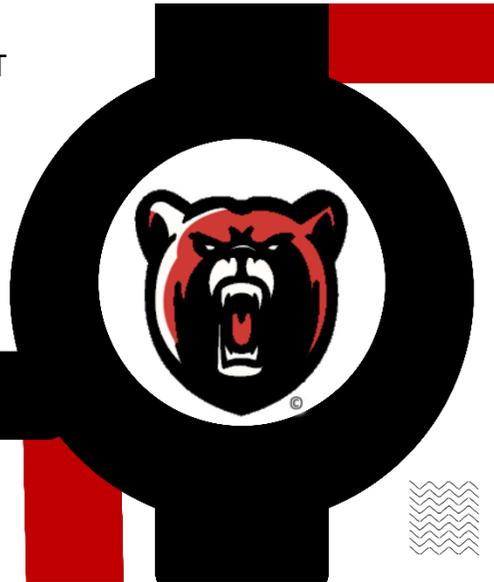




BOYERTOWN AREA SCHOOL DISTRICT

# STUDENT HANDBOOK



2024-2025



[Boyertown  
Elementary School](#)

641 East Second Street  
Boyertown, PA 19512  
(610) 369-7462

[Colebrookdale  
Elementary School](#)

1001 Montgomery Avenue  
Boyertown, PA 19512  
(610) 369-7427

[Earl Elementary School](#)

22 Schoolhouse Road  
Boyertown, PA 19512  
(610) 369-7504

[Gilbertsville Elementary  
School](#)

36 Congo Road  
Gilbertsville, PA 19525  
(610) 369-7485

[New Hanover Upper Frederick  
Elementary School](#)

2547 Big Road  
Frederick, PA 19435  
(610) 754-9580

[Washington Elementary  
School](#)

1406 Route 100  
Barto, PA 19504  
(610) 754-9589

[Middle School East](#)

2020 Big Road  
Gilbertsville, PA 19525  
(610) 754-9550

[Middle School West](#)

380 South Madison Street  
Boyertown, PA 19512  
(610) 369-7471

[Boyertown Area Senior High](#)

120 North Monroe Street  
Boyertown, PA 19512  
(610) 369-7435

**Boyertown Area School District**  
911 Montgomery Avenue  
Boyertown, PA 19512  
<https://www.boyertownasd.org>

## [Vision/Mission/Goals](#)

# Boyertown Area School District



- Safety and Well-Being
- Acceptance and Respect
- Communication and Collaboration
- Learning and Growth

**Our Vision:** To cultivate an exceptional, innovative learning community that enables all students to succeed in a changing world.

**Our Mission:** For all students to be future ready by meeting or exceeding established goals, the Boyertown Area School District will implement coordinated, articulated curricula and provide personalized, planned instruction aligned with Pennsylvania academic standards.

**Our Goals:**

- To ensure responsible and data-informed use of resources.
- To provide a positive, safe, and healthy learning environment.
- To offer research-based, personalized, and growth-oriented learning opportunities for all members of the BASD learning community.
- To foster open communication, active involvement, and purposeful collaboration among all members of the BASD learning community.

