

The following definitions shall be understood:

- Drug: any controlled substance included in Regulations of controlled substance as declared by law.
- Alcohol: any alcoholic or malt beverage or substance (the sale or distribution of alcohol to minors is prohibited by law)
- Paraphernalia: any pipe, rolling papers, bong, bowl, roach, clip, syringe or other instrument potentially used to smoke or otherwise consume dangerous drugs.
- Look-Alikes: un-controlled substances which are look-alike drugs, over-the-counter or prescription drugs which are abused or not handled by students in accordance with the district's policy on medication.

CHEATING/ACADEMIC DISHONESTY

Academic Dishonesty at Big Spring High School includes but is not limited to:

- A. Copying assignment/test and submitting as his/her own.
- B. Allowing one to copy or providing someone with assessments or materials which are submitted as his/her own.
- C. Unauthorized possession of teacher materials.

- D. Sharing the content of assessments with other students verbally, in writing, or through any other means, if the work was meant to be done individually.
- E. Communication via electronic means: cell phone, email etc. for the purposes of collecting/disseminating information to submit as his/her own during prohibited times (i.e. exams, quizzes, assessments).

Plagiarism

“According to the Merriam-Webster Online Dictionary, to “plagiarize” means: to steal and pass off (the ideas or words of another) as one’s own; to use (another’s production) without crediting the source; to commit literary theft; to present as new and original an idea or product derived from an existing source. In other words, plagiarism is an act of fraud. It involves both stealing someone else’s work and lying about it afterward.” (http://www.plaiarism.org/plag_article_what_is_plaiarism.html).

Plagiarism at Big Spring High School is considered a similar offense to Academic Dishonesty and thus shall be treated in a similar fashion. Plagiarism shall include but not limited to: copy/paste sections of someone else’s work into one’s own paper, project or similar document without proper citation; utilizing internet sources without proper citation; paraphrasing without proper citation; utilization of another person’s written, oral or programming language without proper permission and citation. Students’ unsure of how to avoid plagiarism should consult their content teacher.

UNLAWFUL HARASSMENT POLICY

Purpose

It is the policy of the Big Spring School District to maintain a working and learning environment free from all forms of intimidation, abuse, hostility, offensive behavior, sexual harassment and unlawful discrimination, hereinafter referred to either individually or collectively as “unlawful conduct.” By way of example, and not limitation, such improper conduct may take the form of unwarranted verbal or physical conduct, verbal or written derogatory or discriminatory statements, racial slurs, or unwelcome sexual remarks or advances. Any such behavior violates the policy of the district and is hereby prohibited. Any student in the District who engages in such improper conduct shall be subject to discipline up to and including expulsion.

Any student who believes that she/he is or may be the victim of any improper conduct by any employee of the District or by any student may file a complaint with a guidance counselor, principal, or with the Superintendent’s Office. The complaint may be filed by the student or on behalf of the student by the student’s parent or guardian. The complaint will be processed in accordance with the procedure specified in School Board Policy No. 248, “Prohibition of Improper Conduct and Student Complaint Process.”

Authority

The authority for this policy is the United States Constitution, the Pennsylvania Constitution, Title IX and Title VII of the United States Code, The Equal Employment Opportunity Commission and the Human Rights Commission, and the Amendments and Regulations pursuant to those laws. Sexual harassment lowers morale and is damaging to the educational and work environment; it is also illegal. Therefore, the Big Spring School District will treat sexual harassment like any other form of student or employee misconduct. It shall be a violation of this policy for any individual in the school environment to harass another individual in the school environment through conduct or communications of a sexual nature as defined below.

Definition

The term harassment includes but is not limited to repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual’s race, color, religion, ancestry, sex, sexual orientation, national origin, age or handicap/disability which create an intimidating, hostile or offensive educational environment.

The term ethnic harassment includes the repeated, unwelcome and offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational environment.

Sexual harassment shall consist of unwelcomed sexual advances, requests for sexual favors, and other inappropriate written or printed material, verbal or physical conduct of a sexual nature when:

- A. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment of education, or when:
- B. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when:
- C. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment, as defined above, may include but is not limited to the following: verbal harassment or abuse, including jokes, name-calling, and sexual rumors; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implications; unwelcomed touching, pulling clothes; pictures; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, evaluation, assigned duties, etc. This conduct can be made by any member of the school staff to a student, by any member of the school staff to another staff member, by any student to another student, or by any student to a staff member.

Procedure

Any person who alleges sexual harassment by any staff person or student shall report the allegations directly to the Superintendent or his designee in each building and use the district's complaint procedure. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades or work assignments.

The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated charge against a staff member in the district shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a student in the school district shall subject that student to student disciplinary action including suspension or expulsion, consistent with the student discipline code.

Because of the serious nature of sexual harassment allegations and the prospective legal and personal implications, any person who makes false allegations of sexual harassment intentionally should understand that he/she is subject to severe disciplinary penalties, including discharge or expulsion, for making such false allegations.

Publication

The administration is charged with informing professional employees, staff, students, and parents with the content of this policy. Such publication may include, but is not limited to, providing a copy of this policy to all employees, including new employees. Parents and students will be advised of this policy through the Parent/Student Handbook.

Responsibility

The Superintendent shall develop procedures outlining the process of filing a sexual harassment complaint and investigating such a complaint.

WEAPONS POLICY

Philosophy

The Big Spring School District recognizes that the possession of weapons on school property is a criminal offense in the Commonwealth of Pennsylvania. The Big Spring School District also recognizes that the use of weapons has become a serious problem in schools and in society. Weapons in the schools present serious legal, safety, and welfare problems to the school community. As an educational institution, the District will strive to prevent the presence of weapons in the schools. However, when weapons are found in the schools, the District will intervene to remove the weapons and prosecute those individuals responsible for handling the weapon. School personnel will be instructed regarding the Pennsylvania law regarding weapons on school property. Also, personnel will be instructed regarding the handling of weapons situations.

Policy 218.1

Possession of a weapon on school grounds, in school buildings, or on school transportation is a crime in the Commonwealth of Pennsylvania. Possession of a weapon at schoolsponsored activities also presents serious legal, safety, and welfare problems to the school community. Therefore, the Big Spring School District emphasizes that possessing a weapon or knowing and not reporting, before or during the course of District investigation, the possession of a weapon in the buildings of, on the grounds of, at schoolsponsored activities of, or in any conveyance providing transportation to or from any elementary or secondary educational institution of the Big Spring School District, is a serious violation of the rules and regulations of the Big Spring School District. Additionally, because of the potentially harmful effect on the school community and the strong public policy of preventing persons from possession objects which have the appearance or characteristics of weapons in the buildings of, on the grounds of, at schoolsponsored activities of, or in any conveyance proving transportation to or from any elementary or secondary education institution, for purposes of this policy, objects which have the appearance or characteristics of weapons shall be considered weapons and possession of such objects or knowledge without proper reporting of possession of such objects also shall be a serious violation of the rules and regulations of the Big Spring School District. Any student who violates the district's weapon policy may be expelled from school permanently.

Definitions

"Possession"—An individual possesses a weapon in violation of this policy when the weapon is found on his/her person. Additionally, an individual will be deemed to be in possession of a weapon if the weapon is found in his/her personal property (for example, book bag, gym bag, purse) or in a place where the individual exercises exclusive control (for example, a vehicle or locker).

Any person who has a permit to carry a concealed weapon will not be permitted to carry a concealed weapon on Big Spring School District property, excluding law enforcement personnel.

"Weapon"—For purposes of these rules and regulations, the term "weapon" shall include but not be limited to any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, bb gun, pellet gun, shotgun, rifle, and/or any other tool, instrument, or implement capable of inflicting serious bodily injury. The term weapon also shall include objects that have the appearance or characteristics of weapons as defined above, or objects that are intended and capable of producing bodily injury. Weapons also shall include lookalike or replica weapons that are not necessarily operable.

Staff & Student Expectations—Procedures

Staff members and students observing or otherwise becoming aware of weapons on school property, at school activities, or on school transportation shall report the same to the administration immediately. Administrators shall report individuals suspected of possessing weapons on school property, at school activities, or on school transportation to the appropriate law enforcement officials immediately, such duty to report being subject to review by the District's Solicitor. Staff members shall cooperate with law enforcement officials in the detection and prosecution of all violators of this policy.

