

2010– 2011
Brandywine Heights
Middle School



200 West Weis Street
Topton, PA 19562
www.bhasd.org

Office Hours 7:15 – 3:15
Summer Hours 7:45 – 3:15

Kathy A. Johnson, Principal
Michael R. Bourdreau, Assistant Principal
Larry Schumacher, Guidance Counselor for 6M Team, 7th and 8th Grade (610) 682-5132
Heather Kulp, Guidance Counselor for 5th Grade and 6G Team (610) 682-5115
Sharon Mutter, Middle School Secretary (610) 682-5131
Gail Gerlette, Attendance Secretary (610) 682-5121

The Middle School voicemail and homework hotline is available by dialing 610-682-5122 or 610-682-5123. Voicemail will accept messages and the homework hotline will provide information for individual's listed on the directory. This system is accessible only from a touch tone telephone.

Name	Assignment	Voicemail	HW Hotline	Name	Assignment	Voicemail	HW Hotline
Baker	English Gr. 8	383	683	Reader	Science Gr. 6	324	624
Ballantyne	Librarian & Library Skills 5-8	302	602	Reifsnyder	Fifth grade	313	613
Bieber	Special Education	336	636	Rohrbach	Math Gr. 6	335	635
Bleiler	English Gr. 7-8	388	688	Scheuer, J.	Special Education	334	634
Chmielewski	Music & Chorus Gr. 5-8	355	655	Scheuer, K.	Math Gr. 6	323	623
Clees	Art Gr. 5	340	640	Schwenk	Nurse	122	None
Conrath	Fifth grade	317	617	Smith, K.	Science Gr. 7	374	674
Dalfanso	Speech and Hearing	128	None	Smith, Marian	Reading Gr. 7	338	638
Donato	Science Gr. 7-8	389	689	Smith, Martha	Health	392	692
Esser	Family & Consumer Sci. Gr 8	358	658	Snyder	Special Education	333	633
Flamm	Special Education	325	625	Stephens	Science Gr. 8	373	673
German	Music & Band Gr. 5-8	354	654	Tannous	Math Gr. 7-8	381	681
Gilbert	Art	341	641	TBD	Special Education	316	616
Huston	Social Studies Gr. 7	376	676	Telenko	Special Education	337	637
Keating	Title I Reading	314	614	Thompson	English Gr. 7	377	677
Kegerise	Special Education	362	662	Trupp	Fifth grade	315	615
Kercher	Social Studies Gr. 7-8	330	630	Tucker	Social Studies Gr. 6	356	656
Kobielnik	Latin	382	682	Van Houten	Gifted	387	687
Konyak	Computers Gr. 6-8	360	660	Weidemoyer	Fifth grade	339	639
Kotsch	Social Studies Gr. 8	384	684	Wells	Fifth grade	332	643
Lapp	Phys. Ed. Gr. 5-8	390	690	Whalen, E.	Math Gr. 8	385	685
LeVan	Social Studies Gr. 6	322	622	Whalen, T.	Reading Gr. 8	361	661
McMullen	Math Gr. 7	370	670	Woloszanski	Phys. Ed. Gr. 5-8	391	691
Nawrocki	Special Education	378	678	Womack	Science Gr. 6	312	612

This information is also posted on our district website for ready access for those with internet connections.
www.bhasd.org

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

STUDENT SERVICES

Breakfast and Lunch Programs

Middle School serves breakfast to all students from 7:15 am until 7:45 am. All students are given an appropriate lunch period throughout the day. Lunch choices include a hot meal, salad bar, and ala carte items. All meals conform with the FDA guidelines for nutritional meals for young adolescents. Lunch and breakfast meals are available at a modest cost to students.

The district will provide free or reduced priced meals to eligible children. To see if you qualify, please contact the cafeteria manager, Mr. Ross McGovern, at 610-682-5114.

Guidance and Counseling

The school counselors are available to all students and parents for help with personal, social, and academic issues. Registrations, withdrawals, requests for schedule changes, requests for academic testing, coordination of standardized testing, and career planning are also responsibilities of the school counselors. The school counselors are available to students anytime during the school day. Students may request a pass from the counselors and/or get the permission of the teacher in charge to visit the counselors' office. Parents can contact your child's school counselor to discuss a concern or make an appointment. 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.

The Student Assistance Program (SAP)

The SAP team seeks to help students who are experiencing serious emotional concerns or any type of drug or alcohol related problem. Many services are available to students through the school district as well as through outside agencies.

Peer Mediation

Peer mediation is a process whereby students who have been trained in peaceful conflict resolution assist fellow students in working through problems. Disputants meet together with a trained team of mediators to listen to each other and mutually establish a way to resolve the existing problem. The skills involved in learning how to peacefully resolve conflicts provide a valuable model to apply throughout one's lifetime.

Library

The purpose of the school library is to provide resource based support to students. Students may use the library not only for their research needs but also for leisure reading as well.

Most library resources circulate on a two week basis. Reference, current periodicals, and materials placed on reserve, circulate overnight. Materials not returned to the library by the end of the school day

on the date 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 per item is \$3.00

Students may be restricted from participating in special school activities/events due to outstanding library obligations.

Computer Lab

BHMS has four computer labs that all students will use during the course of their middle school experience. Students may sign up to use the lab during activity period to work on assignments, enhance presentations, explore the web and do research. Instruction on the use of computers is a part of the BHMS curriculum. At all times, students must follow the district Acceptable Use Plan (AUP) when working with computers. See page 19 for details.

Academic Support

Students may seek additional support or academic assistance by contacting their teachers and arranging for tutoring during activity period. Students who fail a course for a quarter will be assigned tutoring in place of their chosen activity until they are maintaining a passing grade. After school tutoring and homework club are also available and can be arranged through the guidance office.

Clubs and Activities

The middle grades are a time when students begin to explore their world and may become interested in many different topics. In order to provide exploration of new experiences and/or develop talents in special areas, BHMS offers a variety of clubs and special activities for students to explore. There are also many athletic teams and intramural sports that students may become involved in. We encourage students to become involved in these co-curricular activities.

School Publications

The Bulletin, is the Middle School newspaper produced by students. There are six to eight issues per year.

The *Pipeline* is a weekly newsletter for parents. It is posted on the middle school webpage. Parents who do not have access to the internet, please notify the office to receive a hard copy.

BHMS produces a yearbook each year. All interested students may purchase this pictorial memory book in the beginning of the year. Yearbooks are distributed at the end of your school year.

