

# Ambridge Area High School



Student Handbook  
2019~2020

AMBRIDGE AREA SENIOR HIGH SCHOOL  
PARENT/STUDENT HANDBOOK  
2019-2020

TABLE OF CONTENTS

<u>* GENERAL INFORMATION *</u>	PAGE	<u>* DISCIPLINE (CONTINUED) *</u>	PAGE
ALMA MATER	3	P.D.A.	15
INTRODUCTION	3	THREATS	15
SCHOOL ACCESS	3	TOBACCO/VAPING POLICY	15
POLICES ARE IN EFFECT	3	VANDALISM	16
BELL SCHEDULE	4	BCCTC RECIPROCITY	16
TELEPHONE NUMBERS	4	WEAPONS POLICY	16
SCHOOL CLOSING & DELAYS	5	DRUG & ALCOHOL POLICY	16
VISITORS	5, 31	STUDENT ASSISTANCE PROGRAM	17
STUDENT RESPONSIBILITIES	5	REENTRY GUIDELINES	17
GRADING SCALE	6	SITUATIONAL CATEGORIES	18
WEIGHTED COURSES	6	DEFINITION OF TERMS	20
HONOR ROLL	6	AT RISK POLICY	20
GRADUATION REQUIREMENTS / KEYSTONE EXAMS	7		
SENIOR PROJECTS	7	<u>* ATTENDANCE *</u>	
BACKPACKS	7		
DRESS CODE	7	ATTENDANCE POLICIES	21
STUDENT LOCKERS	8	TRUANCY POLICIES	21
		RESPONSIBILITIES	21
<u>* EXTRACURRICULARS *</u>		PROCEDURES	22
		REASONS FOR ABSENCE/TARDINESS	22
ATHLETICS	8	TARDY POLICY PENALTIES	23
MISSION STATEMENT	9	MAKE-UP WORK	24
ACADEMIC ELIGIBILITY	9	TARDINESS	24
ATTENDANCE ELIGIBILITY	10	ACT 29 TRUANCY	24
STUDENT INSURANCE	10	EMANCIPATION	24
CLUBS & ACTIVITIES	10	HOMELESS ASSISTANCE ACT	25
ASSEMBLIES/PEP RALLIES	10	ENROLLMENT	26
SCHOOL DANCES	11	ACT 30 NOTIFICATION	26
SPECIAL EVENTS	11		
		<u>*MISC. POLICIES/PROCEDURES</u>	
<u>* DISCIPLINE *</u>			
		BUS REGULATIONS	26
PHILOSOPHY	11	CAFETERIA REGULATIONS	27
INFRACTIONS & LEVELS	12	FINANCIAL OBLIGATIONS	27
TEACHER DETENTION	12	FIELD TRIPS	28
ADMINISTRATIVE DETENTION	13	EVACUATION DRILLS	28
SOCIAL PROBATION	13	NURSE'S OFFICE	28
CHEATING	13	OBJECTIONABLE MATERIAL	28
CLASS CUTS	13	WORK PERMITS	28
CLASSROOM RULES	13	OJT/TRANSITION	28
ELECTRONIC DEVICES	14	PARKING PERMITS	29
LATE TO CLASS POLICY	15	STUDENT SEARCHES	29
CORRIDOR PASS POLICY	15	MEDICATION POLICY	29
DISCRIMINATION, INTIMIDATION/ HARASSMENT	15	BULLY/CYBERBULLY POLICY	30
GAMBLING	15	COMPUTER/INTERNET POLICY	32
INAPPROPRIATE ITEMS	15	SIGNATURE PAGES	33-35

## **ALMA MATER**

Hail Alma Mater  
Mother Great and True  
Hail Ambridge High School  
We Sing Praise To You  
When E're Our Heroes  
Strive And Banners Fly  
To Ambridge High  
We Will Pledge Our Loyalty  
Throughout All Eternity

Garnet And Gray The  
Banner That We Love  
True To Our Colors  
We Shall Ever Be  
Strong Firm United  
In Conflict Are We  
In Ambridge High  
As We March In Bold Array  
Neath Garnet And The Gray

## **INTRODUCTION**

The following pages represent the rules and regulations for student behavior at Ambridge Area High School. Important information for a successful school year is outlined. Students are encouraged to review this information with their families. Those who follow the rules and practice good manners experience success.

Once the handbook/planner is distributed, each student and a parent/guardian must sign-off that they have received a copy and are aware of its contents. They also must complete a computer usage and prescribed medication form located at the end of this section. Cooperation with regard to this process is greatly appreciated.

Failure to comply with this procedure could result in exclusion from sports, field trips, school activities and/or disciplinary action. Together we will have a positive and successful school year.

Revisions to this handbook may be made during the school year as the result of Board policies approved after the date of publication. In such cases students and their parents will be advised of additions or deletions and their impact on students' safety and conduct.

If you would like to meet with staff or administration, we ask that you make an appointment so that we can be sure to give your questions the time and attention they deserve.

## **ENTERING AND EXITING THE BUILDING**

For safety and security reasons, students, visitors and guests must enter and exit the building through the main doors at the "**Bridge**" main entrance during school hours. In the event of an emergency, all doors may be used to exit the building.

Upon arrival at the school, visitors must register at the designated sign-in location. All visitors must provide valid government issued photo identification. Visitor IDs will be scanned against multiple databases to ensure the safety of our students. Once approved, all visitors will be issued a badge that must be worn at all times on school property. All visitors must sign out before exiting. Further details are outlined in our building level visitor policy.

## **SCHOOL POLICIES ARE IN EFFECT**

Policies in this handbook are in effect: (1) during school hours, (2) on school property, (3) while using district approved transportation, (4) before, during and after school at events observed and/or supervised by district staff, (5) while on route to or from school, (6) during the school day when truant from school, (7) or any other time a reasonable nexus can be made with the educational mission or representation of the school.

**AMBRIDGE AREA HIGH SCHOOL BELL SCHEDULE**

<b>PERIOD</b>	<b>A Regular Schedule</b>	<b>B Activity / Club</b>	<b>C Assembly Pep Rally</b>	<b>D ACT 80 Half Day</b>	<b>E 2 Hour Delay</b>
<b>ACT</b>		7:30-8:02			
<b>1</b>	7:30-8:15	8:06-8:47	7:30-8:11	7:30-7:51	9:30-10:02
<b>2</b>	8:19-9:01	8:51-9:29	8:15-8:53	7:55-8:14	10:06-10:35
<b>3</b>	9:05-9:47	9:33-10:11	8:57-9:35	8:18-8:37	10:39-11:08
<b>4</b>	9:51-10:33	10:15-10:53	9:39-10:17	8:41-9:01	11:12-11:41
<b>5</b>	10:37-11:19	10:57-11:35	10:21-10:59	9:05-9:25	11:45-12:14
<b>6</b>	11:23-12:05	11:39-12:17	11:03-11:41	9:29-9:49	12:18-12:47
<b>7</b>	12:09-12:51	12:21-12:59	11:45-12:23	9:53-10:13	12:51-1:20
<b>8</b>	12:55-1:40	1:03-1:44	12:27-1:08	10:17-10:37	1:24-1:53
<b>9</b>	1:44-2:26	1:48-2:26	1:12-1:50	10:41-11:00	1:57-2:26
<b>EVENT</b>			1:54-2:26		

**TELEPHONE NUMBERS AND EXTENSIONS**

Commonly used phone extensions are included on the following chart. Every staff member also has an extension and voicemail on our system. For information you can also refer to our district web page at [www.ambridge.k12.pa.us](http://www.ambridge.k12.pa.us).

Ambridge Area School District: **(724) 266-2833**

ATTENDANCE	X 2335	HIGH SCHOOL FAX	724-266-5056
ATHLETIC DIRECTOR	X 2235	GUIDANCE	X 2377
ATHLETIC SECRETARY	X 2380	BAND DIRECTOR	X2254
COMPUTER SERVICES	X 2318	BCCTC	724-728-5800
FOOD SERVICES	X 2395/2230	CLASS ACADEMY	724-869-2222
NURSE	X 2443	PROBATION OFFICER	X 2302

## SCHOOL CLOSINGS AND DELAYS

School may be closed or delayed due to inclement weather. Primary contacts in the Tyler Student Information System will receive a call, email and/or text when a delay or cancellation occurs. (See sign up process below). Watch for TV listings on **WTAE, WPXI, and KDKA**, check station web pages, or listen to radio stations **WMBA** or **KDKA**. The school district will notify the TV and radio stations by at least 6:30 AM. If you do not hear anything, assume school will be in session. Please do not call the school; the phone lines must be kept open for emergencies. You may also check the district website at [www.ambridge.k12.pa.us](http://www.ambridge.k12.pa.us).

You can access our MyConnect site by typing the following URL into the web browser on your computer: <https://ambridgeareaschooldistrictportal.bbcportal.com/>

Once the page is open, click the **Sign Me Up!** link to setup your account. Please note that in order to create an account you will need:

- An active email address.
- Your child's student ID number (This is the 'code' they refer to)
- The phone number or email address that we have on file for your student.

Once you have logged in, you can add any additional students you have attending Ambridge Area School District by clicking your name in the upper right corner and selecting **Contact Information**. For a more detailed look at configuring your settings please view the how-to document on our website. You may update your contact information at any time by contacting our main office or logging into your Tyler parent portal.

It is imperative that any contact changes be communicated to the district. This is important as by default, all primary contacts in the Tyler Student Information System will receive a call, email and/or text when a delay or cancellation occurs. These are sent through our Blackboard Mass Notification System. We refer to these notifications as "Bridger Blasts". To change the way you are notified, please log into our school district MyConnect portal as outlined above, as this will provide easy access 24/7.

## VISITORS

Due to the state's school safety laws, students are not permitted to bring visitors to the high school during the regular school day. Former students visiting teachers may only enter the building after 2:30 PM. Parents or guardians who enter the school must sign in and obtain a visitors pass. All visitors and guests must enter and exit the building through the doors at the "**Bridge**" main entrance during school hours.

## STUDENT RESPONSIBILITIES

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance 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.

**STUDENTS DO NOT HAVE THE RIGHT TO INTERFERE WITH THE EDUCATION OF FELLOW STUDENTS. IT IS THE RESPONSIBILITY OF ALL STUDENTS TO RESPECT THE RIGHTS OF TEACHERS, STUDENTS, ADMINISTRATORS, AND ALL OTHERS WHO ARE INVOLVED IN THE EDUCATIONAL PROCESS.**

Students should, therefore, express ideas and opinions in a respectful manner so as not to offend, slander, or threaten the safety of others.

It is the **student's responsibility** to:

- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
- Be willing to volunteer information in matters relating to health, safety, and welfare of the school community and the protection of school property.
- Dress and groom to meet fair standards of safety and health, and so as not to cause disruption of the educational process (see specific dress code contained in this handbook).
- Assume that until a rule is waived, altered or repealed it is in full effect.
- Assist the school staff in operation of a safe school for all students enrolled therein.
- 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 to all classes and other school functions.
- Make all necessary arrangements for making up work when absent from school.
- Pursue and attempt to satisfactorily complete the courses of study prescribed by state and local school authorities.