## Home of the Bears

### [Administration and Building Contact Information](#)

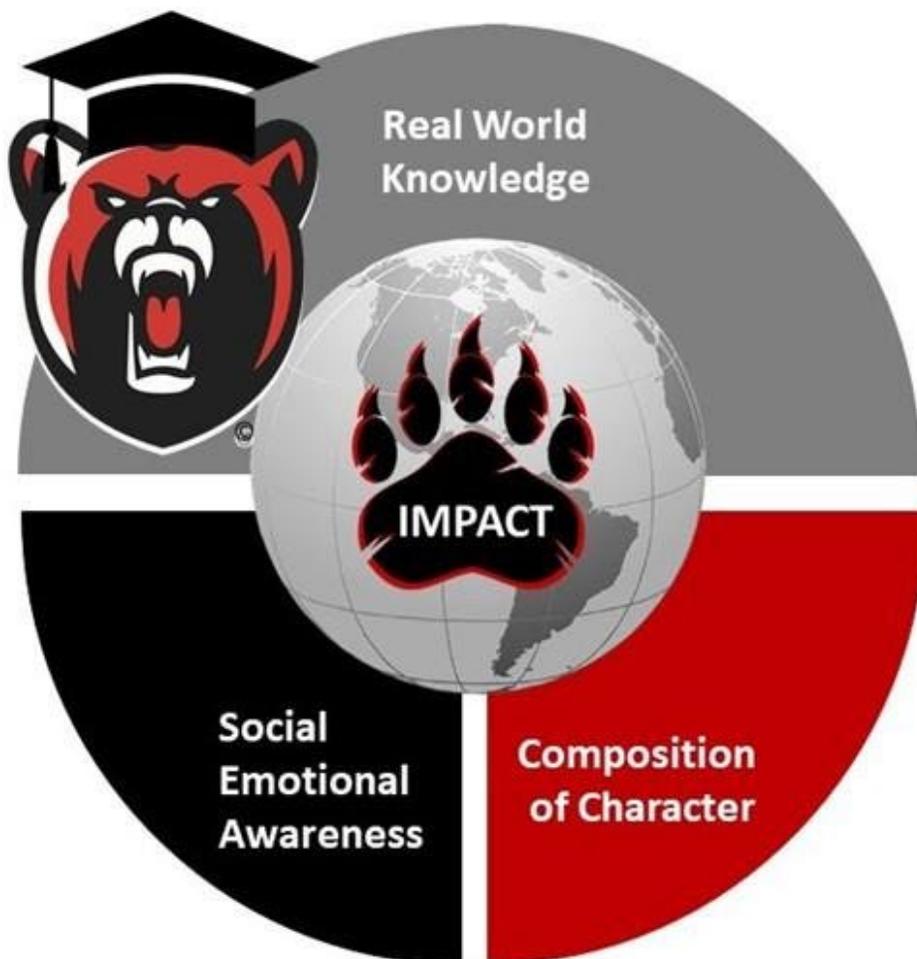
### [Board of School Directors and Contact Information](#)

### [Student Board Representatives](#)

[BASD 2024-2025 School District Calendar](#)

[BASD 2024-2025 Board Meeting Calendar](#)

# PORTRAIT OF A GRADUATE



**IMPACT** *ing our world through...*



- Career Awareness
- Content Knowledge
- Digital Literacy
- Financial Literacy



- Communication
- Critical Thinking
- Empathy
- Cultural Literacy



- Integrity
- Lifelong Learner
- Kindness
- Resilience

## **Annual Notices and Notifications**

**To visit our policies, please click on the policy item links throughout this handbook, select 'Policies' in the upper right-hand corner, and navigate to the appropriate policy.**

### **Policy Item 103 Discrimination/Title IX Sexual Harassment Affecting Students**

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics, and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or in the course of district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook and that this policy and related attachments be posted to the district's website.

### **Policy Item 103.1 Non-discrimination – Qualified Students with Disabilities**

The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes the provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

### **Policy 104 Discrimination/Title IX Sexual Harassment Affecting Staff**

The Board declares it to be the policy of this district to provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook and that this policy and related attachments be posted to the district's website.

