2010 - 2011

Parent Handbook

Seventh - Eighth Grade

Office: (610) 682-5131

Web Site: www.bhasd.org

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MIDDLE SCHOOL DIRECTORY

Middle School Office 610-682-5131

Guidance Office

Mrs. Kulp 610-682-5115
Mr. Schumacher 610-682-5132

Mrs. Rosanne Kegerise District Registrar 610-682-5160

Web Site www.bhasd.org

Support Personnel

Dr. Kathy Johnson	**Principal**
Mr. Michael Bourdreau	**Assistant Principal**
Mr. Larry Schumacher	**Guidance Counselor**
Mrs. Heather Kulp	**Guidance Counselor**
Mrs. Mary Darrach	**Special Education Director**
Mrs. Karen Dalfonso	**Speech Therapist**
Mrs. Sharon Mutter	**Middle School Secretary**
Mrs. Gail Gerlette	**Attendance Secretary**
Mrs. Beth Adam	**Learning Support Aide**
Mrs. LuAnn Bennecoff	**Learning Support Aide**
Mrs. Carol Bortz	**Learning Support Aide**
Mrs. Nancy Boyer	**Learning Support Aide**
Mrs. Kathryn Deeter	**Learning Support Aide**
Mrs. Leanda Deisher	**Learning Support Aide**
Mrs. Connie Hafer	**Office Aide**
Ms. Sarah Harding	**Learning Support Aide**
Mrs. Nancy Heffner	**Learning Support Aide**
Mrs. Stephanie Kohler	**Learning Support Aide**
Mrs. Sue Merkel	**Learning Support Aide**
Ms. Sandra Peters	**Learning Support Aide**
Mrs. Karen Yenser	**Library Aide**

Who to call with questions/concerns regarding:

Student's grade	The course teacher	
Field trips	Team Leader	
Entry/Withdrawals	Mr. Larry Schumacher	610-682-5132

Medical Concerns	Mrs. Dawn Schwenk	610-682-5112
Transportation/Bussing	Mr. Barry Ziegler	610-682-5143
District Curriculum	C & I Office	610-682-5113
Special Education	Mrs. Mary Darrach	610-682-5181
Sports/Athletic	Mr. Bobby Kurzweg	610-682-5102
General School Operations	Middle School Office	610-682-5131
General Questions	Middle School Office	610-682-5131
Attendance/Absences	Attendance Office	610-682-5121
Cafeteria/Lunches	Mr. Ross McGovern	610-682-5114
Concerns with teachers	Dr. Kathy Johnson	610-682-5131
Address/Phone Changes	Mrs. Sharon Mutter	610-682-5131
Overall Academic Progress	Team Leader or	610-682-5115
	Guidance Counselor	610-682-5132
Academic Performance (testing, report cards, honor roll)	Mrs. Heather Kulp	610-682-5115
	Mr. Larry Schumacher	610-682-5132
Concerns not Listed	Middle School Office	610-682-5131

Return calls to your questions will be made in a prompt manner. Please be patient as some may take a little longer than others.

Middle School Faculty

* Denotes Team Leader

5th Grade

Mr. Nate Bentley
Mr. Chris Conrath
*Mrs. Tracy Reifsnyder
Mrs. Sue Trupp
Mrs. Lisa Weidemoyer
*Mrs. Danielle Wells

6th Grade Gray Team

Miss Tricia Kemmerer
*Mrs. Tonya LeVan
Mrs. Kristie Scheuer
Miss Ashleah Snyder (6G & 6M Teams)

6th Grade Maroon Team

*Mrs. Tracy Reader
Mrs. Amy Rohrbach
Mrs. Audrey Tucker

7th Grade Gray Team

Mrs. Janet Huston	Social Studies
Mrs. Michelle McMullen	Math
Mr. Jonathan Scheuer	Special Education
*Mrs. Kelly Smith	Science
*Mrs. Marian Smith	Reading
Mrs. Michelle Thompson	Language Arts

7 & 8 Grade Maroon Team

Mrs. Lisa Bieber (Erin Davis 8/30-12/20)	Special Education
Mrs. Cheryl Bleiler	Language Arts
*Mr. Matthew Donato	Science
Mrs. Mandi Kercher	Social Studies
*Mr. Benjamin Tannous	Math

8th Grade Gray Team

Mrs. Jennifer Baker	Language Arts
Mrs. Terry Flamm	Special Education
Mr. Karl Kotsch	Social Studies
Mr. Benjamin Stephens	Science
*Mrs. Erica Whalen	Math
Mr. Thomas Whalen	Reading

