



ALMA MATER

Brandywine, Dear Brandywine
To thee we will be faithful
For all the things you gave to us,
We will be always grateful.
Behind your walls are memories
Of days and joys and reveries
Though years may go, we will return
For thoughts of you we'll always
yearn.

Brandywine, Dear Brandywine
Your Guiding light will lead the way
To future light of great success
From happiness we cannot stay.
You taught us strength to find the way
To love each other every day
Brandywine, we sing to thee
With loving praise and loyalty.

Brandywine Heights High School

Student Handbook 2009-2010

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CLASS TIME SCHEDULE

PERIOD	CLASS TIME	PERIOD	CLASS TIME
1	7:34 - 8:16 (HR 8:16-8:22)	5A	11:12 - 11:54
2	8:25 - 9:07	6	11:25 - 12:07
3	9:10 - 9:52	6A	11:57-12:39
4	9:55 - 10:37	7	12:42 - 1:24
5	10:40 - 11:22	8	1:27 - 2:09
	Lunch 1	10:39 - 11:09	
	Lunch 2	11:24-11:54	
	Lunch 3	12:09-12:39	

BUILDING HOURS

Students are to enter at the main doors and remain in the rotunda until released at 7:25 a.m., when a bell rings.

Breakfast is served at 7:10 a.m. in the cafeteria. Students who leave the rotunda to go to the cafeteria must purchase breakfast. Students at breakfast must remain in the cafeteria until 7:25 a.m., when a bell rings.

Any student or group of students remaining in the building after dismissal must be supervised by a member of the faculty, their co-curricular advisor, or a coach. Maintenance personnel are not to assume this responsibility. The building is secured and off limits to those students without permission to be here. Security gates are lowered and locked at 3:30 p.m.

PREMIER AGENDA STUDENT HANDBOOK

This handbook is provided to you as a tool. It contains 3 sections:

1. School information, including the School Board discipline policies. Almost any question that you may have about our high school can be answered by reading through these pages.
2. A planning section, which contains monthly and weekly calendars, so you can keep track of assignments, tests, and any other events of importance to you.
3. Your hall passes, color-coded by quarter, with a space at the top for a picture label. The labels will be provided at the beginning of each quarter by your homeroom period teacher.

You **MUST** keep this handbook with you at all times while at school, and it **MUST** be kept intact. If your handbook has been lost/stolen/misplaced, you **MUST** purchase a new one in the high school office, for \$10. If you are found in possession of more than one handbook, you will be disciplined, one of the books will be taken, and there will be **NO** refund of monies. If you do not have your handbook with you, you will be subject to discipline as per our code (**see page 26, Level II, #12**)

I. STUDENT SERVICES

ACADEMIC PROGRESS REPORTS

During each of the four (4) marking periods, for those students whose parents do not have the ability to check progress on the **Parent Access Center**, a progress report will be sent to the parents of students who, at any time between the second (2nd) and the (8th) week, are in danger of failing a course for the quarter. These progress reports are to be signed and returned to the teacher within three (3) days. A student's progress can also be checked regularly through the district website at www.bhasd.org. Once there, click on the resource link and then the **Parent Access** link. Progress reports are designed to enlist the cooperative efforts of parents, students and teachers in helping the student achieve their full potential.

DIPLOMA STATEMENT

A diploma from Brandywine Heights High School signifies that a student has successfully fulfilled all graduation requirements. A high school transcript is an official statement of academic achievements. Students are required to complete and pass a culminating project in order to receive a diploma. A meeting will be held for parents and students during the spring of a student's sophomore and/or junior years for the purpose of program description.

GRADING SYSTEM

<u>%</u>	<u>Honor Points</u>	<u>%</u>	<u>Honor Points</u>	<u>%</u>	<u>Honor Points</u>
100	4.33	89	3.48	78	2.62
99	4.25	88	3.40	77	2.54
98	4.17	87	3.32	76	2.47
97	4.10	86	3.24	75	2.39
96	4.02	85	3.17	74	2.31
95	3.95	84	3.09	73	2.23
94	3.86	83	3.01	72	2.16
93	3.79	82	2.93	71	2.08
92	3.71	81	2.85	70	2.00
91	3.63	80	2.78	>70	0.0
90	3.55	79	2.70		

GUIDANCE OFFICE

The guidance office is available to all students during study halls, lunch periods, or before and after school. In order to visit the guidance office during class time, a hall pass must be obtained from the teacher. Among the services offered are counseling, information on courses, careers pathways assistance, personal concerns, schedule changes, entry and withdrawal assistance, testing, tutoring, assistance in choosing post high school education, and national testing services.

1. If approved by a parent, teacher, guidance counselor and/or administrator, withdrawal from a course, without penalty, is permitted during the first week of classes. After the first week, parent/student initiated schedule changes not related to a student's program of study will result in a fee of \$15. A W-E, withdrawal with a failing grade, is assigned as a final grade for any course a student withdraws from after the first week of classes, except in cases approved by the administration.
2. Every student is expected to maintain a schedule with a minimum of 7 non-study hall class periods per day.
3. Parents may make a request relative to a student's schedule, but the final schedule is determined by the counselors and administrators.

HONOR ROLL

To qualify for the Distinguished Honor Roll in high school, a student must earn a GPA of 3.855 with no grade below 74%. In order to qualify for Honor Roll, a student must earn a grade point average of 3.25 or better and have no grade below 74%.

FIGURING GPA (Grade Point Average) AND RANK

Grade Point Average (GPA):

Type One: Quarterly Honor Roll, computed 4 times a year

- Honor roll GPA is not weighted. It is computed using quarter grades only for the current marking period—it is not cumulative.
- The Honor Roll GPA a parent arrives at will not exactly match the Honor Roll GPA from the computer because the computer uses 4 decimal places and the chart on the report card uses only 2 decimal places. It will be very close but not always exact.
- Pass/Fail courses are not included in Honor Roll GPA calculations.
- To figure Honor Roll GPA (not weighted), multiply the honor points for the grade percentage (see the table at the top of page #5) and the credit for each course. Total the results and divide by the total number of credits.

Example:

Course	Grade/Honor Points	Credit	Results
English 11*	(95) - 3.95 X	1.0 =	3.950
Trigonometry	(88) - 3.40 X	1.0 =	3.400
Anatomy & Physiology*	(90) - 2.85 X	1.2** =	3.420
History III	(94) - 3.86 X	1.0 =	3.860
Introductory Statistics	(91) - 3.63 X	0.5 =	1.815
Chemistry I	(92) - 3.71 X	1.2 =	4.452
H. S. Concert Choir	(98) - 4.17 X	1.0 =	4.170
Lab-Instrumental Music	(98) - 4.17 X	0.2 =	0.834
Lab-Physical Education	(95) - 3.95 X	0.2 =	0.790
Lab-Instrumental Music	(98) - 4.17 X	<u>0.2</u> =	<u>0.834</u>
		7.5	27.525

27.525 divided by 7.5 equals 3.67 - Honor Roll GPA

*Courses marked with an asterisk are weighted courses.