Student Council

BHMS student council members are selected from the applicants that complete an application and receive teacher endorsement. This student leadership organization has the following responsibilities:

1. Participates in or manages extracurricular activities
2. Develops student responsibility, initiative, leadership and school pride
3. Promotes the welfare of the school through proper student faculty relationships
4. Provides for pupil expression
5. Furnishes a working model of government

The 2010 - 2011 Student Council Officers are:

President Ariel Riley
Vice President..... Sarah Soffa
Secretary Nikole Wetzel
Treasurer Brittani Ritter

Lost and Found

Students who find articles that do not belong to them are asked to turn them in at the office where the owner can claim them. Students' articles that are lost and/or suspected to be stolen are to be reported in the office the day the article is discovered missing. All unclaimed items in Lost and Found will be discarded at the end of June.

Telephones

Students will be permitted to use the office telephone only in the case of an emergency as authorized by a professional staff member.

Classroom phones are for the teacher's use and are not to be used by students.

STUDENT INFORMATION

Dress Philosophy

The students of this school district shall dress and groom themselves:

1. In a manner that is both tasteful and respectful.
2. In a manner which will preclude any interference with the classroom instruction and the efficient operation of the school.
3. In a manner, which complies with the health and sanitary standards, required, necessary or desirable for a community or an education environment.
4. In a manner that complies with all safety regulations set forth by this school and by local and state governments. When representing Brandywine Heights as a participant in athletic, scholastic, or club activities, attire should be in

5. As our school district wants to ensure a learning environment with minimal distractions, the guidelines that will apply in the middle school setting include but are not limited to such things as:

- 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

Dress Code

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.
4. 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, backpacks and exposed tattoos are not permitted if they:

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.

SECTION 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.

Discretion is left to the building administrator to temporarily amend the dress code regulations depending on the specific occurrences within the school day; field trips, special events/activities, extreme temperatures, and other circumstances where the required dress code adherence would not be conducive to the learning environment. In the middle school, with the exception of pool day, this dress code will be followed on all school days and activities.

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 exam will each make-up 10% (combined 20%) of the student's final grade for the course.

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.

Report Cards

Reports on the progress of the student's academic work are issued four times at nine-week intervals. Any questions concerning the report card should be directed to the appropriate middle school counselor. Parents may review a student's records by making an appointment with the guidance counselor.

Interim Reports

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. A separate report will be sent for each subject concerned. A carbon copy will be sent to the guidance office to be filed in the student's folder. This procedure is designed to enlist the cooperative efforts of parents, students and teachers in helping the student achieve his/her full potential.

MS Title I Program

The Brandywine Heights Area School District participates in the No Child Left Behind Federal Programs Title I initiative. The Brandywine Heights Middle School is the identified school that receives Title I services. Reading help is offered to students in grades 5-6.

All students receiving additional support must qualify through teacher recommendation and district screening assessments. After students are identified, our Reading Specialist uses individual or small group sessions both in class and as a pull-out program for instruction. The school sets a goal for

academic progress obtained by the students that will be measured through yearly assessments. Students are successful when they fall into the proficient range of achievement.

As required by law, all our professionals working in the Title I Program are Highly Qualified teachers. They hold a degree, have Pennsylvania Certification, and have shown competency in their subject area.

As required by law, parents will participate in their child's Title I instruction. Planning, working at the home, evaluation, and meetings will take place for parent input.

Overall, the district is pleased with the success rate of our students and in the services that are being provided in the educational program. Please direct any questions about the Title I Program to the Office of Curriculum & Instruction at 610-682-5113.

Academic Acceleration, Enrichment and Advancement

I.E.P. teams develop recommendations for handicapped students. For non-handicapped students decisions related to acceleration, enrichment and advancement should be the function of a building level team. The team should include, but not be limited to parents, teachers, students, and guidance counselors. The criteria used for evaluation by the team will include but not be limited to:

1. Options Program (Student grades, pre-requisite(s), etc.)
2. Standardized test scores
3. Teacher Recommendation Checklist(s)
4. Parent Recommendation Checklist(s)

Remedial Work-Summer School

If any core academic subjects are failed, the administration strongly advises that they be made up in summer school immediately following the closing of the school year in which the subject was failed.

Each year at the close of the regular session some pupils may be confronted with potential failure in various subjects. Students who fail two core classes for the year must make up at least one of those courses over the summer in order to advance to the next grade level. The guidance counselor talks with each student concerning makeup work or, if necessary, repeating the year. Credit will not be given for work unless the summer school has been approved by the administration, or in the case of a private tutor, approval of any arrangements shall be received from the principal. It is not enough to make

up work with a certified teacher. The teacher must be certified in the particular subject studied in order for the student to receive credit. At least 36 hours, reported by the remedial teacher in the form of a log, shall be spent in receiving private instruction in a course previously failed. The student shall be required to pass an examination administered by the school before credit is given. A grade of 70% must be received in a summer course before Brandywine will consider the credit acceptable for promotion.

A minimum of 60 clock hours by a private tutor and a 70% on a school-administered examination is required to receive full credit for a course not previously studied. Students satisfactorily completing these courses will receive the minimum passing grade on their permanent record.

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. All school property must be turned in and obligations paid before records will be transferred to the next school.

Student Admission

New students or students who have been out of school for 10 or more days are requested to stop in the guidance office. Schedules will be prepared, records sent for, and the teachers notified of any change in the status of a student who has been ill or injured.

Student Visitors

Students wishing to bring other enrolled school age students as visitors must complete the Visitors Application Form. The form is available in the office. It must be submitted ten days in advance of their visitation. Approval is granted at the discretion of the principal or her designee.

Building Hours

Middle School office hours are 7:15 am – 3:15 pm Monday – Friday when school is open. For students, homeroom begins at 7:45 and the last class is over at 2:25. During school hours, all doors in the building will be locked. All visitors must report to the main entrance and be buzzed in by the office staff.

Buses will drop students off in front of the building. Parents who bring students to school should follow the traffic pattern and drop students off in front of the building. **Students arriving between 7:15 am and 7:30 am should enter school through the main doors and proceed to the cafeteria. Students arriving after 7:30 am should enter through the main doors and report to their homeroom.**

Students who ride their bikes to school must park them in the bike rack.

All students or groups of students remaining in the building after dismissal must be supervised by a member of the faculty, their co-curricular advisor or coach. Maintenance personnel are not to assume this responsibility.

