

BELLE VERNON AREA HIGH SCHOOL



STUDENT HANDBOOK 2023-2024

“Investing in the future by preparing students for the opportunities of tomorrow”

BELLE VERNON AREA HIGH SCHOOL

425 Crest Avenue; Belle Vernon, Pennsylvania 15012 (724) 808-2500; Fax: (724) 930-7909

BVAHS Principal

Dr. Michael Sable

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BVAHS Assistant Principal & BVA eAcademy Principal

Mr. Jason Scaramucci

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BVASD CENTRAL OFFICE ADMINISTRATION:

Superintendent of Schools: Dr. Ken Williams

Assistant Superintendent: Mrs. Alisa King

Director of Student Services: Mr. Anthony Greece

SCHOOL CODE: 390230

BELLE VERNON AREA SCHOOL DISTRICT 2023-2024 SCHOOL CALENDAR (Option 3)

AUGUST 2023				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

21-23 = Teachers' In Service
25 = Student's 1st Day of School

Teachers = 8; Students = 5

SEPTEMBER 2023				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

4 = Labor Day No School
15 = 2 Hr. Early Release - In Service

Teachers = 20; Students = 20

OCTOBER 2023				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

9 = Columbus Day/ in-service
20 = 2 hr. Early Release in-service
27 = End of 9-weeks

Teachers = 22; Students = 21

NOVEMBER 2023				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

10 = Veteran's Day Observed
13 = Parent/Teacher Conf.
22 = Half-day in-service
23 - 27 = Thanksgiving/Fall Recess-No School

Teachers = 18; Students = 17

DECEMBER 2023				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

21 = Half-day in-service
22-30 = Winter Recess - No School

Teachers = 15; Students = 15

JANUARY 2024				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

1 = New Year's observed
15 = MLK Day - No School
17 = End of 2nd Nine Weeks
19 = 2 hr. Early Release - In Service

Teachers = 21; Students = 21

FEBRUARY 2024				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

16 = 2 Hr. Early Release in-service
19 = President's Day - No School
20 = Parent/Teacher Conferences - No School

Teachers = 20; Students = 19

MARCH 2024				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1 = Act 80 - Senior Projects
15 = 2 Hr. Early Release - In Service
25 = End of 3rd Nine Weeks
29 = Spring recess - No School

Teachers = 20; Students = 20

APRIL 2024				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

1 = Spring Recess - No School
12 = 2 Hr. Early Release in-service

Teachers = 21; Students = 21

MAY 2024				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

10 = Act 80 - PROM
17 = 2 Hr. Early Release - In Service
27 = Memorial Day - No School
30 = Last Day for students
30 = Commencement
31 = In-service/last day for staff

Teachers = 22; Students = 21

JUNE 2024				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Total - Teachers = 187
Students = 180

Legend	
	No Students/Teachers
	First/Last Day for Students
	Early Release
	No Students
	End of 9 Weeks

Keystone Testing Windows
Winter Wave 1 = Dec. 4-15
Winter Wave 2 = Jan. 3-17
Spring Wave = May 13-24

PSSA Testing - Grades 3-8
ELA - April 22-26
Math, Science & Make-ups - April 29-May 3

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COMPLIANCE POLICY STATEMENT

The BELLE VERNON AREA SCHOOL DISTRICT offers vocational programs in Family and Consumer Science and Business Education. Admission to these programs is based on interest, desire, personal objectives and career goals. It is the policy of the BELLE VERNON AREA SCHOOL DISTRICT not to discriminate based on age, sex, handicap, race, color and/or national origin in its educational and vocational programs, activities or employment as required by Title IX, Section 504 and Title VI. For information about your rights or grievance procedures, contact the Title IX Coordinators and Section 504 Coordinators, and the Principal at the BELLE VERNON AREA HIGH SCHOOL, (724) 808-2500.

STUDENT HANDBOOK

At the beginning of the school year, all students will receive a Student Handbook. Each student will sign for receipt of the book and guardian(s) will then sign the handbook agreement. The Handbook will have all necessary information needed for a successful year. Parents/Guardians are to sign and return the Parent/Guardian Acknowledgement pages. EXTRA COPIES CAN BE DOWNLOADED FROM THE BELLE VERNON AREA HIGH SCHOOL WEBSITE: <http://www.bvasd.net>.

BVASD HEALTH AND SAFETY PLAN

The Belle Vernon Area School District will adhere to our approved current Health and Safety Plan. The plan can be found on the district website. If you have any questions, please contact Principal Dr. Sable by email at michael.sable@bvasd.net or by phone at 724-808-2500.

BELL SCHEDULES - Please see bvasd.net for updated special bell schedules

BVAHS 2023-2024 Bell Schedule							
7:25-7:30	Students dismissed from cafe						
7:30-8:12	Period 1						
8:12-8:24	AM Announcements						
8:28-9:10	Period 2						
9:14-9:56	Period 3						
9:56-10:26	LUNCH 4	10:00-10:42	Period 4/5	10:00-10:42	Period 4/5	10:00-10:42	Period 4/5
10:30-11:12	Period 5/6	10:42-11:12	LUNCH 6	10:46-11:28	Period 6/7	10:46-11:28	Period 6/7
11:16-11:58	Period 7/8	11:16-11:58	Period 7/8	11:28-11:58	LUNCH 8	11:32-12:14	Period 8/9
12:02-12:44	Period 9/10	12:02-12:44	Period 9/10	12:02-12:44	Period 9/10	12:14-12:44	LUNCH 10
12:48-1:30	Period 11						
1:30-1:38	PM Announcements						
1:42-2:24	Period 12						