**Courses with a lab provide 1.2 credits to students

Type Two: Cumulative GPA, computed at the end of the year

To figure the Cumulative GPA, multiply the honor points for the grade percentage by both the credit for the course and the weighting of the course. Regular courses have a weight of 1.0. Weighted courses have a weight of 1.2.

Example:

Course	Grade/Honor Pts	Credit	Weight	Honor Points
English 11*	(95) - 3.95 X	1.0 X	1.2 =	4.740
Trigonometry	(88) - 3.40 X	1.0 X	1.0 =	3.400
Anatomy & Physiology*	(90) - 3.55 X	1.2 X	1.2 =	5.112
History III	(94) - 3.86 X	1.0 X	1.0 =	3.860
Introductory Statistics	(91) - 3.63 X	0.5 X	1.0 =	1.815
Chemistry I	(92) - 3.71 X	1.2 X	1.0 =	4.452
H. S. Concert Choir	(98) - 4.17 X	1.0 X	1.0 =	4.170
Lab-Instrumental Music	(98) - 4.17 X	0.2 X	1.0 =	0.834
Lab-Physical Education	(95) - 3.95 X	0.2 X	1.0 =	0.790
Lab-Instrumental Music	(98) - 4.17 X	<u>0.2</u> x	1.0 =	<u>0.834</u>
		7.5		30.007

29.815 divided by 7.5 equals 4.001 Cumulative GPA

*Courses marked with an asterisk are weighted courses.

Rank Calculations:

Rank is determined by total honor points. The student with the most honor points is ranked number one, etc. Honor points for rank are the honor points for a Cumulative GPA before dividing by the credits. In the example above, the honor points would be **30.007**.

PROMOTION AND GRADUATION

1. Classification of pupils on grade level will be based on the credits satisfactorily completed by the individual. In special cases classification is subject to the discretion of the administration.
2. A student must have satisfactorily completed 6.25 credits, including 9th grade English, to be classified as a 10th grade student.
3. A student must have satisfactorily completed 12.75 credits, including 10th grade English, to be classified as an 11th grade student.
4. A student must have satisfactorily completed 19.0 credits, including 11th grade English, to be classified as a 12th grade student.
5. A student must have satisfactorily completed 26.6 credits in required and elective credits as follow to receive a diploma.

Credits earned in grades 9, 10, 11 and 12, plus approved courses in Middle School

English	4 credits
Social Studies	3 credits
Science	3 credits (4 credits)**
Mathematics	3 credits* (4 credits)**
Arts	1 credit
Wellness/ Fitness	1 credit
Word Processing/ Computer	1 credit
Citizenship	.50 credit
Electives	8 credits
Career Education	.10 credit
TOTAL	24.6 credits (26.6 credits)**

*Students must take at least 3 credits **(4 credits)**** in mathematics between 9th & 12th grade. This does not include math credits earned in the Middle School.

****These numbers apply to the Class of 2013 and beyond.**

6. All students are required to take 2 semester courses which include both Health and Physical Education. In ninth (9th) grade the semester will include 3 days of Health and 2 days of Physical Education, and in tenth (10th) grade it will include 2 days of Health and 3 days of Physical Education. This will not change the total number of credits required for graduation, nor will it increase the number of Wellness/Fitness credits required. The intent is to be sure the Pennsylvania standards are met.

7. One credit is defined as the value given for five class periods each week in a particular subject for thirty-six weeks of school. Credit is assigned upon successful completion of a course.

REPORT CARDS

Report cards are issued four times, at nine week intervals. Any questions concerning the report card should be directed to the guidance office at 610-682-5102, extension 2030. Please see the district calendar or web site for approximate dates.

Parents may review a student's cumulative records by making an appointment with the guidance office

SAP TEAM

The SAP Team seeks to help students who are experiencing problems which may be interfering with their school performance. Many services, such as assessments, individual counseling, or referrals to outside agencies, are available to students through the school district. Students, parents and staff members should feel free to come to the guidance office in order to seek assistance concerning such issues. Referrals to the SAP team are available in the guidance office, and are strictly confidential, as is all information or recommendations to and from the SAP team (this is required by state law).

STUDENT TRANSFER

As soon as a student is aware that he/she will be transferring to another school, he/she should stop in the guidance office. Arrangements will be made to sign out of Brandywine and transfer all records to the new school.

STUDENT WITHDRAWAL

Before a student may apply for permanent withdrawal from school, he/she must be at least 16 years of age, have a full-time job of 40 hours per week or more, and working papers signed by his/her parents. Approximately one week before withdrawal, the student should stop in the guidance office to make arrangements for signing out of school. Students who are 17 years old can withdraw with their parents' permission. Students 17 or older who miss 10 consecutive days without a legal excuse will be dropped from the rolls.

II. GENERAL INFORMATION

ATHLETIC POLICY

The athletic policy book is available in the athletic director's office, the high school office or the district office.

ACCEPTABLE USE POLICY (AUP)

Code of Responsibility

All users of the district network and Internet access shall read and follow the guidelines. Failure to comply with any of the guidelines may result in loss of access privileges and/or disciplinary action.

- All use of the Internet must be in support of education and consistent with the purposes of the school district.
- Any use of the network for commercial or for-profit purposes, or for personal business is strictly prohibited. Use of the network for project advertisement or political lobbying is also prohibited.
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose. Users shall not intentionally seek information on: obtain copies of; modify files, other data or passwords belonging to other users; or misrepresent other users on the network.
- No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way. Malicious use of the network to develop programs that harass other users, infiltrate a computer or computing system, and/or damage the software components of a computer or computing system is prohibited.
- Cyber-bullying, hate mail, harassment, discriminatory remarks, and other anti-social behaviors are prohibited on the network.
- All communications and information accessible via the network should be assumed to be private property.
- Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.
- From time to time, the Brandywine Heights Area School District will make determinations on whether specific uses of the network are consistent with acceptable use practice.
- The illegal installation of copyrighted software for use on school district computer is prohibited.
- The installation of software by any employee or student is prohibited without the permission and knowledge of the technology administrator.
- Computer software is to be considered the property of others and is protected by copyright and shall only be used in accordance with licensing agreements. Software on school computers may not be copied for personal use or for distribution. Copies of software may not be given, sold, or lent to other parties without the written permission of the copyright owner or the original software is clearly identified as shareware or in the public domain.