Encore Teachers

Mrs. Marie Ballantyne	Librarian
Ms. Emily Brown	Special Education
Mrs. Nancy Chmielewski	Music/Chorus
Mrs. Pam Clees	Art
Mrs. Joyce Esser	Family and Consumer Sciences
Mr. Andrew German	Music/Band
Mr. Paul Gilbert	Art
Mrs. Kathleen Hart	Reading
Ms. Alison Keating	Title I Reading
Miss Melanie Kegerise	Special Education
Mr. Eugene Kobielnik	Latin
Mrs. Nicole Konyak	Computers
Mr. Jeff Lapp	Physical Education
Mrs. Dawn Schwenk	Nurse
Mrs. Martha Smith	Health
Ms. Joanne Telenko	Special Education
Ms. Katherine Van Houten	Gifted

MIDDLE SCHOOL CURRICULUM

PHILOSOPHY

Brandywine Heights Middle School has a deep commitment to the education of our students. Our curriculum provides our students with an integrated and comprehensive course of study, along with opportunities for exploratory learning.

TEAMING

Students are grouped into interdisciplinary teams for instruction in core subject areas. Core area teachers meet regularly to plan integrated lessons and facilitate student academic success. The teams set up in the following manner:

Fifth Grade:

Mr. Conrath
Mrs. Reifsnyder
Mrs. Wells

Mrs. Trupp
Mrs. Weidemoyer

Sixth Grade Maroon Team: Mrs. Reader
Mrs. Rohrbach
Mrs. Tucker

Sixth Grade Gray Team: Miss Kemmerer
Mrs. LeVan
Mrs. Scheuer

Seventh Grade Gray Team: Mrs. Huston
Mrs. McMullen
Mr. Scheuer
Mrs. K. Smith
Mrs. M. Smith

	Mrs. Thompson
Eighth Grade Gray Team:	Mrs. Baker
	Mrs. Flamm
	Mr. Kotsch
	Mr. Stephens
	Mrs. Whalen
	Mr. Whalen

Seventh/Eighth Grade Split Maroon Team:	Mrs. Bieber
	Mrs. Bleiler
	Mr. Donato
	Mrs. Kercher
	Mr. Tannous

PHYSICAL EDUCATION / SPORTS

CLASS GUIDELINES

Fifth and sixth grade students should come to school with appropriate gym clothes and sneakers. Sweat clothing is advisable for cool weather.

Bringing valuables to class is discouraged, and the responsibility for loss of personal possessions resides with each student. For safety reasons, in physical education classes, students are expected to remove **all** jewelry.

If a student is injured or ill, a note from home will excuse the student from active participation for that day. The student, however, will be required to participate in class in an inactive capacity (i.e. scorekeeper, referee, or helper). A doctor's certificate is required to excuse a student from three or more consecutive classes.

INTERSCHOLASTIC SPORTS

Currently, 7th and 8th grade students are eligible to compete as part of the PIAA Middle School Program in boys and girls soccer, field hockey, boys and girls basketball, wrestling, baseball, softball, girl's volleyball, and cheerleading.

INTERSCHOLASTIC ATHLETIC ELIGIBILITY POLICY

I. To be eligible for interscholastic competition, a pupil must pursue a curriculum defined and approved by the principal as a full-time curriculum. Where required, the curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the local school board. The pupil must maintain acceptable grades in such approved curriculum as certified by the principal. Eligibility shall be cumulative from the beginning of the grading period and shall be reported on a weekly basis.

II. Academic Reporting Period

A. The period of time between 7:45 a.m. Friday and 2:30 p.m. Thursday, of any and all calendar weeks during a school term, is considered the reporting period

B. Reports are due in the athletic director's office by 3:00 p.m. Thursday.

III. Notification to Parent and Athlete – A letter will be taken home with the athlete at the beginning of the season, explaining the rules of athletic eligibility. It will be the responsibility of the athlete and parent to read the rules and return the designated portion, signed by the athlete and parent. This will provide proof to us that both the athlete and parent have read and agreed to the regulations. The athlete will not be permitted to participate or play until this agreement has been signed and returned. The athletic director may meet with all athletes to review rules on eligibility.

IV. Failure and Eligibility

A. Athletes who receive one (1) grade of F during an academic report period (7:45 a.m. Friday through 2:30 p.m. Thursday) will be eligible to participate athletically. However, the coach will inform the athlete of his failing or incomplete grade, encourage improvement, and provide incentive to remedy the situation.

B. Athletes who receive more than one (1) grade of F during an academic report period (7:45 a.m. Friday through 2:30 p.m. Thursday) will be ineligible to compete and/or practice on a weekly basis until the athlete satisfies the eligibility requirements. If the head coach consents, an ineligible athlete may practice providing he/she attends daily tutoring sessions. If the ineligible athlete does not attend tutoring or no tutoring sessions are offered on a particular day, the athlete may not practice that day.