AM CWCTC - will leave at 7:30 and return at 10:40	AM MVCTC - will leave at 7:25 and return at 10:30
PM CWCTC will depart at 11:15	PM MVCTC will depart at 11:30

ATTENDANCE AND ABSENCES

ARRIVAL AT SCHOOL:

If you arrive at school before the first bell in the morning (7:25 a.m.), you must enter the building through the auditorium and then go directly to the cafeteria area. Unless you have special permission, you should never go to any other part of the building before the first admission bell. At the 7:25 a.m. bell, students will report to their lockers and be in first period by 7:30 a.m. Students arriving to school or to first period after 7:30 a.m. will be considered tardy. Any student who accumulates 3 unexcused tardies to school may face disciplinary actions.

LATE ADMITTANCE:

Students arriving to school after 7:30 a.m. must be wanded and bag- checked by security then create an e-hall pass in the main office. A written parental excuse or Belle Vernon Area High School Absence Verification Form must be presented when students arrive at school tardy in order to excuse their tardiness. Parental handwritten notes and absence reports turned in the next day will not be accepted.

The student's attendance record will be marked as follows:

Student's excused prior to:	11:00AM	Full Day Absent
Student's excused after:	11:00AM	½ Day
Student's reporting to school after:	7:30AM-10:59AM	Tardy
Student's reporting to school after:	11:00AM	½ Day
Student's reporting to school after:	12:45PM	Full Day

Students must be in school for a ½ Day to be eligible for activities.

Parents/Guardians and students are reminded that if a student is tardy, comes in ½ day, leaves early or is absent, you MUST ALWAYS cover these absences with a written parental excuse or Absence Verification Form.

EARLY DISMISSALS:

Parents requesting an early dismissal for their son/daughter must send a note or email (bvahs.excuses@bvasd.net) stating the reason for the early dismissal. There will be NO early dismissals accepted from parents/guardians by phone, except for medical/illness (as approved by the School Nurse) or for extreme family emergencies. The early dismissal request must be presented to the High School Office for approval upon arrival to school. We ask that early dismissal be used sparingly and only for emergencies when possible.

Early dismissal requests will be randomly confirmed by calling the home phone to obtain verification of the dismissal and the name of the person who will assume responsibility for the student. Early dismissal students will be listed on the bulletin noting the time of dismissal.

Any student being dismissed early as a driver or by a parent/guardian must sign out in the High School Office and should complete a Belle Vernon Area Student Absence Verification Form and return to the office within three days.

ABSENCE FROM SCHOOL:

A Belle Vernon Area Student Absence Verification Form must be completed by a parent/ guardian and returned to the High School Office upon your return to school. Or parents can email an excuse to bvahs.excuses@bvasd.net) Please include the student's full first and last name on the excuse. FAILURE TO PRESENT AN EXCUSE BY THE THIRD DAY WILL RESULT IN AN UNEXCUSED/UNLAWFUL ABSENCE.

(Please review the following student compulsory attendance policy regarding maximum number of days permissible). Excused absences are for reasons of personal illness, death in the family and doctor or dental appointments. The excuse must show the dates of absence, the reason for absence and the parent signature.

NOTE: If a student has consulted with a doctor for an illness, the student should request a written statement from the doctor to present to the Office. Students who are eighteen (18) years of age or older and are **not residing with a parent/guardian** are considered independent to sign their own excuses.

In addition to obtaining Absence Verification Forms from the High School Office, this form can be downloaded from the Belle Vernon Area High School website at: <http://belleversonarea.net/bvahs/site/default.asp>

UNEXCUSED/UNLAWFUL ABSENCES & MAKE-UP WORK

Any student that has an unexcused or unlawful absence will not be given any make up work and will be given a "0" on any formal assessments. Excessive unexcused/unlawful absences may impact social privileges for students. These instances will be reviewed on a case-by-case basis. In addition, if students are scheduled for AM or PM intervention with a teacher to make up an assessment and do not have an excused absence from the intervention period, the student will receive a "0" on the make-up work and any formal assessment.

FIELD TRIPS

Field trips are an integral part of the learning process and an extension of the classroom. Students may participate in field trips with parent permission. Students and parents are reminded that students are required to complete missed assignments, tests, quizzes, and homework when attending a field trip. Students are encouraged to submit assignments ahead of attending field trips. Students who are not in good standing at the high school (severe disciplinary issues, excessive absences, or poor academic performance) may be denied participation in field trips.

STUDENT OUT OF STATE TRAVEL POLICY

No contests for students shall be permitted to take place in any school or to use the name of any school without the approval of the Principal and/or the Superintendent.

Participation in interstate or regional tournaments, festivals, exhibitions or other types of multiple school competitions or individual student competitions representing the School District may be approved by the Superintendent only if the event appears on the approved list of the National Association of Secondary School Principals or the National Elementary Principals Association.

The loss of class time for preparation and for competition shall be kept to a minimum. Out of state trips will not be funded by the District.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities requires a minimum of ½ day attendance at school the day of the practice or event. Students who are excused early from school to participate in athletic events, when the event necessitates early dismissal by the school, are not considered as absent from school.

SCHOOL DANCES/PROM

School Dances/Prom are school-sponsored activities and are subject to all policies, rules and consequences governing such events. Students must meet the eligibility requirements for grade and attendance to attend.