Early Dismissal

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, 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. "PERSONAL REASON(S)" is not a valid reason. Parents may be called if an excuse is in question. The person who will be picking up the child must report to the Middle School Office to meet the child at the specified dismissal time.

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. 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.

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 unexcused absences from school will be severe and may include citation and fines. With this in mind, the school district requires that **TO RECEIVE CREDIT FOR A YEAR'S WORK, A STUDENT WOULD HAVE TO BE IN ATTENDANCE 162 DAYS.** The absences listed below will be considered EXEMPT from this policy, when accompanied by correct documentation:

- doctor's or dentist's written excuse
- approved medical or dental appointments
- school authorized field trips or activities
- school related athletic events
- approved educational travel
- suspension from school
- personal bereavement
- religious holidays

- approved emergency

Remember-There are Three types of absences:

1. **Exempt** - Absences listed above 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.
2. **Non-exempt** - absences that are accompanied with a written excuse blank from the parent or guardian **within three (3) days of the absence.** These are legal absences, but are counted towards the 18-day limit.
3. **Illegal** - An absence, which is not accompanied by a written excuse signed by parents **within three (3) days of the absence.** The district justice may levy a fine of up to \$300 a day for illegal absences.

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

1. After 5 days of non-exempt absence: student conference, notice mailed to parent with the dates and total number of non-exempt absences listed
2. After 10 days: student conference, notice sent to parents certified mail with the dates and total number of non-exempt absences listed.
3. After 15 days: student conference, notice sent to parents certified mail with the dates and total number of non-exempt absences listed and notice of consequences when non-exempt absences exceed 18 for the year.
4. After 18 days: Student conference, a notice sent to parents, by registered mail, of their child's impending loss of credit for courses. A parent conference will be necessary to inform the parent as to the number and dates of non-exempt absences and also consequences of additional absences.

If it is necessary for a pupil to remain out of school for one or more days due to illness or any other excusable reason, an excuse note for the absence should be turned in to their homeroom teacher 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 additional days to bring the excuse note to their homeroom teacher. **If the student fails to return an excuse note within 3 days from the date of absence, the absence will become an illegal absence.** This procedure is targeted at helping students become more responsible and independent in looking after their own needs. The school has a legal responsibility to receive written excuse notes

for every absence a student might have. The student is responsible for obtaining the note from parents, bringing that note to the school, and giving it to his/her homeroom teacher. The responsibility to complete these tasks falls more in the hands of the parent in elementary school and will turn more completely over to the student in the high school. In middle school it is our wish to help your child learn responsibility, develop independence and recognize that choices have consequences. After the third unlawful absence the school district may take legal action toward **truancy**.

When your Child is Absent

1. Parents are required to call the attendance phone line, (610) 682-5121, before 8:00 AM.
2. Leave message stating your name, your child's name, the date and the reason for the absence. This phone call does not take the place of a written excuse. The school district is required by law to receive a written excuse with a parent signature.
3. If your child is absent and you do not report to the school, a call will be made home to inform you of the absence.
4. Upon your child's return to school, a written excuse blank with a parent signature, date, and reason for the absence must be submitted.

Steps Following an Absence

When you have been absent, do the following:

1. **Students should request an excuse blank from their homeroom teacher when they return to school.**
2. **Have your parent or guardian fill in the excuse blank, or write an excuse giving your name, today's date, date(s) of absence, reason for the absence and his/her signature**
3. Present your excuse to your homeroom teacher within **three** days of your absence.

Parents should give prior notification to the office of any hospitalization or other extended absence so that arrangements may be made to keep students in step with their academic requirements.

Late Arrival Policy

Students who arrive at school between 7:45 and 11:00 am will be required to sign the tardy sheet and will also be responsible for an excuse note. Students who arrive after 11:00 am must also sign in and they will be responsible for a full day excuse blank. **Students who report late without a valid excuse will be subject to discipline as outlined in the discipline policy.**

Late to School Policy

It is the responsibility of every student to be on time to all classes. Therefore, any student late to homeroom, without an acceptable admission pass, will be warned by the teacher. On the third late to school, the student will be referred to the office to discuss consequences of additional tardies.

Educational Experiences

There are many experiences outside of the school setting that provide educational benefit to students such as, travel, take your child to work or career shadowing. Should these experiences be available to students during regular school days, parents need to request school approval. All requests for educational experience must be approved by the Superintendent and principal prior to the extended absence. The parent should pick up an educational travel request form from the office, fill in the necessary information and return it to the principal **10 days prior to the trip**. The superintendent will respond to your request through the mail. Students going on an educational trip must write a brief report related to their educational experience and submit it to the principal within two weeks of their return to school.

Student Activity Nights

Activity nights are open to all Brandywine Middle School students, except those who do not meet established behavior criteria. Any student with a suspension or more than two hours (including lunch detention) of assigned detention occurring from the date of one activity night to the date of the next activity night will be ineligible to attend the upcoming activity night. Activity nights will include such events as dances, open gym, and game nights. Specific information regarding dates, times, and themes will be announced at least two weeks prior to the event.

Textbooks

All textbooks are loaned to students for their use during the school year. Students are responsible for all textbooks that they have signed for. Students will be charged for all textbooks that are not returned due to their loss or theft. Restitution must be made prior to the end of the school year. Students may be fined for damage to textbooks beyond normal wear and tear.

Student Lockers and Locks

The homeroom teacher assigns student lockers during the first week of school. Every student is issued a locker so there is no reason to share. Sharing lockers or combinations often leads to problems. 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.

Backpacks and Outside Coats

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

Behavioral Policy

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.

Detention

Detention after school may be required of students. An individual teacher may keep a student/students after school for detention, for disciplinary reasons, with the understanding that the parents are notified three days in advance.

The building administrator(s) may also assign detention 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 the student has a valid reason to miss a detention (see page 14), it is the responsibility of the parent to notify the administrator or teacher **at least one day in advance**. If an administrative detention is missed without prior notification, it will be considered a cut and consequence according to the discipline code (see page 16).

Possession of Weapons and Assault

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

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 (including lockers), 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 students is on his/her way to or from school.

GUIDELINES

Any student found in possession of or transporting a weapon during school hours or activities on school property, regardless of intent, will immediately 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, be presented to the School Board for a formal expulsion hearing in accordance with the Pennsylvania School Code.