C. Athletes who have been declared ineligible to compete and practice begin their ineligible period on the Sunday after the Friday reporting day, and conclude on Saturday. However, this ineligible period may continue, on a weekly basis, until the athlete satisfies the eligibility requirements.

D. Athletes whose work in any preceding report card grading period does not meet the standards provided in this policy shall be ineligible to participate in games and/or practices for the first fifteen (15) days of the next report card grading period. For fall athletes, the ineligible period will begin on the first day of school.

E. Athletes who enroll for the first time must comply with the requirements of the curriculum rules. The standing required for the preceding report card grading period shall be obtained from the records of the last school the student attended.

F. Athletes who drop a course and have an average of F when the course is dropped will be required to carry that grade toward eligibility for the remainder of the school term.

G. Athletes who are ineligible, dropped or suspended from a squad for any cause shall be considered a member of the squad during the period of his/her ineligibility or suspension.

H. Athletes who owe back work may make it up, providing it is in accordance with the school's rules. (When a student is out with an exempt or non-exempt absence, he/she has the same number of days to make up work as he/she was out).

I. Athletes will conform to the PIAA Article VII regulation, "PERIOD OF PARTICIPATION."

J. Athletes must be in school by 11:45 a.m. the day of the game. Any exception to this rule must have prior approval of the athletic director and/or principal.

K. An athlete's behavior unbecoming an athlete could result in the administration revoking the privilege of a student to participate in an athletic event.

L. Athletes will not be permitted to change sports during any part of a particular sport season, unless the coaches of the two sports agree. This does not apply to any athlete who quits the team for any reason.

M. Athletes must be amateurs. They
   a. cannot play under an assumed name,
   b. cannot receive money, and
   c. cannot sign a contract to play for a professional team.

N. An athlete who has been notified of a suspension on Friday will not be permitted to participate in a Saturday contest.

V. Administrative Guidelines for a Student of Adult Age Accused of a Crime -
Any student accused of, or arrested for, an alleged crime will have no action taken against him/her until the determination of their guilt or innocence is made by the

courts. If a student is convicted as an adult, and the crime for which he/she was convicted of took place during the athletic season when they were on a team, he/she will be removed from the team's roster and will forfeit the right to any awards earned in that particular sport. If a student is found innocent, no action will be taken. In the event that a student is found guilty, he/she will be suspended from all co-curricular activities for thirty (30) school days. Upon the termination of the suspension period, with administrative recommendation, the student may be allowed to participate in co-curricular activities.

The Brandywine Heights Area School District also supplies each athlete with a handbook of guidelines to be followed by all student athletes.

SUPPORT PROGRAMS

SCHOOL NURSE

Your child's health and well being are the primary concern of our school nurse. Parents must complete an emergency card for their children each year to remain on file with the school nurse. This card will come home the first day of school and should be returned by the second day of school. Allergies, medications your child may be taking daily, and/or any special medical conditions of the child should be listed on the card. Throughout the year, please make the nurse aware of any changes in address, phone numbers, or health information.

It is important that students are in the best physical condition while in school. State mandated height, weight, BMI, and vision screenings are performed annually. Hearing screenings are also performed in 7th grade. Early in spring of 5th and 6th grade, parents will be reminded of PA State mandated physical exams for 6th grade and dental exams for 7th grade. If you wish to have your child examined by the school dentist or school physician, you must return the completed consent form to the nurse by the date stated in the letter. The school dentist, physician, and nurse **WILL NOT** do the exam without the completed consent form. If you wish to have your family dentist or physician perform a private exam, the private physical form must be completed and returned to the nurse by the date stated in the letter. Any exams one year prior to the entry of the required year will be accepted.

All immunization requirements must be met prior to the first day of school to avoid exclusion of your child from school. Your child may be admitted provisionally if

proof of at least one dose of the required immunization has been administered. A copy of an official immunization record or note from your child's physician must be provided. A plan for completion of the remaining immunizations must be submitted to the school nurse. All children Kindergarten through 12th grade must have at least 4 properly spaced doses of Diphtheria-Tetanus (1st shot on or after child's fourth birthday), 3 properly spaced doses of polio, 2 properly spaced measles or MMR (1st dose administered at 12 months of age or older), 3 properly spaced Hepatitis B immunizations, and Varicella Immunity (proof of disease or 2 vaccines administered at 12 months of age or older). All students entering 7th grade also need a Tdap and Meningococcal vaccine. If your child has not received immunizations due to religious or medical reasons, please discuss reasons with the school nurse and she will inform you of the required signatures needed on your child's immunization certificate on file at school.