BACKPACKS AND WINTERCOATS

All students are to leave winter coats and backpacks in their lockers. Any exceptions to this rule must be approved by administration.

BULLYING/CYBER BULLYING

Bullying means any intentional and/or repeated occurrences of unwelcome and hurtful words, acts, or other behaviors, such as name-calling, threatening and shunning, committed by one or more individuals against another. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening or terrorizing another student, teacher or other person by posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or Web postings. All forms of cyber bullying are unacceptable, as are any forms of bullying, and are subject to disciplinary actions commensurate with the Board policies (*see discipline, level III, #5, page 27 and Level IV, #15, page 29*).

CAFETERIA

In order that the cafeteria may serve as a place where students can purchase a nutritious meal which can be eaten in a friendly and relaxed atmosphere, we must have full student cooperation. We expect, at all times, that common courtesy and good manners will be part of all students' behavior while dining in the cafeteria. Any behavior which falls outside of these boundaries will not be tolerated and will be dealt with according to the discipline code. Students may not leave the lunchroom during lunch except to go to the main office or the nurse. **All students are required to eat lunch in the cafeteria unless they have written permission from a parent, approval from administration and are under the supervision of an adult. NO EXCEPTIONS!!**

Student breakfast price for a full breakfast is \$1.50

Student lunch price for a full lunch \$2.50

CHEATING

Academic dishonesty (cheating) is the use of inappropriate and unacknowledged materials, information, or study aids in any academic exercise. Assistance from other people is restricted or forbidden unless explicitly authorized by the instructor for particular assignments. Cheating is any attempt by a student to substitute the product of another, in whole or in part, as his or her own work. It involves any attempt by the student to show possession of a level of knowledge or skill that he/she does not possess. (*See discipline, level III, #12, page 27 and level IV, #6, page 28*).

DANCES

Dances are open to all Brandywine High School students except those who do not meet established behavior criteria. Guests are permitted under certain conditions which are established by the school and district.

ELECTRONIC DEVICES

Electronic devices must be placed in the student's locker before reporting to the first period class and they may be removed from the locker upon departure from the building. If a device must be taken from a student, it is to be given to the staff member intact. Cell phones are not to be in students' possession during school. (*See discipline, level II, #6, page 26*)

FBLA

The Future Business Leaders of America is an organization offered to all students who take courses in the business department as an extension of the business curriculum. The purposes are to develop a competitive spirit and to provide recognition of excellence for outstanding performance at the regional, state, and/or national levels. The organization conducts fundraising projects in order to finance the costs of attending competitive events at the various levels.

FIELD TRIPS

Eligibility for educational field trips is based on the same requirements as athletic eligibility; a student may not be failing more than one subject, must obtain teachers' permission and, if a senior, must be current with senior project requirements. Additional requirements may be added by the organizing teacher.

LOCKERS

Student lockers are assigned and issued by the homeroom period teacher during the first day of school. Every student is issued a locker, so there is no reason to share. Sharing lockers or combinations often leads to problems. If students are found to be sharing a locker, they will both be held responsible for the contents of the locker. It is the student's responsibility to maintain his/her locker for the school year. **Lockers are school property and may be opened and searched by school administrators, if necessary, with reasonable suspicion.**

LOST AND FOUND

Student articles that are lost and/or suspected of being stolen are to be reported by filling out a lost property form in the office the day the article is discovered missing. Students who find articles that do not belong to them are asked to turn them in at the office, where they can be claimed by the owner.

MEDIA CENTER

The purpose of the school media center is to provide the students with a place to do free reading or work on an assignment with all the materials necessary for these purposes readily at hand. Library books are circulated for four weeks at a time except those that are considered reference books or on special reserve. Reference materials, reserves, periodicals, pamphlets, and audio-visual materials and equipment may go out overnight but must be returned to the library the following morning. There is no limit on the number of books a student may borrow. Materials not returned to the library by the end of the school day on the date on which they are due are considered overdue. Fines are charged as follows: \$0.05 for each day an item is overdue; \$0.25 for each day an overnight item is overdue. The maximum fine charged per item is \$3.00. Any lost materials should be reported to a librarian immediately. Students must pay the replacement cost of the lost item. If the item is returned, a refund will be made.

NATIONAL HONOR SOCIETY BRANDYWINE CHAPTER

The purpose of the Brandywine Chapter of the National Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in the students of Brandywine.

Students in eleventh and twelfth grades are invited each year to become members by the faculty on the basis of scholarship, leadership, service and character. Admission to the National Honor Society is considered the highest honor that can be conferred on a student. Scholarship alone will not admit a student to the National Honor Society. To scholarship must be added service, leadership and character. A student may, therefore, make the highest grades and still not be admitted to the Brandywine Chapter if he/she does nothing for his church, school, or community, or if the student shows undesirable traits of character. Once accepted as a member of the Brandywine Chapter of the National Honor Society, the student must continue to maintain high standards of scholarship, character, leadership and service. A student dropped from membership cannot be considered for future membership.

PARKING

All students who plan to park on campus will be required to get a parking permit form from the high school office, which contains all the necessary information for receiving permission to park on campus. The form should be filled out completely, with parent signature, and returned to high school office along with a **\$25.00 non-refundable** fee, your driver's license number, the vehicle registration and insurance information. A second semester only fee of \$12.50 will also apply.

PARKING VIOLATION PROCEDURES

Students violating the state vehicle code and/or the school district's parking and driving regulations may receive disciplinary action as per the behavior code, be cited by the local police, and lose driving privileges at school, **as defined on page 25, removal of privileges.**

PLAGARISM

Plagiarism is the unacknowledged use of another person's labor, another person's ideas, another person's words or another person's assistance. Normally, all work done for a class – papers, examinations, homework exercises, laboratory reports and oral presentations – is expected to be the individual effort of the student presenting the work. **Any assistance must be reported to the instructor.** If the work has included consulting other resources, these resources must be given credit (cited) in a manner appropriate to the course. Failure to cite borrowed materials is plagiarism. Undocumented use of materials from the World Wide Web is plagiarism. If you are not sure how to give credit for another person's work, ask your teacher or the librarian. **(See discipline, level III, #13, page 27, and level IV, #7, page 28).**

SCHOOL PUBLICATIONS

Two publications are currently being produced and published at the high school. The **Bullet Flashes**, the high school newspaper, is published 4 to 6 times a year, and **The Tracer**, the high school yearbook, is published annually. Both of these publications are products of journalism classes which are offered as electives.

