

**2021-22**

# **STUDENT and PARENT HANDBOOK**

of the

**Big Spring High School  
100 Mount Rock Road  
Newville, PA 17241  
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[www.bigspringsd.org](http://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 3:00 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 9<sup>th</sup>, 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 CPACTC 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 50<sup>th</sup> 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 1<sup>st</sup> 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 CPACTC 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 Baldoni 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.

The class of 2017 numbered 209; 114 females and 95 males. The class valedictorian was Isabelle Macioce and the salutatorian was Emily Baker. Five seniors graduated as State Championship level Bulldogs: Cole Miller placed 5<sup>th</sup> in the State in the USASkills competition, Greg Kinch and Jared

Anderson were part of the 5<sup>th</sup> place 200 Free relay team, Jared Anderson was the State Runner Up in 200 Individual Medley and 100 Breaststroke, and Dillon Novak was the State champion in diving.

The class of 2018 numbered 203. For the first time in our school's 62 year history there were two class valedictorians, Samantha Meacock and Theodore Magee. Mr. Jay K. Hockenbroch retired after serving as Athletic Director since 2008. Mr. Joseph Sinkovich was named the new Athletic Director effective July 2017. The following seniors students graduated as State Championship level Bulldogs: Zoe Marinacci, Rebecca Webster, Allyson Shively, Cory Latchford, Taylor Donovan, Olivia Monismith, and Morgan Bear all winning either state or national recognition for their skills and knowledge of agriculture, Shannon McCabe State Gold Medalist in diving, Brandon Mooney best tuba player in the State who qualified for not one but two All-State Musical groups during his Bulldog Career, Samantha Meacock 1st place winner of the state History Day competition, and Brennen Flory, who won first place in the PA TSA State Conference in CAD architecture and qualified to compete at the National level.

The class of 2019 numbered 197. The class valedictorian was Hannah Hess and the salutatorian was Melanie Macioce. Forty students graduated with honors. Fifteen students were the first in school history to earn Distinguished Diplomas. Once again, our Vocational Technical students performed exceedingly well on the National Occupational Competency Testing Institute assessments, becoming certified in 17 different program areas. Our Bulldogs performed well at the national and state levels. Makayla Hoch, Mason McCullough, McKenzie Myers, Madison Wickard, Tucker Williams, Hannah Martin, and Emily Stambaugh all won state recognition at FFA activities. Skylar Diehl was recognized as Pennsylvania's best flautist and was a member of the PMEA All-State Concert Band. Andrew Runyon was recognized for perfect attendance throughout his entire high school career. Out of the 197 graduates, 115 were preparing to enter two or four year colleges, six were headed to career/technical programs, eight were joining the armed forces, and 41 were planning to go directly into the work force.

The Class of 2020 numbered 204. The class valedictorian was Carly White and the salutatorian was Regan Donato. Seventeen students earned Distinguished Diplomas and 32 students graduated with honors. Luke Flynn, Zachary Rodgers, Ian Ward, and Bly Welker earned their Eagle Scout badges. Sheldon Kutz (5<sup>th</sup> place) and Hunter Rickrode (6<sup>th</sup> place) were successful in the SkillsUSA competition. Grace Pope was recognized for having perfect attendance for the 2019-2020 school year. Finally, the Class of 2020 graduated during the COVID-19 Pandemic, which canceled in school learning from mid-March for the remainder of the school year. All spring activities were canceled and graduation was modified to limit the number of people in attendance.

The Class of 2021 numbered 169 and graduation took place in Bulldog Stadium. The class valedictorian was Maggie Byers and the salutatorian was Emma Knouse. Twenty-one students earned Distinguished Diplomas and 21 students graduated with honors. The Class of 2021 were enrolled for much of the school year in a hybrid learning model of in-person and online learning due to the COVID-19 Pandemic. In March, students were able to return to full face to face instruction four days a week. Prom was held outside at the High School in May. Austin Long (6<sup>th</sup> place) and Jack Shulenberger (7<sup>th</sup> place) won PIAA State Track and Field medals for their performance in the javelin.

## STAFF & ADMINISTRATION DIRECTORY

Central Administration		High School Faculty (continued)	
Kevin Roberts (Dr.)	Superintendent	Best, Heather (Mrs.)	Learning Support
William August	Assistant Superintendent	Boyd, Maria (Mrs.)	Life Skills
Nicole Donato (Mrs.)	Supr. of Curriculum/Inst.	Casella, Tony	Tech Ed.
William Gillet	Director of Special Education	Chamberlin, Shawna (Mrs.)	Learning Support
Abigail Leonard (Dr.)	Director of Pupil Services	Daugherty, Christa (Ms.)	Librarian
Michael Statler	Business Manager	Detwiler, Heather (Mrs.)	Mathematics
Robert Krepps	Director of Instructional Tech.	Donaldson, Sean	Science
Timothy Drawbaugh	Director of Maintenance Serv.	Edwards, Jill (Mrs.)	Learning Support
Michelle Morgan	Chartwells Director of Dining	Flory, Angelique (Mrs.)	French/English
School Board Members		Foor, Brett	Mathematics
Alexus Blasco-Hurley (Mrs.)	Treasurer	Frankford, Amanda (Mrs.)	Science
Todd Deihl	Vice-President	Fulton, SaraBeth (Mrs.)	Agriculture
David Gutshall	Board Member	Ginter, Michael	Mathematics
Frank Myers	Board Member	Gleeson, Ashley (Mrs.)	Learning Support
Robert Over	Board Member	Gutshall, Nathaniel	Social Studies
William Piper	Secretary	Hankes, Wendy (Mrs.)	Mathematics
Richard Roush	Board Member	Henry, Tyler	Mathematics
William Swanson	President	Herendeen, Rebecca (Ms.)	Science
John W. Wardle	Board Member	Hernjak, Kelsey (Ms.)	English
Administration		Hetrick, Lauren (Ms.)	Social Studies
Jason Shover	Principal	Katora, Christie (Mrs.)	Learning Support
Charles Smith	Assistant Principal	Kindon, Jessica (Mrs.)	Emotional Support
Joseph Sinkovich	Athletic Director/Asst. Principal	Kireta, Tim	Social Studies
Administrative Support		Knol, Douglas	Mathematics
Kimberly Sallie (Ms.)	Admin. Asst. to the Principal	Kump, Matthew	Swimming
Erin Ford (Mrs.)	Admin. Asst. for Attendance	Kuntz, Dora (Mrs.)	Phys. Ed/Health
Beth Stewart (Mrs.)	Administrative Assistant	LaRose, Laura (Mrs.)	Spanish
Dough Lautsbaugh	Custodian	Maier, Alexa (Ms.)	Business Education
Nancy Mummau (Mrs.)	ISS Supervisor	McClure, Robert	Science
Carissa Roberts (Mrs.)	Admin. Asst. Counseling	McVitty, Michael	Art
Laurie Miller (Mrs.)	Admin. Asst. Counseling	Miller, James	Social Studies
Randy Jones (Ms.)	Admin. Asst. for Athletics	Munson, Lori (Mrs.)	Business Education
Student Services		Myers, Heath	Science
Lisa Black (Mrs.)	Career Coordinator	Nailor, Sherisa (Mrs.)	Agriculture
Vacant	School Psychologist	Nobile, Adam	Music
Elizabeth Carns (Mrs.)	Athletic Trainer	Oldham, Ashley (Mrs.)	Spanish
Judith Creps (Mrs.)	School Counselor	Ortiz, Jennie (Ms.)	English
Kim Egger (Mrs.)	Health Room Aide	Pagze, Bethany (Mrs.)	English
Deputy Brian Grzyboski	School Resource Officer	Policicchio, Marshall	Business Education
Denise Hocker	School Psychologist	Powell, Cherie (Mrs.)	Business Education
Darby Miller (Ms.)	School Nurse	Rickabaugh, Courtney (Mrs.)	English
Adam Oldham	School Counselor	Robinson, Jordan (Ms.)	Art
Scott Penner	Dean of Students/Asst. Ath. Dir.	Schenk, Kelly (Mrs.)	English
Jessica Winesickle (Mrs.)	Home School Visitor	Schneider, Angela (Ms.)	English
High School Faculty		Stevenson, Sean	Social Studies
Anderson, Megan (Mrs.)	Spanish	Velazquez, Lisa (Mrs.)	Mathematics
Anderson, Scott	Social Studies	Walden, Genelle (Mrs.)	Learning Support
Antonicelli, DeAnna (Ms.)	Learning Support	Wilson, Edward	Music
Artz, Micah	Phys. Ed/Health	Wolfe, Trica (Mrs.)	Learning Support
Barnes, Travis	Science	Vacant	Instructional Coach
Barnouski, (Joseph) Sam	Tech Ed.		
Bear, Michelle (Mrs.)	Learning Support		
Bentz, Madelyn (Ms.)	Science		
Berry, Shannon (Mrs.)	Mathematics		

