

Bradford Area High School



2023/2024

**81 Interstate Parkway
Bradford, Pennsylvania
814.362.3845**

freshmen version

BRADFORD AREA SCHOOL DISTRICT

It is the belief of the Bradford Area School District that instruction shall occur in an environment that is conducive to learning because effective quality instruction requires orderly procedures and discipline. Responsible behavior by students, teachers, district personnel, parents and other visitors is essential to achieving this belief. The District has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity.

The District recognizes the need to clearly define expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. Acting in the best interest of the community, the policies of the Bradford Area School District are to require the administrations, faculty, staff, students, parents, and guardians to adhere to and to comply with this Board of Education approved Code of Conduct. The intent of this handbook, as well as the enforcement of its rules, is to ensure the presence of a safe, friendly academic atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals.

This Book belongs to

Student's name _____ Grade _____ Homeroom _____



BRADFORD AREA SCHOOL DISTRICT 2023-2024 SCHOOL CALENDAR



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School opens on August 24, 2022 for regular session with cafeteria in operation.

If school is closed for inclement weather or other reasons, make-up days will be

April 12, 11, and 10 in that order depending on days missed. Bradford Area School District is approved for flexible instructional days; therefore, virtual learning days may be an option for inclement weather or other unforeseen events.

School opens on August 24, 2022 for regular session with cafeteria in operation.

PSSA Testing Dates

April 24-28, 2023 – English Language Arts Assessment (3rd, 4th, 5th, 6th, 7th & 8th grades)

May 1–12, 2023 – Mathematics Assessment (3rd, 4th, 5th, 6th, 7th and 8th grades)

May 1-12, 2023 – Science Assessment (4th and 8th grades)

May 1-12, 2023 – Make-Up Assessments (3rd – 8th grades)

Winter Keystones

Wave 1 – December 5–16, 2022

Wave 2 – January 4–18, 2023

Spring Keystones

May 15–26, 2023

Summer Keystones

July 24–28, 2023

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Letter to Students

No society, community or school can operate without rules and regulations. Individuals differ in their ability to accept responsibility in using privileges as well as rights. One assumption that is made at BAHS is that the entire staff views you as young adults. This means that you are responsible for your actions, words, and behaviors while meeting your academic requirements. Since you are young adults, the school has the right in individual cases to revoke the privileges made available to you.

If you meet obligations both in and out of the classroom, you will have an enjoyable four years at BAHS. This means taking part in the athletic programs by being a participant or observer, participating in the established club program or developing new clubs, taking part in other student activities (prom, homecoming, winter carnival, etc.) and by being a part of the student activities program.

Make every effort to be a good school citizen and to take advantage of the many opportunities presented to you. Be an active participant in your educational process and continue the very proud tradition at Bradford Area High School.



SCHOOL SPIRIT

School Motto: Nihil Sine Labore

Nothing is achieved without effort.

School Mascot: The Owls

School Colors: Red and Black

ALMA MATER

Mid the hills of Pennsylvania
Stands a school we love,
Our devotion is as steadfast
As the stars above.

Though we leave our Alma Mater
Life's great work to find,
Memories of friendship loyal
Linger in our minds.

Chorus:
Bradford High colors, Red and Black
May they float for aye;
We'll remember Alma Mater
Throughout life's long day.

Phone Numbers / Contacts

Mr. David Ray (Principal)..... 362-3845..... Ext. 5023

Mr. Marty Cummins (Dean of Students) . 362-3845..... Ext. 5342

Mr. Ken Coffman (Dean of Students) 362-3845..... Ext. 5024

Attendance Office..... 363-3845..... Ext. 5021

Guidance Office..... 362-3845..... Ext. 5316

Nurse's Office 362-3845..... Ext. 5022

Athletic Office 362-3845..... Ext. 5029

Mr. Michael Erickson (Athletic Director)

Superintendent's Office 362-3841..... Ext. 2501

Mrs. Katharine Pude

Crisis Hotline362-4623

1-800-652-0562

Student Code of Conduct

Alcohol and Drugs

As provided in Board Policy 227, “Controlled Substances,” students are prohibited from using, possessing and distributing mood altering substances and controlled substances (which include but are not limited to all dangerous substances prohibited by law, alcoholic beverages, anabolic steroids, drug paraphernalia, any drug, including prescription drugs, except those for which permission for use in school has been granted pursuant to Board Policy 210) and/or pseudo (look alike) mood altering substances or controlled substances during school hours, on school property and at any school-sponsored event. Students found to be in violation of this policy are subject to discipline ranging from suspension, expulsion from extra-curricular activities possible referral to the Board of Directors for expulsion from the District, and possible referral to law enforcement.

Assemblies

Numerous programs from outside agencies and various student organizations are scheduled throughout the year. Students must sit in their assigned seats. Attendance is mandatory and detention will be assigned to those who are illegally absent. **Proper behavior and respect for the performers is expected at all times.** Students will remain seated until dismissed by the homeroom teacher.

Attendance

Attendance at school on a regular basis is a responsibility of both parent and student. Regular attendance is important in order for students to participate in class activities and to be exposed to the full range of knowledge and experiences necessary to successfully meet course objectives.

In all instances of absence, a written excuse from the parent or guardian shall be required within THREE DAYS of return to school. If the excuse is not submitted to the Attendance office within three days, the absence is deemed illegal or unexcused. The Board considers the following conditions to constitute reasonable cause for absence from school:

- A. Illness or quarantine (a doctor excuse may be required at the discretion of the building principal)
- B. Recovery from an accident
- C. Death in family
- D. Impassable roads
- E. Required court attendance
- F. An educational field trip (five day notice required)
- G. Family educational field trip (five day notice required, not to exceed 5 days per school year)
- H. Religious holidays
- I. Out of school suspensions
- J. Other reasons as approved by The Board

Students are advised that they must comply with the compulsory school attendance provisions of the Pennsylvania Public School Code. Specifically, students and their parents will be notified when the student has accumulated three (3) days, or their equivalent, of illegal absences within one school year. If after this first notice has been served the student acquires another illegal absence, the District is required to file truancy charges with the local District Judge's office. Section 1333 of the School Code imposes fines up to \$300 and authorizes other penalties for violations of compulsory school attendance laws. Students may also lose their driver license privileges.

Students of compulsory school attendance age who have continued irregular school attendance will also be referred to the McKean County Office of Children and Youth Services.

Continued irregular school attendance by students may result in placement in alternative setting, suspension out of school, alternate education, or expulsion.

Truancy

Whenever a student is legally absent from class, it is his or her responsibility to contact the instructor regarding any work missed. In the case of extended absence, students should contact their guidance counselor to request homework. In the case of unexcused or unlawful absence, a grade of zero may be recorded for any work missed including homework and tests. Some examples of unexcused and unlawful absence are: class cutting, illegal late to class, illegal tardy to school, and illegal absence from school.

Students of compulsory school age (from the time the child enters school, which may be no later than at the ages 6 until age 18 or graduation, whichever occurs sooner) are subject to the compulsory school attendance laws of Pennsylvania. The District is required to file truancy charges against parents of truant students and/or the truant students themselves as set forth in the "Attendance" section above.

Excessive Absences

After ten (10) days of absence, a medical excuse will be required for each successive absence. Failure to provide the medical excuse within three (3) days will result in the absence being deemed illegal or unexcused, depending upon the age of the student. The McKean County Office of Children and Youth Services will also be notified.

Tardiness

Students who are late to homeroom and/or school MUST report to the attendance office for a pass. Students will be assigned a disciplinary consequence upon accumulating 5 illegal tardies. Students will be assigned disciplinary consequences upon the accumulation of 10, 15, and 20 illegal tardies. Upon the accumulation of 10 illegal tardies, a parent meeting may be initiated to create a Student Attendance Improvement Plan (SAIP).

If the student continues to be illegally tardy beyond the 15th incident, the student may be assigned to Alternative Setting, suspended out of school, or placed in alternate education.

Excessive tardy time will be accumulated and may be recorded as illegal and/or unlawful time, depending upon the age of the student.