### GRADING SCALE

The grading scale used at Ambridge Area High School will be based on a four point system (i.e. A=4, 90-100%, B=3, 80-89%, C=2, 70-79%, D=1, 60-69%, E=0, 0-59%). Many higher-level classes are weighted courses. A student should check the Guidance Office or course selection book for this list.

### WEIGHTED COURSES

A student must earn an “A”, “B”, or “C” grade to receive the additional weighted value. A student who receives a “D” will obtain the credit value for the course but not the weighted value. The following is an outline of courses which have additional weight.

Weighted GPA will be calculated in two steps. The first step is to calculate a “Non-Weighted GPA” on a 4.0 scale. Once this GPA is calculated, an add on factor for “Advanced Placement” and “Honors” combined with the Non-Weighted GPA in the following manner. All course weight is assigned by course, not by grade level.

<u>AP / Dual Enrollment</u>	<u>Add On Factor</u>	<u>Honors</u>	<u>Add On Factor</u>
A	.050	A	.025
B	.040	B	.018
C	.030	C	.010
D	No Weight Assigned	D	No Weight Assigned
E	No Weight Assigned	E	No Weight Assigned

**The following is a listing of the weighted courses:**

Advanced Placement Biology	Honors Communications IV
Advanced Placement Calculus AB & BC	Honors World Cultures
Advanced Placement Physics I, II & C	Honors Government & Economics
Advanced Placement European History	Honors Technology I & II
Advanced Placement Psychology	Pre-Calculus
Advanced Placement Computer Science Principles	Calculus
Advanced Placement English Literature & Composition	Italian III
Advanced Placement English Language & Composition (Dual Enrollment)	Italian IV
Advanced Placement Statistics & Probability (Dual Enrollment)	Italian V
Advanced Placement Chemistry (Dual Enrollment)	Spanish III
College Algebra (Dual Enrollment)	Spanish IV
Honors Comm. IV/with College (Dual Enrollment)	Spanish V
Honors Communications III	

### HONOR ROLL

To be on the “**A**” **Honor Roll**, students must earn an “A” grade in all subjects meeting five days per week. There may be one grade of B in one of these subjects. There may be no grade lower than a “C” in subjects meeting less than five times per week. An incomplete, “I” grade disqualifies a student from the Honor Roll.

To be on the “**B**” **Honor Roll**, students must earn a “B” grade in all subjects meeting five times per week. There may be one grade of “C” in one of these subjects. There may be no grade lower than a “C” in subjects meeting less than five times per week. An incomplete “I” grade disqualifies a student from the Honor Roll.

The computer selects students who qualify for the Honor Roll and their selection is based upon grades submitted by

the students' teachers each nine weeks. The Honor Roll will appear four times a year and will be based only upon the grades for each individual nine-week period.

### **GRADUATION REQUIREMENTS/ KEYSTONE EXAMS**

1. Students must complete the specific credit/course requirements as listed in the course selection book.
2. Students must receive "proficient" or "advanced" on the Algebra I and Literature Keystone Examinations in order to be eligible to graduate.
3. If a senior has not reached the "proficient" or "advanced" level on the Algebra I and Literature Keystone Exams, they may demonstrate proficiency by completing 25 hours and receiving a 50% or above in Edgenuity remediation in each subject area in which they did not reach proficiency.
4. Students must be clear of all monetary and disciplinary obligations and have completed **all** graduation requirements in order to receive a diploma, and to be eligible to participate in commencement activities.
5. Students taking or passing the GED test will not receive an Ambridge Area School District diploma.

### **GRADUATION – TOP 10 STUDENTS**

1. The "Top 10 Students" in the senior class will be determined upon final submission of grades by senior teachers. This will include the grade uploads, verifications, and corrections. Class rank will be determined via grade tabulation. From this list, the Top 10 Students will be awarded Top 10 status. These are the names that will appear on the graduation program.
2. The Senior Class President will speak at the graduation ceremony. His/her name and speech title will appear on the graduation program.

### **SENIOR PROJECTS**

All seniors are required to complete a community based senior project with a passing grade to graduate from Ambridge Area High School. Students must follow the guidelines set by the project coordinator and the building administration. Any weapons such as knives, guns, bows / arrows, swords, etc., are not permitted for senior projects.

### **BACKPACKS**

Students at the high school are permitted to use backpacks to carry school-related items from class to class. Backpacks are subject to searches by school district administrators when there is reasonable suspicion about the contents. Refusal by a student to consent to a search will be perceived as an admission of guilt. The student may then be placed on a period of out of school suspension and a building level hearing will be scheduled. Charges may be filed with the Ambridge Police Department.

### **STUDENT DRESS CODE**

The Student Council, Faculty, Administration, Superintendent, and the School Board have designed this dress code. Violations of the dress code policy will be considered a Level I offense. Parents will be notified and be required to bring a change of clothing.

1. Any clothing that interferes with the educational mission of the school will be restricted. Students are expected to wear clean, neat clothing and nothing that is see-through or provocative.
2. The following clothing items are not permitted to be worn while school is in session:
  - hats, headbands, do-rags and athletic headbands
  - bandanas
  - spiked jewelry
  - cut-off sweat pants
  - spaghetti-strap tops, tube tops or tank tops
  - altered trousers (ripped, cut or holes) must be accompanied by tights or leggings under
  - tops that expose the chest, top, back or midriff
  - pajamas or lounge wear as clothing
  - slippers
  - blankets
3. Socks must be worn, when necessary, for safety and health reasons in laboratory-type classes [e.g. science labs, shops, family and consumer science, and gym].
4. Clothing and book bags that are obscene, profane, and vulgar or promote the use of illegal substances (alcohol, drugs and tobacco) or display nudity may not be worn.

5. Students may not wear any emblems, badges or insignias that identify groups or bands that are associated with violent or illegal activities. Anything that may be considered to be gang-related can be and will be restricted by the administration.
6. Pants must be worn in a manner in which they do not display or show undergarments.
7. Appropriate undergarments must be properly worn at all times.
8. Metal chains and metal or plastic spikes or studs are not permitted to be worn or attached to book bags, wallets or backpacks. Chains could be considered a weapon under the school weapons policy.
9. Unnecessary distractions such as face-paint will not be permitted as they may interfere with the educational mission of the school. The administration reserves the right to limit these types of distractions when necessary.
10. The faculty and administration have the right to question a student's dress and take necessary action if an item is not specifically covered in Items 1 through 10.

### STUDENT LOCKERS

**THE ADMINISTRATION RESERVES THE RIGHT TO SEARCH LOCKERS OR TO OPEN THEM. STUDENTS SHALL NOT EXPECT PRIVACY REGARDING ITEMS PLACED IN SCHOOL LOCKERS.**

**LOCKERS ARE SUBJECT TO SEARCH AT ANY TIME BY SCHOOL OFFICIALS AND THAT RANDOM, PERIODIC OR SWEEPING SEARCHES, INCLUDING CANINE DRUG SEARCHES, OF ALL LOCKERS WILL BE CONDUCTED BY SCHOOL OFFICIALS.**

1. Every student will be assigned a locker number.
2. Only books and clothing should be left in the lockers.
3. For health reasons, gym clothes should be taken home at the end of the day.
4. The administration will not tolerate any entering, destroying or stealing from lockers.
5. Any student entering a locker, other than his/her own, destroying locker contents and/or stealing locker contents will be prosecuted to the fullest limit of the law.

***The Ambridge Area School District and its agents cannot and will not be responsible for any stolen, missing or damaged personal property.***

In the event a lock has to be "cut" from a locker in the gym or a locker needs to be opened, the student is to secure a "Permission to Cut and Open Locker" slip from the Main Office. After the student completes the necessary information, he/she will have it verified and signed by the physical education teacher and an administrator. The student will give the slip to a custodian who will "cut" the lock or open the locker. The signed slip will be filed in the Main Office.

### AFTER SCHOOL HOURS

For student safety and school liability issues, the following policies will be enforced. Students are not permitted to loiter on school property following the school day. If this rule is violated, your child will not be permitted to stay for future athletic /after school events or may be placed on social probation.

### ATHLETICS

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Boys Golf	Boys Basketball	Baseball
Boys Soccer	Boys Bowling	Boys Tennis
Boys Cross Country	Girls Basketball	Boys Volleyball
Football	Girls Bowling	Softball
Girls Cross Country	Wrestling	Track
Girls Golf		
Girls Soccer		
Girls Tennis		
Girls Volleyball		



The Ambridge Area School District is proud of the tradition and accomplishments of its interscholastic cheerleading and athletic programs. Athletics play a vital role in the development of sportsmanship, responsibility, cooperation, and time management. Students are encouraged to participate in athletics as part of their overall educational experience, with emphasis on multi-sport participation. Ambridge provides a variety of boys' and girls' sports programs throughout the year. Students are encouraged to visit the Athletic Director's Office in the main office or call 724-266-2833 (x 2235) to inquire about any of the sports programs.

### **INTERSCHOLASTIC MISSION STATEMENT**

To provide a policy that will help our student/athletes and cheerleaders better meet academic requirements and instill respect for other policies, especially the school attendance policy.

#### **ACADEMICS**

- To ensure that our students meet the graduation requirements.
- To ensure that students maintain a grade average that will give each student a better self-image.
- To ensure students understand the mission of interscholastic athletics under the PIAA guidelines.

#### **CITIZENSHIP**

- Good citizenship demands that rules and regulations must be complied with if students wish to represent our district.
- Hazing will not be tolerated as defined by the Ambridge Area School District policy.
- The administration requests that student athletes set positive examples for other students.

#### **ATTENDANCE**

- Attendance and promptness are a necessity to succeed in school as well as in life.

#### **EQUIPMENT/UNIFORMS**

- All equipment/uniforms must be returned at the completion of each season.
- Failure to return any uniforms or equipment will result in student/ athletes not being permitted to participate in any school activities including other sports, Homecoming, Prom, Mistletoe, and Commencement.

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

Students participating in athletics and activities are expected to maintain passing grades in all of their subjects as reported weekly in grades measured from the beginning of the grading period. Eligibility is determined by the three cases that are described below.

1. Passing less than four full-credit subjects in any given week. Result: Ineligible.
2. Failing two or more subjects in any given week. (First week grade issued in any grading period will not affect student eligibility.) Result: Ineligible.
3. Failing just one course in a given week. Result: May participate, but student is warned.

#### **Procedures:**

Under the direction of the athletic director, students who participate in extra-curricular and athletic activities will have their cumulative nine weeks grades reviewed at the end of each week. Students who fall under case 1 and 2 listed above shall be ineligible from participation in extra-curricular and athletic activities for a one-week period of time as measured from the next Sunday through Sunday following the report of eligibility. These students and their parents and coaches/sponsors will be informed of their status in a timely manner. Students who receive failing grades will be encouraged to participate in some form of academic coaching.

A student declared ineligible due to grades in a preceding grading period shall be ineligible to participate for the first four weeks of the next grading period. Eligibility for the first grading period is based on your final grades for the preceding school year.