PROCEDURES

Any professional staff member or school employee who suspects or ascertains 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 confiscation of a weapon the principal must immediately notify and summon:

1. The local 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 and 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. A misdemeanor of the first degree is punishable by a fine up to \$10,000 and/or imprisonment up to five years. Students are advised that assaulting a fellow student or school employee may result in charges of aggravated assault, and the legal consequences can be serious. Any charges, which may result from this offense, are supplementary.

Possession of Telephones, Pagers and Other Electronic Devices

The possession, by students, of telephone paging devices (beepers, et. al.), portable phones and laser pointers is prohibited on school grounds, at school sponsored activities, and on buses or other vehicles owned or operated by the school district.

In addition, the Board prohibits possession and use by students of any device that provides for a wireless, unfiltered connection to the Internet.

The use of personal communication devices, cellular telephones that have the capability to take photographs or record audio or video, by students during the school day in district buildings, on district property and while students are engaged in school-sponsored activities is prohibited.

Students bringing these devices to school must have them turned off and kept in their locker during the school day.

Violations of this policy by a student will result in the following disciplinary action;

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: The device will be confiscated and held in the office for the remainder of the school year.

The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

Student Medication

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. Students should not carry any medications including over-the-counter drugs with them during the day. If a parent believes their child may need medication during the day and allows them to bring it to school, the medication should be taken to the nurse in the morning. For more information regarding medications at school, please refer to the parent handbook in the SCHOOL NURSE section.

BHASD Policy Regarding Tobacco

The Brandywine Heights Area School District (BHASD) 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 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 BHASD property or on school buses. Students taking part in any BHASD 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 BHASD'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 are prohibited. Violation of this policy shall result in the following penalties:

First Offense: Prosecution initiated by the administration before the local District Justice and 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.

Second Offense: Mandatory three 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 day suspension from school and prosecution before the District Justice 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. (See disciplinary Policy, Section V, Level IV in this handbook).

Possession and/or Sale of Controlled Substances

As of October 1977, the Board of Directors of BHASD 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.

Please refer to the chart on pages 21-22 for more detail regarding controlled substances.

Policy 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.

1. There should be a "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. PERSONAL BELONGINGS - Handbags, wallets, book bags, gym bags, and similar items are subject to search.
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

Because of our concern for the physical safety of students who ride the bus to school, 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 curve 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 bus. Penalties will be imposed for bus misbehavior. For the first offense of bus misbehavior the principal will

6. Pupils must attend school when bus privileges are suspended, but parents must provide or make arrangements for their child's transportation to and from school.
7. All students should also follow school bus rules posted in each bus.

OFFENSES OF BUS MISBEHAVIOR ARE:

1. Extending arms or objects from the bus windows.
2. Throwing paper or objects either on the bus or out the bus window.
3. Yelling, shouting, or improper language.
4. Fighting on the bus.
5. Threatening others on the bus.
6. Interfering in any way with the driver's safe operation of the bus.
7. All school rules and guidelines for student behavior also extend to the school bus.

School consequences as per the discipline code and administrative decisions may be applied for disciplinary infractions, which occur on the bus.

Cafeteria

In order that the cafeteria serve as a place where students can purchase a nutritious meal that 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 that falls outside of these boundaries will not be tolerated and will be dealt with according to the discipline code.

BHASD BEHAVIOR CODE

I. PHILOSOPHY

One of the major goals of education in a democratic society is to help children and youth learn self-discipline, to know how to act and how not to act in the various situations and responsibilities of life. Maintaining discipline is 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.

If the school is a miniature society where students are educated to meet the demands of society, then students must learn to live by the rules and regulations established for the safety and welfare of all or suffer consequences as part of their learning experience.

The base upon which Brandywine Heights disciplinary code is developed is a belief in the worth and dignity of each student. It is recognized that no one has the right to detract from the education and well being of another by committing actions contrary to the rules and regulations established for the successful operation of the educational program. Therefore, when a violation of the code of conduct occurs, fair and appropriate action should be taken to correct the discipline problem and to turn the situation into a learning experience for the student involved.

The disciplinary process requires communication, understanding, and mutual respect among students, teachers, administrators, and parents. This disciplinary code has been established as a guideline for appropriate behavior and is distributed so all will know what is expected and may base their actions accordingly.

Policy Statement

The Brandywine Heights Board of School Directors believes that one of the major functions of the public schools is to prepare students to live lives based upon principles of good citizenship. The board further believes that self-discipline and the acceptance of life's responsibility are paramount for the well being of our society. Therefore, the Board of School Directors has directed the school district staff to develop and implement the following school disciplinary code consistent with the components of student's rights and responsibilities. The Brandywine Heights School District is committed to assuring equal opportunity and treatment to all students, regardless of race, color, religion, national origin, sex or ethnic background. This policy extends to all matters under the control of the school district.

II. GOALS

1. To guarantee the rights of all students and staff by providing a discipline code with established rules and regulations prohibiting the disruption of the work of the school.
2. To guarantee the rights of each individual through fair and reasonable treatment of violators of the discipline code.

3. To teach self-discipline by communicating to students their rights and responsibilities as outlined in the discipline code.
4. To respect the rights and personal dignity of all students and staff by providing a discipline code that will ensure a safe environment.
5. To protect and maintain school property.
6. To reduce the occurrence of discipline problems.
7. To comply with state and local laws.
8. To ensure all students the right to complete the course of study prescribed by state and local school authorities.

III. RIGHTS AND RESPONSIBILITIES

Student Rights

Students have legal rights as persons and citizens. These rights include the right to due process, the right to an education, the right to express their opinions in an appropriate manner, and the right to be free from discrimination. They also have human rights as persons and participants in the educational community. These rights include the right to be treated with dignity by other members of the school community and the right to contribute to the educational program.

Student Responsibilities

1. Student responsibilities include regular school attendance, conscientious effort in classroom work and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful, constructive and polite manner.
4. It is the responsibility of the students to conform with the following:
 - A. Be aware of all the rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
 - B. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
 - C. Dress and groom to meet fair standards of safety and health, and to not cause

substantial disruption to the educational processes.

- D. Assist the school staff in operating a safe school for all students enrolled therein.
- E. Comply with Commonwealth and local laws.
- F. Exercise proper care when using public facilities and equipment.
- G. Attend school daily and be on time at all classes and other school functions.
- H. Make up work when absent from school.
- I. Pursue and attempt to complete satisfactorily the student courses prescribed by the Commonwealth and local school authorities.
- J. Be appropriate in all verbal, written or physical representations that are associated with the school.