**COVID RESPONSE**

The students and the staff shall comply with the Big Spring School District Health and Safety Plan(s) as approved by the Board of School Directors. These plans are made available on the district’s website. The pandemic has proven to be one that evolves routinely. As the pandemic evolves, so do district protocols for safety. Should the situation warrant any changes to those protocols, they will be communicated with you.

**SECTION I: OPERATIONS**

**1. HIGH SCHOOL DAILY SCHEDULE**

<b>Big Spring High School Bell Schedule 2020-2021</b>		
<b>7:23 – 7:30</b>	<b>Dismissal from Buses - Temp/Health Check</b>	<b>7 minutes</b>
<b>7:30 – 8:10</b>	<b>Period 1A</b>	<b>40 minutes</b>
<b>7:30 – 8:54</b>	<b>Period 1AB - Block</b>	<b>80 minutes</b>
<b>8:10 – 8:14</b>	<b>Passing to ↓ &amp; Break for ↑</b>	<b>4 minutes</b>
<b>8:14 – 8:54</b>	<b>Period 1B</b>	<b>40 minutes</b>
<b>8:54 – 8:58</b>	<b>Passing</b>	<b>4 minutes</b>
<b>8:58 – 10:13</b>	<b>Period 2</b>	<b>75 minutes</b>
<b>10:13 – 10:17</b>	<b>Passing</b>	<b>4 minutes</b>
<b><u>Mon, Tues, Wed, Thurs. Fri.</u></b>		
<b>10:17 – 10:47</b>	<b>A Lunch/Flex</b>	<b>30 minutes</b>
<b>10:47 – 10:51</b>	<b>Passing</b>	<b>4 minutes</b>
<b>10:51 – 11:21</b>	<b>B Lunch/Flex</b>	<b>30 minutes</b>
<b>11:21 – 11:25</b>	<b>Passing</b>	<b>4 minutes</b>
<b>11:25 – 11:55</b>	<b>C Lunch/Flex</b>	<b>30 minutes</b>
<b>11:55 – 11:59</b>	<b>Passing</b>	<b>4 minutes</b>
<b>11:59 – 12:14</b>	<b>Advisement/Announcements</b>	<b>15 minutes</b>
<b>12:14 – 12:18</b>	<b>Passing</b>	<b>4 minutes</b>
<b>12:18 – 1:33</b>	<b>Period 4</b>	<b>75 minutes</b>
<b>1:33 – 1:37</b>	<b>Passing</b>	<b>4 minutes</b>
<b>1:37 – 2:52</b>	<b>Period 5</b>	<b>75 minutes</b>



## **2. 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](http://www.bigspringsd.org)) under the For Parents 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 7:30 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 six 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 eighteen 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. All CPACTC students who are bussed to school must report to classes and study halls on those days when Big Spring does not provide transportation to CPACTC. Educational Trip forms, Job Shadow Request forms and College Visit forms are required to be completed and submitted to the high school office 2 days prior to the day of absence for pre-approval by an administrator.

### **EXCUSE FOR ABSENCE**

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

In order to ensure compliance with student attendance policies, a student must present either a completed district Excuse for Absence form or a written note signed by a parent/guardian to the office for any partial or full day of absence 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
- 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.

- An excuse only indicating “appointment” will not be accepted. The type of appointment must be specified in order to excuse it.
- 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 (in person, by fax or emailed) 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. Students who enter the school any time after the tardy bell must report to the high school office. Tardiness to school will be classified as "excused" only if: The student is returning from a medical appointment and presents acceptable written verification of the time the appointment ended; or a parent or legal guardian provides acceptable written verification of illness, medical appointment, or other urgent reason approved by administration. Tardiness to school under any other circumstances will be classified as “unexcused.” Car problems, oversleeping, working, missed the bus and personal reasons are not acceptable reasons for tardiness.

The following policies are in effect:

1. Any tardy to school beyond the hour of 10:18 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 10:24 a.m. or they will be ineligible for practice, games or performances.
2. Students who accumulate an excessive amount of unexcused tardy days will face disciplinary consequences which include detention, suspension, loss of late arrival/early release privileges, and loss of parking privileges.

### **LATE ARRIVAL/EARLY RELEASE**

Students who wish to participate in late arrival/early dismissal for the first semester must apply when scheduling in the spring semester of their junior year. Second semester requests must be considered prior to the second semester. Senior students are permitted to arrive late OR leave early under the following criteria for eligibility:

1. Transportation to and from school is the responsibility of the student.
2. Students must enter and sign-in at the office or sign-out and leave at the office.
3. Students who arrive early must report to the library. Students who choose to remain at school after signing-out must indicate on the sign-out form and report to the library.
4. Students must take and be passing the required number of courses set for graduation according to BSSD Board Policy. Seniors that have not taken or are not passing the required number of courses to graduate will NOT be eligible or will be removed from the program and enrolled into a regular full-day schedule of classes.
5. Students are not permitted to loiter in the parking lot or any other area of the school.
6. Students are responsible for reporting to school at the appropriate time in the event the Bell Schedule is adjusted for weather conditions, testing, etc. Failure to sign-in at the appropriate time will result in an unexcused tardy to school.
7. Students can have arrived tardy less than 3 times during the previous quarter
8. Students can have no greater than 1 unexcused/illegal absence for the previous quarter.

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. Students arriving late and/or leaving early must sign in/out of the office. Failure to sign in/out at the office daily may result in the revocation of this privilege.