COMMENCEMENT

Commencement is a school-sponsored activity and is thus subject to all policies, rules and consequences governing such events. Please remember that this honorable celebration is a privilege and not a right.

ACADEMICS

BVA DETAILED REQUIREMENTS FOR GRADUATION – Please review the approved Program of Studies

BVA eAcademy - Please contact school principal for more information

GRADING

The Belle Vernon Area High School employs a 90/10 (formal/informal) grading system. Formal assessments are weighted at 90% of the overall grade calculation for a nine week grading period and informal assessments are weighted at 10% of the overall grade calculation for the grading period.

GRADES AND REPORT CARDS:

Report cards can be accessed four times a year online. Grades are given in percentage. A student must earn an average of 60% or better to receive credit. Additionally, parents/guardians can monitor student progress through Sapphire, which can be accessed from the Belle Vernon Area School District Website. Any questions regarding passwords can be directed to Child Accounting at 724-808-2500 ext. 1108.

INCOMPLETE GRADES:

Any incomplete received for a nine-week grading period must be made up within fifteen (15) school days after the end of the nine-week period. SENIORS MUST HAVE ALL "I's" MADE UP IN ORDER TO GRADUATE.

MAKEUP DEADLINE FOR INCOMPLETE GRADES

If an incomplete grade is received in the final nine weeks period, the student will be permitted the first fifteen days of the next school year to erase the incomplete, provided the first three grading periods show no incompletes. All incomplete grades must be made up to receive course credit. Failure to complete a major course requirement will result in the student not receiving credit for the subject. If an incomplete is not erased, the final grade will be "0."

An incomplete grade received in any of the first three grading periods and not erased by the 180th day results in a Final Average of "0."

NOTE: Tests should be considered a major course requirement. Tests that are not made up within two weeks will be recorded as "0." Extensions may be granted for test make up depending upon the length of the absence. All other extensions are dependent upon the course syllabus and teacher discretion.

Incompletes that are made up after the fifteenth day will be recorded as "0." The purpose of make-up after the fifteenth day is to erase the "I" for possible course credit. Course work not completed by these dates will result in a Final Average of "0."

BELLE VERNON AREA SCHOOL DISTRICT PERCENTAGE GRADING SCALE AND QUALITY POINTS

Grade	AP Courses And College in HS	Honors Courses	Advanced/General Courses
A (90%-100%)	5	4.5	4
B (80%-89%)	4	3.5	3
C (70%-79%)	3	2.5	2
D (60%-69%)	1	1	1
F (59% and below)	0	0	0

Any student who enrolls in an AP course IN THE FALL will be encouraged to take the AP Exam in the Spring. The Belle Vernon Area School District will reimburse the cost of the exam (\$89.00 per exam, subject to change) for those students that show proficiency and earn a score of a 3, 4, or 5 on the AP Exam. Fee reduction is available to those who qualify to help offset the cost of the exam(s); inquire in the Counseling Office.

All students who want to enroll in an Honors or AP course in their Junior (11th grade) year need to have successfully completed the Honors course that is the prerequisite to the Honors/AP level course during their Sophomore (10th grade) year.

CLASS RANK:

Post-secondary schools of education occasionally use a student's high school class ranking as one criterion for assessing the student's ability to succeed. Should a post-secondary school need a student's class rank, the Counseling Office may provide if they submit a formal request.

At the BELLE VERNON AREA SCHOOL DISTRICT, class rank is based upon grades earned in a maximum of 8.0 credits per year during the ninth, tenth, eleventh and twelfth grades. Credits earned in excess of 8.0 credits (more specifically – external courses) will not be included in QPA or class rank calculations. To calculate estimated GPA, divide the total number of quality points by the total number of classes for that nine week period. A student's final QPA can be determined using the final average. Class rank will be on a weighted grading system based on a student's TOTAL QUALITY POINTS instead of Quality Point Average. QPA will still be used to determine the honor roll and will be one of the components for admission into the National Honor Society.

UNSATISFACTORY PROGRESS REPORTS:

Students receiving a failing grade for the first five weeks of a course will receive a progress report.

STANDARDS FOR PROMOTION:

Promotion at the high school level is based on the number of units or credits earned:

Assignment to grade 10 will depend upon the satisfactory completion of 6 credits.

Assignment to grade 11 will depend upon the satisfactory completion of 12 credits.

Assignment to grade 12 will depend upon the satisfactory completion of 18 credits.

AVERAGING NINE WEEKS GRADES:

The semester grade average will be the average of the two nine-week percentages converted to a letter grade according to the District Percentage Grading Scale.

A full year course grade average will be the average of the four nine- week percentages according to the

District Percentage Grading Scale and Quality Points for each grade.

CALCULATING HONOR ROLL:

- As practiced since July 2017, the district administration office will prepare an honor roll at the close of each report period consisting of three levels, Honor, High Honor and Highest Honor. In order for a student to qualify, the following requirements must be met:
- The student must be carrying a minimum load of five (5) solid subjects.
- Students who have an "Incomplete" when their teachers turned in grades to Administration WILL NOT be eligible for the honor roll.
- Honors will be 3.5 to 3.74
- High Honors will be 3.75 – 3.94; any grades lower than 80% will disqualify a student from the list.
- Highest Honors will be 3.95 and above; any grades lower than 80% will disqualify a student from the list.
- A "D" automatically will drop anyone from the honor roll including Honors Courses.
- In ungraded courses, an unsatisfactory (U) or non-passing grade (0) will automatically drop anyone from honor roll status.