Teacher Responsibilities

The teacher should know and carry out the rules and regulations of the school. The teacher is the first line of discipline and it is the responsibility of each teacher to:

1. Be honest and ethical.
2. Promote a climate of mutual respect.
3. Encourage a positive self-image and sense of self-worth for each student.
4. Strive to make each student eager to learn.
5. Realize that his/her subject or areas of responsibility is an important part, but only a part, of the total school program.
6. Be aware of the total school program and of his/her responsibility for the success of the program.
7. Build a working relationship with the student and his/her parents.
8. Distinguish carefully between student misconduct which can (and should) be handled by the teacher and that which requires the assistance of an administrator.
9. Report to the principal a student who misbehaves in a way that jeopardizes his/her safety and the safety of others or who seriously interferes with the instructional program of the classroom.
10. Teach students by precept and example the common courtesies that promote better interpersonal relationships.
11. Handle individual infractions separately, fairly and consistently.
12. Be aware of behavioral changes in students that may indicate personal problems. An effort should be made to talk to students about problems immediately, and when appropriate, make referrals to the counselor, administrator, or SAP team members

13. Expect the best from each student.
14. Build good relationships with their colleagues.

Principal's Responsibilities

It is the responsibility of the principal, as the educational leader of the school to:

1. Be honest and ethical.
2. Promote a climate of mutual respect.
3. Be available to students, staff and parents.
4. Assist all personnel in evaluating their own professional attitudes and procedures.
5. Help school personnel improve their school attitudes and procedures.
6. Assist in the orientation of new personnel.
7. Work with all staff members to prevent problems and to resolve those that do arise.
8. Work with students and personnel to formulate school regulations.
9. Work closely with parents in establishing a working relationship between home and school.
10. Encourage parents and students to consult auxiliary staff and community agencies in the solution of problems.
11. Establish building security to assure health and safety.
12. Try to resolve discipline cases promptly
13. Implement the students' rights and responsibilities policy, school district policies, and State Code Regulations.

Superintendent and School Board Responsibilities

It is the responsibility of central office administrators and school board members to:

1. Be honest and ethical.
2. Establish a climate of mutual respect.
3. Establish a climate that is conducive to learning.
4. Assist in matters relating to the health, safety and welfare of the school community and the protection of school property and establish necessary building security.
5. Be aware of the total school program and their responsibilities for the success of that program.
6. Work closely with parents and school personnel in establishing a working relationship between home and school.
7. Work closely with the community and school personnel in establishing a supportive relationship between the community and the school.
8. Encourage parents, student and school personnel to consult auxiliary staff and community agencies in the solution of problems.
9. Be sensitive to needs and expectations of different components of the school community.
10. Be available to parents, students, staff, and community members.

11. Respect the feelings, judgments and concerns of students, parents, school personnel, and community members.

Other School Personnel Responsibilities

It is the responsibility of other school personnel to:

1. Be honest and ethical.
2. Contribute to the climate of mutual respect.
3. Be aware of the total school program and of his/her responsibility for the success of the program.
4. Realize that his/her area of responsibility is an important part, but only a part, of the total school program.
5. Distinguish carefully between student misconduct which can be handled personally and that which requires assistance.
6. Report to the professional staff any student who behaves in a way that jeopardizes his/her safety and the safety of others, or who seriously interferes with the instructional program of the classroom. Secretaries, teacher aides, paraprofessionals, cafeteria employees and bus drivers all contribute to the educational climate of the school.

IV. KINDS OF DISCIPLINE AND PROCEDURES

Direct Contact with Pupil and Parent

To work out a problem, a contact with the home may frequently be the most helpful response to the offense. 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 school agencies may be called in for help in this procedure.

Removal of Privileges

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

Detention

In certain cases a student may be required to remain after the conclusion of a normal school day for a teacher detention or a school detention.

Students will be given a written notice of detentions, and it is their responsibility to deliver the notice to parents. Detentions:

1. Shall be one hour on the day that it has been assigned.
2. May only be rescheduled for doctor or dentist appointments and family emergencies with **prior**

_____ or a phone call from the parent.

3. Students will receive the original detention slip the day it is assigned. They are required to take this home to parents. The date of the detention will be at least two days after the date the detention is assigned to the student. It is the student's responsibility to remember the date of assigned detentions and report at the specified time.
4. Any student who is reported for causing a disturbance while serving a detention will be assigned an additional detention hour for the first offense. Subsequent offenses will result in an out-of-school suspension.

Detention may be rescheduled due to lack of transportation, but prior contact and approval needs to be made with the principal.

The following types of excuses are **unacceptable** for nonattendance at detention:

- **Student's work**
- **Extra-Curricular Activities**
- **Appointments other than medical or legal which are made the day of the detention**
- **Forgetting**

Out-of School Suspension

Students involved in disciplinary action that warrants out-of-school suspension 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 parent by phone.
2. The parent shall be notified in writing when the student is suspended. The original referral stating the reason for the suspension will be given to the student to give to parents the day the suspension is assigned and a follow-up letter will be mailed to parents.
3. During the period of suspension, a student is not permitted to participate in any instructional or activity program of the school. A suspended student is not permitted to be on school grounds, in school buildings, or at any school sponsored affairs, events or activities.
4. A copy of the suspension letter will be sent to the appropriate school authorities.
5. The parent will be informed of readmission procedures.
6. Subsequent suspensions could lead to a recommendation of expulsion.

Expulsion

Expulsion means the removal of a student from the school. This is a very serious step that is only recommended for the most serious offenses and for

habitual suspension offenses. The requirement of due process of law will 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 lawful in the commonwealth of Pennsylvania.

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

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

V. UNACCEPTABLE BEHAVIOR

Offenses that need to be referred to the office will be handled through the classroom teacher in the following manner:

1. The teacher will fill in a discipline referral form, describing briefly the infraction.
2. The student will read and sign the referral.
Signing it does not mean the student agrees. The student signature is part of his/her right to know what is written. The student signature acknowledges receipt of the disciplinary action
3. The teacher will make a phone call home and speak to the student's parent(s) to inform them of the details of the referral.
4. The teacher will send the referral to the appropriate administrative office for appropriate action.
5. The classroom teacher will receive the gold copy for their file.