### **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 NOTICE- 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. 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/unlawful.

Excused Absences: impassable roads; quarantine; death in the immediate family; illness; or other urgent reason approved by Administration. An explanation must be provided. "Family matter", "Emergency", and/or "Appointment" 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 a college visit, an educational trip, a job shadow, a hunting/fishing trip shall have their parent(s)/guardian(s) complete the appropriate permission form. These forms must be returned to the office for approval, before going on the trip Approval is based on an existing good attendance record. Administrative approval allows a student to make up missed work. Parent(s)/guardian(s) and students are reminded that all absences for hunting or fishing are classified as unexcused or unlawful.
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 7 absences (excused and unexcused combined), the parents/guardians will be issued a "concern" letter.
5. When a student has accumulated 10 absences (excused and unexcused combined), 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 18 years of age or younger 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**

When it is necessary for students to leave school for medical or dental appointments that cannot be arranged outside of school hours, parent(s)/guardian(s) should preferably send an email to [eford@bigspring.k12.pa.us](mailto:eford@bigspring.k12.pa.us) or submit a written request to the high school office indicating the following:

1. reason for the early dismissal
2. time the student is to be dismissed from school.
3. name of the person submitting the dismissal request and relationship to the student to be dismissed

If email is not possible, parents 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 is 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 website.

### **EDUCATIONAL TRIPS**

Parent(s)/guardian(s) may submit a written request for an 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. Parent(s)/guardian(s) 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 CAREER AND TECHNICAL CENTER**

1. All CPACTC students who are bussed to school must report to classes and study halls on those days when Big Spring does not provide transportation to CPACTC. CPACTC students who drive to Big Spring on those days when Big Spring does not provide transportation to CPACTC should report to Big Spring shortly before the start of Period 4 class at 12:03 p.m. No CPACTC 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 CPACTC is in session but Big Spring is not in session, the Big Spring School District will provide bus transportation from Big Spring to CPACTC and from CPACTC to Big Spring. On these occasions, CPACTC students must provide their own transportation from their home to Big Spring and from Big Spring to their home.
3. On those days when CPACTC is not in session but Big Spring is in session, CPACTC students must report to Big Spring by 12:03 p.m. so they are in attendance for all home school classes.
4. On days when CPACTC students do not report to CPACTC but do report to Big Spring, each student is responsible for signing into school at the high school office and attending school at 12:03 p.m. These students may attend Big Spring School the first three periods.
5. CPACTC students must turn in written excuses at both schools for each absence. An early dismissal prior to 11:59 p.m. will be classified as a full-day absence. CPACTC students arriving beyond the hour of 1:27 p.m. will be considered as a full-day absence.

## **3. 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 parent(s)/guardian(s), 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. School bags and backpacks may be used to carry necessary items to class during the school day.
9. 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.

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. Prescription and Over-the-Counter medications cannot be carried to or from school by students. Medications may not be kept in backpacks, purses, or lockers. All medications must be transported by a parent, guardian, or responsible adult and brought to the nurse's office.
3. Parents 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).

4. 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.
5. 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. 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.
6. 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.

### **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 / "FLEX TIME"**

Flextime takes place during 3rd period and consists of three blocks designated as; "A", "B", and "C". Students will use [FLEX TIME MANAGER](#) to self-select an activity for all three blocks, one of which will be their lunch. Flextime is considered academic time and should be used for such purposes that allow for students to obtain extra help, complete or make up assignments, or participate in clubs. Selection of Flextime activities is a requirement for students on a daily basis. Teachers and Administration have the ability to override students' selection as needed, particularly if a student is failing to meet classroom expectations. Students should select activities offered from their current teachers, unless specifically requested by staff members. Failure to select Flextime activities or to report to assigned areas will be considered a class skip and disciplinary consequences will be assigned as appropriate. Students who eat during C lunch will attend extra help/club during A & B 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. Students with outstanding obligations with the District are not permitted to participate in Commencement activities.
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.

## **LIBRARY**

### Circulation Policies:

- Library books are checked out for two weeks at a time.
- After a grace period of 10 days, overdue books are subject to fines at the rate of 5¢ per day up to a maximum of \$3 per item.
- Except at the end of the school year, books can be renewed in person or by emailing the librarian.
- So that obligations can be reported to the office and a yearly inventory can be done, all items must be returned by the Friday before the seniors' last day or renewed in person for summer reading.
- Students and staff are encouraged to check out up to six books for summer reading. These items will be due on the last day of school in August of the next school year.
- As with all financial obligations, students must pay for fines and/or lost books before being permitted to participate in commencement exercises.

### Flex Time Procedures:

- A Flex - The library will be available for students during A Flex if they are sent with a pass from their teachers. Students who come to the library without passes from their A Flex Teachers will be sent back.
- B & C Flexes:
  - There are no flex sign-ups during B & C Flexes. Any student using the library for research during B & C Flex must have a pass from their Flex teacher and may come into the library to print, check out a book, etc. but will leave and return back to the Flex class.
  - Students eating lunch in the library must:
    - Either pack their lunches or purchase food from the Growler. No student is permitted to get lunch in the cafeteria and bring it to the Library for consumption.

- Students who need to use microwaves to heat up their lunches must do so in the first five minutes of lunch and they must sign out, take a pass, then sign back into the library.
- After the late bell, students must have passes to come and go from the library. If coming from a teacher's room for any reason, students need to come with a pass. Only short-term visits, such as to print or check out a book, are permitted.
- If all library seats are full, students will be sent to the cafeteria to eat lunch.

Conduct Expectations:

- While students may eat lunch in the library, they must do so at a table and away from the library computers.
- Library users need to sit in places where they can be seen, not on the floor or between bookshelves.
- Whether present for lunch or as a flex activity, students who misbehave in the library will face disciplinary measures and may have their library Flex Time privileges suspended.
- During class periods, students need to respect the quiet environment of the library and the needs of those studying there by keeping volumes reasonable. This includes those coming and going from the Growler.

### **LOCKERS/PERSONAL PROPERTY**

Every student will have the option to 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.

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.***

[Big Spring School Board Policy 226](#) addresses searches of lockers, personal property, and vehicles on school grounds. Searches of lockers may include but are not restricted to sweeps performed by drug dogs. Additionally, any vehicle, book bag, 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

Big Spring High School's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), vocational (steel-toed boots, overalls), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

### Dress Code

Big Spring High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

**1. Basic Principle:** Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genitals, buttocks, torsos, breasts, and nipples are fully covered with opaque fabric. The bottom of the tops must be at minimum touching the top of the bottoms the whole way around the body when standing. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students Must Wear\*, while following the basic principle of Section 1 above:

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes

*\*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).*

3. Students May Wear, as long as these items do not violate Section 1 above:

- Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
- Fitted pants, including opaque leggings, yoga pants and fitted jeans.
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire

4. Students Cannot Wear:

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping, tobacco, or paraphernalia (or any illegal item or activity).
- Bullet proof vest, body armor, tactical gear, or facsimile.
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments.
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

5. Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:
  - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
  - Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
  - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or

body maturity.

Teachers have the right to request students to wear attire appropriate for their class, which could restrict some things that may be worn in Section 3. Additionally, a teacher may ask a student to remove his or her hat or to lower his or her hoodie. Failure to do so could be considered insubordination.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact the Dean of Students.