STUDENT COUNCIL

The Student Council is a group of democratically elected students with the following responsibility:

1. Participate in or manage extracurricular affairs.
2. Develop student responsibility, initiative, leadership and school pride.
3. To promote the welfare of the school through proper student faculty relationships, including board meetings.
4. To represent student concerns and needs in both the school and community environments.

The 2009-2010 Student Council Officers are:

President	Codi Bixler
Vice-President	Shane Thorp
Secretary	Gabrielle Kovarie
Treasurer	Dylan Weaknecht

TELEPHONES

Students will be permitted to use the main office telephone only in the case of an emergency as determined by a professional staff member. You must sign in to use the phone. Include time and date.

TEXTBOOKS

All textbooks are loaned to students for their use during the school year. Students are responsible for all textbooks that they are assigned. **Students will be charged for all textbooks which are damaged, lost or stolen.** Restitution must be made prior to the end of the school year or the student will not receive their final report card. Students may be fined for damage to textbooks beyond normal wear and tear, as determined by the teacher and administration.

III. SCHOOL ATTENDANCE

REGULATIONS

According to the Pennsylvania School Code, all children between the ages of 8 and 16 are required to attend school. Therefore, attendance in school is extremely important, and consequences of illegal absences from school will be severe and may include citations, fines and or deduction in grades. With this in mind, the school district requires that **"TO RECEIVE CREDIT FOR THE YEAR'S WORK, A STUDENT WOULD HAVE TO BE IN ATTENDANCE 162 DAYS FOR A 2-SEMESTER COURSE AND/OR 81 DAYS FOR A SEMESTER COURSE"**.

ABSENCES - DEFINITIONS

Because of the state attendance law, we are required to code each absence in our computer and provide written documentation showing why we coded it that way. There are two groups of codes: 1) those codes which do not count against the 162-day requirement are considered as "exempt" absences and are listed as legal absences below. 2) Those codes which do count towards the total of 18 days that a student is able to miss and still receive credit. These "non-exempt" absences fall into two categories; excused absences, if a document is received within three days of the absence, and illegal absences, if no document is received within 3 days

- 1.) **Legal** –absences listed directly below, **when accompanied by the correct documentation**. These absences are not counted when determining whether the student is out of compliance with the state attendance laws, **as long as the verification is provided within the three (3) day limit**. These absences are also called exempt absences, because they are exempt from the state attendance policy.

LEGAL (EXEMPT) ABSENCES

The absences listed below will be considered EXEMPT from the 162-day policy, when accompanied by correct documentation within three (3) days:

- Approved medical or dental appointments – form from doctor
- School authorized field trips or activities – signed permission slip
- School related athletic events – team roster & schedule
- Approved educational travel – signed form
- Suspension from school – administrator assigned
- Personal bereavement – copy of funeral notice
- Religious holidays - calendar
- Approved emergency – administrator approval

NON-EXEMPT ABSENCES (excused and illegal)

- 2.) **Excused** - absences which are accompanied with an excuse blank or note from a parent or guardian **within three (3) school days of the return to school**. These are excused absences, but are counted towards the state attendance laws (18 days).
- 3.) **Illegal** - An absence which is not accompanied by any kind of an explanation **within three (3) school days of the return to school**. A fine of up to \$300 a day may be levied by a district justice for excessive illegal days (3 or more). **See Act 29 Of 1995, Habitual Truancy, State of PA.**

NOTIFICATION PROCEDURES

It is the student's responsibility to know and account for his/her absence or tardiness record. The following is the sequential procedure for dealing with student absences.

1. On Thursday of each week a report will be run to determine which students had illegal absences or tardiness recorded for the previous week. Parents of students whose names appear on the report will be sent a letter informing them of the illegal absences or tardiness and giving them 5 days to challenge the record (NOTE: not having sent in a document within the specified time period is not a valid reason for a challenge SEE #1-4, above.) This procedure will also apply to illegal tardiness accumulated on a class by class basis due to arriving late to school.
2. After 5 days of excused or illegal absence, a notice will be issued informing the parent, by mail, of the up-to-date number of excused or illegal absences.
3. After 10 days of excused or illegal absence, a student conference will be held. This conference is necessary to inform the student of the up-to-date number of excused or illegal days of absence. A letter will inform the parent of the conference.
4. After 15 days of excused or illegal absence, another student conference will be held. This conference is necessary to inform the student of the up-to-date number of excused or illegal days of absence. A letter, sent registered mail, will inform the parent of the conference.
5. After 18 days of excused or illegal absence, a notice will be issued informing the parent, by registered mail, of their child's impending loss of credit for a course and/or courses. A parent conference will be necessary to inform the parent as to the number of excused or illegal days of student absence and also the consequence of additional absences.
6. After the student has accumulated excused or illegal absences beyond the 18 days, the principal may send a notice informing the parent, by registered mail, of their child's loss of credit for a course and/or courses.

In addition to the above procedure, for students 16 years of age and under, a truancy citation may be issued in accordance with Pennsylvania School Code. Excessive absences (three or more) recorded as illegal will be handled through the District Justice's Office as offenses of truancy.

If it is necessary for a pupil to remain out of school for one or more days because of illness or any other excusable reason, an excuse note for the absence should be turned in to the office on the day he/she returns to school. In the event a student forgets an excuse note on the first day back to school he/she will be given two (2) additional days to bring the excuse note to the office. **If the student fails to return an excuse note within three (3) days of attendance from the date of absence, the absence will become illegal.**

STUDENT PROCEDURES FOLLOWING AN ABSENCE:

1. Have your parent or guardian write a note or fill in an excuse blank, which can be acquired in the main office or on the web site **bhasd.org**. Include the current date, the date(s) of your absence(s), the reason for the absence, and a parent signature.
2. Turn in your excuse blank or note to the main office within three (3) school days of your return to school (for a late, it must arrive on the day you are late).. It will be dated and signed. After three (3) days, the note may be accepted by will not be credited. **This applies to any and all excuses, including exempt absences and educational travel!!**
3. You will have as many days as you are out to make up the work you have missed. It is your responsibility to ask your teachers what you are responsible for making up, including scheduling tests as necessary.

NOTE: Attendance is checked with the BCTC daily. On early dismissal days at Brandywine, BCTC students who wish to go home must have a signed permission form on file in the office or they will be disciplined for skipping BCTC and given an illegal absence.