## **ATHLETIC – ATTENDANCE ELIGIBILITY**

1. A student may not participate in an event on any school day, which they have not arrived to school by 11:00 AM. However, an exception may be made for medical appointments or other special circumstances, which occur during that day.
2. A student on OSS will be ineligible to participate in any practices or games on the day(s) of the suspension.
3. A student serving detention may not participate in practice or games until detention is over.
4. Students expelled from school are not permitted to participate according to the PIAA rules.
5. Should a student accumulate more than fifteen (15) days of unexcused absences (without the principal's permission), the student will be ineligible to participate in athletics for the remainder of the school year.
6. Should a student accumulate more than twenty-five (25) days of unexcused absences (without the principal's permission) during the school year, the student will be ineligible for the first semester of the following school year. In all cases involving medical excuses, a medical excuse must be presented within five (5) days of a student's return to school. Excuses will not be accepted after five (5) days.

## **STUDENT INSURANCE FOR ATHLETES**

The Ambridge Area School District has taken out an Accident Policy for all students who participate in any sport. The school athletic insurance program will cover the first \$100 of medical expense without regard to other insurance. Thereafter, expenses over \$100 shall be payable by the parent's own group insurance.

If the insured person is not covered by other group insurance, the excess provision shall not be applicable and benefits will be payable by the school insurance up to the extent of the athletic insurance policy limits. Claims must be made to the school within 90 days of the date of the injury. Any portion of a claim that is not covered shall be the responsibility of the parents. Therefore, the district requires that all parents of student athletes sign a waiver acknowledging that they understand this provision. The district is not responsible for unpaid claims above the limits of the athletic insurance policy.

## **CLUBS AND ACTIVITIES**

AATV AM Announcements  
Adventurers  
Bible  
Documentary Film  
Ecology  
Gay-Straight Alliance  
Interact  
Italian  
Junior Class  
JROTC Cadet

Mock Trial Team  
Musical  
National Honor Society  
PA Math League  
Robotics  
Science  
Senior Class  
Silhouette  
Sophomore Class  
Spanish

Stage Crew  
Student Council  
Technology Student Assoc. (TSA)  
Thespian  
Tri-M Music Honor Society  
Video Production  
Yearbook  
Young Women's Leaders

Ambridge Area High School offers a variety of activities with which students can participate. School rules that apply to athletics also apply to clubs, dances, away games, and all school sponsored activities. During the first few weeks of school, clubs and activities will be promoted to the students. Students are encouraged to get involved.

Students who wish to form a club that does not currently exist must first have the support of a faculty or staff member of the Ambridge Area School District. Once that support is received, the club or activity must be approved by the Board of Education. This process would include the appointment of an advisor by the school board, the election of officers, the creation of a constitution/bylaws, meetings, the maintenance of minutes, and, where money is exchanged, the establishment of an activity account within the school.

Questions concerning school clubs or activities should be directed to the administration. Any fundraising activity must be approved by the high school administration.

## **ASSEMBLIES AND PEP RALLIES**

The office will call students to go to assemblies and pep rallies. Students will be expected to move quickly to assigned areas in the auditorium or gym. All students must report directly to these assigned areas. Failure to comply with these requests will be treated as a class cut.

Students are expected to show respect and courtesy at all times during assemblies and pep rallies. Assemblies and pep rallies are not only entertaining, but are also an important part of the educational process of our school. For this reason, appropriate behavior is expected at all times. These behaviors include:

- Standing/sitting when requested by the principal or assistant principal to show respect for the speakers or presenters.
- Being quiet while the performers are addressing the audience.
- Sitting in an appropriate manner, keeping feet off chairs and from blocking the aisles.
- Not using any form of profanity or vulgarity including written, oral, or any obscene gestures.

### **SCHOOL DANCES**

1. Only Ambridge Area Senior High School students will be admitted to the dances. Special dances are limited to certain grade levels. (Mistletoe and Prom are limited to grades 10-12)
2. Students on social probation, suspension, expulsion or absent from school on the day of a dance are restricted from attending.
3. Students with attendance and truancy issues and infractions in question or unresolved, are not permitted to participate in these activities.
4. Students leaving the dance will not be permitted to re-enter. A student who leaves the dance must leave school grounds and is not permitted to return to the dance.
5. Students who are disruptive, insolent or under the influence of drugs/alcohol will be denied admittance and/or will be removed from the building and must leave school grounds. Disciplinary action will be taken according to district policy as contained within this handbook.
6. All school rules and regulations apply to all dances.
7. Request for dances must be pre-approved by the administration and both sponsors and booster clubs must complete the proper forms.

### **SPECIAL EVENTS (HOMECOMING, PROM, MISTLETOE, COMMENCEMENT)**

Special events like the Homecoming, Prom, Mistletoe, Commencement and other events are subject to the following additional regulations:

1. Students who have received more than five Level II offenses are subject to administrative review and may not be permitted to attend.
2. Students who have committed a Level III offense are subject to administrative review and may not be able to attend.
3. Any student committing a Level IV offense may not be permitted to attend or participate in any school sponsored activity or function.
4. Students who have committed a level III or IV violation at a previous special event (even in a previous school year) are ineligible to attend that event in the future.
5. Students who have failing grades in two or more subject areas are not permitted to attend these special school events.
6. Students who attend the Homecoming, Prom or Mistletoe may be dismissed from school no sooner than 10:30 AM the day of the event.
7. No one over twenty years of age will be permitted to attend Prom, Mistletoe or other school sanctioned dances. All outside guests (non- Ambridge and former Ambridge students) must complete the required and necessary paperwork in order to attend.

### **PHILOSOPHY OF DISCIPLINE**

In order to live and work in an orderly democratic school environment, it is necessary to establish rules and regulations, which will ensure the rights and welfare of all. When these regulations are violated, the student will be subject to an appropriate form of discipline.

In all cases, the administration retains the right to use its discretion in evaluating cases; which may lead to OSS or referral for expulsion. The following system has been approved by the Ambridge Area Board of Education and will be implemented by the administration.

## DISCIPLINE INFRACTIONS AND LEVELS

**LEVEL I** offenses include, but are not limited to, minor offenses that disrupts the normal operation of the school.

1st offense	Teacher has private conference with student and gives student a warning
2nd offense	Teacher places phone call with parent/guardian regarding the situation/issue
3rd offense	Teacher issues a detention
4th offense	Referral to the office

**\*\*\*Level I offenses should follow the 4 step discipline process.**

**LEVEL II** offenses are more serious than those found in Level I.

Such offenses may include, but are not limited to: repeated Level I offenses; insubordination; disruptive profanity; disrespect to staff (without using profanity); truancy; serious network/Internet violations; physical altercation; leaving class or school without permission; threatening others; minor theft; use and/or possession of an incendiary device (matches or a lighter), and other inappropriate behavior. Level II offenses will result in detention and/or Saturday detention, Saturday School, ISS or OSS.

**LEVEL III** offenses are more serious than those found in Level II.

Such offenses may include, but are not limited to: use and/or possession of tobacco and related vaping products; mild vandalism; disrespect to staff (using profanity); possession of pornography; fighting on school bus to or from school or at a school function, and other serious inappropriate behavior including 3 or more class cuts. Level III misbehavior may result in ISS, OSS of up to 10 days, a building level hearing, notification of legal authorities if necessary, possible referral to alternative school and/or expulsion.

**All students who have committed a repeated Level III offense may be excluded from attending and participating in all school activities and functions for the remainder of the school year.**

Once a student has been assigned to OSS for 5 separate offences, they are subject to administrative review. This review may result in alternative placement and/or the assignment of OSS for each level II or beyond for the rest of the school year.

**LEVEL IV** offenses are extremely serious.

They include but are not limited to: serious threats on students; making terrorist threats or bomb threats; threats or physical attack on a faculty, staff member's person, property, or both - in or outside of school; drug/alcohol violations; sexual harassment; serious vandalism; stealing of money/valuables; shoplifting on class trips; weapons violation; and transferring of counterfeit money; student assault Level IV violations will result in a 10 day OSS, referral to the school board for expulsion, and referral to the police for arrest and filing of charges.

All students who have committed a Level IV violation may be excluded from attending and participating in all school activities and functions for the remainder of the school year. Committing a Level IV violation at a special function (i.e. Prom, Mistletoe, etc.) will result in being unable to attend any future special functions (even in subsequent school years).

For all serious violations:

The administration has the authority to refer students to the magistrate for the use or possession of tobacco products, fighting, disorderly conduct, theft, vandalism, truancy, trespassing, harassment, and other serious misbehaviors.

Once a student has been suspended 5 times, they are subject to administrative review. This review may result in alternative placement.

## TEACHER DETENTION

Teachers may assign detention for minor classroom infractions. Teacher detentions must be served within five school days.

- Teachers will contact the student's parent or guardian by telephone or in person when detention is assigned.
- Failure to serve teacher detention will result in the assignment of Administrative detention(s) by the administration.
- Administrative detentions may also be assigned for other minor offenses.

- Failure to serve assigned detention(s) by the due date will result in assignment to Saturday Detention, ISS, OSS, Saturday School, or Administrative detention at the discretion of the administration.

### **ADMINISTRATIVE DETENTION**

1. Detention may be assigned for Level I, II or III violations as a means of addressing inappropriate behavior while keeping the student in class.
2. Parents and students will be notified regarding the reason, assignment and scheduled date of detention.
3. Sessions will be held on assigned school days for 90 minutes.
4. Students/parents must provide their own transportation.
5. Classes will be supervised by a certified, licensed teacher.
6. Students must report to the assigned classroom at the time of detention.
7. Students arriving late or leaving early will not be given credit for serving the assigned detention.
8. Students must bring: books, paper, pencil and assignments from their teachers.
9. Students will not sleep, talk, eat or disrupt class in any manner.
10. Any discipline problems will result in the student being sent home.
11. Saturday School when assigned is 3 hours.
12. Failure to serve detention will result in Saturday Detention, Saturday School, ISS or OSS.

### **SOCIAL PROBATION**

Extra-curricular activities are considered a privilege and not a right. Social Probation is the exclusion of students from extra-curricular activities and programs such as the junior/senior prom, school dances, sporting events, class activities, and the graduation ceremony based on discipline referrals.

### **CHEATING**

Any student caught cheating on a test or assignment will receive a grade of "zero" for that test or assignment. Details of the incident will be submitted by the teacher to the administration for possible additional disciplinary action.

### **CLASS CUTS**

"Class cuts" include but are not limited to academic classes, activity period, homeroom, pep rallies, assemblies, lunch, study halls, and all other scheduled assignments and events that students are required to attend. If a student arrives more than 10 minutes late without a pass, a class cut form will be submitted. Penalties for class cuts are as follows:

- 1<sup>st</sup> cut:** Warning/Parent notified
- 2<sup>nd</sup> cut:** Teacher detention assigned
- 3<sup>rd</sup> cut:** Administrative referral/Administrative discretion regarding discipline
- 4<sup>th</sup> cut:** 1 Day OSS, ISS and/or Saturday School
- 5<sup>th</sup> cut:** 1 Day OSS, ISS and/or Saturday School
- 6<sup>th</sup> cut:** 2 Days OSS, ISS and/or Saturday School
- 7<sup>th</sup> cut:** 3 Days OSS; administrative review for an alternative placement program

### **CLASSROOM RULES AND REGULATIONS**

The classroom teacher is in control of his/her classroom and has a right, an expectation, and a duty to establish clear rules and expectations for proper student conduct. (This includes students being late to their class).