### **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 \$20.00. The school will work with families in financial need regarding costs. The Health and Physical Education Department utilizes a standard physical education uniform 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:**

Please log onto: <http://bmsa.online/BigSpringPE>

1. Select t-shirt and shorts sizes and add each item to cart. Crew neck sweatshirts, sweatpants, leggings/tights and long sleeve t-shirts are available but are OPTIONAL. Each student is expected to have, at minimum, a uniform t-shirt and uniform shorts or sweatpants.
2. Add selected items to cart
3. Proceed to Checkout and Complete transaction.

Every Monday, orders from the past week (Mon to Sun) will be sent to BIG SPRING HIGH SCHOOL and students will be notified by the Phys. Ed. Dept. at Big Spring when ready for pickup during A or C FLEX at the school store.

#### **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 receive partial credit 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 evacuation maps 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.
- 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 7:15am to 2:10pm. Students may visit in between classes or when permitted by faculty or administration. Students are expected return to class immediately after making their purchase in the Growler.
- During Flex 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.
- Any student not in the Growler following the late bell will need a pass from their teacher.
- Students are responsible for maintaining a clean area. All trash is to be disposed of properly.
- Students will be seated during lunch. Standing at tables or bookshelves is not permitted. If there are no seats available, students will be directed to eat lunch in the overflow room or the cafeteria.

## **SCHOOL LUNCH/BREAKFAST PROGRAM**

Big Spring participates in the national School Lunch and Breakfast Program, therefore is permitted to offer the Summer Seamless Program to feed are children 18 and younger. SSO allows Big Spring School District to offer FREE breakfast and lunch to all students. The free meal program is effective for the 21-22 SY.

**Webpage**

All policies and information related to the operation of the District's cafeterias can be viewed at [www.bigspringsd.org](http://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 all day.

### **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](http://www.bigspringsd.org). The PDE form is the only form the school district will accept when reporting student 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](http://www.bigspringsd.org), go to departments and select Food Service.

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 FREE  
 Adult \$2.75

**LUNCH PRICES**

Secondary FREE  
 Adult \$4.25

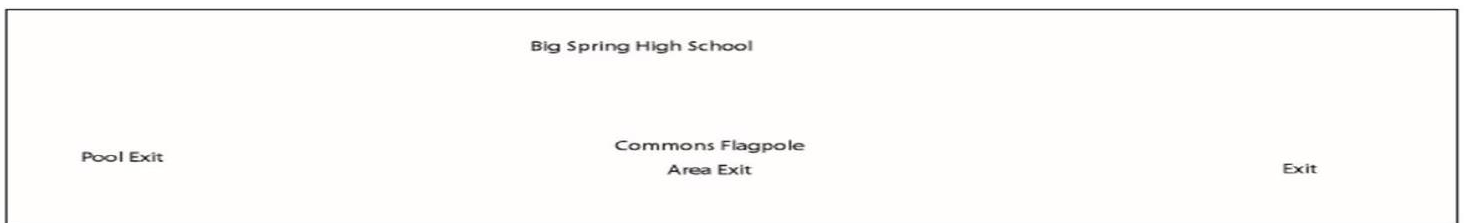
We offer an ever-changing variety of a la carte items. Please visit [www.bigspringsd.org](http://www.bigspringsd.org), go to Services and select Food Service. Additionally, all a la carte items are priced in the café.

**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 LOCATION: HIGH SCHOOL**



- Spot 33 \* Bus 7
- Spot 32 \* Bus 20
- Spot 31 \* Bus 32 \*\*
- Spot 30 \* Bus 22
- Spot 29 \* Bus 12
- Spot 28 \* Bus 4 \*\*
- Spot 27 \* Bus 16
- Spot 26 \* Bus 3 \*\*
- Spot 25 \* Bus 25
- Spot 24 \* Bus 27
- Spot 23 \* Bus 29
- Spot 22 \* Bus 17
- Spot 21 \* Bus 6
- Spot 20 \* Bus 5
- Spot 19 \* Bus 14 \*\*
- Spot 18 \* Bus 15
- Spot 17 \* Bus 2
- Spot 16 \* Bus 9
- Spot 15 \* Bus 13
- Spot 14 \* Bus 23
- Spot 13 \*
- Spot 12 \* Bus 21
- Spot 11 \* Bus 11
- Spot 10 \* Bus 10
- Spot 9 \* Bus 24
- Spot 8 \* Bus 8
- Spot 7 \* Bus 18
- Spot 6 \* Bus 19
- Spot 5 \* NOBUS
- Spot 4 \* Bus 33
- Spot 3 \* Bus 37
- Spot 2 \* Bus 34
- Spot 1 \* Bus 38



## **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 students 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 with up-to-date insurance. 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 clearly displayed on the rear-view mirror or dashboard. (Staff & Students) The office should be notified if the hang tag is not properly displayed or the vehicle may be ticketed/fined.
3. Students must email the high school office if they are in need of a temporary parking tag for a single day. Students with a current Big Spring parking hang tag are the only people that can request a temporary parking tag for the day. Each eligible driver can receive 2 free daily temporary parking passes throughout the school year. Any other temporary parking pass issued will incur an additional fee.
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 with a written pass from their teacher to obtain permission. Students are permitted to make only two trips to the parking lot per school year. Students may only exit and reenter the building through the main office entrance.

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.

Sophomores may ask for a parking permit at the start of the second semester and permission will be granted based on spaces available.

### **PROCEDURE FOR REGISTRATION**

In order to register a vehicle, a student must complete the online registration form on the high school website for registration and submit proof of the following items:

1. A valid owner's card for the primary vehicle to be driven.
2. A valid Pennsylvania Driver's license
3. Proof of up-to-date insurance for the primary vehicle driven.

One parking hang tag will be issued per student. Replacement hang tags will be issued on a case-by-case basis and at full replacement costs.

### **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 Dean of Students.
6. Enforcement may be provided by the school resource officer, the parking lot attendant, administration, or school security.

## **PARKING GUIDELINES**

The “middle section” of the student parking lot will be closed to thru traffic during arrival/dismissal (7:00 a.m. -7:30 a.m. and 2:35 p.m.- 3:05 p.m.) This closed “middle section” includes the area from the students with special needs drop/pick up circle to the far student parking lot entrance closest to the softball field. Students may enter and exit from either end of the campus, but will be restricted to how they access and exit the student lot. They will only be able to use the two current end entrances to their lot.

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. (15 mph)
- 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. All permissions to return to the parking lot are granted through the High School Office and students must use the main office doors to exit and re-enter the building.

## **CPACTC DRIVING/PARKING REGULATIONS**

Transportation is provided for all students by their sending school districts. Students are expected to ride provided district transportation to CPACTC. If there is an extenuating circumstance where a student needs to drive to CPACTC, he/she must first report to the Big Spring High School Office to get permission from an administrator. The student’s parent will also need to provide permission. When travelling, the student must travel alone and will need to secure a daily permit from the CPACTC office upon their arrival. If a Big Spring student does not follow this procedure they may have their parking privileges at Big Spring revoked.