The District shall inform students of the policy regarding weapons. School personnel who supply information relating to this policy are immune from prosecution as defined in Commonwealth law. This immunity is guaranteed even if the information is determined to be inaccurate, if the information provided was given in good faith and with the best interest of the school community in mind.

Discipline

Persons found to be in violation of this rule by possessing a weapon shall be denied access to the schools and school-related property of the District and shall be denied the opportunity to participate in student activities.

Persons found to be in violation of the aforesaid rules and regulations regarding the possession of weapons or knowledge and failure to properly report the possession of a weapon in the buildings of, on the grounds of, at school-sponsored activities of, or in any conveyance providing transportation to or from any elementary or secondary educational institutions of the District may be immediately suspended for a period not to exceed ten (10) school days or until such a time as the Board of School Directors conducts **a hearing on the matter**, whichever period is shorter. The Board of School Directors, after a hearing on the matter, may permanently expel a student for violating the aforesaid rules and regulations regarding weapons.

The administration shall report every violation of the District's weapons policy to the Board of School Directors.

Because violation of this policy may result in the expulsion of a student, students subject to discipline for violation of the Weapons Policy shall be entitled to a formal hearing pursuant to the hearing policies of the District.

Persons found to be in violation of the District's Weapons policy will lose their driving privileges for one calendar year beginning upon their return to school.

Defenses

It shall be a defense that the weapon is possessed and used in conjunction with a lawful supervised school activity or course. Staff members are to keep supervised school activities or course requirements involving the possession of weapons to a minimum. To that end, staff members are encouraged to find alternate means of conducting activities or courses where weapons might be brought to school or school-sponsored activities. For example, rather than allowing "props" to be brought for a speech assignment, teacher should have the student bring a picture of the item.

If weapons are to be brought to school for an approved school or school-related activity, students must follow District procedure. The student's parent or guardian must bring the weapon to the school office to be left with an administrator. The parent or guardian must return at the end of the day to retrieve the weapon from the school office.

BIG SPRING HIGH SCHOOL ACADEMICS

CURRICULUM—GENERAL INFORMATION

Each student will select a course of study as printed in The High School Course Description Guide available in the counseling office. The number of credits required to graduate from Big Spring High School is 28. The class of 2019 will follow the new diploma structure outlined in the online course description book.

REQUIREMENTS FOR GRADUATION

Students attending Big Spring High School must take a combination of core academic subjects and electives to complete the Department of Education and school district’s minimum credit requirements. Academic core subjects are based on the basic skills needed by all students. The Career Pathway determines recommended electives to prepare for a career field of interest. Non-Pathway electives are those taken outside of a chosen pathway. Students work with their counselors, advisors, and parents to develop their programs of study and schedule all classes needed for graduation.

English	4 credits
Social Studies	4 credits
Mathematics	3 credits
(Math 12* may be required)	(.5)
Science	3 credits
Freshman Seminar**	.5 credits
Career Project Seminar	.5 credits
Personal Finance	.5 credits
Health/Phys. Ed. (.5 each)	2 credits
Pathway and non-Pathway Electives	10 credits (11 excluding Freshmen Seminar and Computer Applications)
TOTAL	28 TOTAL credits for graduation

* Only required to be scheduled and completed successfully by the Seniors who have not scored Proficient or Advanced Proficient on their Algebra Keystone Assessment.

** Not required for the class of 2017

All students must earn 28 credits to graduate. All waivers of graduation requirements must be approved in written form by the principal. In those rare instances in which a student has been approved to graduate mid-year, students may not participate in any athletic or extracurricular activity whose official starting date starts after completing academic requirements or the date of withdrawal except senior trip, baccalaureate exercises, graduation, and prom. All students must have mathematics scheduled for their freshman, sophomore and junior years.

Graduation requirements for the class of 2019 are pending School Board approval. Proposal can be found in the course selection guide.

CLASS STATUS

To be classified as a SENIOR for the 2016-2017 school year, students must have acquired 20 CREDITS by August of 2016 and be scheduled for all courses necessary to graduate in June 2017.

To be classified as a JUNIOR for the 2016-2017 school year, students must have acquired 12 CREDITS by August of 2016.

To be classified as a SOPHOMORE for the 2016-2017 school year, students must have acquired 4 CREDITS by August of 2016.

Exceptions may be granted to students who have transferred to Big Spring from schools with different credit requirements.

GRADUATION PARTICIPATION REQUIREMENTS

In order for seniors of the Big Spring High School to participate in Graduation exercises, they must have satisfactorily fulfilled all requirements of the Department of Education and of the local school district by the close of the regular school term. STUDENTS WHO HAVE NOT MET STATE AND SCHOOL DISTRICT REQUIREMENTS WILL NOT BE PERMITTED TO PARTICIPATE IN THE GRADUATION EXERCISES EVEN THOUGH THEY INTEND TO COMPLETE REQUIREMENTS DURING THE SUMMER SCHOOL SESSIONS. Eligible students will be permitted, however, to attend summer school classes to fulfill graduation requirements and receive the Big Spring High School diploma upon the successful completion of Summer School.

COMMENCEMENT PARTICIPATION

- As noted above, all graduating seniors must adhere to all prescribed graduation requirements to be eligible to walk at graduation.
- Any student who receives out of school suspension or is expelled from school prior to or during the week of graduation or on graduation day, will not be permitted to participate in the graduation ceremony.
- Any student who receives in school suspension days during the week of graduation or on graduation day must satisfy those days in their entirety before receiving a Big Spring diploma.
- All students shall have fulfilled all financial obligations (ex. library, cafeteria, lost book, other fines/fees) and complied with all policies pertaining to student discipline as adopted by the Board before being permitted to participate in commencement exercises, and receive his/her diploma.
- Seniors must participate in all graduation practices in their entirety to be eligible to be a part of the graduation ceremony unless prior approval has been given by the building principal.
- Required apparel for the commencement exercises will be announced by the Senior Class advisor. This announcement will be issued to all seniors well in advance of commencement. Failure to adhere to this code will result in the student's non-participation in the exercise.
- Valedictorian and Salutatorian honors are awarded to the two students who earn the highest weighted cumulative grade point averages that are calculated at the completion of the senior year. Beginning with the Class of 2016, Valedictorian and Salutatorian honors will be recalculated using grade point average benchmarks. Consequently, there may be more than one Valedictorian and Salutatorian in a graduating class.

GRADING SYSTEM

Grades earned in any course shall reflect student fulfillment of academic and other requirements as may be established by the District. To earn credit for any course, a student is obliged to:

1. Fulfill the established course requirements.
2. Meet other standards prescribed for the course.

Grading is based on straight percentage from 0 to 100 percent. The conversion is as follows:

90-100% = A

80-89% = B

70-79% = C

60-69% = D

40-59% = F

FINAL EXAMS

Final Exams will be given in all subjects.

The final exam grade received (0-100) will be placed on the report card. Students who miss a final exam because of truancy, unexcused absence, unexcused tardiness, or skipping, will receive a zero on the final exam. Any student who does not have a physician's excuse and misses a final examination will receive a zero on that final exam. Students who miss a final with a doctor's excuse, may make up the exam within a reasonable time frame established by the administration.

Should a student be excluded from school on a day of final examinations, the principal will establish the dates and times for the excluded student to participate in the testing process.

INCOMPLETE GRADES

Incomplete grades are not given unless the building principal gives permission. The incomplete grade will be recorded as a 0 (zero) on the student's report card until the work is satisfied in a reasonable amount of time established by the teacher. If the work is not satisfied in a reasonable amount of time, the recorded grade will remain as a 0 (zero).

REPORT CARDS

Report cards will be issued at the close of each nine-week period.

Report card information:

Q1 – quarter one course/grade

S1 – semester one course

Q2 - quarter two course/grade

S2 – semester two course

Q3 – quarter three course/grade

E1 – Final exam grade

Q4 – quarter four course/grade

F1 – Final average for course

HONOR ROLL

Two levels of Honor Roll can be achieved. Distinguished Honor Roll is achieved by earning A's in all courses. Honor Roll is achieved by earning B's or better in all courses.

To earn the distinction of 'Honor Graduate', graduating seniors must have a 4.0 at the time of commencement.