Tardiness to Class

Students may not arrive tardy to class without a pass more than four (4) times in a semester. Classroom teachers will track and record tardiness to class. After the fourth illegal tardy to any class, the teacher may assign the student detention to be served after school in the regular detention setting. Excessive tardy time will be accumulated and may be recorded as illegal or unlawful time, depending on the age of the student.

Backpacks, Bookbags, and Oversized Purses

Students are permitted to use backpacks, bookbags, or oversized purses to carry materials to and from school. Students are NOT permitted to use backpacks, bookbags, or oversized purses to carry materials from class to class during the school day. These must be kept in the student's locker until the end of the school day. Any medical exceptions must be approved by Administration.

Bomb Threat

In the event of the receipt of a bomb threat call, only those students whose parents have requested their excusal in a conference with the Principal will be dismissed. **This conference must be initiated by the parent and should be done as soon as possible at the beginning of the school term.** All other students will follow the directions of the administration.

Bulletins & Announcements

The morning announcements are made by student announcers over the WOWL-TV system. Unauthorized announcements over the WOWL-TV system are prohibited. If you wish to have announcements made regarding school activities, the written announcements must be signed by a teacher or advisor and submitted to a secretary in the Main Office by 7:30 a.m. on the day they are to be read.

Bullying

The Bradford Area School District is committed to providing a safe and productive learning environment within its schools. Bullying of a student by another student is strictly prohibited.

“Bullying” is an intentional electronic, written, verbal or physical act, or a series of acts:

1. directed at another student or students;
2. which occurs in a school setting;
3. that is severe, persistent or pervasive; and
4. that has the effect of doing any of the following:
 - a. substantially interfering with a student's education; or

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- b. creating a threatening environment in the school setting for any specific student or groups of students; or
 - c. substantially disrupting the orderly operation of the school.
- “School setting” shall mean 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.

Bullying is prohibited in the school setting. Bullying can rise to the level of unlawful harassment.

Students who bully others will be subject to disciplinary/intervention options that may include, but are not limited to: counseling, a parent conference, detention, suspension, or referral to law enforcement. In severe incidents a Disciplinary Team, consisting of an Administrator, guidance counselor, school psychologist, and/or Superintendent, may be convened to discuss and determine appropriate consequences based on the nature of the incident. The Disciplinary Team will then meet with the student and parent to finalize appropriate disciplinary action/intervention. The disciplinary consequences for violating the bullying policy shall vary depending on the seriousness and pervasiveness of the bullying. Students are subject to discipline ranging from detention, in and/or out of school suspension or referral to an alternative site and/or referral to the Board of Directors of expulsion.

The Board prohibits any retaliatory behavior directed against complainant, victims, witnesses, and/or other individuals who participate in the investigation of allegations of bullying.

Change of Address and/or Phone

It is important that we have your correct address and phone number for your home and work place. If either of these changes throughout the school year please notify us immediately. If you’re changing your address according to State Law, you will also need to provide a new proof of residency (copy of deed or lease, Dept of Transportation driver’s license or identification card or vehicle registration, property tax bill, copy of State/Federal program enrollment (includes, but not limited to, TANF or CHIP), or current credit card bill). Any phone or address changes must be completed with our Enrollment Secretary, Christine Bartlett, by contacting her at the Administrative Offices at **814-362-3841, ext. 2518**. It is necessary that we have an emergency number for you in the event that you cannot be reached at home during the school day should a serious emergency arise.

Child Abuse

Employee Child Abuse

The Board is concerned with the physical and mental well-being of pupils and directs that the district will cooperate in the identification and reporting of cases of child abuse in accordance with law. Mandatory Reporting laws state that anytime a child reports or has suspicious marks on them, school personnel must call the Child Abuse Hotline. Copies of the Districts’ child abuse policies may be obtained from the building Principal.

Class Rank

Purpose

The Board acknowledges the usefulness of a system of computing grade point averages and class ranking for secondary school graduates to inform students, parent/guardians and others of their academic placement among their peers under relatively similar circumstances. The Board recognizes, however, that the reporting of class rank can have unintended and unhealthy consequences. Thus, the Board seeks to balance the need for a system of class ranking with a system that relieves student pressures and unhealthy competition and allows for flexibility in scheduling.

Authority

The Board authorizes a system of class ranking, by grade point average, for students in grades 9 through 12. All students shall be ranked together.

Guidelines

The Board hereby establishes the parameters of a class ranking system, as follows:

1. A student's weighted and unweighted grade point averages shall be entered on his/her record and shall be subject to the Board's policy on release of students records. (1)
2. The district shall not report student class rank publicly. Student transcripts will report N/A or not available.
3. The district shall maintain a weighted grade point average for all students and will maintain a class rank order. However, the district shall only report a student's individual class rank position directly to postsecondary institutions or other entities which have a legitimate reason to request such information.
4. The district shall provide a weighted and unweighted grade point average on student transcripts and report cards for each semester.
5. The district shall not recognize the honorary distinctions of valedictorian or salutatorian after the graduation of the Class of 2011. The district shall institute a Latin, college style, honors system beginning with the 2011-2012 school year. Such a system shall recognize all students with a cumulative GPA of 100%, grade of 80% in at least three (3) Advanced Placement classes as summa cum laude; all students with a cumulative GPA of 95%, grade of 80% or higher in at least two (2) Advanced Placement classes as magna cum laude; and all students with cumulative GPA of 90% as cum laude.

Delegation of Responsibility

The superintendent shall develop procedures for the computation of grade point averages and the assignment of rank in class to implement this policy.

Community Resources

The following community agencies visit our schools for intervention purposes: Alcohol and Drug Abuse Services, Inc.; Beacon Light Behavioral Health Systems; Bradford City Police Dept./D.A.R.E.; The Guidance Center; McKean County Care for Children; McKean County Children & Youth Services; McKean County Juvenile Probation; McKean County Victim's Resource Center; Pennsylvania Department of Health; and Project Rapport. (This list is not intended to be all inclusive.)

Dances/School Activity

Students currently attending BAHS are encouraged to participate in the school dances and activities. There are some dances and activities where administration will approve participation of students who are not enrolled at BAHS. The following rules will apply:

1. The BAHS student must submit a "Permission to Attend Dance/Activity" form, prior to the school-sponsored dance activity, for any non BHS student to accompany them.
2. If enrolled at another H.S., the "Permission Form" must be completed and signed by an administrator (Principal/Asst. Principal) from his/her home district.
3. A copy of picture identification must be attached to this form for a guest student to be eligible to attend the event.
4. Guest must be 20 years old or younger.

Discipline

Administration will base disciplinary actions on the nature of the incident. Consequences range from detention, alternative setting, out of school suspension, alternative education, contact with law enforcement and/or expulsion.

Punishable offenses are as follows (but not limited to):

1. Cutting study hall and/or class
2. Wearing head coverings (to include, but not limited to bandanas, hats, hoods)
3. Theft
4. Destruction of private or school property
5. Violation of the school regulations on the use of tobacco (including vapes and/or similar items)
6. Insubordination
7. Misconduct in school, at school sponsored functions, or on a school bus.
8. Engaging in conduct contrary to the criminal code of ordinances of the community.
9. Use, possession or distribution of mood altering substances or controlled substances during school hours, on school property and at any school-sponsored event
10. Excessive unexcused absences or tardiness
11. Possessing and bringing weapons, and replica weapons, on school property, to any school-sponsored activity and onto any public vehicle providing transportation to school or a school-sponsored activity

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12. Violation of the driving/parking regulations
 13. Threatening or abusive language directed at any student, faculty member, administrator or staff person, and/or making terroristic threats or performing a terroristic act
 14. Being outside of the building without authorization
 15. Failure to attend assigned detention and/or alternative setting
 16. Loitering in rest rooms without a pass
 17. Littering in the cafeteria
 18. Inappropriate language
 19. Fighting
 20. Bullying
 21. Assault/physical act of violence (e.g., the deliberate or reckless attempt to cause or the actual causing of physical pain or injury to another or the deliberate or reckless attempt by physical menace to put another in fear of imminent physical pain or injury)
 22. Violation of Dress Guidelines
 23. Inappropriate public displays of affection (e.g., any physical contact of a sexual nature between students, even when voluntary, welcome or invited) and/or inappropriate touching (e.g., intentional physical contact with another person without his/her consent)
 24. Harassment
 25. Disorderly conduct (e.g., fighting, threatening, engaging in violent behavior, making unreasonable noise, using obscene language or gestures, creating a hazardous or physically offensive or distracting condition for no legitimate reason, for the purpose of creating or resulting in inconvenience, annoyance, distraction or alarm at school or a school-sponsored event)

Audio/Visual Interception

The Bradford Area School Board has adopted a policy that authorizes audiovisual interception on school buses or school vehicles for disciplinary or security purposes, policy 810.2.