Student must obtain permission to drive and park on CPACTC property. Restrictions are placed on student driving for the safety of all students. The following parking and driving regulations apply to all CPACTC students:

1. All vehicles must have a valid permit displayed. Daily permits may be obtained in the Principal’s Office upon registering the car.
2. Student passengers are not permitted with student drivers. Drivers AND passengers will face disciplinary action.
3. Daily permits may be obtained from the office for certain situations including field trips, doctor visits, and program requirements with submission of a note from a parent/guardian. Permits granted without a note from a parent will be considered unexcused.
4. Students with more than four unexcused permits will result in disciplinary action.
5. All permits must be visible from outside the car, including the date the permit is valid.
6. Travel on school property is limited to 15 mph.
7. Students are not permitted in their vehicles during the school day without permission from the principal.
8. Students must travel directly between the sending school and CPACTC. Students must come to and from CPACTC at the same time as their classmates who travel by bus.
9. Drivers are to remain in class until the last dismissal bell for their session.
10. Reckless or unsafe driving will not be tolerated and may be reported to the police.

Permanent Parking Pass: Students may apply for a permanent parking permit. Permanent Passes are reserved for students with unique circumstances. After school employment is not a special circumstance. Students are expected to arrange work schedules around district provided transportation. Administrative approval is dependent upon the nature of the extenuating circumstance requiring the need to drive. Attendance and discipline records will also be considered before granting a parking permit.

Violations of parking or driving rules will result in disciplinary action that may include: requiring student to ride the bus and return with a parent to retrieve the vehicle, placement of a wheel lock, fines, towing, future denial of parking privileges or other disciplinary action as determined by the Principal. Students with Permanent Passes will be required to immediately surrender their passes for violating Student Driving Regulations.

## **5. 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 phones may be connected to Guest WiFi.
- Cell phones are not to be connected to the Campus Chrome WiFi.
- 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. Ushers 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.
17. 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.

## **6. DISCIPLINARY CONSEQUENCES**

### **TYPES OF DISCIPLINE**

#### **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 or designee 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 designee.

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 nineteen (19) 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 contact 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.

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.

### **Community Service**

As an alternative form of discipline, students may be assigned to perform community service in conjunction with or in place of a suspension or detention. Any assigned community service will be monitored by school employees or the school resource officer. When assigning community service, the student will be provided with a written contract that will detail the number of hours, the employee responsible for supervision, and the nature of the community service. The High School Principal's or designee's approval is needed to begin community service.

A parent or guardian must agree to the terms of the community service contract. All community service must be completed outside of the school day.

Failure to complete the community service contract in terms of time and cooperation will result in additional discipline.

Utilizing community service as a learning experience will be at the sole discretion of building and district administration. Certain infractions and/or situations may not be eligible for consideration of community service as an option.

### **EXCLUSIONS FROM SCHOOL**

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



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

### 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).

A behavior contract may be instituted if a student if a student meets one of the three criteria:

1. Accumulates 10 days in ISS or OSS in a school year
2. Accumulates 10 separate incidents in a school year
3. At the recommendation of Administration

During this contract period the student will schedule a meeting with the school counselor, participate in Student Assistance Program (SAP), earn the privilege of attending extra-curricular events by completing community service hours with the Student Resource Officer. In addition, during the contract period the student is subject to increased penalties for noncompliance with school rules and/or District policy.

This list is not intended to be all-inclusive, and appropriate disciplinary action will be taken for other incidents that violate school policy. Community Service may be utilized in coordination with or in substitution of the consequences listed below. All community service must be approved by Administration or their designee. 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. Issues of discipline will be communicated to parents by letter. Parents can view disciplinary records via Aspen. Major violations will require at least phone conference.

<i>Violation</i>	<i>Offense</i>	<i>Consequences</i>
<i>Truancy/Absence from school without permission/Leaving school property during school hours without permission</i>	1 2 3	1 day in-school suspension 3 days in-school suspension - parent conference may be requested 5-7 days in-school suspension with parent conference
<i>Unexcused Tardy Days 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 &amp; Usage Procedures</i>	1	Suspension, expulsion, criminal action and/or restitution
<i>Cell Phone Violation</i>	1 2	Detention 1 day in-school suspension - confiscation of phone
<b>Fighting and Unlawful Harassment</b> —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. **All incidences of disorderly conduct will be turned over to the appropriate law enforcement authority.**

<i>Fighting</i>	1	<i>Police referral and Out of School suspension</i>
<i>Attempted Physical or Verbal Intimidation Directed Toward Another Student</i>	1	<i>Police referral and Out of School suspension</i>
<i>Profanity and/or Attempted Physical or Verbal Intimidation Directed Toward Staff</i>	1	<i>Police referral and 3 days out of school suspension</i>
<i>Profanity (Accidental)</i>	1	<i>Detention</i>
<i>Profanity Intentional and/or directed at a student or Staff</i>	1 2	<i>1 day in-school suspension 3 days in-school suspension</i>
<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 &amp; 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, electronic cigarettes, or similar device (Juul or other)</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</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	<i>1 day in-school suspension 3 days in-school suspension</i>

	3	<i>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 &amp; 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>	1 2	<i>Parent/Administration notification Redo of complete alternative assignment Detention Parent/Administration notification Redo of complete alternative assignment In-school suspension</i>
<i>Cafeteria Misbehavior / Throwing Food in Cafeteria</i>	1	<i>1-5 days of in-school suspension</i>
<i>Inappropriate Show of Affection</i>	1 2	<i>Warning Detention</i>
<i>Indecent, disruptive or unsanitary dress or grooming</i>	1 2	<i>Warning Detention/Suspension</i>
<i>Pornography</i>	1 2	<i>In-school suspension 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. The use of such force should be in accordance with Safe Physical Management Training and philosophy.

### **BIG SPRING SCHOOL DISTRICT TOBACCO POLICY**

The [Big Spring School Board Policy 222](#) 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.
4. Given their nature and potential to negatively impact student health, possession of an electronic cigarette or similar device (Juil or other) will result in progressive discipline as outlined in Disciplinary Consequences section.

For the purpose of this policy, smoking shall mean all uses of tobacco and unregulated nicotine products, including cigars, cigarettes, electronic cigarettes (i.e. Juul and other), pipes, smokeless tobacco. Smoking materials such as pipes or electronic cigarettes used to smoke or found to contain illegal or controlled substances will be considered a violation of the Drug and Alcohol Policy.

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, electronic cigarette (ie. Juul or other) if used or found to contain illegal or controlled substances, rolling papers, bong, bowl, roach, clip, syringe or other instrument used or 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.

[Big Spring School Board Policy 227](#) details the district's position on controlled substances and paraphernalia.

## 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, shared documents, 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.plagiarism.org/plagiarism-101/what-is-plagiarism/>).

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. The [Big Spring School Board Policy 248](#) details unlawful harassment, including sexual harassment.

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.

### Interpretation

[Big Spring School Board Policy 218.1](#) addresses weapons on school grounds, buildings, or on school transportation. 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 school sponsored 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 school sponsored 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 school sponsored 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.