## Directory Information Notice

The *Family Educational Rights and Privacy Act (FERPA)* is a Federal law that protects the privacy of student educational records. The law requires that Boyertown Area School District (“district”) obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. Consent, however, is not required in all instances. The district may disclose appropriately designated “directory information” without written consent unless you have advised the district to the contrary in accordance with district procedures. Federal law and the United States Department of Education define directory information as information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

The primary purpose of directory information is to allow the district to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill showing your child’s role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, i.e., such as wrestling, showing the weight and height of team members

Directory information can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their child’s information disclosed without their prior written consent.<sup>1</sup>

If you do not want the district to disclose directory information from your child’s education records without your prior written consent, you must notify the district in writing by September 15<sup>th</sup> of each school year. The district has designated the following information as directory information:

- Name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade Level
- The most recent educational agency or institution attended

## Notification of Rights for Elementary and Secondary School Students

The *Family Educational Rights and Privacy Act (FERPA)* affords parents and students who reach the age of 18 (“eligible students”) certain rights with respect to the student’s education records. These rights are:

### 1. **The right to inspect and review the student’s education records within 45 days of the day the school receives a written request for access.**

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The district is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

**2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading.**

Parents or eligible students may ask the school to amend a record they believe is inaccurate or misleading. Parents should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

<sup>1</sup> These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107- 110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces.

**3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Upon request, the school discloses education records without consent to officials or another school district in which a student seeks or intends to enroll. The additional disclosures the school may make without parent consent are explained in the school’s *Student Records Plan*, available from the child’s principal.

**4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA are:  
Family Policy Compliance Office  
U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5920

**Notification of Rights Under the Protection of Pupil Rights Amendment**

*The Protection of Pupil Rights Act (PPRA)* affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding the Boyertown Area School District’s conduct of surveys, collection, and use of information for marketing purposes and certain physical examinations. These include the right to:

**1. Written Consent:**

Before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:

- 1.1 Political affiliations or beliefs of the student or student’s parent
- 1.2 Mental or psychological problems of the student or student’s family
- 1.3 Sex behavior or attitudes
- 1.4 Illegal, anti-social, self-incriminating, or demeaning behavior
- 1.5 Critical appraisals of others with whom respondents have close family relationships
- 1.6 Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
- 1.7 Religious practices, affiliations, or beliefs of the student or parents
- 1.8 Income, other than as required by law to determine program eligibility

**2. Receive Notice and An Opportunity to opt a Student Out of:**

- 2.1 Any other protected information survey, regardless of funding
- 2.2 Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or

- required under Pennsylvania law
- 2.3 Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

### **3. Inspect Upon Request and Before Administration or Use:**

- 3.1 Protected information surveys of students
- 3.2 Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
- 3.3 Instructional material used as part of the educational curriculum

The district will develop and adopt policies, in consultation with parents regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.

The district will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

Collection, disclosure, or use of personal information for marketing, sales, or other distribution  
Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education  
Any non-emergency, invasive physical examination or screening as described above. Parents/eligible students who believe their rights have been violated may file a complaint with the following:

Family Policy Compliance Office  
U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5920

### **Integrated Pest Management (IPM)**

The Boyertown Area School District participates in an IPM Program for managing insects, rodents, and weeds. The district communicates with parents/guardians on an annual basis regarding this program.

### **Protected Handicapped Students**

In compliance with state and federal law, the Boyertown Area School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must have a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program.

There are numerous conditions that would cause a student to be eligible for protected handicapped status. Included are students diagnosed as having ADD or ADHD if the condition limits or prohibits participation in or access to an aspect of the school program. For further information on the evaluation procedures and provision of services to protected handicapped students, contact your child's school counselor.

### **Required School Board Policies**

While all board policies are essential to the running/governing of our district, specific policies require annual public notification and/or inclusion in our student handbook. To view our full list of policies, please click on the link above, select 'Policies' in the upper right-hand corner, and navigate to the appropriate policy.

### **Resolving Complaints**

In addressing pertinent concerns, parents are urged to use the following guidelines:

The classroom teacher should be contacted in situations that concern the student/teacher/classroom relationship. The school principal should be contacted if the parent cannot resolve a problem with a classroom teacher or in matters dealing with general school policies and district concerns.