Disciplinary Actions

Detention

Detention is held after school. After school detention starts promptly at 3:00 p.m. and ends at 4:00 p.m. Students are expected to be in detention when they are assigned. Only medical excuses signed by a doctor will be accepted for missing detention. If a student misses detention for unexcused reasons, the student may be assigned additional detention, be suspended out of school, placed in alternative education or expelled. Students owing detention will not be permitted to participate in extra-curricular activities. At the end of the school year, seniors with outstanding detention hours will not be permitted to participate in graduation ceremonies. Other students owing detention hours or Alternative Setting days will be required to serve those at the beginning of the following school year, and/or during assigned summer hours.

Due Process Rights and Expulsion Policy

Alternative Setting/In-school Suspension

Alternative Setting, when available, is used as a preliminary step before out of school suspension, alternative education, or expulsion. It is up to the discretion of the Administration when a student will move from Alternative Setting to suspension, alternative education, and/or expulsion. If the Bradford Area School District does not have an Alternative Setting program, Out of School Suspension will be used in its place.

Out of School Suspension

Out of School suspension is used as a preliminary step before alternative education, or expulsion. It is up to the discretion of the Administration when a student will move from Alternative Setting to suspension, alternative education, and/or expulsion. If the Bradford Area School District does not have an Alternative Setting program, Out of School Suspension will be used in its place.

Alternative Education

Alternative Education placement is at the discretion of the Administration.

Expulsion

Any recommendations for expulsion are at the discretion of the Administration. Once recommended, school board and State policy will be followed.

Detention

Detention does not exclude a student from school. Detention is when a student is required to report to a certain location, as a disciplinary consequence, at a designated time (ex., during lunch, during recess, after school, etc.). Prior to a detention, a student shall be informed of the reason for the detention and given an opportunity to respond.

Suspension

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

1. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. However, prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
2. The student's parents/guardians shall be notified immediately, or as soon as is reasonably practicable, in writing when the student is suspended.
3. When the suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an **informal hearing**. The purpose of the informal hearing is to enable the student and/or

parents/guardians to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. (NOTE: When a student is referred for expulsion, the informal hearing is used to make the determination of whether the student's presence in his/her normal class during the period of time after the 10 day suspension has been served, but prior to the Board of Directors making its final determination on expulsion, would constitute a threat to the health, safety or welfare of others.)

The student has the following due process rights in regard to the informal hearing:

- a. Notification of the reasons for the suspension shall be given in writing to the parents/guardians and to the student.
- b. Sufficient notice of the time and place of the informal hearing shall be given.
- c. A student has the right to question any witnesses present at the hearing.
- d. A student has the right to speak and produce witnesses on his own behalf.
- e. The District shall offer to hold the informal hearing within the first five (5) days of the suspension.

Expulsion

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

1. Students referred to the Board of Directors for expulsion are entitled to a **formal hearing**.
2. Formal hearings may be held before the entire Board of Directors, or before a committee of the Board.
3. Formal hearings shall be scheduled during the ten day suspension period whenever possible. A student will not be excluded from school for longer than fifteen school days without a formal hearing unless mutually agreed upon by the District and the student although the formal hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
 - a. Laboratory reports are needed from law enforcement agencies, writing to the parents/guardians and to the student.
 - b. Evaluations or other court or administrative proceedings are pending due to a student invoking his/her rights under the

Individuals with Disabilities Education Act
(20 U.S.C.A. §1400-1482).

- c. In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
- 4. When a student is referred for expulsion and after the ten day suspension has been served, but before the formal expulsion hearing has been held and/or a final decision has been rendered by the Board of Directors, the student shall not be placed in his/her normal class(es) if it would constitute a threat to the health, safety, or welfare of others. Such determination shall be made at the informal hearing. When it is determined that the student may not be returned to his/her normal class during this interim time period, the student shall be provided with alternative education, which may include home study.
- 5. The following due process requirements shall be observed with regard to formal hearings:
 - a. Notification of the charges shall be sent to the student's parents/guardians by certified mail.
 - b. Sufficient notice, given at least three days prior to the hearing, setting forth the time and place of the hearing must be given. A copy of this expulsion policy and hearing procedures shall be included with the hearing notice, as well as notice that legal counsel may represent the student. A student may request the rescheduling of the hearing when the student demonstrates good cause of an extension.
 - c. The hearing shall be held in private unless the student or parent/guardian requests a public hearing.
 - d. The student has the right to be represented by counsel.
 - e. The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses to the extent permitted by federal law.
 - f. The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
 - g. The student has the right to testify and present witnesses on his own behalf.
 - h. A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy of the transcript, although a copy shall be provided at no cost to a student who is indigent.
 - i. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Formal Hearing Procedure

At the formal expulsion hearing, the committee of the Board of Directors sits as judge and jury and the Administration presents evidence of the Student Code of Conduct violation to the Board of Directors. The formal hearings are bifurcated proceedings. The Administration presents evidence of due process and of the alleged Student Code of Conduct behavior violations in the first stage of the hearing. If the Board of Directors feels the Administration has shown substantial evidence to support the student's alleged behavior violations, then the second stage of the hearing will commence, at which time the Administration recommends a disciplinary consequence. The Administration may present evidence pertaining to the student's prior academic achievement, attendance, discipline history and any other extenuating circumstances it feels relevant to support its recommendation. The student will have an opportunity to cross examine District witnesses in both stages of the hearing, and will be given the opportunity to present his/her own evidence at both stages of the hearing. The committee of the Board of Directors shall make a recommendation to the Board of Directors regarding the outcome of the hearing, which recommendation must be approved by a vote of the Board of Directors at a public meeting.

Waivers of Expulsion Hearing

Sometimes, the student, the student's parents/legal guardians and the Administration are all in agreement that a specified disciplinary consequence is appropriate, agreeable and may be put into effect without a formal expulsion hearing. In such situations, after being fully informed of their right to an expulsion hearing before the Board of Directors, the student and parent/legal guardian may voluntarily consent to expulsion, without going through an expulsion hearing before the Board of Directors, when the Administration is confident that such consent is being made voluntarily, knowingly and intelligently by the student and parent/legal guardian. The Board delegates to the Superintendent the authority to enter into a written agreement with the student and parents/legal guardians, in which the student and parents/legal guardians waive their rights to the expulsion hearing and stipulate to the material facts on which the expulsion is based. Such expulsion agreements are subject to the approval of the Board of Directors, which fact shall be explained to the student and parent/legal guardian. In the event the Board refuses to approve an expulsion agreement, the Board shall schedule a formal expulsion hearing in an expedited manner. The student will be provided a form of alternative education throughout this period of time.

Dress Code

Each student's manner of dress should be acceptable to normal school activities. Garments imprinted with logos advertising items such as alcohol, drugs and cigarettes are not acceptable. Garments which contain offensive words, profanity, provocative pictures or sexual innuendos are not appropriate.

Shorts and skirts are to be an appropriate and acceptable length when the student is standing. Unacceptable shorts include: biker shorts, spandex shorts, short-shorts or boxer shorts, and any type of cut-off shorts. Halter tops, off the shoulder tops, spaghetti straps, or low cut tops are not appropriate clothing for school. Bare midriffs, backless tops, tube tops, or any clothing that reveals the abdominal area or undergarments are not appropriate for school wear. Also prohibited are shoes that do not properly protect the feet. Hats/Head Coverings/Bandanas & Hoods are not to be worn during the school day. Before entering homeroom the student MUST remove any head covering, the item shall remain off until the student exits the building. This list is not exhaustive.