LATE ARRIVAL POLICY (TARDINESS)

Students who arrive at or after 7:34 am and are in the building by 7:45 must sign in the high school office and get a pass from the secretary for admission. Students arriving after 10:39 a.m. will be responsible for a full day excuse blank. **Students who arrive after 7:34 are subject to discipline as indicated on page 26, Level II, #3.**

CODES FOR TARDINESS

Like absences, tardiness is coded into the district attendance using the three categories:

Exempt – If a student arrives late to school and has a document indicating they were involved in an activity which the district identifies as “exempt” (**see page 13**), the tardy is coded as TL – tardy, exempt, and no discipline is involved.

Excused – If a student arrives late and brings a note from a parent/guardian indicating that the parent knows of the lateness, the tardy is coded as TE – tardy, excused, and the student is subject to discipline as described on **page 26, level II, #3.**

Unexcused – If a student arrives late with no written explanation, they are coded as TU – tardy, unexcused, and are subject to the same discipline described on **page 26, level II, #3.**

EARLY DISMISSAL – INDIVIDUAL STUDENT

If a student must leave school early for an appointment, he/she must present to the office, in the morning before school starts, a written note from his/her parent or guardian. The written note must contain the date, time of dismissal, a valid reason for early dismissal, and the signature of the parent or guardian.

EARLY DISMISSAL – DISTRICT (PLANNED)

There are planned early dismissals on the district calendar. On those days, an early dismissal schedule will be followed, lunch will be served, and students will be dismissed by 11:15 am. BCTC are expected to attend their assigned Technology Center on these days.

EARLY DISMISSAL – DISTRICT (WEATHER RELATED)

There are times during the year when inclement weather will cause the district to dismiss school before the regular time. Such information will be broadcast on local TV and radio stations, connectED phone calls and the district Web site.

LATE ARRIVAL – DISTRICT (WEATHER RELATED)

There are times during the year when inclement weather will cause the district to delay the start of school. Such information will be broadcast on local TV and radio stations, connectED phone calls and the district Web site.

EDUCATIONAL TRAVEL FORM

All requests for Educational Travel must be approved by the building principal and the Superintendent prior to the extended absence. The forms must be picked up the in the main office, filled out, including all the necessary information and returned to the office at least 10 days prior to the trip. Once a student's educational travel has been approved, he/she must have the **educational travel notification form** signed by each teacher. The Superintendent will respond to your request through the mail. Approval must be obtained from both the Principal and the Superintendent.

SCHOOL CLOSING

In the event of inclement weather or mechanical breakdown, school may be closed or the starting time delayed. School closing, delayed starting time or early dismissal will be announced over the radio and TV, CONNECTED or the district Web site. If no report is heard, it can be assumed that school will be in regular session. Please do not call the school. Telephone lines must be kept open for emergencies. School cancellations may alter the school calendar with respect to required days of attendance.

IV. DISCIPLINE POLICIES & PROCEDURES

POLICY STATEMENT

One of the main goals of education is to help students learn self-discipline. Self-discipline is an essential part of the educational process. It is the foundation upon which a learning environment is established. The behavior of each student has a great deal to do with the ability of teachers to help students fulfill their educational needs. Therefore, it is expected that students will assist in establishing a good learning environment by adhering to the rules and regulations of the district's behavioral code. To work out a problem, a contact with the home may frequently be the most helpful response to an infraction. A simple written warning or reprimand to a student and notice to or consultation with parents may be an appropriate approach. In cases where it is felt appropriate, school counselors and other school personnel or outside social agencies may be called in for help in this procedure.

DRESS CODE

GENERAL

1. Spandex or skin-tight outfits of any type or material are not permitted unless an accompanying top covers the hips, buttocks and cleavage in an appropriate manner.
2. Excessively baggy clothing that poses a safety hazard is not permitted.
3. Undergarments should not be exposed.
4. Pajama/night clothes are not permitted.

TOPS

1. Tops may not be "low cut" or exposing. Off the shoulders shirts/tops, midriffs, and backs are not permitted to be exposed.
2. The following are unacceptable school attire:
 - a. Tank tops/muscle shirts.
 - b. Spaghetti strap/halter/mesh tops
 - c. See-through blouses or shirts
 - d. Tube tops/crop tops
 - e. Any straps less than 2 inches wide
3. Any top that is skintight or allows the midriff, cleavage or undergarments to be exposed is not permitted.
4. Coats, jackets or garments designed for protection from the outside weather are not to be worn during the school day.

PANTS/SHORTS/SKIRTS/SKORTS

1. Pants, shorts, skirts and skorts must be secured and worn no lower than the hip. Low riding/sagging style is not permitted.
2. Length of pants should not extend beyond the bottom of the shoe and should not drag on the floor.
3. Tear-away pants (snap pants) and boxer shorts worn as outer wear are not permitted.
4. All shorts, skirts and skorts must be no shorter than 4" above the top of the knee cap.
5. Cut-offs of any type is not permitted.

OFFENSIVE DRESS

1. Clothing, patches, buttons, pins, jewelry, back packs and exposed tattoos are not permitted if they:
 - a. Have sexually suggestive writing/pictures
 - b. Advocate violence
 - c. Advertise or promote the use of tobacco, alcohol or drugs
 - d. Have innuendos or obscene language
 - e. Are disrespectful

FOOTWEAR

1. Some sort of shoe must be worn at all times.
2. Any shoe that poses a safety hazard as determined by the administration is not permitted. Flip flops, open back sandals and slippers are not acceptable.
3. Shoes with laces must be tied.

JEWELRY

1. Spiked jewelry, wallet chains, choker chains, or any jewelry that could cause injury or constitute a hazard is not permitted.

HEADWEAR

1. Hats, caps, bandanas, sunglasses, visors, sweatbands, and other head coverings are not permitted.

HEALTH AND HYGIENE

1. Apparel that is judged to be unhealthy or unsanitary is unacceptable.
2. Each student is expected to maintain good personal hygiene.

These rules and procedures have been developed according to the Board policy regarding student dress and grooming. However, solutions to situations not specifically covered are the responsibility of building level Administrators. Appropriate decisions will be made based on the intent and spirit of board policy. Students and parents are expected to exercise careful judgment in the selection of appropriate attire for school. This will help prepare students for appropriate dress and appearance expectations as they advance from the school environment and begin facing adult responsibilities.

DETENTION

After school detention may be required of students. An individual teacher may keep students after school for detention, for disciplinary reasons, with the understanding that the parents are notified 3 days in advance. Detention may also be assigned to students by the Principal and/or the Assistant Principal when the student's behavior warrants such action. In both cases it is the responsibility of the parents to provide their child with transportation from school to their home. Parents will be notified in advance if their child must serve detention in order that adequate transportation plans can be made. If a student has a valid reason to miss a detention, it is the responsibility of the parent to notify the administrator or teacher at least a day in advance. If an administrative detention is missed, it will result in reassigned detentions or an out-of-school suspension.