ADVANCED PLACEMENT (AP), DUAL ENROLLMENT AND HONORS COURSES

Big Spring High School offers academic courses as Honors, Advanced Placement (AP), and Dual Enrollment/College in the Classroom that provide challenging educational opportunities requiring in-depth research, writing, and advanced study skills. Students are recognized for meeting the academic challenges of these courses with grade weighting:

The following quality point weighting system which utilizes letter grades to report student achievement will be utilized. Final letter grades for courses will be assigned quality point values:

Regular Courses	Honors Courses	AP/Dual Enrollment Courses
A = 4	A = 4.5	A = 5
B = 3	B = 3.5	B = 4
C = 2	C = 2.5	C = 3
D = 1	D = 1.5	D = 2
F = 0	F = 0	F = 0

- Students enrolled in AP courses are required to take the course's AP exam. Students who score a 3, 4 or 5 on Advanced Placement exams may receive college credit from their college/university.

Taking an Advance Placement course is a commitment. Students who do so are committing to learning a challenging curriculum, at an accelerated pace, and then demonstrating their knowledge on an Advance Placement Examination. Taking the Advanced Placement Exam is an essential part of the experience of an Advance Placement course and is considered a requirement. Students not fully committed to this philosophy should not enroll in Advanced Placement courses.

In addition to the academic commitment, students must be aware that there is often a significant financial commitment to taking an Advanced Placement course as well. Taking an Advanced Placement Examination require students to pay a fee to the College Board. The fee is currently \$92 per exam, but there are factors that can reduce this cost to families. School Counselors can assist students in determining the actual costs on an individual basis.

Beginning in the 2016-2017 school year, the following practices will be in place for Advance Placement courses.

1. Students enrolled in Advanced Placement courses, whether in the in the first or second semester, must submit payment for exam fees by the second week of September. Payment plans are available, but must be in place by this deadline. The District is committed to making sure that all students who wish to take challenging classes are able to do so. Should the financial aspect of Advanced Placement be a barrier, families are encouraged to contact the school for assistance.
2. Students who are enrolled in Advance Placement courses and do not sit for the examination, will lose the weighted course multiplier towards their GPA for that course and will receive Honors weight for the class.
3. Additionally, students who are enrolled in Advance Placement courses and do not take the examination will not be permitted to enroll in future Advance Placement classes without first meeting with administration for approval.

TRANSCRIPTS/COLLEGE APPLICATIONS AND SCHOLARSHIPS

Transcripts and applications will be prepared by the counseling secretary for Big Spring students upon request. This request must be in writing by all graduates. Graduates will be assessed \$2.00 per transcript for processing. Transcript & application preparation is free to students attending Big Spring. A minimum of ten working days must be allowed for transcript and application mailing from the date of request. Scholarship applications will not be accepted after deadlines established by the Counseling department.

COUNSELING DEPARTMENT

All students desiring the services of the Counseling Department will see the counseling secretary before the morning tardy bell to make an appointment.

The chief purpose of counselors is to help the student to help himself or herself. Greater self-understanding enables the pupil to make wise choices and provides the means of self-help. The counselors, through individual interviews, grades, and test results assist the student to understand better his/her own interests, aptitudes, and personality. The counseling office also assists students with applications and transcripts for post-secondary schools or programs.

DRUG AND ALCOHOL ALTERNATIVES AND THE STUDENT ASSISTANCE PROGRAM

The primary responsibility of schools is to educate students. If a student is under the influence of mind-altering chemicals, that student cannot learn. If a student is depressed and feels hopeless, he or she cannot learn effectively. If a student disrupts the school climate, other students will not be able to learn and teachers will not be able to teach.

A Student Assistance Program (SAP) is a systematic process to identify and refer students who may be experiencing barriers to education. These barriers may be related to alcohol and other drug use, or mental health concerns (i.e. symptoms of depression, anxiety, eating disorders, etc.). It is also a method for intervening and referring these students to appropriate community services. It is an intervention, not treatment, program. The heart of the program is a Care Team, which is a core group of school personnel specially trained to assist these students.

The CARE team will review referrals weekly to determine the need for student assessment and intervention strategies. The CARE team shall consist of administrators, counselors, the nurse, and faculty members.

Because the Big Spring School District respects parents/guardians and regards parents as partners in the formal education of their children, CARE team members at Big Spring will contact parents/guardians prior to gathering information about and prior to initiating any assessment of a student.

A student referred for assessment will participate in conferences with a member(s) of the CARE team. Additional assessments will be conducted by outside agencies as needed. Assessed students may participate in programs designed to educate participants, to encourage family interaction, and to promote wellness and responsible behavior.

1. A student who volunteers for the Student Assistance Program will not receive any punishment unless his/her drug and alcohol involvement is under current investigation by school and/or police officials. This does not apply to selling and/or distribution of drugs and/or alcohol.
2. Any student who violates the district's drug and alcohol policy and chooses not to become involved in the Student Assistance Program will be punished along the following guidelines:
 - 1st offense for possession and/or consumption — 25 days of out-of-school exclusion.
 - 1st offense for selling and/or distribution— 45 day expulsion.
3. Any first-time offender of the District's drug and alcohol policy, except those involved in selling and distribution of drugs and/or alcohol, who agrees to participate in and completes successfully the Student Assistance Program and follows all recommendations by any outside agency will have her/his exclusion reduced up to a maximum reduction of 15 days. There will be no reductions for repeat offenders. During the time that student is excluded from school, his/her parents/guardians are responsible for arranging for the student's education. The parents/guardians must contact the high school guidance office and arrange an appropriate educational program for the student.

If the parents/guardians fail to meet this requirement, it will jeopardize the student's opportunity to fulfill class requirements for promotion and graduation.

4. Extracurricular option for students who violate the district's drug and alcohol policy: If a student fails to comply with the district's drug and alcohol assessment, counseling, placement, and/or activities recommended by the CARE Team and referral agencies, the student will be dealt with as outlined in school policy. For the student who has violated district policy (first offense only) by possessing and/or consuming drugs/alcohol, but agrees to complete the drug and alcohol assessment, counseling, placement, and/or activities, the student is:
 - excluded immediately from any extracurricular activity in which he/she was participating at the time of the violations;
 - restricted from participation in extracurricular activities for a period of 45 days from the date of the offense.

For the student who has violated district policy (first offense only) by selling and/or distributing drugs and/or alcohol but also agrees to complete the drug and alcohol assessment, counseling, placement, and/or activities, the student is:

excluded immediately from any extracurricular activity in which he/she was participating at the time of the violation;

excluded from participation from any extracurricular activity for a period of 90 days from the date of the offense.

5. Students involved in drug/alcohol on the second offense will not be allowed to reduce their punishment by being involved in the CARE team. but, on a volunteer basis, can enlist in the program a second time.

6. Students referred by The CARE Team for D & A concerns, students who volunteer to participate with D & A concerns, and students who violate the district's drug and alcohol policy will participate in one or more drug and alcohol assessment conferences conducted by drug and alcohol assessment counselors.
7. Those students who have violated the district drug and alcohol policy and who agree to the recommendations of the CARE Team may be required to participate, along with at least one parent/guardian/responsible adult, in a series of educational program sessions at a time and place to be established by the staff of The Cumberland-Perry Drug and Alcohol Commission. The main thrust of the sessions will be dispelling myths, educating the participants, and promoting family interaction.
8. Students who violate the District's Drug and Alcohol policy will lose their driving privileges for one calendar year beginning upon their return to school.
On the second offense, all students suspended/expelled for violating the District's drug and alcohol policy will be denied the opportunity to participate in all school dances, senior class trip or graduation.
9. The Cumberland Perry Drug and Alcohol Commission offers information and assistance to interested parents and students. The staff members may be reached at 2406300 (Carlisle), 6970371, extension 6300 (West Shore), and 5327286, extension 6300 (Shippensburg). The address is Cumberland Perry Drug and Alcohol Commission, Cumberland County Courthouse, East Wing Room 206, Carlisle.

CRITERIA FOR SCHEDULE CHANGES ONCE THE SCHOOL YEAR HAS BEGUN

Students desiring to change their schedule must do so prior to the beginning of the school year.