## Table of Contents

SECTION:	TOPICS INCLUDED in this SECTION:
<a href="#"><u>Attendance</u></a>	<ul style="list-style-type: none"> <li>• Policy Item #204 Attendance</li> <li>• Educational Trips</li> <li>• Educational Trips during Mandatory Testing Dates</li> <li>• Releasing Students During School Hour</li> <li>• Religious Holidays</li> </ul>
<a href="#"><u>Discipline</u></a>	<ul style="list-style-type: none"> <li>➤ Policy Item #218 Discipline</li> <li>➤ Agency Interview and Police Apprehension</li> <li>➤ Assault of a Fellow Student</li> <li>➤ Policy Item #249 Bullying/Cyberbullying</li> <li>➤ Consequences and Punishment</li> <li>➤ Major Offenses</li> <li>➤ Policy Item #222 Tobacco/Nicotine/Vaping</li> <li>➤ Policy Item 218.1 Weapons Policy</li> </ul>
<a href="#"><u>Dress and Grooming</u></a>	
<a href="#"><u>Emergency Situations</u></a>	<ul style="list-style-type: none"> <li>• Delayed Opening</li> <li>• Emergency Delays/Dismissals/Closings</li> <li>• Emergency Drills</li> <li>• Flexible Instructional Days</li> <li>• Infinite Campus</li> <li>• Limerick Generating Station</li> <li>• Parental Responsibilities</li> <li>• Reminders</li> </ul>
<a href="#"><u>Enrollment/Registration/Withdrawing</u></a>	<ul style="list-style-type: none"> <li>➤ Policy Item #200 Enrollment and Policy Item # 201 Admission of Students</li> <li>➤ Enrollment/Registration – Kindergarten/New Students</li> <li>➤ BASD Athletes Who Attend Outside Cyber/Charter Schools</li> <li>➤ Custody Issues</li> <li>➤ Home School</li> <li>➤ Residency/Transfers/Change of Information</li> <li>➤ Withdrawing from School</li> </ul>
<a href="#"><u>Food Services</u></a>	<ul style="list-style-type: none"> <li>• Policy Item #808 Food Services</li> <li>• Insufficient Funds</li> <li>• Non-Discrimination Disclaimer</li> </ul>
<a href="#"><u>Health Services</u></a>	<ul style="list-style-type: none"> <li>➤ Confidentiality of Medical Information</li> <li>➤ Excusal from Fitness Classes and/or Recess</li> <li>➤ Guidelines for Students Taking Medication on Field Trips</li> <li>➤ Helpful Links for Parents/Guardians and Students</li> <li>➤ Illness or Injuries During the School Day</li> <li>➤ Immunizations</li> <li>➤ Policy Item #209 Mandated Health Screenings</li> <li>➤ Policy Item #210 Medications</li> <li>➤ Policy Item #823 Naloxone</li> <li>➤ Policy Item #210.1 Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors</li> <li>➤ Procedures: Students' Use of Crutches, Wheelchair, Cane, Walker, Or Other Assistive Devices in School</li> <li>➤ Reportable Diseases</li> <li>➤ Social Distancing</li> <li>➤ Standing Order Medications for Grades K-12</li> </ul>