Whenever a child is still ill after one rest period in the nurses office, he or she will either be returned to class, released to you, or the emergency contact person may be called to come pick him/her up. The parent, or designated contact person, should report to the nurse's suite to personally pick the child up from school. Because of liability, NO STUDENT will be allowed to walk home when the nurse determines they are too ill or injured to remain in school. Someone must pick them up and be able to care for them. It is very important, when possible to choose an emergency contact person, or neighbor or relative, who lives close by and does not work.

When your child is not feeling well, please take the time to assess whether your child should come to school or stay at home. Please do not send them to school ill. This may jeopardize the health of other students. If you decide to send your child to school, there are PA State Guidelines the nurse follows, and based on the nurse's assessment she will determine if the child may remain or is too ill to stay in school.

Our medication policy remains the same. A medication form will be sent home on the first day of school. Additional forms are also available on the BHASD website. Keep this form in a safe place in case your child needs either over-the-counter or prescription medication during school hours. As school nurses, we will not be able to give your son/daughter any medication (including over-the-counter), without this form completed and signed by the parent and prescribing physician. All medication must be in the original container identifying the child, the medication, the dosage, and the prescribing

physician. We would like to encourage the parents to directly deliver any medication to the school nurse. Please do not send medication with your child on the bus.

Healthy children are better learners. Please make sure you encourage your child to eat breakfast and make healthy choices.

STUDENT ASSISTANCE PROGRAM (SAP)

The SAP team is a program whose purpose is to identify students who are having problems in school because of drug or alcohol abuse (personal or family) or due to emotional and/or mental health reasons. The SAP team is an **intervention** program, not a treatment program.

Students may be referred by teachers or other school personnel, parents or other students. Once a student has been identified, he/she is referred to an appropriate agency for help. The team provides the student and his/her family with information and resources to help the student understand and resolve the problem. The SAP team is comprised of teachers, administrators, the counselors and the nurse. SAP team members have undergone special training to work with these students.

STUDENT ADVISORY

One of the components of successful Middle Schools is the existence of a student advisory program. The primary purpose of the student advisory is to allow every student in the school to have an adult faculty contact to offer assistance and support for the students' academic progress and school success. Each BHMS student is assigned a faculty advisor (homeroom teacher) at the beginning of the year. Homerooms meet every day in the morning and once a month for an extended period to address advisory issues.

TUTORING – ACADEMIC SUPPORT

Students in danger of failing for any marking period may be referred by teachers or parents for tutoring. Students who receive below 70% in any core area subject will attend mandatory tutoring, remediation and/or study support during an assigned period until their grade improves. This temporary assignment may replace the elective activity they signed up for at the beginning of the year. Tutoring is provided by the middle

school staff. At any time during the year parents and/or students may schedule tutoring. Requests can be made through the guidance office. Mrs. Heather Kulp is the counselor for 5th grade and the 6G team and can be reached at (610) 682-5115. Mr. Larry Schumacher is the counselor for the 6M team, 7th grade and 8th grade and can be reached at (610) 682-5132.

LIBRARY

The library is open from 7:30 a.m. to 3:00 p.m. Monday through Friday. Books may be checked out for two weeks. Current issues of magazines, reference and reserve books, and audio-visual materials may be signed out overnight and are due back **at the start of school the next day**. Back issues of magazines may be checked out for two weeks. There is a 5 cent per day fine for regular books, and 25 cent per day fine for overnight materials, with a maximum fine of $3. Photocopies may be made for 10 cents per copy. Lost materials should be reported immediately, and must be paid for. Internet use is available to all students unless otherwise notified in writing from parents/guardians.

MEAL PROGRAMS

The middle school serves breakfast to students from 7:15 a.m. until 7:45 a.m. Students may purchase breakfast for $1.50.

The middle school serves a "Type A" lunch every day that students may purchase for $2.50. Salad bar selections and a la carte items may also be purchased. Extra items, such as ice cream, juice, etc., may be purchased after the meal has been served. It is the parent's responsibility to see that the students buy or bring a nourishing meal. A child's health and progress in school depend a great deal on the food they eat.

All children eating in school must eat in the room provided for that purpose. Rules for behavior are set up for the lunch room, and students are expected to follow these rules.

The Brandywine Heights School District will provide free or reduced priced breakfast and lunches under the Federal Type A School Lunch Program to eligible children in accordance with the procedures established and approved by the Board of School Directors and the Department of Education. Free or reduced meal applications

are available in the middle school office or the business office at all times. Approved or denied applications will be returned within 10 school days after submission to the school. If you have any questions when completing the application, you may call the cafeteria manager in the business office. School menus and a la carte price lists are subject to change during the school year. Lunch and breakfast prices will be published in the school newsletter should changes occur.