1. After school detentions are one hour long. Students must report no later than 2:15 p.m. Students who arrive after that will not be admitted. **Students are expected to bring educational work to the detention.**
2. Detentions may only be rescheduled 24 hours in advance **with prior notice in writing or a phone call from parents, and with administrative approval.**
3. Any student who is reported for causing a disturbance while serving a detention will be subject to further consequences.

The following types of excuses are **unacceptable** for non-attendance at detention

A Student's Job
Extra-Curricular Activities, including sports
Appointments other than medical or legal

EXCLUSIONS FROM SCHOOL

- a. Any administrator in charge of a school within the district may temporarily suspend any pupil without a hearing for a period not to exceed three (3) school days on account of disobedience or misconduct, which shall include violation of penal laws or regulations adopted by the school district. The violations shall be cause for suspension, or if the presence of the student in the opinion of the administrator is detrimental to the welfare of the school on account of incorrigibility, truancy, insubordination, or other bad conduct. No student shall be suspended unless he/she has been informed of the reasons for the suspension.
- b. A student may be immediately removed if his/her conduct disrupts the academic atmosphere of the school, endangers fellow students, teachers or school officials, or damages property. In such event, an attempt will be made to contact the parents immediately.
- c. Following any suspension, the administrator in charge shall send by mail to the parents a notice of the suspension setting forth.
 1. The reason for the suspension.
 2. The length of the suspension.
 3. Any conditions for return to school.
- d. Students suspended from school are excluded from participation in school activities during the time of their suspension. This includes weekends if the suspension involves a Friday.

SUSPENSION – IN-SCHOOL OR OUT-OF-SCHOOL

Students involved in disciplinary action which warrants exclusion from classes will be suspended in conformance with the following procedures.

1. The student is informed of the reason for suspension. An attempt is made to contact the parents by phone.
2. The parent and superintendent will be notified in writing when the student is suspended.
3. A suspended student is not permitted to be on school grounds or at any school sponsored events, including weekends, if the suspension includes Friday. A student who is assigned in-school suspension is also excluded from school sponsored events as stated above.
4. The parent will be informed of re-admission procedures in the discipline letter.
5. Subsequent suspensions could lead to a recommendation for expulsion for up to one full calendar year.

EXPULSION

Expulsion means the removal of a student from the school. This is a very serious step which should only be recommended for the most serious infractions and for habitual suspension infractions. The requirement of due process of law must be strictly adhered to. Only the Board of School Directors can expel a student after a due process hearing is held.

CORPORAL PUNISHMENT

Corporal punishment is unlawful in the Commonwealth of Pennsylvania.

Corporal punishment is not permitted in this district under board policy 218. However, even though corporal punishment is prohibited, reasonable force may be used by school authorities to/for:

1. quell a disturbance; or
2. obtain possession of weapons or other dangerous objects; or
3. the purpose of self defense; or
4. the protection of persons or property; or
5. Physically remove a disruptive student from a classroom or public assembly who refuses to leave after being requested to do so.

POSSESSION OF WEAPONS AND ASSAULT

This policy has the purpose of prohibiting students from being in possession of weapons on school property and providing for procedures for investigation and notification in the event of a report of or suspicion of the presence of a weapon on school property.

A. DEFINITIONS

Weapons should include but not be limited to: loaded or unloaded firearms (including any pellet guns, B.B. guns or look-alike firearms); a knife, metal knuckles or artificial knuckles of any kind, cutting instrument, cutting tool, num-chuck stick, straight razor, explosives, firecrackers, noxious, irritating or poisonous gases, poisons, slingshot, or any other tool, instrument, implement or chemical capable of inflicting serious bodily injury or death.

A student is deemed to be in possession of any illegal and/or banned item(s) under this policy when such item(s) is found on the person of the student, or under his/her control, on property being used by the school or at any school function, or activity, or any school event held away from the school, or while the student is on his/her way to or from school.

B. GUIDELINES

Any student found in possession of or transporting a weapon during school hours or activities on school property, regardless of intent, may be reported to local police, scheduled for an informal hearing, cited for a ten day out-of-school suspension and, at the recommendation of the Superintendent, may be presented to the School Board for a formal expulsion hearing in accordance with the Pennsylvania School Code.

C. PROCEDURES

Any person who suspects that a student is in possession of a weapon as defined in this policy will immediately inform the building principal who will conduct a complete investigation. Upon discovery of a weapon, the principal must immediately notify and summon:

1. The police
2. Superintendent, and
3. The parents of any and all students involved in the incident.

Upon just cause for suspicion of possession of a weapon, the principal will request that the student volunteer to be searched by a school official (in the presence of a witness). If the student refuses to permit a search, the principal will immediately summon police to request assistance. Parents will be notified as soon as possible.

ASSAULT

Any attempt to cause bodily injury to a member of the school staff, a school official, or a fellow student is classified as aggravated assault and is a misdemeanor of the first degree which can result in charges being filed with the police. Any charges which may result from this offense are supplementary to the discipline procedure outlined in the discipline policy.

BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT POLICY REGARDING TOBACCO, SEE ACT 145 OF 1996 TOBACCO PROHIBITION, STATE OF PA

The Brandywine Heights Area School District administration and staff are responsible for the health, safety and welfare of all students during normal school hours and during school sponsored activities. Because we are concerned about the health, safety and welfare of our students, smoking and/or possession of tobacco and tobacco products such as smokeless tobacco are prohibited in or about Brandywine Heights Area School District property or on school buses. Students taking part in any Brandywine Heights Area School District activity such as field trips are also expected to abide by this regulation.

It is recognized that the purchase of tobacco products by minors is unlawful and that the Surgeon General of the United States has indicated that the use of tobacco products is hazardous to one's health. Therefore, in keeping with the Brandywine Heights Area School District's "smoke free" policy, the use or possession of tobacco products by students in the buildings, on school buses, vans or other forms of transportation or on or about school grounds is prohibited.

Violation of this policy shall result in the following penalties:

First Offense: Mandatory one (1) day suspension from school and prosecution initiated by the administration before the local District Justice. If found guilty or pleading guilty will result in a fifty dollar (\$50.00) fine plus court costs in accordance with Title 18 Pennsylvania Consolidated Statute Section 6306.1. Participation in a smoking cessation program.

Second Offense: Mandatory three (3) day suspension from school and prosecution before the District Justice as provided in the First Offense, with a fine of one hundred dollars (\$100).