1. Schedules will be changed if the student no longer meets the prerequisite for a scheduled class.
2. Schedules may be changed if a student has failed a required class and if:
 - The student has obtained a grade of below 59% and the following conditions are met:
 - The student schedules an appointment with his/her counselor.
 - There is "space" available in the desired course. Classes will not be over-allocated to accommodate a student who has failed.
 - There is an available class with a teacher other than the one the student has "failed".
 - The student's parent/guardian has been contacted to discuss all options and possible consequences to his/her graduation.
3. Schedules may be changed if a teacher questions a student's placement due to the student's ability to successfully complete the course or if the teacher feels the student belongs in a higher level course. The following procedures must be followed:
 - The teacher must contact the student's counselor to review the student's educational plan and the effects which would result from any change.
 - The parent must be contacted to discuss the recommended change.
4. There will be no changes in electives unless the course has already been taken or it was taken previously but not passed.
5. Students may initiate a schedule change if the student requests moving from a general level course to an Honors or Advanced Placement course for which the student meets the course requirements.
6. Schedules may be changed if a post high school program requires a certain course for admission or placement.
7. Students enrolled at Cumberland-Perry AVTS are considered to be enrolled in a year long course. Credit will be awarded at the conclusion of the course. As in all classes, partial credit is not awarded.

COURSE OVERRIDE PROCESS

In order to be successful in specific courses, students must possess a knowledge background and ability level. To aid in the student's success and keep frustration level to a minimum, teachers make recommendations regarding certain sequential courses for all students.

The parent has the right to override the teacher's recommendation. To do this, a parent must obtain and sign a course override form from the counseling office to acknowledge the request for an override.

Signing the form will grant permission for the course to be taken regardless of the recommendation. Please be aware that once this course has begun, the student will be expected to remain in this course for the duration regardless of the degree of success or failure he/she may experience. There will be NO SCHEDULE CHANGES ONCE THE SCHOOL YEAR HAS BEGUN.

OFF-CAMPUS PROCEDURES

Steps for obtaining an off-campus class (as stated in the course description guide):

Students requesting an off-campus class must:

- exhaust all advanced level courses in the selected area of study available at Big Spring High School
- be able to complete all high school graduation requirements during the year.
- have parent financial support, as all costs, including transportation, books, and fees, are the responsibility of the student and his/her parents/guardians.
- meet with his/her counselor to express interest prior to the first day of the new school year.
- obtain the recommendation of the counselor and approval of the principal.

Once approved for an off-campus class, a student must:

- show documentation of registration for the off-campus class to his/her counselor enabling a schedule change to occur.
- sign in daily on the tablet in the high school office.
- call the high school office by 8:00 AM in the morning if you are unable to come to school due to illness.
- inform your counselor of your exam schedule or other possible conflicts as soon as possible.

*Maximum release time for off-campus study is three periods a.m. or two periods p.m.

COLLEGE IN THE HIGH SCHOOL – DUAL ENROLLMENT

High School juniors and seniors who meet admissions criteria may take college courses sponsored by Harrisburg Area Community College (HACC) and/or Penn State Mont Alto. When the course is completed, a HACC/PSU transcript records the class, credits and grades earned. Dual enrollment courses are eligible to be considered for transfer to other post-secondary colleges/universities or towards a HACC/PSU credit bearing degree program. These courses carry additional grade weighting, please refer to more specific information on page. See counseling department for details.

INTERNSHIP PROGRAM

The Internship Program is a paid or non-paid work experience in which students spend part of their school day interning in various career-related occupations. The course is reserved for junior and senior students. The Internship program will follow the same guidelines for admission and student-learner responsibilities as outlined below for the work experience program with the following additions:

- Two-teacher recommendations are required for acceptance into the program.
- The student-learner involved in a non-paid internship is not entitled to wages for the time spent interning.
- The student must document their learning by completing a project for the final exam grade.
- The student must submit a weekly journal entry that will be worth 25% of their grade. Journals will be due in the high school office on the first school day of the week. Late journals will not be accepted unless the student is absent.
- The student is responsible for informing his/her employer of school obligations that interfere with the work schedule.

WORK-EXPERIENCE PROGRAM

The Work-Experience Program is a supervised occupational experience in any one of a variety of school-approved work sites at which students perform duties related to their acquired skills with the opportunity to develop additional competencies. The program encourages attitudes and habits that meet acceptable employment standards, and provides the opportunity for career investigation.

The course is reserved for junior and senior students who are at least 16 years of age.

Enrolled students may plan to pursue full-time employment upon graduation from high school or attend college and desire a practical experience in an occupational area prior to their post-secondary education.

The Work Experience Program is an extension of the school district's present curriculum, therefore, a student may be pursuing any Pathway and also elect to be in the Work Experience Program.

Goals

- To connect classroom instruction with on-the-job experiences.
- To prepare students with employable skills.
- To give students the opportunity to investigate career options.
- To encourage proper work habits.
- To provide students with the knowledge and skills needed to obtain, maintain, and change jobs or careers.
- To provide a program which will broaden and enrich the current secondary curriculum.

Guidelines For Admission

- The student and parents are responsible for transportation and insurance for travel between school and employment and all financial liability incurred as the result of an accident or injury while enrolled in the Work Experience Program. The student must drive himself or herself to the employment site. A valid driver's license is required to participate in the program. The student must purchase a Big Spring High School parking permit for his or her vehicle. Students who lose the privilege of parking on school property may continue to participate in the Work Experience Program only if a parent or non-school aged relative provides transportation. If such transportation cannot be arranged, the student will be withdrawn from the Work Experience Program resulting in the loss of credit. Due to scheduling restraints, the administration cannot guarantee a placement in another course.
- The student must be covered by ample health insurance, either the school's Student Accident Insurance Package or the parent's private insurance coverage.

- The student must begin on-the-job work experience within the first five days of the school year or grading period.
- The employment site must be approved by the coordinator prior to acceptance into the program.
- The student must have a stated career goal and be actively working towards that goal.
- The work hours must be during part of the school day.
- The student must work a minimum of four school days a week.
- Any student under age 18 must obtain a work permit.

Student Responsibilities

- The student will attend school every day except for excused absences. If the student-learner does not report to school, he/she is not permitted to work on that day.
- Students enrolled in the AM Work Experience Program must sign in at the high school office upon arrival to school each day.
- If a student enrolled in the AM Work Experience Program is sick, they must call the school at 776-2435 by 8:00 AM that day to report the illness.
- Students are responsible for being aware of school schedule changes (ex. delay days, testing days, etc.) and informing his/her employer if these changes affect the work schedule.
- The student must turn in weekly work schedules at the beginning of each week verified by the employer. Submitting work schedules late will result in removal from the program.
- A student with excessive absenteeism or tardiness to school or to the training site will be removed from the Work Experience Program.
- On those school days when a Work Experience student is not scheduled to work, he/she will remain at school and sign in at a designated study area. Failure to do so will be considered a truancy and appropriate disciplinary action will be taken
- If a student is experiencing academic difficulty in one or more classes, the student-learner will temporarily remain at school and report to a designated study area until the problem has been remediated.
- The student agrees to report job-related problems to the training supervisor and/or work experience coordinator.
- A student wishing to terminate employment must notify the coordinator prior to the termination. The student will have five school days in which to obtain another job.
- The student will adhere to company policy and may be terminated for the same reasons as a regular employee.
- The student is required to attend a variety of school activities, which includes, but is not limited to state testing.
- The student is responsible for informing his/her employer of school obligations that interfere with the work schedule.
- Any abuse, misuse, or misrepresentation of rules and regulations governing the Work Experience Program will result in dismissal from the program.

POLICY CONCERNING CONFIDENTIALITY OF STUDENT RECORDS

A copy of the policy concerning the Confidentiality of Student Records may be obtained in the Counseling office at the school of attendance. Any parent or eligible student has the right to a copy of the policy upon request.

TRANSFERRING OF GRADES INTO BIG SPRING HIGH SCHOOL

Both number and letter grades will be converted into the Big Spring High School grading system when transferred from another approved and Board recognized program. Advanced placement, honors, or weighted courses will be given credit if an appropriate and corresponding course is offered in our curriculum. Students who transfer to Big Spring in their senior year will not be included in the class rank or GPA cumulative.