The following are **NOT PERMITTED**:

- Wearing of blanket, lounge pants, pajamas, hats, bandanas, doo-rags, or athletic headbands (anywhere on the student) during school hours
- Possession/use of cell phones, radios, I-Pods or CD players during school hours
- Food or drinks of any kind outside of the cafeteria (Only water in a clear bottle or an environmentally friendly liquid container is permitted)

## **ELECTRONIC DEVICES I**

**Electronic devices are not permitted** at school. This may include but are not limited to the following: cell phones, MP3 players, personal game players, iPods, CD players, and cameras. Any student who possesses any one of these items will have it confiscated and turned in to the building principal. **A parent will have to pick up the confiscated electronic device.** Personal electronic devices may be used by students for educational purposes as determined by the principal or his/her designee.

## **ELECTRONIC DEVICES II**

The Ambridge Area School District recognizes that the appropriate use of electronic devices can provide great potential for enhanced learning opportunities for all students. However, there are many other uses of electronic devices which can distract from the learning process or otherwise violate the rights of students or staff, thus the use of electronic devices for legitimate educational purposes is permitted, only under the direction of the classroom teacher with approval from the building administration and in accordance with Ambridge Area School District's Code of Conduct.

Electronic devices shall include all devices that can take photographs, record audio or video data; store, transmit or receive messages, data, or images; or provide a wireless, unfiltered connection to the Internet. Examples of the electronic devices include, but shall not be limited to iPods, MP3 players, DVD players, handheld game consoles, personal digital assistants (PDAs), cellular phones, smart phones, laptops or other student-owned computers, radios, as well as any new technology developed with similar capabilities of data storage or transmission. The District is not liable for the loss, damage or misuse of an electronic device brought to school by student.

Appropriate use of electronic devices shall include any use of such devices for educational purposes, such as educational research which is specifically authorized by a classroom teacher with approval from the AASD Administrative Team. Any use of electronic devices that leads to disruption of the educational process or violates the rights of individual students is a violation of the AASD's Code of Conduct and will result in the appropriate disciplinary consequence, loss of privileges and confiscation of the electronic device. Inappropriate use of these devices includes, but are not limited to the following examples:

- Placing and/or receiving a call, text message, or other communication during instructional time (classroom instruction, study halls and gymnasiums).
- The use of electronic devices in locker rooms or rest rooms.
- Using any application on an electronic device which is not directly relevant to the instruction of the classroom and authorized by the classroom teacher.
- Taking, storing, dissemination, transferring, viewing or sharing of obscene, pornographic, lewd, inappropriate, unauthorized, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.
- Using any electronic device for purposes which are in direct violation of other provisions within AASD's Code of Conduct, such as bullying, cyber-bullying, cheating or otherwise violating academic integrity, or harassing or intimidating students or staff members.

The District shall enforce these provisions of the AASD's Code of Conduct regarding electronic devices on school grounds, District-operated school busses and other conveyances, and during any District-sponsored activities, whether or not occurring on school grounds. Such prohibited activity shall also apply to student conduct that occurs off school property if the prohibited conduct is (a) directed at another student or students, is (b) severe, persistent, or pervasive, and (c) interferes with a student's education, creates a threatening environment, or substantially disrupts orderly operations of school. Such activities are in direct violation of the code of conduct and will result in violators being disciplined accordingly. For additional information concerning this use of electronic devices, please reference the Ambridge Area School District Code of Conduct.

## **ELECTRONIC DEVICES**

Electronic devices are not permitted to be used in the classroom during the school day unless the classroom teacher gives the students permission to use the device for educational purposes or enhances learning opportunities. If the student is using an electronic device and were not given permission, the teacher will follow the steps that follow:

- 1<sup>st</sup> offense: Warning to put the phone in an assigned storage area in the class or off of the desk and into a backpack  
2<sup>nd</sup> offense: The teacher will ask the student for the phone/device (the teacher will retain the phone/device until the end of the class period)

\*\* If a student refuses to surrender the phone/device, the teacher shall write the student up and it will fall under insubordination and improper use of an electronic device. The principal will then confiscate the device for the rest of the school day. Any student that fails to relinquish their device will be assigned one day OSS for insubordination. These actions may impact the student's participation in future sporting events and/or school activities.

### **LATE TO CLASS POLICY**

Students who are late to class without a teacher pass will be marked as late by that teacher. Once a student is late 3 times they will have to serve a teacher detention. If a student does not serve a teacher detention they will be referred to the office to serve an administrative detention.

### **CORRIDOR PASS POLICY**

1. A student must have signed out of the classroom and possess a corridor pass.
2. Classroom teachers and/or administration may limit hall pass use per class per nine weeks. (Approved medical conditions may be excluded if approved by the school nurse.)
3. Corridor pass violations will result in:
  1. Verbal warning
  2. Teacher detention
  3. Administrative detention and/or Saturday detention

### **BULLYING, CYBERBULLYING, DISCRIMINATION, INTIMIDATION AND HARASSMENT**

There will be no physical/verbal intimidation or racial/ethnic discrimination/harassment against any Ambridge Area High School student/teacher. Sexual harassment, bullying, and hazing are not permitted. Students who violate this policy will be disciplined by the administration and may face legal charges.

### **GAMBLING**

Any form of gambling is prohibited. Money or materials will be confiscated. Appropriate discipline will be assigned.

### **INAPPROPRIATE ITEMS**

No beepers, pagers, electronic games, I-Pods, radios, skateboards, in-line skates or scooters, dice, cards, laser pointers or other items that the administration feel are inappropriate in the educational environment are permitted to be in the building during the school day. The faculty or administration will confiscate these items.

### **PUBLIC DISPLAYS OF AFFECTION**

Open and overt displays of affection are in poor taste and students should refrain from such action. If the behavior persists, students will be referred to the administration for discipline action and parents may be notified.

### **THREATS**

Threats of any kind, (physical, and verbal, written, via telephone, computer and/or social media) made to any student, district employee, faculty, or administrator will be dealt with on a case-by-case basis. Discipline to the violator may include but is not limited to an immediate 10-day OSS suspension, referral to the school board for expulsion, and the possibility of arrest.

### **TOBACCO/VAPING POLICY**

Smoking and use of tobacco products will not be permitted in any indoor or outdoor areas, stadium or field areas, and other school district property. Smoking and all other uses of tobacco by students and faculty (school personnel) will not be permitted at any school-sponsored event or field trip taking place on or off school property. This policy shall apply to all employees, students, visitors, guests, and/or users of school district facilities.

For purposes of this policy, tobacco use shall be defined as the actual use of any tobacco product including lighted or unlighted cigars, cigarettes or pipes; any other lighted or unlighted smoking product or material, oils and products

containing nicotine intended for consumption and/or other substances for use in vaping devices, including electronic smoking devices; and smokeless tobacco in any form. Smoking electronic cigarettes and vaping devices regardless of whether or not they contain tobacco derivatives is also prohibited.

The administration will confiscate all tobacco products and matches, lighters and any other incendiary devices that students possess during school hours. Use and/or possession of tobacco products will result in Level III suspension/referral to the district magistrate under the law recently established by the Pennsylvania legislation.

### **VANDALISM**

Digital surveillance cameras are installed in the High School. They are monitored by both the Ambridge Police and high school administration. Students who willfully or carelessly damage school property will be assessed the cost of repair. Section 628 of School Law also provides for a citation issued by the Ambridge Police Department and a Level III suspension issued by the administration. School records will be withheld until all debts resulting from damage or destruction are paid.

### **BCCTC DISCIPLINE RECIPROCALITY**

Any assigned OSS will apply to both regular classes and BCCTC, regardless of where the infraction occurred. BCCTC may enforce ISS on site.

### **WEAPONS POLICY**

No person shall possess, handle or transmit any knife, cutting instrument or tool, brass/metal knuckles, spiked bracelets, spiked belts or accessories, cane, machete, firearm, shotgun, rifle, B.B. or pellet gun, bullets, look-alike gun, chemical agent or other agent used as a toxin, explosive devices including smoke or stink bombs, incendiary devices (such as matches or a lighter), electrical devices and/or other tools, instrument or any other implement capable of inflicting bodily injury in any school building, on any school premises, or on any school bus, or off the school grounds at any school activity, event or function. Any person discovered to have any weapon or other item in violation of this policy in his/her possession (including locker or car) or threatens to use a weapon on another person shall not be permitted to remain in any school building, or on any school bus, or at any school activity, event or function. When any person violates this policy, the police department of the appropriate jurisdiction shall be notified.

The school district shall expel for a period of not less than one (1) calendar year any student who violates this weapons policy. This is mandated under Pennsylvania Act 26 of 1995. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend discipline short of expulsion on a case-by-case basis.

### **DRUG AND ALCOHOL POLICY**

- A. Everyone is concerned about drug and alcohol abuse and its effects on the well being of our children. The Ambridge Area School District has adopted an extensive drug and alcohol policy, which outlines specific rules and regulations to provide a safe, drug-free environment for learning. Students will be responsible for the policy's contents and will be asked to sign off as to its understanding. Failure to comply with this policy will lead to a variety of serious consequences with the school and with the legal authorities as outlined in the policy.
- B. Any student who comes forward and reports to a teacher or member of the administration his/her misuse or abuse shall not be subject to punishment unless said student subsequently and separately violates the terms of the Ambridge Area School District's Drug and Alcohol Policy.
- C. The Ambridge Area School District recognizes that the misuse of drugs and or alcohol is a serious problem with legal, physical, and social implications for the whole school/community. The following regulations and guidelines represent a coordinated effort to openly and effectively respond to the health needs of the students in our district.
- D. Alcohol and/or other drug-related offenses shall include the unlawful manufacture, the possession of, use, or evidence of having used or consumed alcoholic beverages, drugs, mood-altering substances, steroids, or any health-endangering compounds or substances which may or may not be controlled by Pennsylvania law.
- E. For the purpose of this policy, controlled substances refer to both illegal drugs and unauthorized use of prescription drugs. The unauthorized presence of illegal drugs or controlled substances in the body is also prohibited. This list may not be all-inclusive.



- F. Selling is: the transfer (i.e., for sell or for free), distributing, or attempting to distribute alcoholic beverages, drugs, substances, or health-endangering compounds, which may or may not be controlled by Pennsylvania law, regardless of whether the substance transferred, sold, distributed, or attempted to be transferred, to be sold or distributed is actually the substance represented.
- G. The privileged confidentiality between students and Student Assistance Program (S.A.P.) members, guidance counselors, school nurses, school psychologists, home and school visitors and other school employees shall be respected. No confidential communications made to any such employee shall be required to be revealed without consent of the student or his/her parent, unless it involves the health, safety, and welfare of the student or is in the best interest of the student.