Any student violating the dress code will be told to change their clothes. If a student refuses, then a parent/guardian will be notified and the student will be sent home. The absence will be considered illegal. Students refusing to comply with any reasonable request will be considered insubordinate. Persistent violations will be documented in the student file and progressive discipline assigned.

The student dress code requirements extend to any school-sponsored activity, event, and/or field trip. Students are expected to represent Bradford Area High School in an appropriate manner at all times. In case of doubt in any matter pertaining to dress or appearance, the administration will make the final decision.

Continuous violation of the dress code will be considered as a disciplinary issue. Students will be subject to disciplinary actions.

Electronic Devices

As provided in Board Policy 237, entitled Electronic Devices, students use of electronic devices in classrooms or other instructional areas during instructional times is determined by the classroom teacher or staff member. Teachers and staff members will develop electronic device rules for their classroom and establish times and/or class periods where electronic device use is permitted. While this policy permits the use of digital devices by students, staff may inspect or confiscate student devices at their discretion. Confiscation and/or inspection may occur if the student use of electronic device is in violation of the policy and/or classroom rules. Violation of this policy by a student shall result in disciplinary action and may result on the confiscation of the electronic device and parent notification.

Students are permitted to use electronic devices during non-instructional times including lunch periods, before school hours, after school hours, and between classes, so long as such use does not:

- A. Disrupt school activities or instruction
- B. Violate any other board or school policies
- C. Violate state or federal law.
- D. Violate any of the prohibitions set forth elsewhere in this policy.

Equal Opportunity School District

Students may not use an audio recording device, video camera, or camera (or any device with one of these, e.g. cell phone, laptop, tablet, etc.) to record media or take photos during school unless they have permission from both a staff member and those whom they are recording.

Bradford Area School District does not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, [sex] gender, sexual orientation, disability, age, religion, ancestry, union membership, gender identity or expression, AIDS or HIV status, or any other legally protected category. Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990. For additional information, contact Samuel Johnson, Assistant Superintendent at 150 Lorana Avenue, Bradford, PA 16701 (814) 362-3841.

Any student who might feel aggrieved on the basis of some civil right (handicap, sex, race, etc.) must initiate and conclude an informal discussion with the Principal within fifteen (15) calendar days after the alleged violation. If the informal discussion does not resolve the issue, the student shall complete a grievance form and submit it to the Principal within the next five (5) calendar days. The grievance forms are available in the Main Office.

Exemption from Instruction

The Board adopts this policy to ensure that parents/guardians have the right to have their children excused from specific instruction that conflicts with their religious beliefs.

The rights granted by this policy are granted to parents/guardians of students enrolled in this district when the students are under the age of eighteen (18) and to the students themselves when the student is eighteen (18) or over.

The written request must contain a statement that the specific instruction described conflicts with the religious beliefs of the student or of the parents/guardians.

Extra-Curricular & Club Programs

Extra-curricular activities are designed to enrich the students, to provide them with a form of relaxation and to serve to “round out” their education. Students should feel free to investigate and pursue their interests through the club program. Formation and organization of programs, projects, and clubs should be processed through the Student Activities Office.

Students interested in joining an activity should contact the Student Activities Office for information. Announcements are made periodically for athletic teams.

Fire Drills/ Severe Weather

Students should follow the instructions of the classroom teacher in moving safely and rapidly from the building and/or to a safe area. It is essential for students to remain quiet, orderly, and with their assigned instructor at all times. A security drill will be held within 90 calendar days from the first day of school. Students should follow the directions of the classroom teacher.

Free Lunches

All Bradford Area School District students will receive free breakfasts and lunches.

Food

Deliveries

Food cannot be delivered to students during the school day by food delivery establishments. This is to ensure the security of the school and to minimize disruption. Students are NOT allowed to leave the school to get food. Students found leaving the school will face disciplinary consequences. Food delivered to students by outside delivery services will be confiscated. If a student opens an outside door to allow a food delivery, the student will face consequences as this creates a security risk.

Freshmen

The freshman year is a crucial time for a students' academic and social development. Our goal, at Bradford Area High School, is to assist all freshman students to be successful. We are aware that the transition from middle school to high school can be a challenging experience for many of our students. If you have any questions and/or concerns regarding your student(s) during their freshman year, please contact their guidance counselor and/or administration.

Success 101

Success 101 is a .6 credit course designed to help 9th grade students make a successful transition between middle school and the high school. The course provides students with opportunities for academic enrichment and assistance, as well as the chance to improve organizational, study, and communication skills. In addition, part of the course is dedicated to preparation for college and career choices. Some of the topics covered include time management strategies, literacy and reading strategies, note taking and comprehension strategies, personal problem solving strategies, academic problem solving strategies, and technology literacy.

Graduation Project

In order to graduate from the Bradford Area School District, each student shall complete an individual project in a concentrated area of study. The purpose of the graduation project is to assure that the student is able to apply, analyze, synthesize, and evaluate information and communicate significant knowledge and understanding of the career opportunities available to them. It is the responsibility of each student to fulfill the requirements outlined in a document that will be given to each student at the beginning of the school year. Each student will be assigned a faculty advisor who will provide guidance and direction in the fulfillment of these responsibilities. Outside community resource persons may also guide and assist students.

Graduation Requirements

In order to receive a Bradford Area High School diploma, a student must meet the minimum requirements as established by the State of Pennsylvania and the Bradford Area School Board. The Board requires that each candidate for graduation shall have earned a total of 25.8 credits. Failed courses required for graduation will need to be repeated. The following displays an outline of the required courses and units.

Phys. Ed. 9,10,11 & 12 (.4 units each)	1.6
Health	.6
English	4
Social Studies	4
Math	4
Science	3
Graduation Project	(see above)
Approved Electives	8
Freshman Seminar	.6
Total Units for Graduation	25.8 Units

It is imperative that parents carefully monitor their student’s academic progress while he/she is attending Bradford Area High School. It is ultimately the student’s responsibility to ensure he/she has fulfilled all the requirements necessary for graduation. The Board requires that each candidate for graduation shall have successfully earned 25.8 credits as well as completed the graduation project. Students must also successfully complete the health and physical education programs. Those who have not completed the minimum requirements will not be permitted to participate in the graduation exercises. An exception may be made for prolonged illness or recovery from an accident during the spring term of the senior year. These cases will be handled individually in consultation with the counselor and the Principal. The illness must be supported by a doctor’s statement, and all incomplete assignments needed to meet the minimum graduation requirements must be completed prior to receiving a diploma.

Guidance

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study skills, help with home, school, and/or social concerns, or any questions the student would like to discuss with the counselor. Seniors seeking to arrange released time for cooperative work agreements should contact their counselor. Such arrangements will be limited by the overall master schedule.

Health Services

School health services are provided to promote wellness and prevent illness within the school setting. A healthy child is better able to perform in the classroom. The school nurse accomplishes this by screening, teaching, evaluating and monitoring health problems. Parents are encouraged to call the nurse at 362-3845, ext. 5022 with any concerns.

Illness/Injury

The nurse cannot diagnose an illness or injury. Care within the health room is limited to first aid services. Should your child become ill/injured during school hours the nurse will evaluate the complaint and notify you of any problem. It is extremely important that she have a phone number where a parent or another designated adult can be reached. If it is necessary for the child to leave school due to illness/injury, the parent is responsible for providing transportation.

Students should be kept home if they present any of the following symptoms during the night or in the morning prior to school:

- ◆ Rash or skin eruption anywhere on the body
- ◆ Fever
- ◆ Headache or body aches and pains associated with fever
- ◆ Diarrhea or vomiting

The above symptoms are forerunners of many different diseases. If the ailment is more serious, resting at home at the onset may help prevent complications. In any event, **keep the sick child home** and write a note of explanation to the teacher/office when the child returns to school. **Please do not send your sick child to school.**

However, it is important to realize that keeping a child home without a legitimate reason robs the child of very valuable time in the classroom. If the child has had repeated absences of three or more days you may be asked for a note from the physician stating the reason for the student's absence.

Student Emergency Card

Every year a yellow or gold emergency card will be distributed for the parent/guardian(s) to complete. This information is needed to keep medical and contact information up to date.