SUMMER SCHOOL

Students must have a minimum grade of a 50% to attend our on-line summer school program. Students and parents should be aware that not all core courses will be offered during summer school. The courses offered in summer school will be based, in part, on demand, availability and at the discretion of the administration. Students in need of courses not offered in summer school will be encouraged to find credit recovery in other school districts' summer school programs. However, students may not take more than two classes during summer school. The summer school student cannot complete a full year's work in summer school. However, it must be understood that the student can do sufficient work to change the failing grade to a passing grade. This remedial program is a privilege, and any act of misconduct, failure to complete the required work, or lack of attendance may result in expulsion from the program. Although students may elect not to attend summer school, students and parents are advised that the decision not to attend summer school may affect the student's timetable for graduation. The summer school program is conducted at the discretion of the school board. Since it has been held during the past several years, we may assume that summer school will be in operation at the close of the current school year unless terminated by the school board. Summer school tuition is charged to all students.

STUDENTS ENTERING OR WITHDRAWING FROM SCHOOL

Students entering school for the first time will be oriented and assigned classes by the counseling department. Any student transferring to another school or wishing to drop out of school is required to schedule a counseling appointment to complete all appropriate paper work, and to fulfill all obligations prior to withdrawing from school. Students withdrawing from school and reentering during the same quarter or semester will receive a "0" for all missed or unfinished work.

SECTION III: STUDENT ACTIVITIES/EXTRA CURRICULARS/ATHLETICS

DANCES/PROM

School dances are planned principally for students of Big Spring High School. Therefore, only Big Spring students will be admitted to school-sponsored dances and related activities unless approval to bring a guest has been arranged with the high school administration prior to the dance. Guest approval procedures will be established and announced for each dance. If a Big Spring student wishes to bring a guest to a Big Spring-sponsored activity, the Big Spring student must receive written approval from the high school administration before making any plans to attend the activity (i.e. purchasing dress, tuxedo, flowers, etc.). Only Big Spring students will be permitted to purchase a ticket at the door. Students bringing a guest must accompany the guest to the dance and be responsible for the guest. Guests must provide picture IDs before being permitted to attend any dances or other school sponsored activities where guests are permitted to attend. Guests whose sponsors leave a dance must leave with them. Middle School students may not attend high school dances. This includes the Homecoming dance and Prom. Non-Big Spring students 21 years of age and older may not attend any school dances. This includes the Homecoming dance and Prom.

Only Juniors and Seniors may purchase tickets for Prom. Only Juniors and Seniors, their approved guests and chaperones may attend Prom. Prom tickets must be purchased prior to the event. Verification of current student status (student ID) is required for admission to dances sponsored by area clubs and organizations.

To be eligible for the prom court, a senior must meet the criteria below:

1. Less than three unexcused or illegal absences for the 2015-2016 school year.
2. Less than three days of in school or out of school suspension.
3. Sufficient credits to graduate in the current school year.
4. Non-member of the 2016-2017 Homecoming Court.

When a student leaves the building during a dance, he/she may not reenter. All school rules apply. No student will be admitted to the dance after one hour of its designated start without prior approval of the administration.

On the second offense, all students suspended/expelled for violating the District drug and alcohol policy will be denied the opportunity to participate in all school dances, senior class trip or graduation.

Administrators will establish a guest request deadline for each dance. The students will be informed of the deadline via the PA system and other school media. Any requests after the deadline will not be honored.

Any student not providing his or her own transportation home must have transportation available in the parking lot at the conclusion of the dance. Any student who has to wait for an extended period of time for a ride will be denied dance privileges. Parents/Guardians transporting students to/from the dance may be present at the dance the first and final fifteen minutes of the event.

BIG SPRING HIGH SCHOOL POLICIES FOR ACTIVITIES

Any activity requiring afterschool practice will be considered an extracurricular activity. A band, practicing on school time, will not be considered extracurricular, and attendance at rehearsal is required. However, when this band must hold after-school practice for a concert or for marching at a football game, the band is regarded as an extracurricular activity.

A student may remain in the band and chorus for the entire year and participate in the athletic program. However, when the student elects to participate in a sport, he/she may not practice after school with any other organization when there is a conflict of practice time schedules unless both coaches/advisors mutually agree upon an appropriate schedule that does not result in any extracurricular conflicts.

ELIGIBILITY—EXTRA-CURRICULAR ACTIVITIES

There are weekly eligibility requirements for all extracurricular activities (including, but not limited to athletics, marching band, jazz band, Cantabile, Homecoming and Prom Courts). Any tardy to school beyond the hour of 10:25 a.m. will be considered a half-day.

Students in extra-curricular activities must report to school prior to the beginning of second period on a regular bell schedule school day and on a one (1) hour delay school day unless the absence has been approved by the principal in advance. A doctor excuse is necessary also or they will be ineligible for practice, games or performances. In the case of a two (2) hour school delay, students in extra-curricular activities must report to school by 10:28 a.m. or they will be ineligible for practice, games or performance. Participation shall refer to members and auxiliary personnel of an athletic team, cheerleaders, music group, dramatic cast, or club representing the school in public performance or practicing for an event. Failure to comply with this policy will result in the student not participating in the given activity on that day.

CLUBS – BEFORE AND AFTER SCHOOL

These guidelines must be followed for the establishment of all clubs meeting before and after school.

1. A club advisor approved by the principal must oversee all meetings.
2. Any person not employed by the Big Spring School District who participates with students in school activities must have Act 34 and Act 151 clearances.
3. The purpose of the club must be clearly articulated.
4. The criterion for club membership must be established.
5. All outside agencies that would be involved with a club must first be cleared for participation by the principal.
6. The club must procure, complete, and submit a building use form to the athletic director.
7. A defined meeting/activities schedule must be created monthly to keep the building principal apprised of events.
8. The clubs/organization must be approved by the Board of School Directors.

STUDENT COUNCIL

The Student Council represents the concerns and suggestions of the student body; therefore, any concern or suggestion should be directed to a Student Council member. The Student Council member will then be responsible to convey the information to the administration. Constructive suggestions are welcomed and appreciated by the administration and staff.

NATIONAL HONOR SOCIETY C. E. HASSLER CHAPTER

The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Big Spring High School.

ELIGIBILITY:

- a. Candidates eligible for selection to this chapter must be members of the 10th or 11th grade classes.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled a period equivalent to one semester at Big Spring High School.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of 3.80 on a 4.0 scale.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

SELECTION OF MEMBERS:

The selection of members to this chapter shall be by a majority vote of the Faculty Council, which consists of five faculty members appointed by the Principal. The Chapter Advisors shall be the sixth, non-voting, ex-officio members of the Faculty Council.

The selection of active members shall be held once each school year: From 10th and 11th grades in early March for induction in late April or early May.

Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the Candidate's Application for Membership for further consideration.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible.
- d. The Faculty Council shall review the Candidate's Application for Membership, faculty evaluations and other relevant information to determine those who fully meet the selection criteria for membership. All information provided to the Faculty Council will be anonymous in nature.

AFTERSCHOOL PRACTICE OR REHEARSAL RULES

All students reporting to a practice or an activity must remain in the appropriate area during the rehearsal practice. At the close of the practice, students will wait for transportation in the commons area/cafeteria or outside the building. Students will not enter the classroom section of the building. Students who have been suspended or who have been removed from school will be denied attendance at extra curricular events. No student may stay after school without prearranged adult supervision.

TRANSPORTATION TO EVENTS

Any student riding to or from a school-sponsored event in a vehicle provided by the school must not deviate in his mode of transportation unless he previously presents a written statement signed by the parent or guardian requesting permission to be transported from the location of the event to his home with his parent or guardian.

This permission statement must be approved by the faculty sponsor of the event. Under no circumstances will the student return from the event with anyone other than the faculty sponsor, parent, or guardian.

ACTIVITY BUS

An activity bus will be provided for students participating in approved after school activities. Only students with valid activity bus passes are eligible to ride the activity buses. Students involved in extra-curricular activities need to secure a valid activity pass from their Coach/Advisor and have it on their person to be permitted onto the Activity Bus.

The routes are as follows:

#3 (North Side of District)

Leave Big Spring High School at 5:30 PM; Leave Big Spring Middle School at 5:35 PM; Right on School House Lane; Right to Carlisle/Newville Road (Route 641 East); Continue on Route 641 to McAllister Church Road; Left on McAllister Church Road; Right over creek bridge on Burgners Road; Left on Old Mill Road; Right on Creek Road; Right on Bloserveville Road; Left on Enola Road (Route 944); Right on Doubling Gap Road; Left on Roxbury Road (Route 997); Left on Whiskey Run Road at Little Washington; Left on Steelstown Road to Newville.