### **SCHOOL GUIDELINES**

- A. As an integral part of the Ambridge Area School District Alcohol and Other Drugs Prevention Program, these guidelines represent one component in a district-wide effort to respond effectively to any health-endangering substances, which may include, drugs, mood-altering substances, and/or alcohol-related situations that may occur at school-sponsored activities. These guidelines are intended to provide a consistent disciplinary means to respond to any health-endangering substances, which may include drugs, mood-altering substances, and/or alcohol-related events.
- B. The Ambridge Area School District will take all steps necessary to provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities.
- C. The procedures for health endangering compounds, alcohol, other drug possessions, and/or use by students of the Ambridge Area School District are provided on the following pages of the booklet
- D. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the circumstances are not provided for specifically in any rule or regulation enumerated herein.

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

- A. The Ambridge Area Student Assistance Program is a component of the Ambridge Area School District's educational program.
- B. The S.A.P. Teams are multi-disciplinary teams composed of school personnel (administration, school nurse, counselors, and teachers) trained to understand and work with students, and parents/guardians of students, who are at risk regarding issues of adolescent chemical use, abuse, and dependency.
- C. Mental health issues such as suicide ideation, attempts, threats, and depression are also addressed through this program. S.A.P.'s primary role is the identification, intervention, and referral to a licensed drug and alcohol agency or mental health facility. S.A.P. works in cooperation with the family, school professionals, and community agencies.
- D. If as a parent/guardian or community member you have a concern about a young person, you are encouraged to contact the S.A.P. Team, child's teacher, counselor, or building principal.
- E. Recognizing that parental involvement is a critical component of the Student Assistance Program (S.A.P.) process. The administration, in conjunction with the Student Assistance Program Team(s), will work to develop procedures that will be utilized to facilitate communication and support for students and parent(s)/guardian(s). All information is highly confidential and staff will manage this information appropriately per state and federal guidelines.
- F. After-Care and Student Care-Support can also be provided to recovering students through the use of small group and individual counseling sessions. Returning students can also receive supportive counseling from appropriate community agencies working in conjunction with the S.A.P. Team(s).

### **PROCEDURE FOR THE RE-ENTRY GUIDELINES**

A **re-entry interview** will occur prior to the student returning to the classroom. At this time, if it has not already been done, a release must be signed to allow the school and those involved with aftercare to communicate with the agency.

If the student is referred to treatment by the school, the release can be signed immediately at the agency. If the parent(s)/guardian(s) put the student in treatment, the parent(s)/guardian(s) and student need to sign the release.

Release information allows the following people to be apprised of the student's recovery progress:

- S.A.P. Team Member(s)
- Administration
- Counselor(s)
- Teachers (as necessary)
- Aftercare Facilitator
- Parent(s)/Guardian(s)

Explain the goals of the aftercare program to the parent(s) /guardian(s) and student. Discuss the S.A.P. program. Identify the members of the S.A.P. Team and the groups offered in the school setting.

A re-entry contract is written and signed. The contract will include, but is not limited to the following:

- Directives to follow the recommendations from the drug and alcohol agency - The Drug and Alcohol Policy stipulates the student's compliance with the agency's recommendations
- A copy of the Sober Living Plan, if issued by the agency or therapist
- Directives regarding attendance at the school's aftercare program
- Any specific recommendations for this student
- Consequences of actions contrary to the contract
- Must submit to random testing for up to a calendar year
- Discussion of academic performance: grades, classes and work.

### **SITUATIONAL CATEGORIES**

1. A student is suspected of possible drug or alcohol use. There is **no violation or physical evidence**.
  - The student is informed of available help and encouraged to seek assistance
  - Staff member is to contact SAP Team, guidance, nurse, and principals for assistance
  - Parent(s)/guardian(s) notified
  - No authorities contacted
  - Referral to SAP Team
  - No disciplinary action
2. A student contacts a staff member in regard to the drug or alcohol **use by another student**.
  - The student who contacts a staff member is encouraged to have the student with the problem to personally seek assistance
  - Limited to the staff member, although the counselor, S.A.P. Team, nurse or principals may be contacted for assistance
  - Possible notification of parent(s)/guardian(s), if appropriate
  - No authorities contacted
  - Possible referral to the S.A.P. Team
  - No disciplinary action
3. A **student volunteers information** about a personal drug or alcohol use and asks for help.
  - The student is informed of services assistance available and encouraged to seek assistance
  - Staff member should request intervention of S.A.P. Team
  - Inform parent(s)/guardian(s) of discussion with student
  - No authorities contacted
  - Referral to S.A.P. Team
  - No disciplinary action
4. A student has a **drug or alcohol-related medical emergency**.
  - The nurse will be summoned immediately, if available. Student will be transported to the nearest medical facility by ambulance
  - Administration responsible to investigate incident. This may include a search of student, student's locker, and/or other possessions (may include student's vehicle if on school property)
  - Parent(s)/guardian(s) immediately notified

- Authorities are notified
  - If there is evidence of further violation, see appropriate situational category for further action
  - Referral to S.A.P. Team
5. A student **possesses drug-related paraphernalia** with no evidence of use.
- Paraphernalia is confiscated by administration.
  - Staff writes an anecdotal report of the incident
  - At the discretion of the administration, the student, student's locker and/or other possessions will be searched (may include student's vehicle, if on school property).
  - Confiscation of pertinent items
  - Parent(s)/guardian(s) immediately notified
  - Authorities are notified
  - Immediate 5 to 10 day OSS. Referral to S.A.P. Team
6. **FIRST OFFENSE** – A student possesses, uses, or is under the influence of drugs or alcohol.
- Administration is summoned. Staff member writes an anecdotal report of the incident. Superintendent or designee is contacted
  - Administration is responsible to investigate incident. This may include a search of student, student's locker, and/or other possessions (may include student's vehicle if on school property), confiscation of substance and collection of pertinent items/data
  - Parent(s)/guardian(s) immediately notified. Conference is scheduled as soon as possible
  - Authorities (local police) are notified
  - Immediate ten (10) days of OSS is assigned
  - Referral to S.A.P. Team
  - Informal hearing
  - Referral for formal hearing for expulsion from school and extra-curricular activities for a minimum of forty-five (45) school days.
  - Referral through S.A.P. Team and completion of assessment by a licensed drug and alcohol facility, to be paid for by the parent or guardian. The student must comply with the recommendations of the facility's assessment
7. **SECOND OFFENSE** – A student is caught in possession of, use of, or under the influence of drugs or alcohol.
- Administration is summoned. A staff member writes anecdotal report of the incident. Superintendent or designee is contacted
  - Administration is responsible to investigate incident. This may include a search of student, student's locker, and/or other possessions (may include student's vehicle if on school property), confiscation of substance and collection of pertinent items/data
  - Parent(s)/guardian(s) are requested to come to the principal's office as soon as possible
  - Authorities (local police) are notified
  - Immediate ten (10) days of OSS is assigned
  - Referral to S.A.P. Team
  - Informal hearing
  - Referral for formal hearing for expulsion from school and extra-curricular activities for a minimum of ninety (90) school days
  - Referral through S.A.P. Team and completion of assessment by a licensed drug and alcohol facility, to be paid for by the parent/ guardian. Student must comply with the recommendations of the facility's assessment
8. A student possesses, uses, and/or is under the influence of drugs or alcohol **at a school-related activity** on or off school property.
- Administration is summoned. A staff member writes anecdotal report of the incident. Superintendent or designee is contacted
  - Administration is responsible to investigate incident. This may include a search of student, student's locker, and/or other possessions (may include student's vehicle if on school property), confiscation of substance and collection of pertinent items/data
  - Parent(s)/guardian(s) immediately notified. Conference is scheduled as soon as possible
  - Authorities (local police) are notified

- The student may be sent home immediately at parental expense, escorted by the legal authorities, or detained until a parent/guardian can accompany the student
  - Further discipline using the appropriate situational category will be administered following administrative investigation
9. A student is **transferring** a drug, alcohol, or any health-endangering substance.
- Administration is summoned. A staff member writes anecdotal report of the incident. Superintendent or designee is contacted
  - Administration is responsible to investigate incident. This may include a search of student, student's locker, and/or other possessions (may include student's vehicle if on school property), confiscation of substance and collection of pertinent items/data
  - Parent(s)/guardian(s) immediately notified. Conference is scheduled as soon as possible
  - Authorities (local police) are notified
  - Immediate ten (10) days of OSS is assigned
  - Referral to S.A.P. Team
  - Informal hearing
  - Referral for hearing for permanent expulsion

### **Definition of terms**

**DRUG:** Any chemical, organic or inorganic, substance classified by the Pennsylvania Act of 1972. Drug shall include but not be limited to:

- Alcohol, any alcoholic beverage, or beverage containing alcohol malt or fermented beverages or combination thereof
- Any mood-altering substances
- Any hallucinogenic substance
- Marijuana, all forms (seeds, resins, oils)
- Cocaine of any derivative
- Stimulants (amphetamines)
- Depressants (barbiturates)
- "Look alike drugs" containing caffeine, ephedrine or similar substances packaged or intended to look like a controlled substance
- Inhalants, such as amineitrates, airplane glue, ether, kerosene or compounds thereof.

### **TRANSFERRING:**

Delivering, selling, passing, sharing, or giving for free, any alcohol, drug, mood-altering substance or health-endangering substance defined in this policy from one person to another or to aid therein.

### **POSSESSION:**

Possessing or holding without any attempt to distribute any alcohol, drug, mood-altering substance or health-endangering substance determined to be illegal or defined in this policy.

### **DRUG PARAPHERNALIA:**

Paraphernalia includes any utensil or item that in the School's judgment can be associated with the use of drugs, alcohol, mood-altering substances, and/or health-endangering substances.

### **SCHOOL BOARD HEARING:**

This is a formal process. The student has the right to be represented by a lawyer or other counsel. A record of the hearing is taken by a stenographer or will be tape-recorded.

### **EXPULSION:**

The exclusion from school by the Ambridge Area School Board for a period exceeding ten (10) days, which may result in expulsion from school.

### **AT RISK POLICY (S.A.P.)**

We believe that students who are at-risk (facing depression/suicide) should receive help as quickly and professionally as possible. Confidentiality must be waived in any life-threatening situation. All attempts will be made to coordinate the efforts of the S.A.P. Team, staff members, family members and community services to prevent harm to a student who is considered at-risk to help develop within the student a feeling of self-worth and resilience.

However, to provide a safe environment for all students, if a student attempts suicide or exhibits suicidal ideation, he/she must receive an evaluation (at the parent's expense) from a licensed mental health facility. In order to return to school, documentation must be provided that includes the recommendation from the facility and that the student is safe to return to school.