# **TERRORISTIC THREATS**

## **Purpose**

The Board recognizes the danger that terroristic threats by students presents to the safety and welfare of District students, staff and community. The [Big Spring School Board Policy 218.2](#) addresses this concern. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

## **Definitions**

Terroristic threat - shall mean a threat communicated either directly or indirectly to:

1. Commit any crime of violence or to terrorize another;
2. To cause evacuation of a building, place of assembly or facility of public transportation;
3. To cause a reasonably foreseeable substantial disruption of school operations;
4. To otherwise cause serious public inconvenience; or
5. Cause terror with reckless disregard of the risk of causing such terror or inconvenience.

The Board prohibits any District student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member, or school building.

This policy applies to on-campus and/or off-campus communications, including but not limited to, social media content or messages posted using private devices after school hours.

For purposes of this policy, the subjective intent, motivation, or purpose of the student is not relevant in determining whether the student's actions constitute a terroristic threat as defined herein. It shall be no defense to a violation of this Policy that the student was joking when he/she communicated the threat.

The District reserves the right to obtain repayment or restitution from the student and/or the student's parents/guardians for any direct



or indirect costs to the District that resulted from the student's violation of this policy.

The Superintendent or designee shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulation and with the procedures set forth in the memorandum of understanding with local law enforcement officials.

The Superintendent shall annually, by July 31, report all incidents of terroristic threats to the Office of Safe Schools on the required form in accordance with state law and regulation.

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat.

The building principal shall immediately inform the Superintendent or designee after receiving a report of such a threat.

When an administrator has evidence that a student has made a terroristic threat the following guidelines shall be applied:

1. The building principal may immediately suspend the student.
2. The building principal shall promptly report the incident to the Superintendent or designee.
3. Based on further investigation, the Superintendent or designee may report the student to law enforcement officials.
4. The building principal or Superintendent may inform any person directly referenced or affected by a terroristic threat.
5. The Superintendent or designee may recommend expulsion of the student to the Board.

If a student is expelled for making terroristic threats, the Superintendent or designee may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

In the case of students with disabilities, the District will take all steps necessary to comply with the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act and follow Board policy.

#### References:

School Code – 24 P. S. Sec. 1302.1-A, 1303-A State Board of Education Regulations – 22 PA Code Sec. 12.2 Terroristic Threats – 18 Pa. C.S.A. Sec. 2706 R.L. v. Central York Sch. Dist., 183 F. Supp. 625 (M.D. Pa. 2016); A.N. By and Through Niziolek v. Upper Perkiomen Sch. Dist., 228 F. Supp. 3d, 391 (E.D. Pa. 2017) Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq. Individuals With Disabilities Education, Title 34, Code of Federal Regulations – 34 CFR Part 300 Board Policy – 000, 113.1, 233, 805

## **SECTION 2: 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 (5 credits minimum) to prepare for a chosen career field. Non-Pathway Electives are those taken outside of their chosen pathway (5 credits minimum). Students work with their counselors, advisors, and parents to develop their programs of study and schedule all classes needed for graduation. Total Graduation Credit Requirement 28. Detailed Graduation Requirement information is contained in the BSHS Course Selection Guide.

<b>Recommended Academic Credits</b>	
<b>English</b>	4
<b>Social Studies</b>	4
<b>Mathematics</b>	3
<b>Science</b>	3
<b>Career Project Seminar*</b>	0.5
<b>Personal Finance*</b>	0.5
<b>Health and Physical Education</b>	2
<b>Pathway Electives</b>	5
<b>Non-Pathway Electives</b>	5
<b>Total Graduation Credit Requirement</b>	28

\*Required Course

All students must earn a minimum of 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.

### **CLASS STATUS**

Please note that these credit requirements are changing for the 2020-2021 school year and will be as follows:

To be classified as a SENIOR for the 2021-22 school year, students must have acquired 20 CREDITS by August of 2021 and be scheduled for all courses necessary to graduate in June 2022.

To be classified as a JUNIOR for the 2021-22 school year, students must have acquired 13 CREDITS by August of 2021.

To be classified as a SOPHOMORE for the 2021-22 school year, students must have acquired 6 CREDITS by August of 2021.

Exceptions may be granted to students who have transferred to Big Spring from schools with different credit requirements. Exceptions may also be made due to the COVID-19 crisis.

### **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.

### **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 the final will receive a zero for the final exam unless it is made up 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 an I 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 reflect the grade at the conclusion of the marking period.

### **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 an 'Honor Graduate' and be privileged to wear the Honors stole, graduating seniors must have a 4.0 cumulative GPA at the end of the senior year (4th quarter).

### **REMOTE LEARNING**

Students may have to opportunity to participate in alternative modes of instruction based on certain situations. Those options are a livestream option where students will livestream into their Big Spring classes with their peers. Another option will be the Big Spring Cyber program.

Livestream - Based on certain circumstances, a student may be permitted to livestream into his or her classes. Those situations that would qualify for livestreaming are:

1. Medical needs or a medical leave of absence. This is for extended absences due to a medical condition and will require a doctor's note.
2. Quarantine due to COVID-19.
3. Other situations approved by Administration.

Requests for live streaming should be directed to the student's counselor. Livestreaming requests are good for six calendar weeks. In order to extend the time past six calendar weeks the student will need to reapply for gain approval from the administration. Students who are livestreaming will be expected to complete the same work and will be held to the same grading procedures as if the student were physically in the classroom. The teacher may provide alternative assessments at their discretion if the task is not able to be completed on livestream (ie a project in wood shop, lifesaving in the pool). The student is expected to have their video and microphone on at all times and are expected to be actively engaged in the class. If a student is absent from livestream they will still need to submit a valid excuse to the high school office within three school days. Illegal absences may result in a student's removal from the livestream program. Should a student have technical issues the student should email [support@bigspring.k12.pa.us](mailto:support@bigspring.k12.pa.us) with a description of the issue. They should also contact the high school office immediately either by email or phone so that the office can take note of the issue and contact the student's teachers.

Big Spring Cyber – Students who are enrolled in the Big Spring Cyber Program are expected to follow the guidelines provided to them by the District during enrollment. Students can only switch to the Big Spring Cyber program at the start of each academic quarter. Families should plan on beginning discussions to transition to or from Big Spring Cyber a few weeks before the end of an academic quarter. Illegal absences or failure to complete assignments may result in a student being placed on academic probation and could ultimately

result in a student's removal from the Big Spring Cyber Program. Should a student have technical issues the student should email [support@bigspring.k12.pa.us](mailto:support@bigspring.k12.pa.us) with a description of the issue. They should also contact the high school office immediately either by email or phone so that the office can note of the issue and contact the student's teachers.

### **COLLEGE EXPERIENCES/EXTRA COURSES**

Students are permitted to pursue additional course work at the college level, and within defined programs. These courses will be added to a student's high school transcript and can be counted towards graduation requirements. Pre-approved summer college experiences can also be added to a student's high school transcript, but will not count towards their GPA as well.

Replacement classes (i.e. cyber courses) for courses offered at Big Spring High School during the school year are not permitted.

Classes taken for credit recovery are excluded from this policy and will continue to follow established policy.

Additional experience that take place outside of the school day, such as the Pulse and ACE programs, can be awarded internship credit and internship guidelines. Experiences such as these not associated with the school require administrative approval in order to be considered an internship.