BUS TRANSPORTATION

Each child who is eligible for bus transportation is assigned to a particular bus, and may be assigned to a particular seat on that bus, at the driver's or school's discretion. Postcards notifying each child's bus stop will be mailed to homes late August. Students are not permitted to ride a bus other than the one they normally ride except for emergency reasons. Written requests to change buses must be made to the transportation department or principal three (3) days in advance. Video cameras with sound are placed on the school buses and are rotated frequently.

BUS STOP RULES

Students waiting for the bus shall respect the rights of property owners. Children shall enter the bus quickly and in an orderly manner. Parents shall be responsible for the behavior of their children before the bus arrives. Students should be at their assigned bus stops approximately 8 to 10 minutes before bus arrival time.

BEHAVIOR ON THE BUS

1. The bus driver is in complete charge while students are on the bus and will report any misconduct to the school principal. If misconduct continues, the parent will be notified and the student may be denied the privilege of riding the bus.

2. If a student willfully damages a bus, the student and/or his/her parents will be held responsible for the cost of the repairs.

3. All riders shall remain seated when the bus is in motion.

4. All riders shall remain completely inside the bus at all times (do not place arms, hands, head, etc. out of the window).

5. All riders shall carry on conversation in a normal tone of voice. Shouting distracts the driver.

6. Littering the bus with food or other debris, throwing objects, scuffling, fighting, or using obscene language will not be tolerated.

Because of our concern for the physical safety of students who ride the bus, it is necessary that strict adherence to regulations must be observed. Penalties will be imposed for misbehavior. The first offense will initiate a warning to students and parent notification. The second offense will cause a three (3) day suspension from the bus. The third, and any subsequent offenses, will mandate a parent conference. Students will then risk exclusion from the school bus for an extended period of time.

GRADING SYSTEM

All student grades will be recorded as numerical percentages.

- A percentage of 70 or higher is a passing grade.
- If students earn an average below 55% for the first, second, or third marking period, a minimum grade of 55 will be listed on the report card rather than the actual average earned.
- For the mid-term exam, final exam and fourth quarter, all recorded report card grades will represent the actual grade earned by the student.
- For 7th and 8th grade students, the mid-term and final exams will each make-up 10% (combined 20%) of the student's final grade for the course.

A student will not receive credit for classes they fail for the year. Parents are encouraged to monitor student grades throughout the year and check report cards each quarter. Intervention with tutoring or extra help during the year can reduce the occurrence of year failures. To request tutoring, contact the guidance office.

There are two honor rolls in the Middle School. To qualify, a student must achieve a grade point average (GPA) of 3.25 or better for Honors Status. Students who receive a GPA of 3.85 or better will be placed on the Distinguished Honor Roll. Receiving a grade below 75% will disqualify a student from consideration for honors recognition.

Listed below are the grade percentages with their honor points:

%	GPA
100	4.33
99	4.25
98	4.17
97	4.10
96	4.02
95	3.94
94	3.86
93	3.79
92	3.71
91	3.63
90	3.55

%	GPA
89	3.48
88	3.40
87	3.32
86	3.24
85	3.17
84	3.09
83	3.01
82	2.93
81	2.85
80	2.78
79	2.70

%	GPA
78	2.62
77	2.54
76	2.47
75	2.39
74	2.31
73	2.23
72	2.16
71	2.08
70	2.00

REPORT CARDS

Report cards are issued four times per year. The grades reflect the student's work in their respective classes. Students will receive grades each marking period in language arts, reading, social studies, science, mathematics, physical education, band, chorus, and the gifted program. Students will receive grades for each encore course for the semester they are taking it.

The first three quarterly reports are sent home with the student in an envelope. The envelope needs to be signed by a parent/guardian and returned to school within three days. Failure to do so may result in a disciplinary action. The final report card is mailed to students at the end of the school year. Dates that report cards are issued are published on the school district calendar and the school website.

COMMENT CARDS

In addition to report cards, comment cards are used by the faculty to convey information about students to their parents. These may be sent home at any time. Comment cards are a valuable tool for communication between the school and home. Parents are encouraged to use the comment section of the card. Teachers utilize comment cards for both positive and negative reporting. Any student who is in danger of failing a subject at any point in the marking period will receive a comment card. Students in danger of failing a subject for the year will be notified by guidance.

MONITORING STUDENT PROGRESS

To closely monitor student progress, parents may make use of the homework hot line to keep track of daily and long term assignments. Students should record grades on tests and other assignments in the space provided in the assignment book given to each student at the beginning of the year. Parents are encouraged to check this assignment book regularly to stay abreast of student achievement. Parents may also contact the team leader of their child's team to obtain a report of their child's progress.