Level I

Listed below are examples of possible offenses for which one hour of detention will be assigned

1. Wearing clothing that in the opinion of the administration causes disruption of the educational process or constitutes a health or safety hazard.
2. Chewing gum and candy during school hours.
3. Public show of affection.
4. Eating during school hours, except in the cafeteria area during lunch periods.
5. Having feet or legs on desks, tables or seats.

6. Sitting on windowsills, heating units, desktops and tabletops.
7. Having radios, stereos, tape players, beepers, or other electronic devices in school during school hours, except for class assignments.
8. Wearing hats and bandanna of any type in the building.
9. Being at locker without permission during class time.
10. Littering
11. Being tardy more than three times in any marking period. A warning will be given to students when they accumulate three.
12. Unexcused lateness to class – teacher does 1st and 2nd tardy.
13. Loitering in lavatories.
14. Any condition, in the opinion of the administrator that causes a disruption of the educational process or constitutes a health or safety hazard.

There will be no accumulation of detention hours at this level. Each offense will carry a one-hour of detention penalty. Interpretation of such offenses and applicable discipline will be the discretion of the administration.

Level II

Listed below are examples of possible detention offenses, which may accumulate and become level III offenses.

1. Being out of assigned area without written permission.
2. Unexcused lateness to school or class – 3 or more times.
3. Disrespect
4. Improper language
5. Failure to follow a reasonable request
6. Misuse or abuse of a hall pass
7. Causing a class disturbance
8. Falsifying information
9. Misuse of food
10. Using spray cans or bottles in the building.
11. Missing assigned detention hour the first time.
12. Any offense and/or material in the opinion of the school administration that causes or has the potential to cause a disruption of the educational process or constitutes a health or safety hazard.

The progression of detention for these offenses may be as follows:

- 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 and successive level II offense becomes a level III offense - unchanged level II behavior. Applicable discipline is suspension.

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

Level III

Listed below are examples of offenses that will lead to exclusion from school. Exclusion from school will be in accordance with the progression stated in this section. Exclusion from school will take the form of out-of-school suspension.

1. Unchanged level II behavior
2. Willful disregard of rules and regulations
3. Cutting class or more than 10 minutes late to class.
4. Throwing food or other objects in the cafeteria
5. Using offensive language and/or being publicly disrespectful to others. This includes words or actions that embarrass, demean or ridicule another person regardless of intent.
6. Missing an assigned detention hour the second and/or subsequent time it is assigned
7. Damaging school property or destroying the property of others (minor vandalism)
8. Leaving the building and/or school grounds without permission
9. Theft – first offense
10. Forgery – first offense
11. Cheating – first offense
12. Plagiarizing – first offense
13. Creating a disturbance during detention that results in the student being told to leave. The student may also be required to serve the detention at a later date.
14. Hazing
15. Any offense, and/or material in the opinion of the administration that causes or has the potential to cause a disruption of the educational process or constitutes a health or safety hazard.

The progression of suspension for these offenses may be as follows:

- 1st level III offense - 1-day suspension
- 2nd level III offense - 2-day suspension
- 3rd level III offense - 3-day suspension
- 4th and successive level III offenses become a level IV offense: unchanged level III behavior.

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

Level IV

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

1. Unchanged Level III behavior
2. Possessing and/or using any type of tobacco product
 - A. For any student suspected of concealing a tobacco product, a parent and/or police will be called and may be summoned to school immediately.
 - B. Any tobacco product confiscated will be disposed of
3. Damaging and/or destroying school property (major vandalism)
4. Fighting, assault and battery
5. Theft (major)
6. Offensive language, defiance, and/or blatant disregard of respectful treatment of others, by words or action.
7. Possessing instruments of crime. For any student suspected of concealing an instrument of crime, a parent and/or police officer will 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.
 - A. For any student suspected of concealing alcoholic beverages a parent and/or police officer will be called and may be summoned to school immediately.
 - B. For any student possessing or using illegal and/or look alike chemical substance or paraphernalia associated with illegal chemicals a parent and/or police officer will be called and may be summoned to school immediately.
9. The sale or intent to sell any illegal and/or look alike chemical substance.
10. Possessing and/or using any explosive devices, smoke bombs or incendiary devices; including matches and/or lighters. For any student suspected of concealing an explosive device or smoke bomb, a parent will be called and summoned to school immediately.
11. Any severe offense, in the opinion of the administration, that causes a disruption of the educational process or constitutes a health or safety hazard. Examples of such offenses include, but are not limited to: arson, bomb threats, false alarms, continual harassment of students, and threats.

There will be no standard progression for suspension days of this level. Each offense will be handled on an individual basis and the number of suspension days will be at the discretion of the administration. Interpretation of such offenses and applicable discipline will be at the discretion of the administration.

VII. EXCLUSIONS FROM SCHOOL

1. Every administrator in charge of a school within the district may temporarily suspend any pupil without a hearing for a period not to exceed three school days on account of disobedience or misconduct, which shall include violation of penal laws or regulations adopted by the school district. The violation 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 reason for the suspension.
2. A child 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.
3. Following any suspension the administrator in charge shall send by mail to the parents a notice of the suspension setting forth:
 - A. The reason
 - B. The length of the suspension
4. Students suspended from school are excluded from participation in school activities during the time of their suspension.

Anti-Bullying Program

Brandywine Heights Middle School implemented a bully prevention program at the start of the 2001-2002 school year. The BHASD School Board adopted a bullying and cyber bullying policy in June 2008. The purpose of this program is to help establish a safe school environment. The program addresses ways to prevent bullying, why it is important for students to report bullying, and strategies for students who witness bullying to help the victim(s) in our school. The process of reporting and handling bully-related issues is explained in the diagram on page 20.

Bullying and Cyber Bullying

Purpose

The Board strives to provide a safe, positive learning climate in the schools. The district, its schools, and the school community have an obligation to promote mutual respect, tolerance, and acceptance, and will not tolerate any behaviors that infringe on the safety of any student. Therefore, it shall be the policy of the School District to maintain an educational environment in which bullying and cyber bullying in any form are not tolerated. Toward that end, bullying and cyber bullying are prohibited on school

grounds, at school-sponsored events and activities, on school busses and other school-sponsored transportation and at school bus stops.

Authority

All forms of bullying and cyber bullying by school district students are hereby prohibited. Anyone who engages in bullying or cyber bullying in violation of this Policy shall be subject to appropriate discipline.