Medical Administration

No medication can be administered in school without written permission from the child's physician. This includes over the counter medication

In accordance with State and District Policy, in order to have medication administered in school the parent must provide:

- ◆ A completed "Authorization for Medication" form, signed by the doctor and the parent.
- ◆ Medication must be in a prescription bottle properly labeled by the pharmacy with the student's name, medication name, dosage, and frequency of administration.

The medication should be brought to the school by an adult.

If your child has a history or serious allergic reactions to bee stings, food allergies, etc., please ask your doctor for a prescription for appropriate medication (Benadryl, Epi-pen, etc.) to be kept in school for emergency situations.

Possession/Use of Asthma Inhalers

Students are permitted to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma when such is parent-authorized.

Health Records

The school nurse is responsible for keeping an up-to-date health record on your child. Please make her aware of any severe injury, illness, hospitalization or surgery. Your child's performance in school may be altered by illness or medication. Please make her aware of any physical condition, medication change, or serious injury (broken bone, concussion, etc.) that might affect your child's participation in the classroom.

Physical Education Restrictions

If your child is unable to participate in Physical Education class, then a written physician's excuse is required. The doctor should make recommendations for adaptive physical education.

Immunizations

As directed by the Pennsylvania Secretary of Health, children with contagious diseases may be excluded from school until appropriate treatment has been administered and/or the physician certifies in writing that the child may return.

Each student must have the required immunizations as directed by the Pennsylvania Secretary of Health. Please send a copy of your child's immunization record and/or any booster immunization as they are received to the school nurse. You will be notified if your child is missing any required doses, and provisional enrollment status will be explained.

Required Screenings

Physical Exams

Physical examinations are required by the State of Pennsylvania upon entry into school, 6th grade and 11th grade. A private examination conducted at the parent's expense will be accepted in lieu of the school examination. Specific information concerning physical examination will be provided at the necessary time.

Sports physicals are required by the Pennsylvania Interscholastic Athletic Association (PIAA) prior to beginning practice sessions for each sport. Students will be notified of specific dates and times for these physical examinations by school announcements, local media, and or written schedules available at school. Private examinations done within the specified time frame for each sport are also acceptable. If a scheduled examination is missed, the parent is responsible for having the exam completed by their family physician.

Hearing Screenings

Hearings screenings will be done on all children in grades K, 1, 2, 3, 7, 11 and special education classes.

Vision/Height/Weight Screenings

These screenings will be done yearly in all grades.

Scoliosis

Scoliosis screenings are required in grades 6 and 7.

Dental

Dental health screening will be administered upon school entrance, grades K, 1, 2, 3, 4, 5, 6, 7, 8, and 10 by the school hygienist. Flouride treatments will be given in grade 2, with parental permission. Parental permission for the screening will be found on the yearly (yellow or gold) emergency information card.

A comprehensive dental health curriculum has been developed. Classroom instruction is given each year in the elementary classrooms as well as individual instruction during the screening.

*** Note:** Parents will be notified of any abnormal findings from any of the above screenings. Appropriate follow-up and treatment is expected. Please forward your examiner's written report to the school nurse.

Homeless & Unaccompanied Youth

The Pennsylvania Homeless Children's Initiative is the Pennsylvania Department of Education's response to The McKinney-Vento Homeless Education Assistance Act of 2001 (Sections 721-726-P.L. 107-110 NCLB). The key mandate of the law is to ensure that homeless and unaccompanied youth have continued access to free, appropriate education on an equal basis as other children.

By definition of this act, homeless or unaccompanied children are found in the following places or situations:

- ☞ Public or private shelters
- ☞ Public or private places not designated for or ordinarily used as regular sleeping accommodations for human beings--vehicles, parks, motels, campgrounds, etc.
- ☞ Living with a family member or friends in a domestic shelter or private home due to lack of housing
- ☞ Runaway children (under 18 years of age) and children and youth who have been abandoned or forced out of their home by parents or other caretakers (including such youth from 18 through 21 years of age who may still be eligible for educational services in regular or special education).
- ☞ Children of migrant families who lack adequate housing
- ☞ School-age, unwed mothers or expectant mothers living in houses for unwed mothers when they have no other available living accommodations

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- ☞ Other circumstances that cause the student not to have a permanent residence

If you are aware of any children in the district who may fit the above criteria, please contact your school's counselor, teacher, or principal. One may also contact the Bradford Area School district's homeless liaison, Sarah Tingley at 368-3183 or stingley@bradfordareaschools.org. Services and support is available for these students.

Homerooms & Grade Placement

Grade placement is determined by the number of credits earned in all subjects, which also includes the courses of physical education and health. To be eligible for Grade 10, students must have completed successfully 5 credits; to be eligible for Grade 11, students must have successfully completed 12 credits; to be eligible for Grade 12, students must have successfully completed 17.8 credits. Grade placement will be determined in August following the completion of any summer school courses. A student will not be given twelfth (12) grade senior placement unless he/she has the possibility of meeting all the graduation requirements by June of that school year. Any unique situation that may effect the attainment of credits for senior status will be addressed by the Principal and the student's assigned guidance counselor.

Honor Roll

At the end of each marking period an honor roll is compiled of those students having a cumulative average of 80% or above and no incomplete or failing grades. Those with a 95% average or above will be on the high honor roll.

Interscholastic Athletic Policy

In addition to the District Student Conduct and Department Policy 218, athletic program participants are also governed by the Districts' Interscholastic Athletic Policy. Every student receives a copy before he/she participates in athletics. If you plan to participate in athletics, please read and familiarize yourself with the policy.

Library

The Bradford High School Library/Media Center is located on the third floor above the Main Office. The Library is open from 7:25 A.M. to 3:15 P.M. each school day. Materials available include books, periodicals, pamphlets, and videotapes. Computer research tools include electronic encyclopedias, periodical indexes, atlases, a career guidance program, electronic card catalogs, and Internet connections.

Lockers

Each student is assigned a locker in which to keep books, coats and other belongings. You are not to share your locker with others and do not give anyone your combination. The school assumes no responsibility for the safe-keeping of the contents of the locker.

It is the student's responsibility to see that the locker is kept locked and in order at all times. Only those items that are necessary for school work are to be kept in the locker. Each student is responsible for what is in his/her locker. Valuables should not be left in lockers. Students may leave valuables in the Main Office for safekeeping and pick them up after school.

All lockers are and shall remain property of the School District. Students shall have no expectation of privacy in their school lockers. Students are hereby notified that all authorized School District employees/officials may inspect or search a student's lockers at any time, for any reason, and may seize any illegal materials or contraband found therein, including but not limited to bad food, drug and alcohol and/or paraphernalia, weapons, etc.

Such materials may be used as evidence against the student in disciplinary and/or legal proceedings. Prior to a locker search, the student may be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning.

Students must sign a sign-off sheet stating that they have read and understand these provisions before a locker will be assigned to them.

Lost & Found

The lost and found department is located in the Attendance Office. Articles are kept for a maximum of two weeks.

Lunch Period Rules

Failure to follow these rules may result in lunch detention, after-school detention, in-school intervention, or suspension depending on the severity and/or number of offenses. **Other than assigned change times, no student is permitted to leave the lunchroom without a pass signed by a teacher.**

1. Students are to exhibit appropriate behavior at all times.
2. No line cutting.
3. Students are to return their trays to the dish room area as soon as they are finished eating.
4. Students are not to climb on furniture.
5. Food and beverage items are not to be removed from the cafeteria to be consumed elsewhere in the building without permission.
6. Students may use the outside lunch area at the discretion of the cafeteria monitors.
7. Students are not to throw food in the cafeteria or anywhere in the school.
8. Students are to remain seated until excused, outside lunch students should remain outside until excused.

Report Cards/

Progress Reports

The school year is divided into four nine-week grading periods. For the first three grading periods, report cards are to be taken home by the student. The final report card is mailed home after the end of the school year. Generally, progress reports are issued three weeks prior to the end of each marking period. However, progress reports may be mailed at any time to parents of those students who are either failing a class, who are not working to their capacity or who have not made a significant improvement in their performance. In these cases parents are urged to contact the teacher involved. Student progress reports may also be issued to students doing outstanding work. A copy of the progress report will be mailed to the parent or guardian.