During each of the four marking periods, a notice will be sent to the parents of students who, at any time between the second week and the end of the eighth week, are in danger of failing the quarter. Parents also have the opportunity to check their child's progress and grades using their computer. The Home Access Center (HAC) can be accessed through the school website. You will need a username and password to view information on HAC. Contact your child's guidance counselor for more information.

PROMOTION GUIDELINES

Students will not be promoted to the next grade if they receive a failing grade in two core curriculum subjects. Students have the option of fulfilling academic course work during the summer to make up the subjects they have failed. Please see your child's guidance counselor for academic options during the summer. Failure to fulfill the course work will cause a student to repeat the grade.

STUDENT ASSIGNMENTS

All students receive an assignment book at the beginning of the year for the purpose of recording homework assignments and building student responsibility. Parents should check student assignments regularly. BHMS also provides a homework hot line for parents and students to access current homework information. It is the student's responsibility to record homework assignments on a daily basis and follow through by completing homework assignments.

All assignments are expected to be given to the teacher by their due date. When a student is absent, he/she has the same number of days as they were absent to turn in the work missed for full credit. Late homework is not accepted. Homework is an integral

part of achievement and learning. Failure to complete and/or turn in homework will have an impact on a student's grade.

HOMEWORK REQUESTS DUE TO ABSENCE

Parents may request homework assignments from the office when a student is (or will be) absent for **three or more** school days. Since these requests are placed on the daily bulletin, parents must call the middle school office prior to 8:00 a.m. Requests after this time may not be fulfilled that day since the office may be unable to notify the teachers once the daily bulletin is issued. Parents should also understand that teachers will not always send work for students, since new material must be explained to students before they can be expected to complete it. Regular use of the homework hot line and teacher voice mail numbers will also provide necessary assignment information.

ATTENDANCE AND ABSENCES

According to the Pennsylvania School Code, all children between the ages of 8 and 16 are required to attend school for a minimum of 162 days each year to receive credit. To help emphasize the importance of regular attendance, the Brandywine Heights School District has developed a policy regarding excused and unexcused absences. Any absences incurred due to the reasons listed below will be considered exempt from the 162 day minimum attendance policy.

1. Written excuse from doctor or dentist
2. Previously approved doctor or dental appointment
3. Other professional services, at the discretion of the administration
4. School authorized field trips or activities
5. Athletic events
6. Approved educational travel
7. Suspensions from school
8. Personal bereavement
9. Religious holidays
10. Other, at the discretion of the administration

Non-exempt absences are those which are followed by an excuse written by a parent or guardian. Illegal absences are those for which a student has been unable to verify his/her whereabouts on a particular day and/or does not return a valid, written

excuse blank signed by parent or guardian to school **within three days** from the absence. Any absence determined to be illegal or unexcused will be considered as truancy and may be forwarded to the office of the District Justice.

LATE ARRIVALS

Students who arrive at school between 7:45 a.m. and 11:00 a.m. will be required to sign the tardy sheet and will also be responsible for an excuse note. Students will be given a pass to gain admission to their class. Excessive tardiness is considered a Level I offense in the behavioral code. After the third tardy in any academic quarter, the student may be assigned a detention.

Students arriving after 11:00 a.m. must also sign in and they will be responsible for a full day excuse blank.

STUDENTS EARLY DISMISSAL

Parents may request early dismissal for children during the school day. Signed requests must be submitted to the middle school office before 8:00 a.m. on the day of the early dismissal. Requests must contain the date, time of dismissal, the name of the person who will be picking the child up, a valid reason for the early dismissal, and the signature of the parent or guardian. Parents should meet their children at the office at the designated early dismissal time.

EDUCATIONAL TRIPS

Chapter 11, Section 11.26 of the Pennsylvania State Board of Education regulations states the following:

> "Upon receipt of a written request from the parents of the pupil(s) involved, the pupil(s) may be excused from school attendance to participate in an educational trip provided during the school term at the expense of the parent, when such trip is evaluated by the District Superintendent and pupil participants therein are subject to direction and supervision of an adult personage acceptable to the District Superintendent and to the parents of the pupils concerned."

Although we encourage regular attendance, we understand the educational benefits which may be realized when a student travels throughout Pennsylvania, the United States,

or the world. We assume that the travel is with the family and of such a nature that it cannot be accomplished at any other time. It should also be noted that students who are in danger of repeating required courses and/or who are in danger of not fulfilling credit requirements will be denied approval until a parent conference can be held to discuss and evaluate the best educational interests of the student.

If you follow the procedure outlined below, and your request for educational travel is approved, your child will be legally excused from school.