PHYSICAL EDUCATION GRADING AND POLICIES:

ATTIRE: Students must wear athletic-type apparel such as sweat pants or athletic shorts at least fingertip length. Students must also wear appropriate footwear (tennis shoes/"sneakers"). It is suggested to incorporate school colors into PE clothing. Must wear securely tied athletic tennis shoes and socks. No boots or any type of platform or designer sneakers. Women must wear a one piece swimsuit that is appropriate for co-ed swimming. Men must wear swim trunks that are appropriate for co-ed swimming. Bringing a towel and flip flops is recommended. There are to be NO two piece bathing suits for females unless a dark colored t-shirt cover-up is also worn.

HIGH SCHOOL PHYSICAL EDUCATION REQUIREMENT

High school students must earn at least 2 credits of Physical Education/Health as a requirement for graduation from Belle Vernon Area High School. This requirement may be fulfilled by successful completion of Physical Education courses at Belle Vernon Area High School and/or through extracurricular activities or outside sports as pre-approved by the Belle Vernon Area High School Administration. All 9th & 10th grade students must take PE. High school students receive letter grades for Physical Education courses taken at Belle Vernon Area High School. Summer activities will not be considered for Physical Education credit.

PHYSICAL EDUCATION CREDITS FOR OUTSIDE ACTIVITIES

Students who participate in BVAHS-sanctioned athletics (Football, Soccer, Volleyball, Golf, Marching Band, Swimming, Cheerleading, Basketball, Wrestling, Baseball, Softball, Unified Track and Track) at Belle Vernon Area High School may receive 0.5 to 1 credits each year during their Junior and Senior years. Credit values will be determined as follows:

- Participation in one sport or two sports = 0.5 credits
- Participation in more than two sports = 1 credit
- Students who participate in a sport outside of Belle Vernon Area High School will not receive any PE credit.
- Students must request credit for these athletic activities by submitting a BVAHS Credit for Outside Activity Form. This form must be submitted by the student each time credit is requested and pre-approved by the Principal.
- No more than 1 credit of Physical Education may be earned in this manner in any given school year.
- PE credits earned for outside activities will not be calculated in a student's QPA

PHYSICAL EDUCATION EXEMPTIONS FOR HIGH SCHOOL STUDENTS

Physical Education exemptions for high school students will only be granted for extenuating physical or medical conditions. These exemptions should be coordinated through the Counseling Office.

ATHLETIC/ACTIVITY ELIGIBILITY:

School activity eligibility will be run prior to major school events that include but are not limited to all school dances, field trips, and special events. Students with two or more failing grades (below a 60%) will be ineligible to participate or attend the event. If a student becomes eligible prior to the event, they will be able to participate and attend the event.

The Belle Vernon Area School District considers it imperative that students who devote significant time to high school athletics and/or activities must be able to satisfy the graduation requirements as set forth in the District's Strategic Plan. This policy applies to students in grades 9-12 who participate in district sponsored athletic programs and/or marching band (which includes color guard, dance team, and majorettes).

Students are encouraged to review their grades. Eligibility warnings will be run on Thursday and coaches will be provided the ineligibility list to review. Students have until Friday at 3:00pm to rectify any situations that are causing that student to be ineligible. Final eligibility will be emailed to the Athletic Director Friday afternoon and will be in effect Sunday through the following Saturday.

A student is eligible to participate if he/she meets the following requirements:

- In order to be academically eligible, the student-athlete must be passing at least 4 full-credit subjects, or the equivalent, as of each Friday during a grading period. According to PIAA policy, these do not need to be core classes.
- In addition, if a student athlete is failing 2 or more classes, the student athlete will not be eligible.
- Should a student-athlete fail to meet this requirement, he/she will lose their eligibility from the immediately following Sunday through the Saturday immediately following the next Friday as of which the student- athlete meets this requirement.
- Successfully earns 4.0 credits per year.
- The student-athlete must have passed at least four full-credit subjects or the equivalent during the previous grading period, except that eligibility for the first grading period is based on your final grades for the preceding school year.
- If a student-athlete fails to meet this requirement, he/she will lose their eligibility for the first 15 school days of the next grading period, beginning on the first day that report cards are issued.
- Students who fail to pass four full-credit subjects or the equivalent during the previous school-year must enroll in and successfully pass a credit recovery course in order to be eligible for extracurricular activities during the fall semester of the following school year. Failure to do so will result in being ineligible for the first 15 days of the fall semester.
- Athletes must also be in compliance with P.I.A.A. and W.P.I.A.L. attendance regulations.

BELLE VERNON AREA SCHOOL DISTRICT PROCEDURES AND REGULATIONS

BUS REGULATIONS:

Students have the responsibility to themselves and their fellow students to board the buses and be seated quickly and quietly. Any student who refuses, does not obey the bus driver, smokes on a bus, is in possession of prohibited articles, is involved in any rowdy behavior or uses rough language at a bus stop or in a school bus will have their bus privileges revoked.

The following rules are enforced at all times. Students failing to comply shall be reported to Administration for disciplinary action. Students are to ride only their assigned bus. If a student wishes to go to a friend or relative's home after school, parents must telephone the Transportation Supervisor at 724-808-2500 extension 7111. The Transportation Supervisor may grant permission to the High School to issue a transportation pass to the student. This procedure is only for special instances and not a routine occurrence.