### **ADVANCED PLACEMENT (AP), DUAL ENROLLMENT AND HONORS COURSES**

Big Spring High School offers academic courses as Advanced Placement (AP), Dual Enrollment/College, and Weighted Internships 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:

Academic and Honors Courses	AP/Dual Enrollment/Weighted Internship Courses
A = 4	A = 4.5
B = 3	B = 3.5
C = 2	C = 2.5
D = 1	D = 1.5
F = 0	F = 0

Taking an Advanced 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. Students not fully committed to this philosophy should not enroll in Advanced Placement courses. Students enrolled in AP courses are strongly recommended to take the AP Exam scheduled in May. Registration for all exams must be completed by November. Taking an Advanced Placement Examination require students to pay a fee to the College Board, the fee is set annually (~ \$90). School Counselors can assist students in determining the actual costs on an individual basis.

### **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. 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 to make an appointment.

The chief purpose of counselors is to help the student to engage successfully in the school setting. Counselors focus on three counseling domains: academic, career/college, and social/emotional wellness. Greater self-understanding enables the pupil to make wise choices and provides the means of self-help. Counselors meet with students individually, in small groups or in classrooms to assist in social emotional learning, academic success and career development.

<b>SCHOOL COUNSELORS</b>	
<b>Jocelyn Kraus (Mrs.)</b>	<b>Class of 2024</b>
<b>Judith Creps (Mrs.)</b>	<b>Class of 2022 &amp; 2025</b>
<b>Adam Oldham</b>	<b>Class of 2023</b>

### **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, stress, 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 the Student Assistance Team (SAP), which is a core group of school personnel specially trained to assist these students.

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

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

A student referred for assessment will talk with a member(s) of the SAP team. Additional assessments will be conducted by outside agencies (Teenline and/or Cumberland-Perry Drug and Alcohol Commission) as needed. Assessed students may participate in programs designed to educate participants, to encourage family participation, and to promote wellness and responsible behavior. The process is entirely confidential and will not be part of the student's permanent record.

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 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 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 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. Any first-time offender of the District's tobacco/vaping policy who agrees to participate in the Student Assistance Program and follows the recommendations of the outside agencies, which may include participation in a cessation program, will not have criminal complaint filed. There will be no reduction of consequences for repeat offenders.
5. 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 SAP 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 visitation;
- Excluded from participation from any extracurricular activity for a period of 90 days from the date of the offense.

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

7. Students referred by The SAP 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 liaison of The Cumberland-Perry Drug and Alcohol Commission.

8. Those students who have violated the district drug and alcohol policy and who agree to the recommendations of the SAP 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 liaison 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.

9. 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.

10. 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 should occur prior to the beginning of the course. Course changes once a course has begun will require principal approval.

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 yearlong 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, if there are available seats in the selected course. 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. Schedule changes should occur prior to the beginning of the course. Course changes once a course has begun will require principal approval.

### **OFF-CAMPUS/COLLEGE PROCEDURES**

High School juniors and seniors who meet admissions criteria may take college courses sponsored local colleges and universities. Dual enrollment courses are eligible to be considered for transfer to other post-secondary colleges/universities or towards a HACC/PSU/SHIP credit bearing degree program. These courses carry additional grade weighting, please refer to more specific information on page. See counseling department for details.

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.
- be accepted to the college/university

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 four credits per year.

### **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), Penn State Mont Alto and/or Shippensburg University. When the course is completed, a HACC/PSU/SHIP 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/SHIP credit bearing degree program. These courses carry additional grade weighting, please refer to more specific information on page. See counseling department for details.

### **CAREER INTERNSHIP PROGRAM**

The Internship Program is a paid or non-paid supervised occupational experience in which students spend part of their school day interning in various school-approved sites. This 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 Career Internship Program. The course is reserved for junior and senior students.



### Goals

- To connect classroom instruction with on-the-job experiences.
- To prepare students with employability 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

- A teacher recommendation is required for acceptance into the program.
- The student involved in a non-paid internship is not entitled to wages for the time spent interning.
- The student must attend one flex period per week and complete competency assignments worth 25% of their grade.
- The student is responsible for informing his/her employer of school obligations that interfere with their schedule.
- The student and parents are responsible for transportation and insurance for travel between school and the internship site and all financial liability incurred as the result of an accident or injury while enrolled in the program. The student must obtain 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 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 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 health insurance, either the school's Student Accident Insurance Package or the parent's private insurance coverage.
- The student must begin the internship 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 internship hours must be during part of the school day.
- The student must intern for the number of hours equivalent to the credit being awarded.
- Any student under age 18 must obtain a work permit if participating in a paid experience.

## **WEIGHTED CAREER INTERNSHIP PROGRAM**

The weighted career internship program will follow the same goals and guidelines stated above with the following additions:

- The student will prepare an informative or demonstrative presentation with visual and present it to an advisement class or during exhibition night.
- The student will prepare an Informative or demonstrative video to be shared with students during an advisement class or related course.
- The student will prepare a career portfolio including career-related research, internship activities, and a reflective essay.
- The student must participate in the program for a minimum of 1 semester.

## **POLICY CONCERNING CONFIDENTIALITY OF STUDENT RECORDS**

[Big Spring School Board Policy 216](#) 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 current school year.
2. Less than three days of in school or out of school suspension for the current school year.
3. Sufficient credits to graduate in the current school year.
4. Non-member of the current school year's 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). 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 10:24 am (beginning of 2<sup>nd</sup> period) 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 4.0 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 extracurricular 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 Bloserville 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

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.

Student and Athlete Accident Insurance is governed by [Big Spring School Board Policy 211](#).

### **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 [Big Spring School Board Policy 218](#) permits discipline to be applied for off-campus and extra-curricular 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 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. <sup>1,2</sup>
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.
Possession and/or use of tobacco	Building discipline policy.	Concurrent with building discipline policy suspension period.

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

3rd Violation	All Students	Extracurricular Participants
OFFENSE	ACTION:	Suspension 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.

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.

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 [Big Spring School Board Policy 247](#), a policy to address hazing in order 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,

## **SECTION IV: OTHER PROCESSES & PROCEDURES**

### **Special Education, Gifted Education and Protected Handicapped**

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 or Protected Handicapped services because of the child's disability as well as programming for students who are eligible for Gifted Services. 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 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. Updated information on topics, locations and times for these trainings can be found on the District web page by clicking Departments/Special Ed. on the home page.

References:

- Individuals with Disabilities Education Act (IDEIA) – 34 CFR Part 300
- Americans with Disabilities Act
- Section 504 of the Rehabilitation Act of 1973
- Chapter 14 "Special Education" – 22 PA School Code
- Chapter 15 "Protected Handicapped" – 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 public 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 because of some disability.
- EMOTIONAL SUPPORT – for students whose primary need is social, emotional, and/or behavioral.
- LIFE SKILLS SUPPORT – for students whose primary need is to learn the skills necessary for independent living.
- VISION AND HEARING SUPPORT – for students who have hearing or vision impairments.
- SPEECH AND/OR LANGUAGE SUPPORT – for students who have impairments with speech and/or 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.
- MULTI-HANDICAPPED 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 developmental delay may create a need for special education and related services. A preschool-age child is considered to have a developmental delay when the results of either a developmental 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.