1. Complete all sections of the form entitled **Request for Educational Travel at least 10 days prior to the start of the trip**. This form can be obtained from the school office, and should be returned to the principal of the school your child attends. The form will be forwarded to the Superintendent of Schools by office personnel. The superintendent will review the request and mail his response to you.

2. All students are required to make up work missed within three days following their return to school. Please consult with the principal or the appropriate teachers concerning the procedure.

3. All middle and high school students granted approval for educational travel must write an essay which describes the educational benefits of the trip. This essay should be submitted to the principal within **two weeks** following the students return to school.

4. The educational trip request is designed to provide a vehicle for situations where no other opportunities are available. It provides relief where families have assigned vacation times and exceptional opportunities arise. Trips should be limited to once a year, and to a maximum of **ten school days** in any one year. The educational trip request is not for activities that can be planned on weekends or during school vacations. Your compliance with the procedure outlined above will enable us to record the days missed as legal and excused absences.

TRANSFERRING TO ANOTHER SCHOOL

When it is known that a student will be moving to another school, the middle school counselor should be contacted immediately. Arrangements will then be made for books and materials to be returned and for records to be sent to the new school. Parents should be aware that records may not be transferred to the student's new school if there are outstanding obligations.

STUDENT DISCIPLINE

The Brandywine Heights School District is committed to assuring equal opportunity to all students. The method of following through on that assurance is to provide a discipline code with established rules and regulations that prohibit the disruption of work in school by students. A copy of the discipline code with specific examples is provided to students in the front of their assignment book. It is also reviewed with the students in the opening days of school. A complete copy of this information can also be accessed on our website www.bhasd.org. Students and parents will be asked to sign a paper early in the school year that they understand the policy.

The following are methods of dealing with unacceptable behavior:

Level I Offenses that carry no accumulation of detention hours. Each offense will carry a one (1) hour detention policy.

Level II Offenses that carry an accumulation of detention hours. These offenses are considered to be more severe and more likely to cause a significant disruption.

1st and 2nd offense - 1 hour of detention
3rd and 4th offense - 2 hours of detention
5th and 6th offense - 3 hours of detention
7th Level II offense becomes a Level III offense

Level III Offenses that will lead to exclusion from school. Exclusion from school will be in the form of an out of school suspension. The progression for offenses is as follows:

1st Level III offense - 1 day suspension
2nd Level III offense - 2 day suspension
3rd Level III offense - 3 day suspension
4th Level III offense becomes a Level IV offense

Level IV Offenses that will lead to exclusion from school. For a level IV offense, the exclusion will be in the form of at least a 3 day out of school suspension. There will be no standard progression for suspension on this level. Each offense will be handled separately and on an individual basis.

DRESS PHILOSOPHY

The BHASD student dress policy has recently been revised to provide clear information about dress expectations.

SECTION I 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. Pajama/night clothes are not permitted.

SECTION II 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 in school.

SECTION III PANTS/SHORTS/SKIRTS/SKORTS

1. Pants, shorts, and skorts must be secured and worn no lower than the hip. Low riding/sag 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 the midway between the hip and knee.
5. Cut-offs of any type is not permitted.

SECTION IV 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

SECTION V FOOTWEAR

1. Some sort of shoe must be worn at all times. All footwear must be secured with a backing or a back strap that is part of the shoe. Homemade straps are **not** acceptable.
2. Any shoe that poses a safety hazard is not permitted, i.e. flip flops, open back sandals and slippers are not acceptable.
3. Shoes with laces must be tied.

SECTION VI JEWELRY

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

SECION VII HEADWEAR

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

SECTION VIII HEALTH AND HYGIENE

1. Apparel that is judged to be unhealthy or unsanitary.
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.

PUPIL USE OF LAVATORY

Guidelines for students using the lavatory are as follows:

1. Students must receive permission from a teacher or paraprofessional.
2. Only one student at a time may leave a classroom.
3. Students must sign out on the lavatory sheet in each classroom.
4. Abuse of these lavatory guidelines may result in issuing restricted personal lavatory passes.

ADDITIONAL SCHOOL INFORMATION

TELEPHONE USAGE

Students will be permitted to use the office telephone only in the case of an emergency as authorized by a professional staff member. School Board Policy #237 prohibits the use of electronic devices by students during the school day in district buildings, on district property, and while students are attending school-sponsored activities. This policy includes cell phones. Consequences for using these devices during school hours are as follows:

First Occurrence: The device will be confiscated and held in the office for the day. Parents will be notified and the student will be able to pick it up at the end of the day.

Second Occurrence: The device will be confiscated and held in the office. Parents will be called to set up a conference and to pick up the device.

Third and Additional Occurrences: Parents will be notified and the device will be confiscated and held in the office for the remainder of the school year.