SECTIONS CONTINUED:	TOPICS INCLUDED in this SECTION:
<u>Homeless Students</u>	
<u>Instructional Programs and Student Procedures</u>	<ul style="list-style-type: none"> <li>• Policy Item #815 Acceptable Use of Internet, Computers, and Network Resources</li> <li>• BASD Virtual Academy</li> <li>• Chapter 4</li> <li>• Charitable Solicitation</li> <li>• Policy Item #105.2 Exemption from Instruction</li> <li>• Gambling</li> <li>• Policy Item #121 Field Trips</li> <li>• Policy Item #247 Hazing</li> <li>• Policy Item #130 Homework</li> <li>• Posting Signs</li> <li>• Policy Item #212 Reporting Student Progress</li> <li>• Policy #105.1 Review of Instructional Materials by Parents/Guardians and Students</li> <li>• Six-Day Cycle</li> <li>• Solicitations, Sales, Dissemination of Written Materials</li> <li>• Student Visitors</li> <li>• Testing Program</li> <li>• Title 1</li> <li>• Video Conferencing</li> </ul>
<u>Personnel and Staffing</u>	<ul style="list-style-type: none"> <li>➤ Paraprofessionals</li> <li>➤ Reading Specialists</li> <li>➤ School Counselors</li> <li>➤ Student Teachers</li> </ul>
<u>Safety</u>	<ul style="list-style-type: none"> <li>• Policy Item #806 Child Abuse</li> <li>• Safe2Say Something</li> <li>• Safety Concerns</li> <li>• Safety in Fitness Class</li> <li>• School Security</li> <li>• Policy Item #211 Student Accident Insurance</li> </ul>
<u>Special Instructional Services</u>	<ul style="list-style-type: none"> <li>➤ Adaptive Physical Education</li> <li>➤ Homebound Instruction</li> <li>➤ Remediation Plan</li> <li>➤ Screening or Evaluation Procedures (District) for Possible Child Find</li> </ul>
<u>Special Education</u>	
<u>Transportation</u>	<ul style="list-style-type: none"> <li>• Policy Item #810 AR-2 Bus Schedules and Bus Stop - Bus Stop Change Requests</li> <li>• General Information</li> <li>• Loitering in Bus Area</li> <li>• Private Vehicles</li> <li>• Release of Health Care Information</li> <li>• Rules and Regulations</li> <li>• School Bus Disciplinary Procedure</li> <li>• Policy Item #810.2 Transportation Video/Audio Recording</li> </ul>
<u>Volunteers/Parent Organizations/Community</u>	<ul style="list-style-type: none"> <li>➤ Charitable Solicitations</li> <li>➤ Parent/School Organizations</li> <li>➤ Playgrounds</li> <li>➤ Policy Item #707 Use of School Facilities</li> <li>➤ Volunteers</li> </ul>

Based on a student's grade level and school assignment, our buildings have additional processes and procedures in place in support of the information contained in the first section of our handbook. Please visit the appropriate Additional Information section(s) below.

**Elementary Students ONLY: [Additional Information for Our Elementary Schools](#)**

- The topics included in this section are listed in alphabetical order.

**Middle School Students ONLY: [Additional Information for Our Middle Schools](#)**

- The topics included in this section are outlined in a separate [Table of Contents](#).

**High School Students ONLY: [Additional Information for Our High School](#)**

- The topics included in this section are outlined in a separate [Table of Contents](#).

The Student Handbook is published for information purposes and to help parents, guardians, students, and school personnel work together. The schools retain the right to alter or vary the application of these rules. This handbook can be amended at any time at the discretion of Boyertown Area School District and without notice as new policies or regulations are developed by the Board of School Directors or State or Federal Statutes.

*The district's official Board Policy Manual is posted on our website. If ANY information contained in this handbook or on our website differs in any way from what is posted on [BoardDocs](#), the documents posted on [BoardDocs](#) shall prevail. If a discrepancy arises between the student handbook and our website, the handbook shall supersede our website.*

*All clip art images used throughout this handbook were purchased through [www.canstockphoto.com](http://www.canstockphoto.com) prior to the website going out of business. The official BASD bear logo is protected under copyright law.*

# Attendance

## Policy Item 204 Attendance

Regular school attendance is necessary to ensure students receive the instruction and support needed to demonstrate progress toward their academic, social, and physical development at school. The Pennsylvania Compulsory Attendance Law and Boyertown Area School District policy mandate school attendance for students, with exceptions for illness, approved family trips, religious holidays, healthcare, and other absences approved by the principal.