Students who have been bullied or cyber bullied shall promptly report such incidents to designated building administrators and/or staff.

Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

The School District shall annually inform students that bullying or cyber bullying of students will not be tolerated.

Definition

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the School District by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). All forms of cyber bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the School District, offenders shall be the subject of appropriate discipline.

Bullying should mean any intentional and repeated occurrences of unwelcomed and hurtful words, acts, or other behaviors, such as name-calling, threatening, and shunning, committed by one or more individuals against another.

Bullying can take many forms and occur in virtually any setting. Examples of bullying include, but are exclusive to:

Physically, emotionally or mentally harming a student;
Damaging, extorting or taking a student's personal property;

- Placing a student in reasonable fear of physical, emotional or mental harm;
- Placing a student in reasonable fear of damage to or loss of personal property; or
- Creating an intimidating or hostile

environment that substantially interferes with a student's educational opportunities.

The term "bullying" or "cyber bullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

Delegation of Responsibility

Each staff member shall be responsible to maintain an educational environment free of bullying and cyber bullying to lessen it as much as possible and hold the students accountable.

Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyber bullying.

Students shall be encouraged to report bullying or cyber bullying complaints to School District employees.

Appropriate building administrators shall investigate to determine if bullying or cyber bullying has occurred. If the behavior is found to meet the definition of bullying or cyber bullying, written documentation must be submitted to the building principal.

The building principal or his/her designee will inform the parents of the victim and the person accused.

Guidelines

Complaint Procedure: Please see chart on page 19 for the implementation process of the middle school regarding the following guidelines.

1. A student shall report a complaint of bullying or cyber bullying orally or in writing to a School District employee.
2. A building administrator will investigate the alleged conduct that occurred.
3. The building administrator may ask assistance from other School District employees in the investigation process.
4. After the investigation, the building principal shall be notified in writing of the complaint and the results of the investigation and shall take corrective action to ensure the conduct ceases.
5. Discipline: A violation of this Policy shall subject the offending student to appropriate disciplinary action, consistent with the student discipline code, which may include suspension or expulsion.

BHASD Acceptable Use Policy (AUP) for Computers

Reference for AUP

This is a brief summary of the rules in place governing the behavior of both students and staff while utilizing district network resources at the Brandywine Heights Area School District. The Acceptable Use Policy (AUP) may be accessed in its entirety on the district website at <http://www.bhasd.org/aup.htm>, or you may request a copy from district administrative offices. If you have questions pertaining to the AUP or its implementation, please direct your questions to the building principal

Internet access is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of this resource and of our own district network relies upon the proper conduct of the users who are expected to adhere to procedures and guidelines. The following general guidelines are provided so that users will be aware of the responsibilities that they are assuming. In general, this requires efficient, ethical, and legal utilization of all network resources. If a Brandywine Heights Area School District user violates any of these provisions, his or her account will be terminated, future access suspended or denied, and disciplinary action taken. Federal law (Child Internet Protection Act – CIPA) requires the presence of a district Acceptable Use Policy (AUP), from which this information is taken. The signatures required prior to granting users authorized access to the network are legally binding and indicate that the persons who signed have read the terms and conditions specified in the AUP carefully and understand (s) their significance. BHASD provides a computer account for each student unless parents notify the school in writing that they do not wish their child to have computer access or internet access.

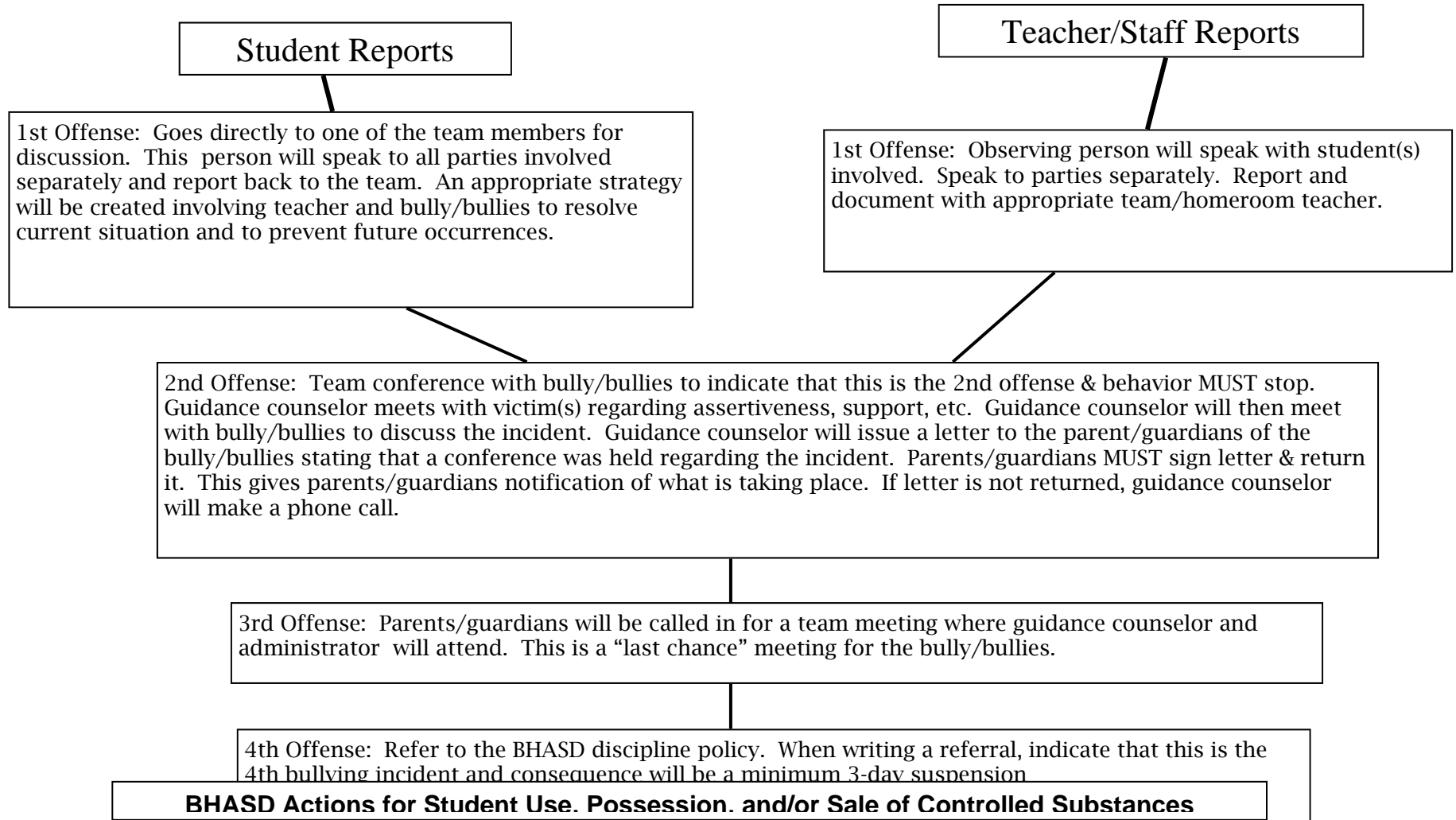
Code of Responsibility

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.
- 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.
- 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 either onto personal diskettes or onto other computers through electronic mail or bulletin boards. 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.