### **COMPULSARY ATTENDANCE AND TRUANCY ELIMINATION PROGRAM**

1. When a student is absent from school, it is the duty of the parent(s) or guardian(s) to promptly call the school, email or provide a written excuse for the student's absence.
2. A legal/excused absence may occur due to illness, death in the family, medical treatment or the like. In order for an absence to be legal/excused, official documentation must be presented to the Attendance Office within three (3) days of the student's return to school.
3. A parent can only excuse ten (10) student absences during the school year. Absences beyond the tenth day require documentation from a medical professional. As with all documentation, a parent note must be received by the attendance office within three (3) days of the student's return to school from an absence.
4. For students to receive credit for a course, they must meet both academic and attendance requirements established and approved by the Ambridge Area Board of Education. Student attendance and participation in a class is crucial to the learning process.
5. Once a student has accumulated eight (8) or more unexcused absences in a class per nine-weeks, the teacher may not accept any work or provide any make-up work for subsequent unexcused absences. This applies to tests, quizzes, projects, presentations, etc.
6. In order for a student to be eligible for the above mentioned make-up work, they must provide their teachers with official documentation that excuses their absence on the day of the missed work.
7. To support and prevent patterns of absenteeism, the following may occur:
  - Referral to the AASD Social Worker
  - Referral to Truancy Intervention Program Class
  - Referral to S.A.P./Child Study
  - Referral to CYS
  - Referral to Magistrate
  - Referral to outside agencies and resources
  - Referral to Juvenile services Truancy and Abatement Program

### **TRUANCY PROCEDURE**

1. Notice will be sent home for students of compulsory age for unexcused/illegal absences on a weekly basis. (Keep in mind that any absence that isn't documented within three days after returning to school is considered unexcused/illegal.)
2. Upon reaching 8 unexcused absences, the student and parent will be required to attend a Truancy Intervention meeting at the school with representatives from the Beaver County CYS TIP program. A truancy elimination plan (TEP) will be created at this meeting.
3. For any and all subsequent unexcused/illegal absences, students will be referred to the District Magistrate to pay fine(s)/fee(s) that increase for each subsequent referral.

### **ATTENDANCE RESPONSIBILITIES**

1. Students are responsible for monitoring their rate of attendance and keeping track of their number of absences from each course.
2. Students must carefully review the reasons for excused absences listed in this policy.
3. Students are responsible for bringing all documentation for excused absences to the Attendance Office. State law mandates that all absences will be considered unexcused unless proper documentation is provided within 3 days.
4. Students must arrive to each class promptly. Any unexcused tardy to class after 10 minutes is equivalent to 1 period-unexcused absence.
5. Students (including those 18 years and older) are NOT permitted to sign themselves out of school without parental or administrative permission that must be registered with the attendance secretary. Early release minutes and tardy minutes are also tabulated into absentee minutes and applies to the student attendance record.

## ATTENDANCE POLICY AND PROCEDURES

The purpose of this policy and its associated guidelines are intended to promote regular school attendance and to facilitate the academic, social, emotional, and physical development of students.

### **COMPULSORY SCHOOL ATTENDANCE LAW:**

The compulsory school attendance law of the Commonwealth of Pennsylvania (24 PS 13-1327) requires every child of compulsory school age to be in school attendance, unless absent for an approved reason, and charges the parents/guardian of the child with the responsibility for the child's school attendance. The Every Child Succeeds Act of 2015 federal law indicates a 94% attendance rate as the benchmark for academic success. The attendance rate at the elementary and the attendance/graduation rate at the secondary level are used to determine **Annual Yearly Progress**. **In order to be in compliance with the Every Child Succeeds Act of 2015, any student missing 10 or more unexcused days (independently or combined) will be subject to a citation. As a result of a magistrate's ruling, fines could be levied and/or driver's license suspended.** Attendance is compulsory from the federal level down to the state level with local districts being held accountable by enforcing attendance policies.

1. When students arrive in the morning, they are to go straight to their lockers, and then to their period one class for attendance and morning announcements.
2. The tardy bell rings at 7:30 a.m. Any student not present in period one at that time is either tardy or absent.
3. Late sign-in will be conducted at the front security/scan desk as students enter the building.
4. 7:25-7:30 will be considered homeroom, 7:31 will begin period one (students not in a seat at 7:31 will be marked late to school and late for period one).
5. Keystone Rewards are PM only
6. Students who arrive to school late must sign in at the Security Office. Failure to do so will result in suspension and/or other appropriate disciplinary action.
7. Students who arrive late, but before 11:00 a.m. will be considered tardy. Students arriving between 11:00 a.m. and 12:00 p.m. will be marked half-day absent. Students arriving past 12:00 p.m. will be considered absent for the full day. (Times apply to a regular, full day and will be adjusted for modified days.)
8. No student is to leave the building at any time without authorization from building administration. Violators will be suspended.
9. The Attendance Office will attempt to call student's parents if the absence is questionable or call the doctor's office to verify medical excuses if necessary. Whenever possible, parents or a legal guardian (not students) should call in the morning when a student will be absent.
10. Every effort should be made to schedule medical or dental appointments during non-school hours. If appointments must be made during school hours, the student must present a signed parental note (with phone number of where parents can be reached) prior to being excused.
11. All classes that are missed due to an unexcused tardy or early release are considered unexcused until documentation is given to the attendance secretary. These unexcused class absences definitely count toward the maximum number of absences as applied to our attendance policy.
12. Students are responsible for all class work missed due to an appointment.
13. Any student arriving late or leaving early, who does not sign in or out, respectively, will be suspended.
14. If not present during the school day you are prohibited from participating in any after school activities.

### REASONS FOR ABSENCE OR TARDINESS

Ambridge Area High School believes that attendance and timeliness are valuable contributors to academic and future success for our students. Students are held to the standard to be in class on time every day unless they have a legal excuse or extenuating circumstance.

Students are able to accrue 10 excused tardiness and 10 early releases for the whole year. An excused tardy is defined as a lateness to school that is accompanied by a call from a parent, written excuse, or email that explains the legal reason that the student is late.

Students are only permitted to leave early (denoted as early release) with parent permission. For any number of tardiness or early excuses above 10, a medical excuse will need to be provided or a parent will need to meet with the attendance staff and administration to discuss a special circumstance that warrants the time missed from academics.

Legal reasons for absence include illness, a death in the family, medical treatment or the like. If a student is to be dismissed early from school, a note should be brought to the Attendance Office the morning of the appointment. All

documented excuses, in order to be excused or legal, must be submitted to the Attendance Office within three (3) days of any absence.

## **ABSENCES:**

“Absence” is the failure of a student to attend school on those days, half days, and minutes school is in session.

### **Excused absences/tardy:**

- Approved school events
- College Visitation/Junior-Senior Excusal for Interviews (Maximum of 3 days total)
- Court Appearance
- Death in the Immediate Family
- Delay or Absence of School Bus (MUST notify school)
- Dental and Medical Appointments (with written documentation from doctor)
- Educational Tour/Trip
- Family Vacation (Maximum of 5 days with advanced principal approval)
- Homebound Instruction (as determined by medical examination and principal approval)
- Illness/Health Care
- Impassable Roads
- Quarantine
- Religious holidays and Religious instruction

## **TARDY POLICY PENALTIES:**

### **Unexcused absences/tardy -**

The following will be assigned for any unexcused tardy (student lateness that is not accompanied by an excuse):

- 0-3 Letter home, written warning of lateness
- 4-6 Administrative detention
- 7-9 2 Administrative detentions
- 10-12 Saturday school detention, loss of social privileges (including, but not limited to a student’s inability to participate in: school dances such as homecoming, mistletoe, or prom, clubs and club meetings and trips, field trips, use of a parking pass, approved work permit, Keystone rewards, athletic activities, sports, and other privileges as determined by administration)
- 13+ Each subsequent offense will result in an assigned Saturday school detention, potential on going social probation, and other consequences as determined by administrative review

Failure to serve detentions or consequences assigned for tardiness may result in additionally assigned consequences including but not limited to in-school suspension (ISS) and out-of-school suspension (OSS).

In addition to the abovementioned consequences, every accrued 360 minutes of absence due to tardiness or early release will be counted as one day or truancy, which can be combined with attendance to result in consequences at the magisterial level.

- Non-approved sporting events
- Babysitting
- Gainful employment
- Hunting
- Hair appointment
- Having a vehicle fixed or inspected
- Missing the school bus
- Shopping
- Non-related school activities
- Non-approved trips
- Leaving school without permission
- Truancy
- Days identified as skip days
- Others as determined by the administration

\*This list is not all-inclusive and does not preclude the classification of other absences as illegal or unexcused.

## **MAKE-UP WORK**

Students or parents may request make-up work when a student will be absent for an extended period of time. Requests should be made through the Main Office. A reasonable time to complete work will be given to the student. A failing grade on each assignment will result for work not completed to the teacher's specification within that reasonable time period.

Students who are legally absent, who have been excused from class shall be given the opportunity to make up any and all tests.

Students who cut class or who are illegally absent are permitted to make up assignments but may not receive credit.

### **Tardiness:**

A student who is tardy to school after the late bell must report directly to the security office where a tardy slip will be issued to be given to the student's teacher for admittance to class. Tardy minutes to school accumulate. There are 360 minutes in a school day, and when a student accumulates 360 minutes tardy to school, it will count as one (1) unexcused absence.

### **Tardiness vs. Half-Day Absence**

	<b>Elementary</b>	<b>Secondary</b>
<b>Tardy</b>	8:35 AM – 11:30 AM	7:30 AM – 11:00 AM
<b>Half-Day</b>	11:30 AM – 12:30 PM	11:00 AM – 12:00 PM

### **Early Release from School**

Any student who leaves school during the day must have parental permission. A medical excuse is required from the doctor (within 3 days) in order for the absence to be excused. As noted previously, early release time in minutes will accrue and can impact student attendance rates and permission to participate in school sanctioned sports and activities.

## **ACT 29 (TRUANCY)**

Pennsylvania legislation, Act 29, raises to \$750 the fine for truancy placed on parents and requires them to pay court costs or be sentenced to complete a parenting education program. Both the truant child and parents must appear at a hearing by the district justice. If the parents show that they took reasonable steps to ensure the attendance of the child, they may or may not be convicted of a summary offense. If the parents are not convicted and the child continues to be truant, the child can be fined up to \$750 or be assigned to an adjudication alternative program. The law also grants school attendance officers and home and school visitors arrest powers.

Act 29 also removes from truant juveniles their driving privileges for 90 days for a first offense and six months for a second, while juveniles who are unlicensed are prohibited from applying for a learner's permit for 90 days (first offense) or six months (second offense) after their 16<sup>th</sup> birthday.

## **EMANCIPATION POLICY**

An emancipated minor is a person below the age of 21 whom has chosen to establish a domicile apart from the continued control and support of his parents or guardians. A minor with a spouse is automatically deemed emancipated. All other minors must meet the following criteria and then be approved by the Superintendent:

- The minor must be at least 18 years old.
- The minor must have a job or some other source of income.
- The minor must present a rent receipt or lease.
- The minor must live apart from his/her parent or guardian.
- The minor must live full-time in the Ambridge Area School District.
- The minor must have his/her residence approved by the principal.