Senior “Pranks”

No senior “pranks” and/or unauthorized senior class activities are permitted at Bradford Area High School. For the safety of all students, all activities must be approved and/or supervised by an administrator and/or faculty member(s). Any seniors participating in unauthorized activities on school property are subject to loss of participation in the graduation ceremonies.

Special Needs

Every exceptional student attending the schools of the District shall be offered an educational program that meets his/her individual needs and is suited to his/her unique abilities. Such programs shall be designed to comply with law, conform to the goals of this District, and shall be, to the extent feasible and consistent with the best interest of the student and other pupils, integrated with the regular instructional program of the schools.

No exceptional student shall be denied, because of handicap/disability, participation in co-curricular intramural or interscholastic activities or any of the services offered or recognitions rendered regularly to the students of this District, unless such participation is not practical because of the handicap/disability. The Board directs that the District shall comply with provisions of the Individual With Disabilities Education Act (IDEA). Copies of the Districts’ Special Education policies may be obtained from the building principal.

Gifted Education

At any grade level, referrals for gifted screening can be made directly to the building administrator. A screening of student performance is conducted to determine if additional assessments are necessary. The screen process includes a review of the student’s performance on state assessments or other standardized assessment measures, teacher and parent input, and review of report card. PLEASE NOTE: Parents hold the right to request a formal evaluation including prior to or during the conduct of screening activities; screening activities do not serve as the only measure

Student Assistance Program

The Bradford Area High School Student Assistance Program is designed to help students remove barriers to learning.

The team provides assistance and support for those students who are experiencing significant personal problems related to: depression, drug and alcohol usage, family problems, eating difficulties, suicidal thoughts, anxiety, abuse, pregnancy, hostility, anger, grief and loss.

The core of the program consists of professionally trained staff and 5 liaisons from community agencies. The team members do not diagnose, treat or refer for treatment but may refer for an assessment for treatment. Parent involvement in all phases of the Student Assistance Program is encouraged.

To seek assistance for yourself or a friend contact a team member or get a referral form in the Guidance office, Main office, Attendance office or the Library and deposit it in the confidential box located in the Main Office.

Student Parking

Student parking is on a first come, first served basis. Students are not permitted to park in the first three rows of the auditorium lot or in the paved Willard Avenue lot. These spots are reserved for faculty. Students may lose parking privileges and be subjected to disciplinary action including detention or suspension from school for parking illegally. Cars that are illegally parked or not parked in the proper space can be ticketed or towed at the owners expense.

Technology Operations

1. Purpose

The purpose of this policy is to outline the acceptable uses of technology, including but not limited to electronic communication systems, computers, mobile devices, peripherals, hardware, software, computer network, whether wired or wireless, network devices, Internet access, email and cloud services and to define the consequences of misuse in the Bradford Area School district.

For the purpose of this document, a user is defined as an administrator, teacher, student, staff, community member, invited guest, or other individuals employed by the Bradford Area School District.

The use of the District's technology is for appropriate school-related educational instruction and operational purposes only. Personal, commercial and/or recreational use of the District's technology is prohibited. All use for any purpose must comply with this policy and all other applicable codes of conduct, policies, procedures, ad rules and must not cause damage to the District's technology resources.

The software installed on each computer and network has been purchased by the District and licensed for use herein. Because the computers are used in a variety of classroom situations, it is critical that each workstation operates as it was meant to in each instance.

2. Authority

The Board establishes that access to and use of its technology resources is a privilege, not a right; inappropriate, unauthorized or illegal use will result in the cancellation of those privileges and the application of appropriate disciplinary action. The District's technology resources are the property of the District. The District provides these resources for educational and operational purposes as stated herein and are not provided as a public access service or to provide a public forum.

3. Guidelines

Only users who have formally agreed to abide by the terms of this policy may utilize the District's technology resources. All users must read, sign and return the appropriate acceptable use acknowledgement form before being granted access to District technology. Students will sign, as well as obtain their paren/guardian signature and return the appropriate form to their teacher. Student forms will be maintained by the building librarian. All staff and other user forms will be returned to and maintained by the Technology Department.

Unauthorized use, utilizing another user's District account, or exceeding one's authorization to use District technology resources is prohibited.

814.1. TECHNOLOGY & COMPUTER USE

**Title: Technology &
Computer Use
Bradford Area
School District**

Date Adopted:
May 19, 1997

Date Revised:
June 26, 2017

Internet Filter and CIPA Compliance

The District will utilize filtering software or other technologies to prevent users from accessing material and visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful to minors. The District will monitor the online activities of all users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or other material that is inappropriate.

The Term harmful to minors is defined as meaning the quality of any description or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when:

1. It predominantly appeals to prurient, shameful, or morbid interest of minor.
2. It is patently offensive to prevailing standard in the adult community as a whole with respect to what is suitable material for minors.
3. It, taken as a whole, lacks serious literary, artistic, political, educational or scientific value as to minors.

Internet filtering may be temporarily disabled by the District's Director of Technology as necessary for the purpose of valid research or other educational projects being conducted by a user(s).

Internet Safety & Training

The Board supports the use of the Internet and other computer networks in the District's instructional program to facilitate learning and teaching through interpersonal communications, access to information research and collaboration. The use of all network facilities shall be conducted within the framework and authority of the District policies, procedures, and the federal and state Children's Internet Protection Acts. Additionally, it shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities and developmental levels of the students.

When using the Internet for class activities, teachers will select material that is appropriate in light of the age of students and relevant to course objectives. Teachers will preview the materials and web sites they require or recommend students access to determine the appropriateness of material contained on or accessed through the web site.

Web-base services such as Office 365, OneNote, Blackboard, moodle, wiki, blogs and other collaboration tools that emphasize online educational collaboration and sharing among users may be permitted; however, the District technology administrator must approve such use. Users must comply with this policy as well as other relevant policy, regulations and procedures.

Use of the Internet and access to the world wide web provides great educational opportunities, but also exposes users to certain risks. To the greatest extent possible, users of the District's computers and technology hardware shall be protected from harassment or unwanted or unsolicited communication. To further maximize the safety of users, the following guidelines and requirements shall be followed:

1. Every student user of District technology shall be required to complete an Internet safety course. Through this course, students will be educated on network etiquette and other appropriate online behavior, including
 - (a) Interactions using social media, social networking and chat rooms;
 - (b) Cyber bullying awareness and response;
 - (c) Disclosure of personal information.
2. Any user who receives threatening or unwelcome communications shall immediately notify his/her teacher or administrator.

Privacy

The District reserves the right to monitor any user's utilization of District technology resources. Users have no expectation of privacy while using District technology resources whether on or off District property. The District may monitor, inspect, copy and review any and all usage of District technology resources including information transmitted and received via the Internet to ensure compliance with this and other District policies, and state and federal law. All email messages as well as any files stored on District technology resources may be inspected at any time for any reason. Printed documents will be monitored to ensure no inappropriate material is being printed.

District Provided Resources

District technology resources may be assigned or allocated to an individual user for his or her use (e.g. individual e-mail accounts, laptop computers, etc.). Despite being allocated to a particular user, the technology resources remain the property of the District and may be revoked, suspended, or inspected at any time to ensure compliance with this and other District policies.

Games

It is the policy of the District not to allow games to be installed or played on the computers unless the games are educational, support instruction and are specifically permitted by the teacher. In those instances, only games installed by the District technology staff shall be permitted. Students playing or installing games without the express consent of the teacher will be disciplined, lose their computer privileges for a set period of time or may face criminal prosecution under state and federal laws.

Technology Inventory & Accountability

Inventory of technology assets is critical to equipment management and accountability. All District-owned computers and technology resources will not be removed from District property unless prior written consent by the District's designated technology administrator is granted. Additionally, all computers and technology devices will remain in their assigned rooms and only moved by technology staff upon request and approval. All computer and technology updates will only be performed by the District technology staff.