- Students are not permitted to push or shove while loading or disembarking.
- Students should not extend arms or head from an open window nor should they shout any inappropriate language or obscene gestures from an open window.
- Students should not throw any objects from a bus window.
- Students riding a school bus are under the direct supervision of the bus driver. Drivers shall have the authority to assign seats to any or all students.
- DRUGS/LOOKALIKE SUBSTANCES, VAPOR DEVICES, ALCOHOL OR TOBACCO PRODUCTS are NOT permitted at any time

DRIVING REGULATIONS

Since ample buses are provided for students, parking permits are restricted and considered a privilege for students in **grades 11 and 12 only**.

Since ample buses are provided for students' needs, parking permits are restricted and considered a privilege.

THE LIBRARY/MEDIA CENTER RULES, REGULATIONS AND PROCEDURES:

The purpose of the Belle Vernon Area High School Media Center is to contribute to the achievement of the educational objectives of the Belle Vernon Area School District by widening, deepening and intensifying learning; supporting the curriculum and furthering the intellectual, social and moral development of the students. Belle Vernon Area School District endorses the Library Bill of Rights.

Obtaining Library Pass:

- Students desiring to use the Library for doing research work must secure a library pass from the subject teacher or study hall teacher.
- Ten (10) passes from classroom study halls will be honored.
- Students who would like to go to the Library during their scheduled lunch period, must obtain a library pass from the school Librarian prior to that Lunch period.
- Coffee may be consumed in the sectioned off portion of the Library.
- The procedure to be followed for reporting to the Library:
 - Students, having obtained and filled out a library e-Hall pass, will report directly to the Library.
 - Upon arriving at the Library, students will present their pass to the Librarian at the checkout counter and must sign in..
 - They will remain in the Library during the entire period. At the end of the period, they will report to their next scheduled classroom

LOCKER ASSIGNMENTS AND REGULATIONS:

- A locker has been assigned to each student by the High School Office. Students are to occupy this assigned locker ONLY and will be held responsible for any damage or illegal items that may be associated with their locker.
- Students are responsible for purchasing a combination lock for their locker. Combination locks are available in the office by request for a charge \$8.00.
- If you cannot get into your locker for any reason, your lock will be cut off and you will be responsible for the purchase of a new one.
- We strongly urge you to have a lock on your locker at all times. THE BELLE VERNON AREA HIGH

SCHOOL IS NOT RESPONSIBLE FOR ANY LOSS WHICH MAY OCCUR. However, all losses, including textbooks should be reported promptly to the High School Office.

The following regulations are to be interpreted in conjunction with the [BELLE VERNON AREA SCHOOL DISTRICT Locker Search Policy #226](#) which provides that the lockers are the property of the BELLE VERNON AREA SCHOOL DISTRICT and details a search procedure.

LOCKER SEARCHES:

All searches will be conducted with the primary purpose and justification for any action to protect the health, safety and welfare of students, faculty, school property and the education process.

School lockers and desks are owned and controlled by the BELLE VERNON AREA SCHOOL DISTRICT.

Under provisions outlined in the BELLE VERNON AREA SCHOOL DISTRICT Locker Search Policy #226, the school Principal or authorized delegate shall have the right at any time to search lockers and desks.

Lockers will be searched by the Principal and witness, or authorized delegate when a student has been caught using, selling or possessing alcohol, any drug or drug-like substances.

This will occur during a cooperative investigation based upon the policy situations.

If necessary, a student's desk, automobile (if brought on district property), purse and in some cases a student's person will be subject to a search (without warrant) by the Principal or authorized delegate acting under this policy.

Any student who refuses to cooperate with an investigation, even after notification of parents, will make it necessary for the police to be called to conduct a search with a proper warrant.

LUNCHTIME REGULATIONS:

- Students are to remain ONLY in the cafeteria area during all lunch periods. No socializing is permitted in the Office Lobby area.
- Students should report to their lockers before their scheduled lunch period to secure books for their remaining afternoon classes.
- Please refer to the bell system for times of Lunches 4, 6, 8 and 10.
- Those students who fail to observe proper conduct during the lunch period shall be assigned to a designated table during the lunch period. All of their activities shall be restricted to this table.
- In the event that a student with a severe food allergy needs specific seating, then a table may be designated for said student upon request.

SPECIAL EDUCATION AWARENESS NOTICE - Please visit bvasd.net

STATE LAWS GOVERNING STUDENT EMPLOYMENT:

The hours of employment during the school term for 14 and 15 year olds:

Maximum 3 hours on school days

Maximum 18 hours per week

Maximum 8 hours on non-school days.

Night work - may not work after 7:00 p.m. or before 7:00 a.m.

Summer - Maximum 8 hours per day; 40 hours per week.

The hours of employment during the school term for 16 and 17 year olds:

Maximum 8 hours on any given day. Maximum 28 hours per week- Monday through Friday. An additional 8 hours on Saturday and Sunday is permitted for a maximum of 44 hours per week.

May not work after 12:00 midnight Sunday through Thursday or before 6:00 a.m. any day. Exception:

Preceding non-school day 1:00 a.m. No limits during summer months.

Working papers may be secured in the High School main office.

PROGRAMS

BREAKFAST/LUNCH PROGRAM - Please visit bvasd.net

Students who wish to purchase breakfast are to go directly to the breakfast line upon arrival to school. All students are to complete breakfast and clean their tables before 7:25 a.m.