#9 (South Side of District)

Leave Fitness Center at 5:30 PM; Leave Big Spring Middle School at 5:35 PM; Right on School House Lane; Left on Route 641 to traffic light; Left on Route 233 to Route 11; Left on Route 11 to Mt. Rock Road; Right on Mt. Rock Road to Church Road; Straight on Church Road to Lebo Road; Right on Lebo Road to Pine Road; Right on Pine Road to Route 233 and Keck's Store; Right on Route 233 to Walnut Bottom Road; Left on Walnut Bottom to Brookside Market and Firehouse Road; Right on Firehouse Road to Route 11; Right on Route 11 to Oakville Road; Left on Oakville Road through Oakville to Route 641; Right on Route 641 to Newville Borough.

CODE OF CONDUCT FOR THE STUDENT BODY AT ATHLETIC EVENTS

Student spectators must:

1. Remember that a student spectator represents the same school, as does the athlete.
2. Recognize that the good name of the school is more valuable than any game won by unfair play, or inappropriate, abusive remarks.
3. Accept the decisions of officials without question.
4. Acquaint the community with the ideal of good sportsmanship and impress upon the community its responsibility for the exercise of self-control and fair play at all athletic contests.
5. Refrain from throwing things onto the gym floor during contests. It is punishable by suspension, removal from the site, and, if warranted, arrest.
6. Not make abusive remarks at any time.
7. Recognize and applaud an exhibition of fine play and good sportsmanship on the part of the visiting team.
8. Accept defeat or victory in the same spirit of good sportsmanship.
9. Be considerate of the injured on the visiting team.
10. Respond with enthusiasm to the calls of the cheerleaders for yells in support of the team.
11. Never cheer when the opposing cheerleaders are conducting a formal cheer.
12. Do or say nothing that will bring discredit to the school.
13. Students should not kick bleachers or stamp feet at any time.

ACTIVITY FEE

All student athletes must pay an activity fee of twenty-five (25) dollars. This fee is paid by all high school students who participate in an extra-curricular athletic activity.

The funds generated by the extra-curricular athletic activity fee are used to help pay the cost of many items used in the athletic program. The fee is used to help to defray the costs of physical exams that all athletes must have, transportation for away events, P.I.A.A. dues, eligibility forms, contracts for game officials, and game contracts.

The twenty-five (25) dollar fee will not be collected from the athletes until the eve of the first scheduled game/meet. This will ensure that only those individuals who make the teams or squads will be paying the fee. The students who do not make the team or decide not to participate before the first game/meet will not pay the fee. Once the first game/meet is played no refund will be given. Students who receive a free lunch will not be required to pay the activity fee, and students who receive reduced-priced lunches will only be required to pay twelve (12) dollars per sport per year.

The Extra-Curricular Student Activity Fee will be collected for each sport in which a student chooses to participate. Since it is only possible for a student to play three (3) sports per year, the maximum amount any student will pay per year will be seventy-five (75) dollars. The individual coaches will be responsible for collecting the fee and depositing the amounts with the school district.

ATHLETIC POLICY—ARTICLE II—ELIGIBILITY

SECTION 1.

To be eligible for interscholastic athletic competition, a student must pursue a curriculum defined and approved by the principal as a full-time curriculum. Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the local school board.

To be eligible for any extracurricular activity, a student may not fail two or more courses (major or minor). Eligibility shall be cumulative from the beginning of a marking period and shall be reported on a weekly basis. In cases where a student's cumulative work from the beginning of the marking period does not, as of any Friday, meet the standards provided for in this section, he/she shall be ineligible from the following Sunday through the next Saturday.

To be included as part of the cumulative grade for weekly eligibility, student work must be submitted by 2:55 p.m. on Thursday afternoon. During the period of ineligibility, the student-athlete may practice with the team, but may not participate in games/matches/contests or scrimmages.

SECTION 2.

In order to be eligible for interscholastic athletics, a pupil must have passed all but one (1) subject (major or minor) during the previous grading period, except as provided in Section 5. Back work may be made up, providing it is in accordance with the regular rules of the school (incomplete).

During the first and third marking periods, a combination of that marking period's grade for each semester course and final averages for any nine week courses completed in the first or third marking period, will be used to determine eligibility.

At the end of the first and second semesters, the final averages for both semesters, and the second and fourth marking period (nine-week) courses will be used to determine eligibility. The total number of credits earned during the entire school year as described in "Section 5" will determine eligibility at the end of the second semester.

SECTION 3.

In cases where a student's work in any preceding marking period does not meet the standards provided for in Section 2, said student shall be ineligible to participate in interscholastic athletics for twenty (20) school days of the next marking period, beginning on the first day report cards are issued, except as provided in Section 5.

SECTION 4.

New Pupils Meet Eligibility Requirements on Curriculum.

Pupils who are enrolled for the first time must comply with the requirements of the curriculum rules. The standing required for the preceding week, the preceding marking period, or the preceding year shall be obtained from the records of the last school which the pupil attended.

SECTION 5.

Use of Final Credits at the End of School Year.

At the end of the school year, the student's final grades in his/her subjects, rather than his/her grades for the last grading period, shall be used to determine his/her eligibility for the next grading period. A pupil whose work does not meet the standards provided for in Article II, who attends summer school and corrects his/her deficiencies, shall be eligible.

A student may be denied the privilege of participating in interscholastic competition because of conduct which discredits the school. Such action would be taken only after a review of the case by the head coach of the sport, the Athletic Director, and the building principal.

The head coach has the discretion of determining whether a student may join a team after the season begins. A student who is dismissed anytime or quits an athletic team after the first competition may not participate on another athletic team during that sport season. (This includes weight training, open gyms, etc., for any other sport).

NOTE: The Athletic Director's office will provide, on a weekly basis, a list of all students involved in extracurricular activities. All teachers will return these forms to the Athletic Director's mailbox by the close of school each Thursday. On Friday, the Athletic Director will inform all staff, coaches, and students of ineligibility for the following week (Sunday through Saturday). Ineligibility resulting from 9 weeks' grades will last twenty (20) school days from the day the report cards are issued.

STUDENT & ATHLETE ACCIDENT INSURANCE

Student accident insurance is available to all students who wish to purchase it. Information and application forms can be found on the Big Spring School District website. This insurance gives coverage while in school, traveling to and from school, and attending all school functions. Insurance providing 24-hour coverage is also available at a higher premium. All students in the Cooperative Work Experience program must purchase the insurance or sign a release waiver form.

Responsibility for obtaining insurance and for filing accident claims rests with the student. Payment for the insurance should be made by check since it provides verification of payment. Do not make the check payable to the school district.

PROCEDURE FOR FILING INSURANCE CLAIMS

When a student is injured, he/she will see that the proper school authority is notified. It will be the responsibility of the parent to have the doctor, doctors, or hospital complete the proper part of the form, see that all bills are attached, and sign the claim form. The parent is also responsible for mailing the completed form to the company.

Any correspondence or questions relating to school insurance or school insurance claims should be addressed to the agent.

The only exception will be in athletic injuries that will be completely processed by the athletic office.

Students must report all injuries to the Athletic Trainer so that he/she may properly complete an Injury Report.

Claims that are not paid by the insurance company will not be paid by the school.

INTERPRETATION OF DISCIPLINE POLICY #218 AS IT AFFECTS EXTRACURRICULAR ACTIVITIES

The following policy will be administered by the Building Principal and apply to all participants in all sports and other extracurricular activities during the school year including weekends, holidays, and relevant and recognized summer camps:

Policy effective during school day, school activity, school property (not 24 hours).

Specific team rules apply.

Exception to the policy is as follows:

In all aspects except those addressed herein, the existing policies (i.e., 1980 Athletic Policy and 1979 Music Policy, etc.) will remain in effect.

EXTRACURRICULAR: Beyond school day; no grade received; voluntary membership.

For drug and alcohol violations, there will be an immediate suspension from current extracurricular activity.

Extracurricular suspension days are only counted from the first day of the school year to the last day of the school year. Suspension days cannot be worked off during summer vacations or summer camps. Students may try out for their next extracurricular activity and may practice but may not represent the school in a game/performance until all suspension days have been fulfilled.