Portable Devices

Portable and/or mobile technology devices and equipment such as mobile laptop carts, cameras, etc. may be moved within the assigned areas of the building. All portable and mobile technology equipment will have a chain of custody procedure to maintain equipment accountability. All users will complete the custody procedures when receiving and returning the equipment or devices.

System & Data Security

System and data security is protected through the use of software and passwords. Failure to adequately protect and update passwords could result in unauthorized access to personal or District files. To protect the integrity of the system, the following guidelines shall be followed:

1. Staff(except to system administrators) and students (except to staff and system administrators) shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged into under another user's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the District's computers and to the network.
4. The District's Technology Department has the authority to request a user's password for troubleshooting or any other technical services.

Copyright

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from a network, online service or the Internet shall be subject to fair use guidelines. This includes pirating of music, movies or other downloadable files and media.

General Prohibitions

The following uses of District technology resources are prohibited:

1. Installing personal or non-District owned computers, peripherals, wireless devices, network hardware or system hardware onto the District's network or Internet.
2. Spoofing of MAC or IP addresses to gain access to the District network or Internet.

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3. Use of technology resources in a manner that jeopardizes the security of the District's technology resources, or in a manner that attempts to circumvent any system security measures.
 4. Use of proxies or other means to by pass firewalls, internet content filters and network security appliances or software.
 5. Install or store programs, plug-ins or executable (.exe) software in District network folders, home directories (computer folders) or District provided cloud storage (OneDrive).
 6. Use of technology to attempt to interfere with or disrupt District technology systems, networks, services, or equipment including but not limited to, the propagation of computer "viruses" and "worms", Trojan Horse and trapdoor program codes.
 7. Installing, loading, or running software programs, applications, or utilities not explicitly authorized by the District technology staff.
 8. The use of encryption software that has not been previously approved by the District.
 9. Use of technology resources to intentionally obtain or modify files, passwords, and/or data belonging to other users or to the District.
 10. Unauthorized access into a restricted system or changing settings or access rights to a restricted system or account.
 11. Copying District software without express authorization from a member of the District's technology staff.
 12. Altering or attempting to alter other users' or system files, system security software, system or component settings, or the systems themselves, without authorization.
 13. The attempted physical harm or attempted destruction of District technology resources.
 14. Use that conceals or attempts to conceal a user's identity, including the use of anonymizers, or the impersonation of another user.
 15. Sending unsolicited mass-email messages, also known as spam.
 16. Scanning the District's technology resources for security vulnerabilities.
 17. Use of technology to engage in a scheme or artifice denial of service attack or other means to block, impede or deny the access of information by users of District computer, network or any part thereof.
 18. Failure to log-off or sign-out at the conclusion of use or at the request of a District technology staff member.
 19. Use of technology resources to violate the law, facilitate illegal activity, or to encourage others to do so.
 20. Use of technology resources to violate any other District policy.
 21. Use of technology resources to cause, or threaten to cause harm to others or damage to their property.
 22. Use of technology resources to cause, or threaten to cause harm to others or damage to their property.
 23. Use of technology resources to bully, or to communicate terroristic threats, discriminatory remarks, or hate.

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24. Use of technology resources to communicate words, photos, videos, or other depictions that are obscene indecent, vulgar, rude, profane, or that advocate illegal drug use.
 25. Use of technology resources to create, access, or to distribute obscene, profane, lewd, vulgar, pornographic, harassing, or terroristic materials, firearms, or drug paraphernalia.
 26. Unauthorized access, interference, possession, or distribution of confidential or private information.
 27. Using technology resources to send any District information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the District's business or educational interests.
 28. Use of technology resources to commit plagiarism.
 29. Use of technology resources to commit Copyright infringement,
 30. Use of technology resources for personal, commercial or recreational purposes.
 31. Use of technology resources for political lobbying or campaigning, not including student elections (e.g. student government, club officers, homecoming queen, etc.).
 32. Use of technology resources to gamble.

Consequences for Inappropriate Use of District Technology

Violations of this policy will be handled on a case-by-case basis relative to the severity of the incident. Illegal use of technology may be reported to the legal authorities for possible prosecution. Additionally, students may be subject to other forms of disciplinary actions that may include any, or all of the following:

1. Loss of technology use privileges for a set period of time,
2. Detention and/or in-school suspension.
3. Out-of-School Suspension,
4. Criminal prosecution under state and federal laws.
5. Reimbursement for damaged equipment of software.
6. Reimbursement for repair time for damaged equipment and software will be at the in-house rate of \$60/hour or the contracted hourly service provider's rate and for the placement of said hardware or software, which ever is applicable.
7. Completion of a mandated training session prior to being permitted to resume access to the District's technology resources.
8. Banishment from using the respective technology resources and possibly other technology.

Each user will be held responsible for any intentional alteration of a computer workstation that occurs while s/he is working at that station, or while such station has been signed over to the user. Where a student is receiving Learning Support Services the applicable state guidelines will be followed.

Each user must report any damages or errors encountered to the respective classroom teacher, supervisor, administrator, and technology staff as soon as discovered. Staff and students are reminded that the District's computers are provided primarily for school-related educational use; student use takes priority over staff use.

In addition to user responsibilities, each teacher and staff member will be responsible for monitoring, supervising and enforcing this policy for each user under their supervision. Infractions will be acted upon and reported to their respective supervisor in a timely manner. All infractions will be reported to the District's technology administrator.

Teacher Or Class Web Sites

Teachers and classes may establish web pages that present information about the school or class activities. All information shall be reviewed and approved by both the building principal, or his/her designee, and the District's technology administrator. Professional Employees shall at a minimum provide their email address and voicemail extension to their webpages.

Organizational Web Pages

With the approval of the building principal, or his/her designee, and the District's Director of Technology, school-related organizations and athletic groups may establish web pages for specifically defined activities. The principal and District technology administrator shall establish criteria for the establishment of such pages and for the posting of material on these pages. Materials presented by the organization must relate specifically to organizational activities and must contain only student information and supporting materials. All information shall be reviewed and approved by both the principal, or his/her designee, and the District's Director of Technology.

Teachers, staff and principals will ensure that student names will not be made available on either the District's Intranet or on the Internet. Student pictures may only be used with the signed consent of the parent(s)/guardian(s) or with the consent of a student eighteen (18) years of age or over. Such consent may be given on the respective annual technology use form. Additionally, the use of any student picture must be directly related to District educational, athletic, or extracurricular activity, and the photograph must focus primarily on the activity or the resulting product of that activity.

Students will not post personal contact information about themselves or other people, including links to any personal web pages. Personal contact information includes, but is not limited to, home address, home telephone, school address, school telephone, work address, personal web site, etc.

Social Media Sites

The District and schools may establish social media sites to include Facebook and Twitter to present information about the District and schools under the direction and approval of the Superintendent. The building principals will be responsible for and oversee all aspects of the social media site for their respective school. No other District of school organization, administrator, teacher, coach student or any other employee will establish a social media site without prior authorization from the Superintendent.

Limitations of Liability

The district shall not be responsible for any unauthorized fees or charges resulting from access to the online services or the Internet. It also reserves the right to log network use and to monitor file server space utilization by users, while protecting the rights of such users. Students and staff have the responsibility to respect and protect those rights in the District and on the Internet. The District shall make every effort to ensure that this educational resource is used responsibly by students and staff.

The District makes no warranties of any kind, whether express or implied, for the service it is providing through its various technology resources. The District is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or services interruption. Use of any information obtained through the District's technology resources is at the user's own risk.

Terroristic Threats/Acts

The Board recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of district students, staff and community.

Terroristic threat shall mean a threat to commit violence, made with the intent to terrorize another, to cause evacuation of a building, or place, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic act shall mean an offense against property or involving danger to another person or an attempt to commit such an offense.

When an administrator has evidence that a student has made a terroristic act, the student will be immediately suspended. The administrator will report the incident to the Superintendent who will decide if law enforcement will be called. The Superintendent may recommend expulsion of the student to the Board of Education. In the case of exceptional students, the district will take all steps necessary to comply with in Individuals with Disabilities Education Act.

Bradford Area School District Policy 218.2 titled Terroristic Threats/Acts may be reviewed in the Main Office during regular school hours.