Third Offense: Mandatory ten (10) day suspension from school and prosecution before the District Justice as provided in First Offense, with a fine of two hundred dollars (\$200).

If circumstances warrant, actual observation of use is not necessary for student to be disciplined.

**POSSESSION AND/OR SALE OF CONTROLLED SUBSTANCES
(ALSO SEE ACT 23 OF 1999, DRIVER'S LICENSE SUSPENSION,
STATE OF PA, And OUR SEPARATE ATHLETIC POLICY).**

As of October 1977, the board of directors of the Brandywine Heights Area School District adopted the following policy:

Any pupil in possession of controlled substances (drugs or alcohol) on school grounds or on a school vehicle will receive a suspension from school with a parent conference required for reinstatement. Expulsion from school will be considered in any case of possession of controlled substances.

Any pupil who supplies or sells any controlled substance on school property will be recommended to the superintendent for an expulsion hearing.

PROCEDURES INVOLVING STUDENT SEARCHES

In order to protect the welfare of all students, school administration may find it necessary to search students, student lockers, student automobiles, and/or student possessions. Students and parents are hereby notified that the Brandywine Heights Area School District is the sole owner of all student lockers located in the school, that these lockers are given as a courtesy to our students, and that all lockers are subject to search at any time, by administration, staff, police and canines.

Students choosing to park on School District property are hereby notified that Brandywine Heights Area School District is the sole owner of the parking lot, that permission to park an automobile is a courtesy extended to our students, and that any vehicle parked on our parking lots is subject to search at any time by school authorities. In the event of a search, school officials will use the following guidelines:

1. There should be "reasonable suspicion" of contraband or other materials dangerous to the health, safety, and welfare of students.
2. Searches may include:
 - a. LOCKERS - All lockers belong to the school district and are subject to search at any time.
 - b. AUTOMOBILES - Any automobile driven to school by a student, or parked on school property or an adjacent street, or at another school with which Brandywine Heights Area School District is engaged in an activity, is subject to search.

- c. PERSONAL BELONGINGS - Handbags, wallets, book bags, gym bags, and similar items are subject to search.
 - d. Electronic devices confiscated from students.
3. In the case of a personal search, the student will be informed in advance of the reason for the search.
 4. Although the police may not be involved in the search, they will be notified if the search results in the seizure of any illegal or look-alike substance.

SCHOOL BUS BEHAVIOR POLICY

NOTE: Infractions on the bus will also include an out of school suspension for those infractions which violate school behavior policies. Because of our concerns for the physical safety of students who ride the school bus, it is necessary that strict adherence to the following regulations must be observed:

1. All pupils must take their assigned seat on the bus and remain seated until it is time to get off. The transportation director and the bus driver have complete charge of deciding on the assigned seat for each pupil.
2. Pupils must stand behind the yellow line or three feet from the edge of the curb when waiting for the bus. Pupils must board buses in an orderly fashion.
3. Pupils must get off the bus at their designated stops. If necessity demands that a pupil temporarily get off at a different stop, the parent of the pupil must submit an advance request in writing to the transportation supervisor in the business office.
4. Pupils are not permitted to ride on a bus other than the one to which they are assigned. If necessity demands that a pupil temporarily ride another bus, the parent of the pupil must submit an advance request in writing to the transportation supervisor in the business office.
5. Parents are responsible to pay for any damage caused by their child to a school bus. Penalties will be imposed for bus misbehavior. There is a progression of consequences outlined in the discipline policies (see page 24). Our major concern when dealing with student misconduct on the bus is the safe arrival of all persons on the bus at their destination.

Offenses of bus misbehavior include, but are not limited to:

1. Extending arms or objects from bus windows.
2. Throwing paper or objects either on the bus or out of the bus window.
3. Yelling, shouting, or improper language.
4. Fighting on the bus.
5. Threatening and/or harassing other pupils on the bus.

6. Interfering in any way with the driver's safe operation of the bus.

School consequences as per the discipline code and administrative decisions may be applied for disciplinary infractions which occur on the bus. Pupils must attend school when bus privileges are suspended, but they must find their own transportation to school. Failure to attend for this reason will result in an unexcused absence.

SCHOOL BUS MISBEHAVIOR CONSEQUENCES

First minor infraction - verbal and written warning.

Second minor or first major infraction – detention and/or three (3) day suspension of bus privileges, possible out-of-school suspension.

Third minor or second major infraction - suspension of bus privileges until a conference is held with parent and driver, and possible out-of-school suspension.

Any further infractions - 10 day suspension of bus privileges and recommendation of expulsion from bus for remainder of the year.

HANDLING UNACCEPTABLE BEHAVIOR

Infractions will be handled through the classroom teacher in the following manner

1. **In the classroom, the teacher will:**
 - a. address the concern with the student;
 - b. fill in a referral form, describing the infraction, including necessary details;
 - c. Inform the student that the form has been written and have the student sign the form. The student's signature indicates to the reader that the student is aware that the referral is being submitted;
 - d. Submit the referral to the office for assignment of a consequence.
2. **Outside the classroom, the staff person observing the infraction will:**
 - a. whenever possible, address the concern with the student;
 - b. fill in a form describing the infraction, including necessary details;
 - c. submit the referral to the office.
3. The student will receive the white copy to be taken home to parent(s), the classroom teacher will receive the pink copy, and other copies are kept in the office.

REMOVAL OF PRIVILEGES

School privileges may be withheld for a designated period of time, **at the discretion of administration**, and may include removal from extracurricular activities (both athletic and non-athletic) and school social events as well as other functions.

Listed below are some of the poor choices which **may** cause a student to lose the privilege above each category:

Privilege - Driving to school

Leaving school grounds without permission
Reckless driving and/or speeding
Improper or illegal parking
Any infraction involving weapons, alcohol or drugs

Privilege - Attendance at sporting events, field trips and other school functions

A violation of safety rules and policies.
Poor academic performance
Administrative or sponsor discretion

Privilege - Junior-senior prom

2 or more Level 4 offenses
Any infraction involving weapons, alcohol or drugs

Our goal is to provide an environment where students and staff feel safe to attend classes and functions, and students can acquire the education they need to continue beyond high school.

Level I

1. Chewing gum or candy.
2. Having food or drink outside the cafeteria.
3. Littering.
4. Public show of affection.
5. Sitting on inappropriate surfaces.
6. Having feet on furniture.
7. Any condition that causes a disruption of the educational process or constitutes a health or safety hazard.

The consequence for a Level I offense is a one hour, after school detention. Although Level I offenses are not cumulative or progressive, a student who chooses to ignore the consequences for Level I offenses on a continual basis will receive a referral as a Level II infraction.