STUDENT MEAL CHARGING - Please visit bvasd.net

STUDENT ASSISTANCE INTERVENTION FOR BELLE VERNON AREA SCHOOL DISTRICT - Please visit bvasd.net

COUNSELING SERVICES

BELLE VERNON AREA HIGH SCHOOL COUNSELING STAFF MESSAGE

The Counseling Department is here to help you fulfill your academic, career, and personal/social goals as well as to help you grow to your fullest potential.

Angela Hodge - Counselor
Stephanie Nese - Counselor
Jenna St. Mars - Counselor
Elizabeth Wilson - Registrar

It is essential that your decision regarding the selection of curricula and courses reflect your future educational goals and also meet all credit requirements necessary for graduation. If you have any questions regarding the necessary credits needed for promotion and/or graduation, please consult your school counselor.

HOMEWORK REQUESTS

If a student will be absent from school for more than three days due to illness, hospitalization, etc., the student or parent/guardian should:

Visit your Sapphire Portal, Google Classroom, and the Teacher Websites for daily activities and assignments. Contact teachers individually through their email for clarification or further information (E-mail addresses as well as telephone extensions are available on the school web site (www.bvasd.net) if you wish to make direct contact). Call the Counseling Office if you are unable to follow the above. Since each teacher must be contacted individually and given time to prepare several days of assignments, the Counseling Office must be given a 24 hour notice prior to the time the parent/guardian will pick up the assignments.

If a student is out of school for field trips, vacations, sporting events, etc., it is his or her own responsibility to meet with teachers prior to leaving to gather any class work or assignments they might miss. Teachers are available each day after school until 2:55 p.m. to help students with subject work.

SCHEDULE CHANGES:

Prior to the opening day of school, each student will receive a schedule. This is the student's admission to his/her classes. Once selected, it is the administration's expectation that a subject must be continued for the entire year and cannot be dropped under any condition except after a pupil's consultation with his/her counselor and final approval of the High School principal.

NOTE: After August 30, no changes in requested courses will be honored. Should a teacher recommend or support a course level change, the change will occur without penalty to the student only within the first ten (10) days of school and as the Master Schedule permits. Should a teacher recommend or support a course level change after the tenth day of school, the changed class will be given a grade "WF" (Withdraw Fail), which will appear on a report card/transcript for "zero" quality points.

TRANSFER TO ANOTHER SCHOOL:

If a student plans to transfer out of the school district, the student must notify the Counseling Department. The student will receive a "Notice of Withdrawal" which should be taken to each subject teacher. All teachers will evaluate and record grades on the Notice of Withdrawal. After completion, the Notice of Withdrawal should be returned to the Counseling Department. Students who are withdrawing from Belle Vernon Area High School must do the following:

- Hand in all books to subject teachers.
- See the counselor to secure transfer papers.
- Leave the new address with the High School Counseling Department.

SCHEDULING MEETINGS WITH THE SCHOOL COUNSELOR

Generally speaking, a meeting between a counselor and a student may be requested by either party.

- A student may request a meeting with a guidance counselor by either stopping at the guidance office or by letting a classroom teacher know of the request.
- A guidance counselor may request a meeting with a student. every effort will be made to schedule the meeting during a study hall or non-instructional time.

In either instance, the student will be provided a pass (either in person or given to the class period teacher) for the scheduled date and time (class period).

In the event of an emergency, students are always welcome to stop at the guidance office, nurse's office or main office for assistance.

MEDICAL

EARLY DISMISSAL DUE TO ILLNESS:

If a student becomes ill during the school day, he/she MUST secure an excuse from the School Nurse or Principal before going home. A student is never permitted to go home unless properly excused.

Anyone leaving school without proper authority will be considered illegally absent and must have the Principal's permission to return to class.

The following procedures should be followed for proper dismissal due to illness:

If a parent cannot be reached, the next call will be the emergency number listed on the student's emergency card. Only a near relative will be called (grandparent, aunt, uncle, brother or sister if they are over 18 years of age). In the event of a student's family not being able to be reached, the Office will have the student return to the Nurse's Office to determine if the student should return to class or remain in the Health Room until a parent/guardian is contacted.

Students leaving school due to illness must bring their blue Nurse's Report to the office. The person consenting to dismiss an ill student must sign them out on the "Sign Out Sheet" outside of the main entrance.

Any student who drives to school and becomes ill may have the Nurse call for a parent or guardian to come for

them. If the student drove to school, the School Nurse, along with the parent, will determine whether the student is well enough to drive their vehicle home. If the student is driving them self-home, they must "Sign Out" in the Office.

FIRST AID:

Emergency care of a student is limited to first aid that may be administered by the School Nurse, Doctor or designated Teacher who has had first aid training. Students who become ill may be sent home by the Nurse upon notifying the High School Office. The home is called to inform the parent/guardian and a request is made of the family to come for the student. In case of need for hospital care, parents give consent and assume full responsibility for transportation needs.

INJURY OR ILLNESS:

Any injury or illness should immediately be brought to the attention of the High School Nurse. Medical assistance will be provided as the conditions demand.

INSURANCE:

Any student participating in extracurricular activities is required to be covered under a medical insurance plan. If a student does not have medical coverage, Student Accident Group Insurance is available for purchase. All necessary paperwork is available online.