Title IX

It is the policy of the District to maintain an environment for learning and working that is free from harassment, sexual harassment and Title IX sexual harassment, as defined herein, and such conduct is prohibited. It is also the policy of the District to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Additionally, the District does not discriminate in any manner, including Title IX sexual harassment, in any District education program or activity. Inquiries regarding the application of Title IX to the District may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The District's Title IX Coordinator is:

Samuel Johnson, Assistant Superintendent
150 Lorana Avenue
Bradford, PA 16701
sjohnson@bradfordareaschools.org
814-362-3841 Ext 2502

The District's Board Policy 103 "Discrimination/Title IX Sexual Harassment Affecting Students" and the associated Attachment 2 "Discrimination Complaint Procedures" and Attachment 3 "Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints" are set forth in full on the District's website and can be accessed at:
www.bradfordareaschools.org

Definitions

"Discrimination" shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy and/or handicap/disability.

"Harassment" is a form of discrimination based on the protected classifications listed above consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of

the ability to participate in or benefit from the service, activities or opportunities offered by the District or a school.

It shall be a violation of this policy to harass a student or District employee. Bullying can be a form of harassment. A student's sending, sharing, viewing, selling, purchasing or otherwise disseminating of obscene, pornographic, lewd, sexually explicit or nude images, photographs or video content of another student may be considered harassment.

"Title IX Sexual Harassment" - means conduct on the basis of sex that satisfies one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
 - a. Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:
 - i. Length of relationship.
 - ii. Type of relationship.
 - iii. Frequency of interaction between the persons involved in the relationship.
 - b. Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - c. Sexual assault means a sexual offense under state or federal

law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

d. Stalking, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:

- i. Fear for their safety or the safety of others.
- ii. Suffer substantial emotional distress

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An education program or activity includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.

Violations of this Harassment/Sexual Harassment/Title IX Sexual Harassment Policy, as set forth more fully in Board Policy 103 "Discrimination/Title IX Sexual Harassment Affecting Students" and associated Attachments 2 and 3, including acts of retaliation as described in the policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures. This Policy prohibits individuals from knowingly submitting false information during the Title IX grievance process outlined in Attachment 3 of Policy 103 and during other grievance or hearing processes established by Board policy and procedures and/or the Student Code of Conduct. A violation of this prohibition by district students may lead to discipline up to and including referral for expulsion.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation and Grievance Procedure:

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal or the Title IX Coordinator, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardian or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal or the Title IX Coordinator.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal or Title IX Coordinator, as well as properly making any mandatory police or child protective services reports required by law.

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form which has been developed for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed. A copy of this Report Form can be accessed on the District's website at: [insert website address/link here], and through the building principal or the Title IX Coordinator.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures as defined by Title IX. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the District's Discrimination Complaint Procedures (Attachment 2 to Policy 103) or if the reported circumstances meet the definition of Title IX sexual harassment and shall be addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints (Attachment 3 to Policy 103). Those procedures are lengthy and copies of the procedures are not reproduced in full in this Student Handbook but can be accessed on the District's website at: insert website address/link here and/or hard copies are available in the building principal's office and through the Title IX Coordinator.

Tobacco Use

The Tobacco Use Policy, 222, adopted by the Board on July 1, 1993, bans the possession and use of tobacco products. These products include smokeless tobacco (snuff, chewing tobacco, look alike chewing tobacco, etc.) and cigarettes, cigars, e-cigs, vapes, and pipe tobacco used for smoking.

The possession and/or use of tobacco is prohibited in school buildings, on school grounds, on school buses, or at events under school district jurisdiction during the school day. Students seen possessing tobacco or tobacco products will have these items confiscated by the faculty and/or administrative staff and will be subject to the penalties outlined in the Board Policy, (ie Alternative Setting, school community service, and potential attendance at a tobacco cessation clinic). The District Magistrate may also levy a fine plus court costs for any student in possession of, or using tobacco products on school property.

Verbal/Physical/ Sexual Harassment

The Board of Education strives to provide a safe, positive working and learning climate for its employees, students and other persons. Therefore, it shall be the policy of the District to maintain an environment in which harassment in any form is not tolerated.

The term “harassment” includes but is not limited to:

- (1) unwelcome and offensive slurs, jokes or other verbal/oral, graphic or physical conduct,
- (2) relating to an individual’s race, color, religion, ethnicity, national origin, sex, gender, sexual orientation, age or disability, or any other legally protected class, or for engaging in any other protected activities,
- (3) which is so severe or pervasive in nature that it: (a) creates, or poses a realistic threat of creating, any substantial or material disruption to the educational process or activities, or (b) interferes with, or poses a realistic or well-founded threat of interfering with, the rights of the student/s or the student/s’ access to or participation in the benefits or programs offered by the School District.

Bullying can rise to the level of “harassment.”

When a student believes that he/she is being harassed, the student should immediately inform the harasser that his/her behavior is unwelcome, offensive or inappropriate and follow the established complaint procedures by reporting the alleged harassment to administration.

A substantiated charge against a district student shall subject such student to disciplinary action, consistent with the student discipline code, and may include educational activities and/or counseling services related to unlawful harassment.

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

Students are encouraged to report to school officials any incidents of harassment. Except for claims that are knowingly false, or made in reckless disregard of the facts, the filing of a complaint or otherwise reporting harassment will not reflect upon the complaining individual’s status nor will it affect future grades, position or assignment. The reporting of knowingly false claims may result in student discipline.

Bradford Area School District Policy 248 titled Unlawful Harassment may be reviewed anytime in the building principals office during regular school hours.

Visitors

The administration and faculty extend a welcome to all parents of students at BAHS to visit the school. Twenty-four hours notice would be appreciated. Guests should report to the Main Office upon entering the school so that visiting arrangements may be made. Students will not be permitted to bring guests to school. Students from other schools who wish to visit our school may call the Guidance or Main Office for an appointment. Twenty-four (24) hours notice will be appreciated.

Weapons

The Bradford Area School District recognizes its responsibility as an educational institution to be in the vanguard in promoting sound public policy, especially when it relates to public health, safety and comfort. The district recognizes that the inappropriate possession of firearms and/or other weapons presents serious possible risks to person and property.

For the purpose of these guidelines, weapons shall include, but not limited to, devices and materials described in the “Gun-Free Schools Act”, (18 U.S.C.A. Sec. 921), any look-alike weapon, any knife, cutting instrument, cutting tool, nunchaku stick, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury.

Possession- shall include, but not be limited to the following conditions. A student is in possession of a weapon when the weapon is found on the person of the students, in the student’s locker, under the student’s control while she/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is on his/her way to or from school.

The possession and/or use of firearms and/or weapons by students, staff, or the general public is prohibited on or in school property, at school-sponsored activities or on any public conveyance providing transportation to a school or school-sponsored activity.

The Superintendent, or designee, shall report the discovery of any weapon prohibited by this policy to the student’s parent(s) and to local law enforcement officials. If an investigation is proven founded, the Superintendent shall:

- a. Determine whether or not to request the filing of criminal charges.
- b. b. Refer the student to the Board of Directors for expulsions for a period of time not less than one year, however the Superintendent may recommend a lesser penalty on a case by case basis.

Bradford Area School Districts’ Policy 218.1 titled Weapons may be reviewed in the principals office during regular school hours.

Working Papers

If job applicants are under eighteen years of age, they must obtain working papers. Working papers are available at the Bradford Area High Offices, 81 Interstate Parkway. Students obtaining working papers may also be examined by the school physician.

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OWL PRIDE

"Equal Opportunity"

The Bradford Area School District does not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, [sex] gender, sexual orientation, disability, age, religion, ancestry, union membership, gender identity or expression, AIDS or HIV status, or any other legally protected category. Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.

For additional information, contact Samuel Johnson, Assistant Superintendent at 150 Lorana Avenue, Bradford, PA 16701 (814) 362-3841 or at sjohnson@bradfordareaschools.org or Jennifer Morgan, Director of Special Education for Section 504 of the Rehabilitation Act of 1973 at 150 Lorana Avenue, Bradford PA, 16701 (814)-362-3841 or at jmorgan@bradfordareaschools.org