In all other cases, the parents or guardians of the student are totally responsible for the attendance and actions of their child while enrolled in the Ambridge Area School District. A student who does not meet the above criteria may not be released from the school without communication with a legal parent or approved guardian. The parents or guardians for these students will be contacted in case of emergency, sent discipline referral forms, report cards and letters, and will be responsible for sending notes for absences and appointments.

### **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

Life is uncertain, but your child's education doesn't have to be. Even if you lack a permanent residence, your child can receive help to stay in their home school district. Pennsylvania's Education for Children and Youth Experiencing Homelessness Program ensures every child deserves school stability.

The McKinney-Vento Homeless Assistance Act can help provide school stability for your child if you do not have a permanent home and are:

- Staying with friends or family because you lost housing
- Living in a shelter, including transitional programs
- Staying in motels because you cannot get your own home
- Living on the streets, in a car, van, tent or other nonpermanent structure

### **INFORMATION FOR SCHOOL-AGE YOUTH**

You may qualify for certain rights and protections under the federal McKinney-Vento Act. If you live in any of the following situations:

- A shelter
- A motel or campground due to the lack of an alternative adequate accommodation.
- A car, park, abandoned building, bus to train station
- Doubled up with other people due to loss of housing or economic hardship

As an eligible student you have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in the local school or continue attending your school of origin (the school you attended when permanently housed or the school in which you were last enrolled), if that is your preference and is feasible.

If the school district believes that the school selected is not in your best interest, the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.

- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your needs as a student.

**If you believe you may be eligible, contact one of the individuals below to find out what services and supports may be available:**

Ambridge Area School District:	Jo Ann Hoover, Principal 724-266-2833 ext. 7202
Local Contact:	Visit: <a href="http://homeless.center-school.org/homelessdirectory">http://homeless.center-school.org/homelessdirectory</a>
Storm Camara	State Coordinator (717)772-2066

## ENROLLMENT

New students enrolling at Ambridge Area High School must report to the High School Attendance Office and complete an enrollment form. If the student is not living with his/her parents, an affidavit of residency will be required.

Under Pennsylvania's Act 26, prior to admission to the school district, the parent, guardian, or other person having control or charge of a student shall, upon registration for admission, provide a sworn statement or affirmation stating whether the pupil was previously suspended or expelled from any public or private school of the Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs or for the willful infliction of injury to another person or for any act of violence committed on school property. Such registration shall be maintained as part of the student's disciplinary record. Parents and guardians shall be advised that any willful false statement made under this section shall be a misdemeanor of the third degree.

When a student transfers to this school district, a certified copy of the student's disciplinary record shall be requested and obtained from the school entity from which the student is transferring. This record shall be maintained as part of the student's permanent disciplinary record and shall be available for inspection as required by law.

## ACT 30 (LEGAL NOTIFICATION)

Act 30, passed by the Pennsylvania legislature, requires the court judicial system, through the juvenile probation department, to provide to school administrators information concerning the adjudication of an enrolled child. Such reports include a description of delinquent acts committed by the student, disposition of the case, probation or treatment reports, prior delinquent history, the established supervision plan and any other information deemed necessary. The building principal is required to share the information with the child's teacher or teachers or the principal of another school to which the child may transfer.

## BUS RULES & REGULATIONS

**OBJECTIVE:** The objective of the AASD is to provide every student who uses school provided vehicles with safe transportation to and from school.

**PARENTS:** In order to achieve this objective we need the support of parents. We are asking that parents review the following school bus rules with your children and let them know the critical importance of following directions and not distracting the bus driver.

### **BUS RULES:**

Students shall:

1. Enter the bus, take a seat and remain seated until it is time to exit the bus
2. Keep their hands and feet to themselves and under no circumstances have body parts such as hands or head outside of a bus window
3. Not throw or toss items in or outside of the bus
4. Not eat or drink on the bus
5. Speak in a low tone of voice, no screaming or inappropriate language is allowed and will result in disciplinary action when reported
6. Only ride on assigned busses and in some cases sit in assigned seats as designated by the school principal
7. Follow all school rules and regulations as outlined in the Student Code of Conduct found in the student handbook
8. Listen to and follow the directions of adults in the bus such as the bus driver, bus aide or building staff member
9. Video cameras are on buses as an added feature

### **Caution to students & parents:**

Student bus transportation to and from school is a **privilege** and **not a right**. Failure of students to follow the school rules and regulations may result in:

- Loss of student bus transportation to and from school on a temporary or permanent basis
- In or out of school suspension
- \*Expulsion from the Ambridge Area School District

\*An incident of student disruption such as fighting which causes the driver to stop or pull the bus off the road and call for law enforcement, Bus Company, or school officials and/or emergency services will be treated as conduct that may lead to expulsion from the Ambridge Area School District. PARENTS → Again we ask for your support in making student bus transportation in the AASD a safe and pleasant experience for all students

### **CAFETERIA REGULATIONS**

- Students are not permitted to leave the building for lunch
- Food and drinks **are not to be taken out of the cafeteria**
- No yelling, profanity or horseplay
- Students are not permitted to cut into the serving lines
- Trash is to be deposited in the proper receptacles.
- Trays, silverware, and dishes are to be returned to the proper collection area
- Each student is responsible for the cleanliness of the area where he/she ate
- Chairs should be placed back in the proper position before exiting
- Inappropriate behavior such as the throwing of objects and food fights will result in suspension and the student(s) may be arrested for disorderly conduct
- After eating, students must remain in the cafeteria area
- Students are not permitted to gather at the exit doors
- Students are not permitted to loiter in the hallways or Lobby area
- A lunch monitor will dismiss students
- **Lunch is considered a class – therefore, arriving late or leaving without permission will be cause for disciplinary action**

The Food Service Department of the Ambridge Area High School serves a variety of choices for both breakfast and lunch. Menus are published on a monthly basis. Prices for all items are set by the Board of Education and publicized.

Senior High School - breakfast/lunch programs: The entire district will offer a free breakfast and lunch to all students under the Community Eligibility Provision.

The Ambridge Area School District Food Service Department is operated in accordance with the U.S. Department of Agriculture's policy, which prohibits discrimination on the basis of race, color, national origin, sex, age, disability, or religion. To file a complaint of discrimination write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

### **NO FOOD OR DRINKS OUTSIDE THE CAFETERIA**

An administrative lunch list will be created for those students who do not have a lunch scheduled. This list will be posted in the cafeteria near the exits. You must verify your schedule with a principal to be on this list of students who are permitted to take your lunch to class. You will only be able to designate one (1) period in which your teacher permits you to eat lunch with them.

No students are permitted in the cafeteria at any time other than their scheduled lunch. Violators will be disciplined at the discretion of the building administration.

**Consequences for having food or drink(s) outside of the cafeteria (only water in a clear, plastic bottle, secured, container to prevent spills and are subject to administrative approval is permitted):**

1. Detention or OSS at the discretion of building administration

### **COLLECTION OF FINANCIAL OBLIGATIONS**

The High School believes that the school should help students learn to respect property and develop feelings of pride in community institutions. The school issues books needed for particular courses of study, a locker for books, extra articles of clothing (sports and JROTC uniforms), a locker for physical education clothing, etc.

It is the student's duty to take care of all these loaned items. Any destruction, accidental or intentional, must be paid

for. Students will pay for items that are damaged at the High School Office. The secretary will give the student a receipt. Failure to pay debts yearly can result in removal from participating in all school activities including Prom, Commencement and the Mistletoe. Additionally, a student may not be able to receive a work permit, or student parking permit.

### **FIELD TRIPS**

Students who are going on any field trip must follow the following guidelines:

1. Students on social, academic probation or OSS are not permitted to attend.
2. Students must obtain the proper permission slips which must be signed by their parent / guardian and all of their teachers.
3. Failure to attain teacher permission will result in a class cut.
4. Students who have one or more failing grades are subject to administration approval and review.
5. Students must follow all rules of the student handbook during the trip.

### **FIRE, TORNADO & EVACUATION DRILLS**

Fire drills occur twice during the first week of school and once a month thereafter. If, during a class, students hear the fire alarm bell, they are to wait for the teacher's instructions regarding the fire exit door and the direction, and then proceed to the nearest exit and leave the building quickly and quietly. Fire exit signs are found above the doors or on the bulletin boards in each room. Students should remain with their class at all times. When the bells sound again, proceed back inside to class quietly and quickly.

In the event of an evacuation drill students may be removed from the school and taken to the field house, stadium, area churches or other facilities for their protection. Students are required to cooperate in this manner while attendance and student dismissal takes place.

### **NURSES OFFICE**

- Passes to the health suite must be obtained from the student's subject teacher.
- Students are not permitted to report to the nurse's office between classes unless there is an absolute emergency.
- Any medication to be administered during the school day should be taken to the nurse's office upon arriving to school.
- Students are not to call home to be excused because of an illness. The nurse and the administration are the only individuals authorized to send sick students home.

### **OBJECTIONABLE MATERIAL APPEALS**

In the event that objectionable material (i.e. animal dissection, literature with sexual innuendo, etc.) is presented in class, a non-objectionable option must be offered upon student request.

### **WORK PERMITS**

Applications for work permits are available in the high school office during regular hours. Students must present proof of age in the form of a birth certificate or driver's license when applying. Receipt and maintenance of a work permit is contingent upon a review of the student's discipline record, attendance record, academic record and financial obligations.

### **ON THE JOB TRAINING (OJT) / TRANSITION**

1. All OJT students must leave the building at their scheduled release times and sign-out on the transition sheet in the main office.
2. If you get fired from work you risk the chance of failing the marketing program for the entire year.
3. Monthly work schedules must be completed each month.
4. OJT students must serve detention in the morning.
5. Employers must be notified that you are in OJT and the times that you are released from school to start work.
6. You must maintain a "C" average to remain in the program.
7. You must have a job at all times. If you are changing jobs, you have two weeks to obtain a new one.
8. If you are failing based on attendance, you will be removed from OJT and given a full day schedule.
9. Leaving early without permission or remaining in the building beyond your scheduled release time may result in being dropped from the program.

## **PARKING PERMITS**

Student parking is available by permit only. During the first two weeks of school, parking permit applications will be distributed to interested students. The cost of the student parking permit is \$25.00 (non-refundable) for the school year. In order to be eligible for a student parking permit, the student must remain in good academic and disciplinary standing. Students who become habitual disciplinary offenders may have their parking permit revoked. Any unpaid fines, truancy or tardiness issues will also impact your ability to obtain/maintain your parking permit. Students are not permitted to park in the main parking lot.

## **STUDENT SEARCHES**

With reasonable suspicion or in the case of an emergency, **the administration reserves the right to search a student and his/her belongings**, which may include but are not, limited to a backpack, a locker, clothing, a purse and any other belongings.

Non-compliance with a reasonable/proper search may result in suspension or referral to the Board of Education for expulsion depending on the scope of the investigation.