1st Violation	All Students	Extracurricular Participants
OFFENSE	ACTION:	Suspension ¹ of participation (not including practice) from all extracurricular activities (See below)
Distribution of drugs and/or alcohol	45 day expulsion (may be reduced by 15 days with SAP)	Excluded from participation for 90 school days. ^{1,2}
Possession and/or use of drugs/look-alike drugs and/or alcohol	25 day expulsion (may be reduced by 15 days with SAP)	Restricted from participation in extracurricular activities for a period of 45 school days from the date of the offense. ²

Possession and/or use of tobacco	Building discipline policy.	Concurrent with building discipline policy suspension period. ²
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2nd Violation	All Students	Extracurricular Participants
OFFENSE	ACTION:	Suspension ¹ of participation (not including practice) from all extracurricular activities (See below)
Distribution of drugs, drug paraphernalia and/or alcohol	Expulsion	Loss of extra curricular participation.
Possession and/or use of drugs/look-alike drugs, drug paraphernalia and/or alcohol	Expulsion	Loss of extra curricular participation.
Possession and/or use of tobacco	Building discipline policy.	Concurrent with building discipline policy suspension period. ²

3rd Violation	All Students	Extracurricular Participants
OFFENSE	ACTION:	Suspension ¹ of participation (not including practice) from all extracurricular activities (See below)
Possession and/or use of tobacco	Building discipline policy.	Concurrent with building discipline policy suspension period. ²

4th Violation	All Students	Extracurricular Participants
OFFENSE	ACTION:	Permanent Expulsion
Possession and/or use of tobacco	Building discipline policy.	Concurrent with building discipline policy suspension period. ²

1 The suspension will begin from the date of infraction.

2 Including all non-school days which fall within this period of time.

The following are examples of activities that are currently defined as extracurricular. The list is not meant to be all-inclusive:

Marching Band, Cantabile, Jazz Band, all interscholastic sports (including elementary wrestling, basketball, etc.), cheerleading, high school musical, dramatic performances, Middle School Musical, Student Council (high school and middle school), Honor Society, class activities (trips, etc.), Sr. class trip, overnight trips, FFA, homecoming/prom queen, court and escorts and any other club activities.

HAZING

During the 2000-2001 school year, the Big Spring District Board of Directors approved a hazing policy to maintain a safe, positive environment for students and staff. Hazing is defined as any activity that recklessly or intentionally endangers the physical health, mental health, or safety of a student for the purpose of intimidation or initiation or membership in or affiliation with any organization recognized by the School Board. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. There is a complaint procedure established and if the allegations are substantiated through an investigation, disciplinary action, as circumstances warrant, shall be instituted.

OTHER PROCESSES & PROCEDURES

SPECIAL & GIFTED EDUCATION

Big Spring School District, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of the child's disability. The information below is designed to help find these children, to offer assistance to parents, and to describe the parent's rights with regards to confidentiality of information that will be obtained during this process. The information below is presented in abbreviated format. A more detailed version of this notice can be found on the District's web page.

Big Spring School District provides free parent training on special education topics at least 4 times per school year through a joint effort with several of our neighboring School Districts. Specific dates are listed in the calendar as "Special Education Parent Training". Updated information on topics, locations and times for these trainings can be found on the District web page by clicking "special services" on the home page.

References:

Individuals with Disabilities Education Act (IDEA) – 34 CFR Part 300

Chapter 14 – "Special Education" – 22 PA School Code

Chapter 16 – "Gifted Education" – 22 Pa School Code

I. LAW

In Pennsylvania, all exceptional and gifted children have the right to a "free appropriate education." (FAPE) A FAPE is a planned program of specially designed instruction and related services that accounts for the child's individual needs and allows the child to make "meaningful" progress. The term "exceptional" includes children with physical, emotional, mental and learning disabilities. State law recognizes the following types of classes for identified exceptional and gifted children.

LEARNING SUPPORT for students whose primary need is for help in academic areas such as reading and mathematics due to some disability.

EMOTIONAL SUPPORT for students whose primary need is for social, emotional, and/or behavioral.

LIFESKILLS SUPPORT for students whose primary need is to learn the skills necessary for independent living.

VISION & HEARING SUPPORT for students who have hearing or visual impairments.

SPEECH AND LANGUAGE SUPPORT for students who have impairments with speech and language.

PHYSICAL SUPPORT for students who need a program that is modified to take account of their physical disabilities.

AUTISTIC SUPPORT for students who are autistic.

MULTIHANDICAPPED SUPPORT for students with severe multiple disabilities.

GIFTED EDUCATION for students who meet eligibility criteria under 22 PA Code Chapter 16 "gifted education".

In the case of a child that is of preschool age, a development delay may create a need for special education and related services. A preschool-age child is considered to have a development delay when the results of either a development assessment or a standardized test indicate a delay in one or more developmental areas, including cognitive, communicative, physical, social/emotional, and/or self-help development.

Big Spring contracts with other service providers for additional classroom placements and for services in hearing, vision, occupational therapy, and physical therapy. These providers may also assist with different types of assessments, evaluations and instruction.

II. PROCESS FOR IDENTIFICATION

- A. If a parent has a child whom the family feels may fall into one of the above categories and should be identified as exceptional or gifted in order to receive help, a written request for evaluation should be forwarded by the parent to the building principal.
- B. A student may also be referred based on screening activities such as reviewing of group data, conducting hearing and vision screening, assessment of student's academic functioning, observation of the student displaying difficulty in behavior, and determining the student's response to attempted remediation..
- C. The District will convene a Multidisciplinary Team (MDT) or Gifted Multidisciplinary Team (GMDT) of which the parent is a member. Other members of the MDT/GMDT should be the school counselor, school psychologist, principal, special education supervisor, teachers and other staff who are necessary and qualified to evaluate the student's needs. The evaluation may include testing of the child.
- D. Once the MDT/GMDT concludes its evaluation a Evaluation Report (ER) or Gifted Written Report (GWR) is generated and sent to each member of the team including the parent(s).

III. PARENT/STUDENT PROCEDURAL SAFEGUARDS

- A. A child is entitled to specially designed instruction and related services if he/she is identified as exceptional or gifted and is in need.
- B. The parent must approve of all special education or gifted program and placement changes.
- C. There are several specific time-lines that apply from the time the parent gives consent for an MDE/GMDE which may or may not include formal testing. The timelines are as follows:
 1. 60 calendar days for the evaluation to be completed and ER/GWR to be distributed.
 2. 10 days for the parent(s) to review the report.
 3. 30 Calendar days to conduct an IEP or GIEP.
 4. Other timelines may apply. If you have questions please contact the Supervisors of Special Education.

- D. All parents have the right to have materials presented to them in their native language. Upon request the district will provide translated materials and interpreters to assist parents with their understanding of the Special Education or Gifted Education process. Such services can be obtained by contacting the Supervisor of Special Education.
- E. Disagreements with the District
1. Parents of special needs or gifted students always have the right to disagree with the District. The District must give written notice regarding placement, change of placement, significant changes in the IEP/GIEP and evaluation, or re-evaluation. If the parent disagrees they should indicate their disagreement on the notice or by providing a written reason for disagreement to the Supervisor of Special Education.
 2. To initiate any of the following, please contact the Supervisor of Special Education.
 - a. Mediation: Mediation is a process where parents and school officials agree to have a specially trained person provided by Pennsylvania's Office for Dispute Resolution serve as a mediator. The mediator meets with each side separately and then attempts to bring the two sides together in decision making. The results are not binding unless both sides agree to the terms.
 - b. Due Process Hearing:
 1. Parent(s) sends a written request to the Supervisor of Special Education. The request should include a statement of the problem that will be the focus of the hearing.
 2. The School District will notify the Office for Dispute Resolution.
 3. A hearing will be set up with a hearing officer from the office for Dispute Resolution. The hearing officer will render a decision in the matter that must be enforced.

IV. SPECIAL EDUCATION INDIVIDUAL EDUCATION PROGRAM (IEP) and GIFTED IEP (GIEP)

An IEP or GIEP is a written plan for an exceptional/gifted child's education. The plan is developed by a team that includes the child's parents, a regular education teacher, a special education teacher, a school district administrator, a school counselor, any other professionals who may have relevant input, and, when appropriate, the child.