Reporting Process for Bullying Incidents

Definition of Bullying: A person is bullied when he/she is exposed, repeatedly and over time, to **negative actions** on the part of one or more persons. A **negative action** is when a person intentionally inflicts injury or discomfort upon another person through physical contact, verbally with words, and other ways that make the person feel uncomfortable and/or unsafe.



SITUATIONAL CATEGORY	IMMEDIATE ACTION	INVESTIGATION	PARENT NOTICE	POLICE NOTICE	DISPOSITION OF SUBSTANCE	DISCIPLINARY RESPONSE, REHABILITATION
A student volunteers information about personal drug or alcohol use and asks for help.	The student is informed of services available and encouraged to seek assistance.	A staff member will request advice from the SAP team.	At discretion of Administrator	N/A	N/A	Refer student to SAP team
A student contacts a staff member in regard to drug or alcohol use of another student.	Staff refers to SAP team.	By SAP team	N/A	N/A	N/A	Possible referral to SAP team
A student is suspected of possible drug or alcohol use. There is no violation or physical evidence	The student is informed of available help and encouraged to seek assistance.	By SAP team	At discretion of Administrator	N/A	N/A	None. Refer to SAP team.
The student has a drug or alcohol related emergency	The nurse will be summoned immediately. Student will be transported to a medical facility.	The student, his/her locker, car and other possessions will be searched. Confiscation of any found substances.	Yes	Yes	Analysis will be made	Informal hearing. Ten day out of school suspension. Required participation in a chemical abuse program. Independent assessment required. Recommendation from assessment followed. Possible formal hearing for expulsion.
The student possesses drug related paraphernalia. No evidence of use.	Principal is summoned. Paraphernalia is confiscated. Staff member writes anecdotal report of incident which is forwarded to SAP team.	The student, his/her locker, car and other possessions will be searched. Confiscation of any found substances.	Yes	At discretion of Principal		Informal hearing. Ten day out of school suspension. Independent assessment required. Recommendation from assessment followed. Possible formal hearing for expulsion.
A student possesses, uses or apparently is under the influence of drugs or alcohol. First offense. Cooperative behavior.	Principal is summoned. Staff member writes anecdotal report of incident which is forwarded to SAP team.	The student, his/her locker, car and other possessions will be searched. Confiscation of any found substances.	Yes	At discretion of Principal	Analysis will be made	Informal hearing. Ten day out of school suspension. Required participation in a chemical abuse program. Independent assessment required. Recommendation from assessment followed. Possible formal hearing for expulsion.

	SITUATIONAL CATEGORY	IMMEDIATE ACTION	INVESTIGATION	PARENT NOTICE	POLICE NOTICE	DISPOSITION OF SUBSTANCE	DISCIPLINARY RESPONSE, REHABILITATION
7	A student possesses, uses or apparently is under the influence of drugs or alcohol. First offense. Uncooperative behavior.	Principal is summoned. Staff member writes anecdotal report of incident which is forwarded to SAP team.	The student, his/her locker, car and other possessions will be searched. Confiscation of any found substances.	Yes, Requested to come to school immediately	Yes	Analysis will be made for possible use in further proceedings.	Informal hearing. Ten day out of school suspension. Required participation in a chemical abuse program. Independent assessment required. Recommendation from assessment followed. Possible formal hearing for expulsion.
8	A student possesses, uses or apparently is under the influence of drugs or alcohol at a school related activity on or off school property.	Chaperone will contact the group advisor and Principal.	The student, his/her locker, car and other possessions will be searched. Confiscation of any found substances.	Yes, Requested to come to school as soon as possible.	Yes	Analysis will be made for possible use in further proceedings.	Informal hearing. Ten day out of school suspension. Required participation in a chemical abuse program. Possible formal hearing for expulsion from school. Student may be sent home immediately at parental expense or detained until a parent can accompany the student. Further discipline as provided by the appropriate situational category will be administered following the Principal's investigation.
9	A student is caught again with drug paraphernalia, or in possession, use or under the influence of drugs or alcohol.	Principal is summoned. Staff member writes anecdotal report of incident which is forwarded to SAP team.	The student, his/her locker, car and other possessions will be searched. Confiscation of any found substances.	Yes, Requested to come to Principal's office immediately	Yes	Analysis will be made for possible use in further proceedings.	Informal hearing. Ten day out of school suspension. Formal board hearing for expulsion. The administration will request that conditions for the return to school following expulsion include as assessment by a licensed drug and alcohol facility and compliance with the recommendations of the facility.
10	A student is distributing drug, alcohol or controlled substance.	Principal is summoned. Staff member writes anecdotal report of incident.	The student, his/her locker, car and other possessions will be searched. Confiscation of any found substances.	Yes, Requested to come to Principal's office immediately	Yes	Analysis will be made for possible use in further proceedings.	Informal hearing. Ten day out of school suspension. Formal board hearing for expulsion. The administration will request that conditions for the return to school following expulsion include as assessment by a licensed drug and alcohol facility and compliance with the recommendations of the facility.

		Grade:	Homeroom:				Team:
Per	Time	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
HR	7:45 - 7:53						
1st	7:56 - 8:38						
2nd	8:41 - 9:23						
3rd	9:26 - 10:08						
4th	10:11- 10:53						
5A	L 10:56 - 11:26 C 10:56 - 11:38						
5B	C 11:29 - 12:11 L 11:41 - 12:11 C 11:41 - 12:22						
5C	C 12:14 - 12:55 L 12:25 - 12:55						
6th	12:58 - 1:40						
7th	1:43 - 2:25						

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