MEDICAL SERVICES AND PROVISIONS:

The BELLE VERNON AREA SCHOOL DISTRICT employs a School Nurse who is on duty every day. The Nurse's Office/Health Room is located opposite the High School Office. The teacher will issue a pass to students needing to see the School Nurse.

SPECIAL HEALTH PROBLEMS:

Students with health problems are to report to the School Nurse at the beginning of the school term or when such a problem arises. Every effort will be made to inform teachers of disabled students so that they may be placed to advantage in the classroom or given special consideration. Medication must be left in the High School Nurse's Office. No medication, including aspirin is to be kept in a student's possession or locker.

GENERAL INFORMATION

E-HALLPASS

e-Hallpass allows teachers and administrators to provide hallway permissions to students, and to track activity in a school's hallways. The tool is intended to improve both the accountability of students and staff, and student security. e-Hallpass is web based; students can use their own device or receive a "proxy pass" from their teachers. Students may also set up appointment passes or may be given appointment passes for things like meetings, intervention, or visits to the counselor or nurse. Using e-Hallpass also allows for possible contactless pass interactions between students and staff.

ASSEMBLIES:

A number of assembly programs will be held throughout the year. These programs are held for the benefit of the student body and are held in the auditorium or gymnasium. Students will be dismissed to the assemblies via the intercom from the office. Students are to sit in assigned seats during assembly programs.

Student conduct in the assemblies should be guided by consideration for the interests of others. Please cooperate with the following guidelines for assembly conduct:

Move to the assembly in a quiet, orderly manner and sit in your assigned seat.

All talking should cease when the program begins.

During the program, you should be attentive.

There should be no whistling, shouting or other disturbances.

When dismissed, leave the assembly orderly and quietly.

FIRE DRILLS:

Each Teacher will explain to their students the route they are to take in leaving the building for Fire Drills. THE EVACUATION ROUTE IS POSTED IN EACH ROOM.

At the Fire Alarm Signal, all work is to be stopped. All windows are to be closed, lights are to be turned out and the door closed by the last person leaving the room. All movement must be rapid, subdued and orderly.

On leaving the building, all groups will move to their designated places. Class groups should remain grouped together and arranged so as to facilitate the taking of roll by the Teacher in charge. Each Teacher is responsible for all students assigned to him/her and should be with his/her group at all times. The Fire Marshall requires all Teachers to have their roll books with them when evacuating the building for fire.

FOOD AND DRINKS & OPEN CONTAINER POLICY

Open containers are prohibited from being carried into the school building. Open Containers is defined as any drink container that was previously open prior to entry into the school, i.e. coffee cups, sports drinks, energy drinks, etc.

Open food and drinks are to be consumed in the cafeteria and NOT carried to other parts of the school. No food or drinks are permissible in any classroom due to students with severe allergies. Water is permitted.

All food and drinks are strictly prohibited in the following areas of the High School:

Gymnasium, auditorium, and computer labs.

No open containers will be permitted to leave the cafeteria area during breakfasts or lunches. If, at any point, a student is asked to throw away food or drinks, or put away open containers, the student must comply. Any disrespect in this matter will lead to further disciplinary action.

During the school day all food and/or drinks, whether brought from home or purchased from the cafeteria or school vending machines, must be consumed in the cafeteria during breakfast or lunch periods. Prior to 7:25am all food and/or beverages whether brought into the school or purchased from the Cafeteria must be consumed. All garbage must be disposed of properly. Faculty members will supervise class projects incorporating food and beverage consumption, "transferring" these procedures to the classroom setting. Students violating this policy will have the product confiscated without a refund. Disciplinary action may also be taken.

LOCKDOWN AND EVACUATION:

Students will be educated in the ALiCE Safety Protocol in regards to how to respond if and when an intruder should enter the building. ALiCE stands for Alert, Lockdown, Inform, Counter and Evacuate (Not a linear response). At the sound of an Alert, all work is to be stopped. Students and staff are expected to respond in a common sense manner to improve survivability by either Locking Down and Barricading, Evacuating or Countering based on the Information that they receive.

LOST AND FOUND:

Articles found in and around the school should be turned into the High School Office. Articles will be taken to Room 105 where the owners may claim their property by identifying it. Students should notify the High School Office immediately of lost articles.

RESTROOMS:

Loitering in the restrooms is NOT PERMITTED. No more than one person may occupy a lavatory stall at one time. Students are expected to use the lavatory facilities and leave so others may use the restrooms.

SCHOOL DELAYS/CANCELLATIONS:

As soon as it is determined, all students and faculty members will receive a SchoolMessenger telephone message if there is a delay or cancellation

In addition, delays and cancellations will be aired on three major television stations and KDKA Radio. Information will also be available on their respective websites as well as the School District's website

KDKA-TV www.kdka.com
WPXI-TV www.wpxi.com
WTAE-TV www.thepittsburghchannel.com BVASD www.bellevernonarea.net

SCHOOL MESSENGER:

Belle Vernon Area School District has partnered with SchoolMessenger to offer a messaging service to parents and students. Where applicable, the Administration will make use of Twitter to communicate important information. The District will be sending automatic phone calls and emails to parents regarding Emergencies, Attendance, Cancellations, and Delays at school. Updates might relate to any district information or events. Be sure your contact information including primary phone number, alternate phone number and email address is current with the school.

STUDENT VALUABLES:

Students are cautioned not to bring large amounts of money, electronic devices, cameras or any other valuable to school. Students, not the school, are responsible for their personal property. YOUR ASSIGNED SCHOOL LOCKER SHOULD BE LOCKED AT ALL TIMES.