## **MEDICATION POLICY**

Ideally, all medication should be given at home. It is also recognized that at the present time many students are able to attend regular school because of the effectiveness of medication in the treatment of chronic disabilities and illnesses. However, any student who is required to take medication during the regular school day must comply with school regulations. These regulations include the following:

### **I. PRESCRIBED MEDICATIONS**

A. Individually prescribed medications will be administered by school nurses, principal or principal designee under the following conditions:

1. Upon written request from the physician to the school nurse or building principal that medication be administered to the student. Included in the request must be the name of the student, name of the medication, dosage and frequency, and the reason for administering.
2. Parental or guardian written request that medication be administered as prescribed in the physician's statement.
3. All medication must be in protective containers that are properly labelled by the physician or pharmacy.

### **II. NON-PRESCRIPTIVE MEDICATIONS**

A. Non-prescriptive drugs and medication may be administered by school nurses, principal or principal designee only after the following conditions are met:

1. Receipt of written request or authorization from the parent or guardian.
2. Included in the request must be the name of the student, name of the medication, dosage and frequency along with the reason for which it is to be administered.
3. All medication must be in a protective container that is properly labelled.

### **III. ALL MEDICATION**

A. For any medication to be dispensed with the district the following guide-lines must be met:

1. Any medication to be administered during the school day must be taken to the nurse's office (or main office) as soon as the student arrives at school. Students are not permitted to carry pills or any other medication during school hours, with the exception of inhalers for asthma, which may be carried by the student with written permission from parent/guardian.

**AMBRIDGE AREA SCHOOL DISTRICT**  
**POLICY 249**  
**BULLYING/CYBERBULLYING POLICY**

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

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

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

**Bullying**, as defined in this policy, includes cyberbullying.

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

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

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

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This Policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.

**Education**

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

**Consequences For Violations**

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

- Counseling within the school
- Parental conference
- Loss of school privileges
- Transfer to another school building, classroom or school bus

- Exclusion from school-sponsored activities
- Detention
- Suspension
- Expulsion
- Counseling/Therapy outside of school
- Referral to law enforcement officials

### **RESPONSIBLE HOMES PROGRAM** **PARENTS' PLEDGE**

As responsible parents (guardians) who are concerned about the health and safety of the youth in our community, we pledge the following:

- When a teen party is given in our home, no alcoholic beverages or drugs will be available or allowed to be brought into our home.
- A parent or guardian will be home and visible throughout the party.
- If a person does bring alcohol or drugs to the party, or appears to be under the influence of alcohol or drugs, an attempt will be made to detain that person until the parent or guardian of that person can be contacted to discuss this situation.
- We will welcome calls from other parents who are interested in the details of our teen's party: What will be served, who will be there, what time the party will be over, and whether or not we, the parents (guardians) will be in attendance.
- If my teen is going to a party, we will determine in advance the address and phone number of the party location and will not hesitate to phone the host's parents or guardians to discuss the details of the party.
- If we must be out-of-town overnight and our teen will be home, we will insist that our teen host no parties in our absence. To ensure that our wishes are obeyed, we will ask our neighbors and/or the police to check our home and to support our teen in turning away other teens that may be seeking to take advantage of our absence.
- We will discuss each of these guidelines with our teenage child.

### **VISITOR MANAGEMENT BOARD POLICY**

Upon arrival at the school, visitors must register at the designated sign-in location. All visitors must provide valid government issued photo identification. Visitor IDs will be scanned against multiple databases to ensure the safety of our students. Once approved, all visitors will be issued a badge that must be worn at all times on school property. All visitors must sign out before exiting. Further details are outlined in our building level visitor policy.

For safety and security reasons, students, visitors and guests must enter and exit the building through the main doors at the "**Bridge**" main entrance during school hours. In the event of an emergency, all doors may be used to exit the building.

### **VISITOR MANAGEMENT STUDENT HANDBOOK POLICY**

Raptor is a web-based software application developed with the purpose of aiding educational facilities in tracking their visitors, students and faculty. Raptor not only provides an effective, efficient method for tracking, but also goes beyond conventional applications by utilizing available public databases to help control campus security. Raptor allows schools and facilities to produce visitor badges and electronically check all visitors against registered sexual offender databases. The overall goal is to better control access to all Ambridge Area schools, thus providing enhanced protection for our students and staff.

All parents/guardians attempting to gain access to the school facility for the first time will present a valid driver's license (any state), official state photo identification card (any state), or government issued photo ID for scanning.



AMBRIDGE AREA SCHOOL DISTRICT  
**ACCEPTABLE USE POLICY**  
**2019-2020**

**ACCEPTABLE COMPUTER AND NETWORK USAGE**

All use of the Internet and computer technology must be in support of the educational program within the Ambridge Area School District. The following activities are specifically prohibited and if performed will subject the user to loss of access, disciplinary action, and/or legal actions:

- The Internet and computer technology will not be used for illegal activity, for profit purposes, non-school related activities, lobbying, advertising, to transmit offensive materials, hate mail, discriminating remarks, or to obtain obscene or pornographic material.
- Users shall not intentionally seek information, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- Use of school technology or Internet for fraudulent or illegal copying, communication, taking or modification of material in violation of the law is prohibited and will be referred to appropriate authorities.
- Loading or use of unauthorized games, programs, files or other electronic media is prohibited.
- The illegal use of copyrighted material is prohibited.
- The network shall not be used to disrupt the work of others. Hardware or software shall not be destroyed, modified, relocated, or abused in any way.

**INTERNET AND EMAIL**

Students at AASD will be using various Internet resources in support of the curriculum. AASD will expect suitable online behavior, including appropriate interaction with other individuals on social networking websites and email. Internet and email activity may include, but are not limited to:

- Researching curriculum
- Responding to and commenting on curriculum projects
- Creating written / media projects and commenting on each other's work
- Collaborating on projects
- Creating content pages on curriculum topics
- Discussing or enhancing understanding of subject matter online

**NETWORK ETIQUETTE AND PRIVACY**

Students at AASD will abide by the generally accepted rules of network etiquette. Communication with others should always be course-related. Students should notify the teacher of anything inappropriate or that makes them feel uncomfortable. Bullying will not be tolerated and the privacy of others should be respected at all times. These rules may include, but are not limited to:

- All users will be respectful in their postings and edits. No inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will be tolerated.
- No user may post, comment, or change settings on the site in violation of these terms and conditions.
- No student may edit or delete the work of another student without teacher permission.
- No student will reveal their home address or personal phone number, (or the addresses or phone numbers of other students), or any other personal information/images in any email correspondence or in any files that are shared with anyone outside of the school community.
- All students will receive a login and password to be used only by the student. If any user suspects that a password has been compromised, he/she must notify the technology department immediately.



- All use of these Internet resources must be in accordance with the school’s Acceptable Use Policy, including entries made from computers outside of school.
- No posting or edit may facilitate or promote illegal activity, either overtly or by implication.

**SUPERVISION AND MONITORING**

AASD administrators and their authorized employees monitor all information technology resources to ensure that student utilization is secure and conforms to this policy. Administrators reserve the right to examine, use, and disclose any data found on the school’s information networks in order to further the health, safety, discipline, and/or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to school officials and law enforcement. Teachers will make every reasonable effort to monitor conduct in order to maintain a positive learning community. All users will respect each other’s time and efforts by supporting the same positive approach.

**CONSEQUENCES FOR VIOLATIONS**

Failure to comply with district Acceptable Use Policies may result in disciplinary action by faculty and/or administration including the loss of use of the school’s information technology resources and possible referral to law enforcement agencies.

***Note: This Acceptable Use Policy shall be enforced in conjunction with Board Policy 815: Acceptable Use of the Internet, Computers and Network Resources***

**This agreement will be in effect for the current school year only and must be re-signed every year.**

“I have reviewed and explained the Acceptable Use Policy with my child.”

Student Name (please print): \_\_\_\_\_ Grade: \_\_\_\_\_  
 Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

“My child has my permission to access the Internet.”


Student Name (please print): \_\_\_\_\_  
 Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

“As parent/guardian, I grant my child permission to use school computers on an independent basis as outlined in the Computer and Internet Usage Policy. I agree to assume responsibility for damages (hardware/software) resulting from deliberate or willful acts by my child.

Student Name (please print): \_\_\_\_\_  
 Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***AASD reserves the right to publish student photographs and/or work to the district website. AASD may display and share electronically via the internet and/or in other displays, photographs and/or video footage of your child taken in conjunction with school activities. If you do not want your child to be published you must submit a request in writing to your building principal***



  
**AMBRIDGE AREA SCHOOL DISTRICT**  
**OFFICE 365 STUDENT ACCOUNT INFORMATION**  
**2019-2020**

Ambridge Area School District has the ability to create accounts for all students to allow for collaboration using our custom implementation of Office 365. These accounts will be used for school related projects. The rules governing proper electronic communications by students are included in our Acceptable Use Policy. Once accounts are assigned, students will gain access to Office Online (Word, Excel, PowerPoint, OneNote, Sway, and OneDrive for storage).

The primary purpose of the student Office 365 system is for students to communicate with school staff, use outside resources related to school assignments, to provide a method for students to collaborate with fellow students on school activities, to provide all students access to Microsoft Office 2016 software on a maximum of 5 computers and 5 mobile devices, and to provide access to 1TB of cloud storage that will allow students to have access to files both at home and at school. Account usernames and passwords will be provided to parents upon request so parents may monitor the account. Use of the school's Office 365 program is a privilege, and may be revoked at any time for misuse.

Official student email addresses will be assigned. This account is considered the student's official AASD email address until such time as the student is no longer enrolled at AASD. The naming convention will be the student's unique ID and password. This is the same username and password that the students use to log in to the network at school followed by @ambridgearea.org. For example, [19jasmith68@ambridgearea.org](mailto:19jasmith68@ambridgearea.org). All students should already know their usernames and passwords. If they do not, they should contact their homeroom teacher or the technology department.

Administration reserves the right to access and review student content in Office 365 at any time. AASD complies with all state and federal privacy laws. As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience.

"As parent/guardian, I grant my child permission to use the district assigned Office 365 apps and email account."

Student Name (please print): \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STUDENT / PARENT HANDBOOK SIGN-OFF SHEET 2019-2020

I am aware of all conditions related to the following policies: DRUG AND ALCOHOL POLICY, WEAPONS POLICY, AT RISK STUDENT POLICY, COMPUTER USAGE, AND ALL OTHER POLICIES AND PROCEDURES CONTAINED WITHIN THE STUDENT HANDBOOK.

Student Name (print): \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **UPDATED STUDENT DIRECTORY INFORMATION**

*(Please update all recent changes or new information)*

Locker #: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ (Mother)

\_\_\_\_\_ (Father)

\_\_\_\_\_ (Legal Guardian) **appropriate notarized document must be on file**

Home address: \_\_\_\_\_

\_\_\_\_\_

Home Phone #: \_\_\_\_\_ Name: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Name: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Name: \_\_\_\_\_

Work Phone #: \_\_\_\_\_ Name: \_\_\_\_\_

Primary Email: \_\_\_\_\_ Name: \_\_\_\_\_

### **EMERGENCY CONTACTS** (adult other than parent/guardian)

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

Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Only a parent/guardian can pick-up a student in all situations unless another adult is listed under "Emergency Contacts".**