Interpretation of such infractions and applicable discipline will be at the discretion of the administration.

Level II

Listed below are examples of Level II offenses which accumulate and can become Level III infractions.

1. Being out of your assigned area.
2. Late to class or school 3 or more times.
3. Disrespect.

4. Failure to follow a reasonable request.
5. Misuse of a hall pass.
6. Causing a classroom disturbance.
7. Inappropriate conduct at lunch.
8. Missing an assigned detention, 1st offense.
9. Not having your handbook.
10. Any offense and/or material that causes, or has the potential to cause a disruption of the educational process or constitutes a health or safety hazard.

The progression of detentions for these infractions may be as follows:

First six offenses	1 hour of after school detention
Seventh and beyond	Referral as a Level III offense (#1)

Interpretation of such infractions and applicable discipline will be at the discretion of the administration.

Level III

Listed below are examples of infractions which lead to exclusion from school or loss of school privileges. Either will be in accordance with the progression stated in this section. Exclusion from school will be in the form of an out-of-school suspension.

1. Unchanged Level II behaviors.
2. Willful disregard for school rules.
3. Cutting class or arriving more than 10 minutes late to class without a pass from another staff member.
4. Throwing any food or object.
5. Offensive language.
6. Missing a detention.
7. Damaging or destroying the property of others.
8. Leaving a classroom or school grounds without the teacher's permission.
9. Theft.
10. Forgery.
11. Cheating.
12. Plagiarism.
13. Creating a disturbance during detention.

14. Hazing or inappropriate initiation ceremonies.
15. Any offense and/or material that causes, or has the potential to cause a disruption of the educational process or constitutes a health or safety hazard.
16. Reckless driving and or speeding (see removal of privileges, page 27).
17. Failure to obey the district's acceptable use policy in regards to computer usage and the internet.

***Consequences for possession/use of tobacco are outlined on page 22, as per Act 145 of 1996, TOBACCO PROHIBITION, STATE OF PA.**

The progression for all other Level III infractions may be as follows:

First offense - 1 day of suspension and loss of attendance at school functions for that day.

Second offense - 2 to 3 days of suspension and a loss of attendance at school functions for those days. **A meeting will be held to determine any other consequences or loss of other privileges.**

Third offense - 4 to 5 days of suspension, loss of attendance at school functions for those days.

Interpretation of such infractions and applicable discipline will be at the discretion of administration.

Level IV

Listed below are examples of infractions which will lead to exclusion from school and privileges. Exclusion from school will be in accordance with the progression stated in this section and will be at least three (3) days. Exclusion from school may take the form of out-of-school suspension and/or expulsion.

1. Unchanged Level III behavior.
2. Possession and/or use of any type of tobacco product (see page 21). See Act 145 of 1996, State of PA.
3. Damaging or destroying school property (vandalism). See Act 17 of 1994, State of PA.
4. Fighting, assault and/or battery.
5. Theft.
6. Disrespect, defiance and/or insubordination.
7. Possessing instruments of crime.

For any student suspected of concealing an instrument of crime, a parent and a police officer may be called and may be summoned to school immediately.

8. Possessing, using or being under the influence of any alcoholic beverage or illegal chemical substance. See Act 23 of 1999, State of PA.

For any student suspected of concealing or being under the influence of alcoholic beverages or illegal chemical substances or possessing paraphernalia, a parent and a police officer may be called and may be summoned to school immediately.

9. The sale or distribution, or intent to sell or to distribute, any illegal or look-alike chemical substance.
10. Possessing and or using any explosive devices or smoke bombs.

For any student possessing or concealing any explosive devices or smoke bombs, a parent and a police officer may be called and may be summoned to school immediately.

11. Continued physical, verbal or sexual harassment, including bullying/cyber bullying (Second and subsequent offenses).

For any student who continues to harass another student or staff member, a parent and a police officer may be called and may be summoned to school immediately.

12. Any severe infraction, which, in the opinion of the administration, causes a disruption of the educational process or constitutes a health or safety hazard. Examples of such infractions include, but are not limited to: arson, bomb threats, false alarms, continued harassment of a student or staff member, and threats.

The consequences for Level IV infractions will include exclusion from school and removal of privileges. There will be no standard progression for suspension days at this level. Each infraction will be handled on an individual basis and the number of out-of-school suspension days will be at the discretion of the administration.

Interpretation of such infractions and applicable discipline will be at the discretion of the administration.

DEPARTMENT HEADS

Mr. Brian Goldman	English Department
Mrs. Cathy Berg	Mathematics Department
Miss Cynthia Gabel	Foreign Language Department
Mr. David Herring	Business Department
Dr. Kim Slick	Science Department
TBA	Social Studies Department
Mrs. Suzanne Oswald	Fine Arts Department
Mrs. Kathy Slick	Practical Arts Department
Ms. Maryellen Monaghan	Special Education Department

It is the policy of the Brandywine Heights Area School District not to discriminate on the basis of sex, handicap, race, color and national origin in its educational and vocational programs or employment as required by Title IX.

FACULTY

Administration

Charles F. Crummy, Interim
Principal

Anne M. Wenninger, Asst. Principal
B.S., East Stroudsburg University
M.Ed., Temple University

Athletic Director

Robert E. Kurzweg III, CAA
B.S., Pennsylvania State University

Head Custodian

Barry Fox

Head Cook

Donna Kline

Guidance

Robert H. Allison
B.S., Pennsylvania State University
M.S., University of Scranton

David J. Favata
B.S., Marist College
M.A., Kutztown University

Kelly Pearsall
B.S., Pennsylvania State University
M.Ed., Kutztown University

Art

Michael A. Daddario
B.A., East Stroudsburg

Suzanne D. Oswald
B.S., Kutztown University

Shara Sweitzer
B.F.A., Arcadia University

Business

David V. Herring
B.S., Bloomsburg University
M. Bus. Ed., Bloomsburg University

Michelle Moore
B.S., Bloomsburg University

Wendy Pristash
B.S., Bloomsburg University
M. Bus. Ad., Bloomsburg University

English

James Beck
B.A., Kutztown University

Kirsten Ferry
B.A., Kutztown University

Brian M. Goldman
B.A., Wilmington College

TBA

Christine Santoro
B.S., University of Houston

Karen Walia
B.S., Cornell College
M.S., Kutztown University

Foreign Language

Gail J. Egan
A.B., Muhlenberg College
M.A., LaSalle University

Cynthia L. Gabel
B.S., Mansfield University

Susan Thomas
B.A., Temple University
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M.Ed., DeSales University

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M.Ed., Allentown College

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Kelly Shaw
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