Big Spring is also required to provide accommodations for students who have an impairment of a major life function as a result of a disability as defined by the American's With Disabilities act, Section 504 of the Rehabilitation Act of 1973 and 22 PA Code Chapter 15 "Protected Handicapped"

## 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, gifted or in need of section 504 accommodations 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 intervention.
- 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 guidance counselor, school psychologist, principal, Director of Pupil Services, 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, an 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 provided by an IEP if he/she is identified as exceptional
  - accommodations provided by a 504 Service Contract if he/she is eligible and is in need
  - Gifted services if he/she is gifted and is in need.
- B. The parent must approve of all special education IEP's, gifted IEP's, 504 Service Contracts and placement changes.
- C. There are several specific time-lines that apply from the time the parent gives consent for an evaluation which may or may not include formal testing. The time-lines are as follows.
  - 1. 60 Calendar days for the evaluation to be completed and a written report to be distributed.
  - 2. 10 days for the parent(s) to review the report.
  - 3. 30 Calendar days to conduct an IEP, GIEP or Service Contract meeting.
  - 4. Other timelines may apply. If you have questions, please contact the Director of Pupil Personnel.
- D. All parents have the right to have all 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, Section 504 or Gifted Education process. Such services can be obtained by contacting the Director of Pupil Personnel.
- E. Disagreements with the District
  - 1. Parents of special needs, Section 504 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/Service Contract, 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 Director of Pupil Personnel.
  - 2. To initiate any of the following, please contact the Director of Pupil Personnel.
    - 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 Director of Pupil Personnel. 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), Gifted IEP (GIEP) Service Contract (504 Plan)**

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

IEP and GIEP's will include goals as well as 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.

Service Contracts will include a list of accommodations and the dates for beginning and reviewing the Service Contract.

For Special Education/Gifted Students, 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.

IEPs/GIEPs/Service Contracts 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 may 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.

The District's 504/Chapter 15 Coordinator is Mr. William P. Gillet, the District's Director of Student Services. Mr. Gillet may be contacted at:

45 Mount Rock Road  
Newville PA 17257  
(717) 776-2000 x2422

#### **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:

1. a playbill or program, showing your child's role in a drama or music production
2. the annual yearbook
3. honor roll or other recognition lists published at school or in newspapers
4. graduation program
5. 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:

1. other schools the student is seeking to attend (transcripts, etc.)

2. class ring manufacturers or yearbook publishers
3. state or federal authorities auditing, evaluating programs or enforcing state or federal laws
4. a court by order of a subpoena

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

1. student name, address, telephone number, email address, photograph
2. most recent educational agency or institution attended, grade level degrees, honors, awards, major course of study
3. 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

## **NOTICE OF NON-DISCRIMINATION**

1. The Big Spring School District ("District"), as required by Title IX of the Education Amendments Act of 1972 and its corresponding regulations ("Title IX"), does not discriminate on the basis of sex in its education programs and activities.
2. All questions regarding Title IX may be referred to the District's Title IX Coordinator or to the United States Department of Education's Office for Civil Rights ("OCR").
3. The District's Title IX Coordinator is Dr. Kevin Roberts, the District's Assistant Superintendent. Dr. Roberts may be contacted at:

45 Mt. Rock Road  
Newville, PA 17241  
717-776-2000 ext. 2409  
kroberts@bigspring.k12.pa.us

## **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/guardian 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 will report to the office to sign in and secure a visitor's badge. Visitors will be asked to present picture identification, such as a Driver's License. The ID will be scanned and entered into the Visitor Management System. The Visitor Management System will check the name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Visitor Management System. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. The visitor's badge must be displayed at all times while in the building. Visitors must sign out and return badge upon departure.
3. Visitors are to use good judgment in bringing preschool children and infants into a public building.
4. 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:

1. if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
2. if the teacher is teaching under an emergency status for which state licensing requirement have been waived;
3. the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
4. 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**

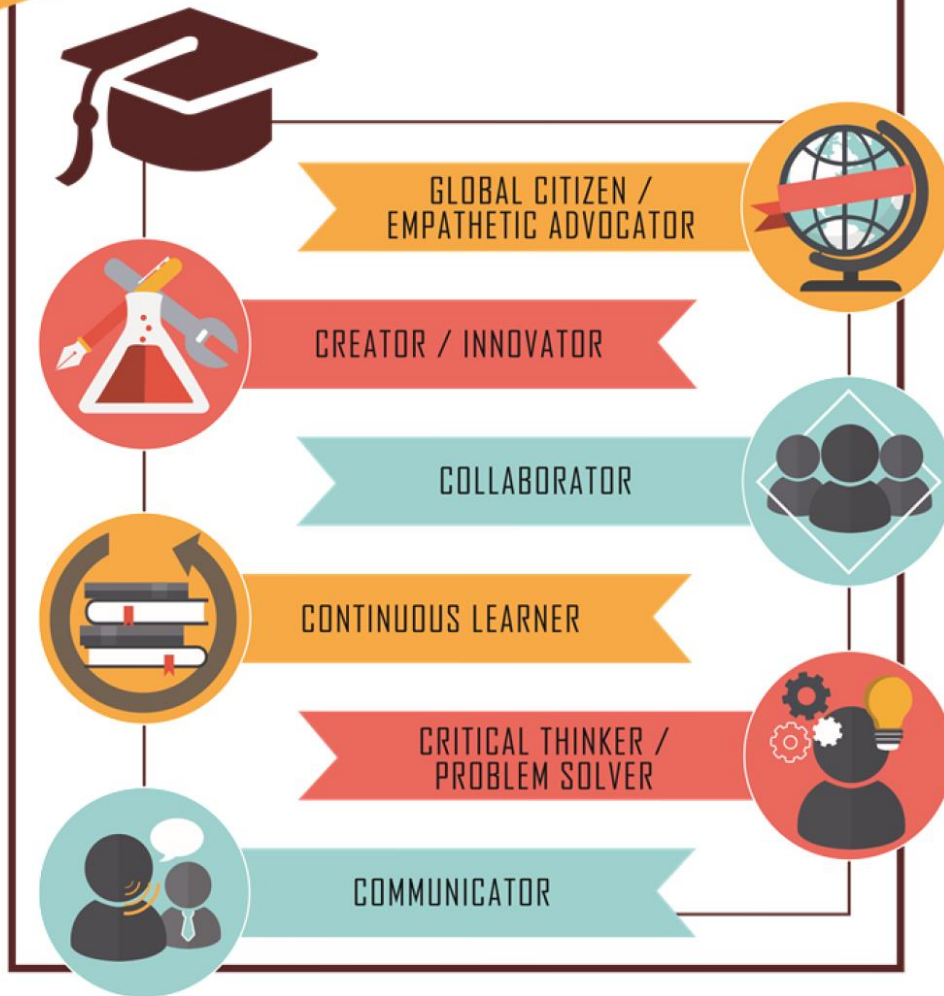
The Big Spring School District recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. Additionally, the McKinney-Vento Homeless Assistance Act, which is federal law, addresses potential educational challenges 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



# Profile of a GRADUATE

BIG SPRING SCHOOL DISTRICT



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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