In addition to goals, the IEP/GIEP will also include a list of specially designed instruction and related services to be provided for the child; a statement that explains the extent to which the child will take part in a regular educational program; the dates for beginning and reviewing the IEP/GIEP; and in some cases the IEP may also include objectives.

If a student is not making progress toward reaching the goals in his/her program, or if there is a change in the special services received, a revision of the IEP/GIEP may be needed. The child's IEP/GIEP must be reviewed once a year. Parents will have the opportunity to discuss their child's progress at a conference with District members of the team.

V. STUDENT RECORDS

Big Spring School District, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and other applicable federal and state laws, protects the confidentiality of personally identifiable information. Parents have the right to review their child's records. This may be done by submitting a written request to the building principal. Parents are also entitled to obtain copies of any of their child's school records. The district will request that parents pay a nominal copying charge. For more information on student records please visit the District's web page and review the annual special education notice.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the school may disclose some student information without written consent when the information is designated "Directory Information" unless you have advised the district to the contrary in accordance with district procedures.

The primary use for Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- a playbill or program, showing your child's role in a drama or music production
- the annual yearbook
- honor roll or other recognition lists published at school or in newspapers
- graduation program
- sports statistics listed in programs, such as football which may include height and weight of team members

Directory Information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- other schools the student is seeking to attend (transcripts, etc.)
- class ring manufacturers or yearbook publishers
- state or federal authorities auditing, evaluating programs or enforcing state or federal laws

a court by order of a subpoena

The school district has designated the following as Directory Information and may disclose without written consent.

student name, address, telephone number, email address, photograph

most recent educational agency or institution attended, grade level degrees, honors, awards, major course of study

participation in school sponsored activities and sports, weight and height of members of athletic teams, date and place of birth

The federal laws require school districts that receive assistance under the No Child Left Behind Act of 2001 to provide military recruiters, upon request with three Directory Information categories – names, addresses, and telephone listings – unless parents have notified the district that they do not want their child’s information disclosed without their prior written consent.

If you do not want the district to disclose Directory Information about your child without your prior written consent, you must notify the district in writing by October 1st.

The Family Educational Rights and Privacy Act (FERPA) is Federal law gives parents and student over the age of 18 certain rights with respect to the student’s educational records.

Under FERPA, parents and eligible students have the following rights:

- to inspect and review the student’s education records maintained by the school within 45 days of the school’s receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested.
- A school official will make arrangements for access and notify the parent or eligible student for the place and time the record (s) may be available for review.
- To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specific: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child’s special education determination.
- To control the disclosure of their child’s personally identifiable information from their education record. Parents may request that the school, with certain exceptions, obtain their written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a parent of student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility.
- To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA at the following address:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

WORKING PAPERS

Any student between fourteen and eighteen years of age who intends to get a job is required to secure working papers from a secretary in the high school office. Anyone under 18 years old who has graduated from high school or who is no longer enrolled in high school does not need a working permit. These students, however, must report to the high school office to obtain verification of academic potential attainment. A work permit is issued to students working part time during the school year or full time over the summer months. A general work permit is issued to a student of compulsory attendance age (16 years old) who wishes to quit school for full time permanent employment. Such a student must provide proof of 20 hours of employment each week until reaching the age of 17.

The student must return the completed work permit application signed by the student's parent to receive the actual work permit.

PENNSYLVANIA ACT 10 OF 1991

This law requires every school district to provide armed forces recruiters and institutions of higher education, upon request, access to names, addresses, and telephone numbers of high school juniors and seniors.. Any student who wishes to be excluded from this list may do so by completing an Act 10 Exclusion Form / Recruiter Opt-Out Form available in the counseling office. These forms are also included in

the packet of forms provided to students at the beginning of each school year. Students who do not want this information disclosed must complete and return the Act 10 Exclusion Form/Recruiter Opt-Out Form to the secretary in the counseling office by September 5.

POLICY FOR THE USE OF SCHOOL PROPERTY FOR RECREATIONAL PURPOSES

Use of school district property for recreational purposes is a privilege, not a right. Any use of school property is subject to all written policies, rules, regulations, and procedures and the oral directives of school district personnel. Ignoring policies, rules regulations, procedures and directives will result in the withdrawal of the privilege.

Procedures:

Individuals using school district property for recreational purposes are to follow the directives of school personnel or the police. Individuals who disregard the directives of school personnel regarding the use of school property are subject to disciplinary action by school officials. Further, individuals who refuse to follow the directives of school personnel regarding the use of school property and who are directed to leave school property but refuse to do so are subject to arrest by the police for defiant trespass.

Individuals who use school property for recreational purposes may not do so within 75 feet of any school building.

Individuals may not deface, modify, or harm school property, nor may they jeopardize the health and safety of others, in order to participate in a recreational activity.

Individuals may not interfere with school activities, vehicles, or other individuals who have been given permission to use school property in order to participate in recreational activities on school property. Use of school property shall not interfere with any school district use or function. School district uses take precedence.

Anyone using school district property for recreational purposes does so at his/her own risk. The user assumes the risk of injury; the school district will not be liable for any injury to the user. Further, the user shall be deemed to have agreed to indemnify the school district and hold it harmless of and from any and all liability to any other person or entity resulting from the user's use of the property. The user will remain solely and wholly responsible for all injuries and damages caused by the user without contribution in any form from the school district.

Individuals renting the pool are required to show certification of insurance in the amount of \$1,000,000 for general liability.

POLICY CONCERNING SALES CAMPAIGNS

Students will not sell merchandise or promise the sale of merchandise on school property unless the sales campaign has the approval of the Board of School Directors.

The authorization for a sale is approved only on a one-year basis.

The proper fund raising form must be completed by the sponsoring teacher and approved by the principal.

SENIOR PORTRAITS

Senior portraits are taken by Lifetouch Photography. The following information describes the student's responsibility for having a picture appear in the yearbook:

1. The picture must be taken and processed by the school photographer to ensure that all pictures have the same focus, size, background, and type of dress.
2. The photographer will take pictures at the high school on several specified dates.
3. Students may have the option of purchasing personal senior pictures from any other photographer; however, the yearbook sitting must be taken by Lifetouch Photography.

STUDENT RECOGNITION OF FACULTY AND STAFF

Students or student groups wishing to present an award or honor to any faculty or staff member should discuss the reasons for the award, the time and place of presentation, and other related details with the high school principal. Students must secure the approval of the principal prior to presenting such awards.

VISITORS

1. Properly accredited individuals may visit the school at any time.
2. Visitors can gain access to the building during the school day through the high school office only.
3. Visitors will report to the office to sign in and secure a visitor's badge with approval of the office staff. Visitors may be asked to show picture identification. In addition, this form of identification will be held by the office staff until the individual returns the visitor badge to the office and signs out of the building. The badge must be displayed at all times while in the building. Visitors must sign out and return badge upon departure.
4. Visitors are to use good judgment in bringing preschool children and infants into a public building.
5. The building administration has the authority to prohibit entry of any person to the school.

ANNUAL PARENT NOTICE RIGHT TO REQUEST TEACHER QUALIFICATIONS

Our school receives federal funds for Title I programs that are part of the No Child Left behind Act of 2001. Throughout the school year, we will continue to provide you with important information about this law and your child's education.

You have the right to request the information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- if the teacher is teaching under an emergency status for which state licensing requirement have been waived;
- the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- If your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact your child's school. Thank you for your interest and involvement in your child's education.

HOMELESSNESS – MCKINNEY-VENTO ACT

The Big Spring School District recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. Additionally, the McKinney-Vento Homeless Assistance Act, which is federal law, addresses potential educational challenges created by homelessness and guarantees homeless children a free and appropriate education without barriers to their enrollment as well as the opportunity to go to the school attended when permanently housed or where last enrolled. For more information or assistance, contact the District's Home School Visitor, Jessica Winesickle at 776-2446 or the Director of Pupil Services. Additional information can be found on the District's web page

The Big Spring School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, age, religion, and disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504.

For information regarding civil rights or grievance procedures, or for information regarding services activities, and facilities that are accessible to and usable by disabled persons, contact the Superintendent of Schools, Title IX and Section 504 Coordinator:

45 Mt. Rock Road
 Newville, PA 17241 (717) 776-2000 ext.2412