STUDY HALLS:

Occasionally students may be assigned a study hall. Students are encouraged to take advantage of course offerings and "fill" their schedule with classes. In the event a student is assigned a study hall, it is an assigned class for no credit. Students must report on time and attend study hall as assigned. If a student wishes to go to the library/media center or report to a classroom teacher, the student must first obtain an eHallpass pass to be excused from the study hall. Students will initially report to the study hall assignment and present the pass to the study hall teacher for attendance purposes.

TELEPHONE CALLS:

If a phone call comes in for a student, he/she will not be called from class unless it is an extreme emergency. Important messages will be attempted to be given to students between classes. Students needing to contact parent/guardians during the school days should be referred to the appropriate Office; High School Office, Counseling Office, Nurse's Office.

NO parental telephone calls will be taken by the High School Office to have students excused; except for medical/illness or extreme emergencies. Verification will be made to assure the authenticity of the dismissal.

TEXTBOOK RESPONSIBILITY:

Textbooks in Pennsylvania are purchased for the use of pupils at public expense. Pupils are held responsible for the loss of, or damage to school books and school property. When books are lost, pupils should report the matter to the teacher of the subject and also make inquiry at the Lost and Found Box in Room 105. If the book cannot be found, a new book should be procured immediately. If the lost book is not returned prior to the close of the school term, the money paid for the second book will not be refunded. All lost or damaged books must be paid for at the High School Office. With the advent of online classes and the use of school-issued technology, this also applies to Ipads, laptops, and other technology that the school may purchase and issue to students.

VISITORS:

Visitors will be permitted to enter the Belle Vernon Area High School to conduct school business. All visitors are required to sign in with proper identification in the office and may be required to pass through the Metal Detection System, and must obtain a visitors pass from the High School Office. Requests should not be made to bring visitors from other schools or out of town friends or relatives during the regular school day. Students are not permitted to bring their children or any other students not currently enrolled in the Belle Vernon Area High School to school at any time during the regular school day. Also, former students are not permitted to visit teachers during the course of the school day but may do so after dismissal at 2:24p.m

SAFE2SAY SOMETHING PROCEDURES

The district has established procedures for receiving, assessing and responding to reports received from the Safe2Say Something anonymous reporting program of the Pennsylvania Office of the Attorney General. Safe2Say Something reports may be submitted by any individual, including students, parents/guardians, staff and others as a secure and anonymous report about unsafe, potentially harmful, dangerous, violent or criminal activities in a school entity or threat of such activities in a school entity through:

1. A twenty-four (24) hours a day, seven (7) days a week telephone hotline (1-844-Safe2Say) maintained by the Office of the Attorney General's Safe2Say Something Crisis Center;
2. A Safe2Say Something program secure website (<https://www.safe2saypa.org>); or
3. A Safe2Say Something software program application, or "app" accessed through a mobile electronic device.

Safe2Say Something reports, once received, are forwarded to the district's Crisis Team and appropriate action will be taken consistent with established district-wide Safe2Say Something procedures. Reference on-line Safe2Say Procedures at 111.bellevernonarea.net under board policies.

NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES

The district provides an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. Acts of discrimination are inconsistent with the educational and programmatic goals of the district and are, therefore, prohibited. The prohibition of discrimination extends to conduct that occurs on school grounds, at school-sponsored activities, and on school transportation. Reports of discrimination will be received verbally or in writing. Students should report incidents of discrimination to a teacher, counselor, or their assigned building principal. If a parent/guardian or third party believes that they or others have been subject to discrimination, they are asked to promptly report the incident to the building principal or other school administrator.

Authority

The School Board authorizes the use of video and audio recording on school buses and school vehicles for disciplinary and security purposes.

The School Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose.

Delegation of Responsibility

The School Board directs the Superintendent or designee to ensure that:

1. Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording.

Guidelines

The district shall comply with the provisions of federal and state laws and regulations regarding student record requirements as applicable to the district's use and disclosure of recordings. Recordings considered part of a student educational record shall be maintained in accordance with established student record procedures access, review and disclosure of student record.

Policies

The following are the specific policies referred to in the student handbook. The hyperlink will take you to BoardDocs where all district policies are housed. Once you land on the BoardDocs homepage, click on "Policies" in the upper right hand corner. Most policies referred to in the Student Handbook are in the "200" Policy Section (Students). Click the plus sign (+) for a dropdown menu of the policy you wish to review.

Policy 103.1 - [NONDISCRIMINATION - QUALIFIED STUDENTS WITH DISABILITIES CODE](#)

Policy 200 - [ENROLLMENT OF STUDENTS](#)

Policy 204 - [ATTENDANCE](#)

Policy 210 - [MEDICATION](#)

Policy 222 - [BELLE VERNON AREA SCHOOL DISTRICT TOBACCO AND VAPING PRODUCTS](#)

Policy 223 - [THE USE OF BICYCLES AND MOTOR VEHICLES](#)

Policy 226 - [SEARCHES](#)

Policy 251 - [STUDENTS EXPERIENCING HOMELESSNESS, FOSTER CARE AND OTHER EDUCATIONAL INSTABILITY](#)

POLICY 252 - [DATING VIOLENCE](#)

POLICY 810.2 - [TRANSPORTATION – VIDEO/AUDIO RECORDING](#)

POLICY 815 - [ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES](#)