TEXTBOOK POLICY

All textbooks used in the middle school are approved by the Board of Directors. Proper care of the textbooks received is the responsibility of each student. Students are responsible for loss, damage, or destruction of the textbooks which have been issued to them, along with subsequent payment for damaged and/or replacement texts.

WINTER COATS

Due to health and safety reasons, winter coats may be worn into the building, but they are to be stored in lockers during the school day.

LOCKERS/BACKPACKS

Backpacks are used to carry books and materials to and from school only. They are to be placed in the lockers before homeroom and left there until dismissal. Students have permission to go to their lockers between classes to exchange books as necessary, but the expectation is that they be on time to their classes.

Lockers are the property of the school. Students use them with the understanding that they will be searched by the school if necessary. Lockers and combinations will be issued to all students at the beginning of the year. Students are responsible for the proper care and use of their locker. Students should **not** share their locker combination with any other student.

LOST AND FOUND

Periodically, items are left behind throughout the school. These items are brought to the office and placed in the "Lost and Found" box. If your child loses anything, have them check in the office. All unclaimed items in the "Lost and Found" box will be discarded at the end of June.

DAILY CLASS SCHEDULE

Period	First Lunch Group	Second Lunch Group	Third Lunch Group
HR	7:45 - 7:53	7:45 - 7:53	7:45 - 7:53
First	7:56 - 8:38	7:56 - 8:38	7:56 - 8:38
Second	8:41 - 9:23	8:41 - 9:23	8:41 - 9:23
Third	9:26 - 10:08	9:26 - 10:08	9:26 - 10:08
Fourth	10:11- 10:53	10:11- 10:53	10:11- 10:53
5A	Lunch 10:56 – 11:26	10:56 - 11:38	10:56 - 11:38
5B	11:29 - 12:11	Lunch 11:41 - 12:11	11:41 - 12:22
5C	12:14 - 12:55	12:14 - 12:55	Lunch 12:25 - 12:55
Sixth	12:58 - 1:40	12:58 - 1:40	12:58 - 1:40
Seventh	1:43 - 2:25	1:43 - 2:25	1:43 - 2:25

SCHOOL CLOSING INFORMATION

There may be times when it will be necessary to close schools early, delay the start of school, or even close schools for the entire day due to inclement weather, poor road conditions, or other unforeseen emergencies.

School Messenger is an automated calling system that can individually call all members of the school community in the event of a school closing, delayed start, or early dismissal. This system will call the numbers currently listed in our database. Therefore, it is important that the student and parent contact information that we have is accurate, in order to fully implement School Messenger. If you have a phone number change throughout the school year, please contact the school as soon as possible to make the change and keep your files current to ensure you do not miss any of the School Messenger calls.

1. Should a delayed start of school be necessary, the delayed opening will be announced via the School Messenger calling system and over local radio stations.

2. In the event that school must be closed early, the necessary information will be announced via School Messenger and over local radio stations. Early dismissal decisions are strongly influenced by weather forecasts. Please listen to the radio any time inclement weather is forecast.

3. In the event that schools must be closed due to the prevailing conditions, the district will give the earliest possible notification via School Messenger and local radio stations. Announcements could begin as early as 10:00 p.m. the evening before, if a decision has been made early. In the event that conditions do not warrant closing early in the previous evening, notification will begin as early as possible the next morning.

The local radio stations that carry our school closing information are:

AM Stations	WRAW (1340)	WBYN (1160)	WAEB (790)
FM Stations	WLEV (100.7)	WRFY (102.5)	WODE (99.9)
	WWYY (107.1)	WSBG (93.5)	WMGH (105.5)
	WCTO (96)	WFKB (107.5	
TV Station	Channel 69		

PLEASE DO NOT CALL THE SCHOOL

Phones lines must remain open
for communication of emergency information

OPEN HOUSE/SCHOOL VISITATION

Open house is held in September to give parents the opportunity to visit our school, meet the teachers, and learn about the various curriculum related course requirements and expectations. It is also an excellent time for parents to ask any questions they may have of teachers or administrators to assure good communication and a clear understanding of our expectations. We hope you will be able to join us this year on Wednesday, September 8th for fifth grade and Wednesday, September 15th for sixth through eighth grades.

American Education Week each November gives us the opportunity to open our schools for parents to visit the classroom and observe classes in session. However, parents are not restricted to **this week only**. For class observation, you may make

arrangements through the principal's office to observe your child at any time during the year. A separate fifth grade student orientation is held in the spring of each year.

A complete listing of rules and regulations can be viewed on our website (www.bhasd.org) and is also located in the front of the student's agenda.

Voicemail and homework hotline numbers are updated each summer to align with staff changes. Listings of these numbers can be found in the student handbook. These updated listings are also published on the district webpage for easy access.