The following regulations are used by all Boyertown Area School District schools to monitor and address student attendance:

1. Parents/Guardians are required to provide written notification (handwritten note, email, or [electronic excuse blank](#)) to the school for each day their child is not in attendance. Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. The district will not change the attendance code for written notifications received after (3) three days.
2. Parents/Guardians will receive written notice of unlawful absences #1,2,3,6 and 10. An unlawful absence is defined as any student absence not documented by a legitimate excuse for students of compulsory age until age 18.
3. The local magistrate will be notified when a student compiles six (6) or more unlawful absences during one (1) school year.
4. Parents/Guardians are required to provide excuses from a healthcare provider for additional absences if their child has received ten (10) or more days of absence (excused, unexcused, and/or unlawful) during a school year. Absences previously excused through notification by a healthcare provider or approved family trips will not be included in this total.
5. Students who are age 18 or older will be removed from the district's active attendance rolls if ten (10) consecutive school days of unexcused absences are recorded.
6. Principals will attempt to facilitate meetings with students and parents/guardians to explore reasons for absence, determine any additional support the student may need, and offer assistance from the school district in an effort to return the student to a pattern of regular school attendance.
7. Parents who have questions or concerns about these regulations or their child's attendance should contact the building principal.

### **Educational Trips**

Students of the district may be legally excused from school attendance to accompany parents on a tour or trip during the school term at the expense of the family when such a tour is evaluated by the building principal as being of an educational value sufficient to merit an excused absence.

A total of 10 days of such absence for trips of this nature is permitted per school year. A request beyond ten days will require special consideration. A brief statement by such a parent/guardian assessing the reasons why in his/her opinion, the trip has educational value shall be provided at the request of the principal. Upon return, students have three school days to make up assignments/tests.

Please use the [Educational Trip Request](#) form to request such an absence.

Failure to submit an Educational Trip Request prior to departure will result in trip days being counted as unlawful absences.

### **Educational Trips During Mandatory Testing Dates**

Please note the dates of mandatory testing in the district, which are listed below. BASD recommends that families do not take educational trips during the mandatory testing windows. We appreciate your help in making sure all our students are available for the testing.

<b>2024-2025 Testing Windows:</b>		
<b>December 4 – 18, 2024</b>	<b>Keystone Exams</b>	<b>Algebra I, Biology, Literature</b>
<b>April 21 – May 9, 2025</b>	<b>PSSA Testing</b>	
<b>May 12 – 23, 2025</b>	<b>Keystone Exams</b>	<b>Algebra I, Biology, Literature</b>

Additional details regarding testing dates will be provided by your child's school.

### **Releasing Students During School Hours**

Students will be granted permission to leave school for an appointment with a doctor, dentist, or other important reasons. Seldom should a child be absent for the entire day for one of these appointments. Early release, on a regular basis, for private lessons and instruction will not be granted if the request includes any loss of student instructional time at school. Parents should notify the school in writing in advance, giving the date and time of the child's release. The parent, or other designated person, must call for the child in person at the school office.

**Religious Holidays:** School law provides that students may be legally absent for certain religious observances. The school should be notified prior to an absence of this type, and the parent should receive permission for the child to be excused. The district will confirm (using on-line resources) religious holidays across faiths and will recognize the child's absence for observance of their holiday.

## **Discipline**

### **Policy Item 218 Discipline**

Discipline should begin in the home at an early age. A well-disciplined child will direct his/her interests, efforts, and abilities toward greater achievement. Those who are well-disciplined take advantage of their individual opportunities and help create a conducive learning environment for themselves and their classmates.

Section 1317 of the School Laws of Pennsylvania states, "every teacher, vice principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them." This law permits the teacher to use reasonable measures to maintain decorum in or around the school. Possession or use of substances prohibited by law (i.e., alcohol, tobacco products, etc.) will be subject to disciplinary action. Board Policy, following Pennsylvania legislation, now allows a child to be fined for possession of tobacco or tobacco-related products on school property.

District policy determines the approach to discipline and punishment. District employees are prohibited from administering corporal punishment.

Parents should expect to be informed of discipline problems that are serious or persistent. Communication between all persons dealing with the problem is vital if the problem is to be dealt with effectively.

### **Agency Interview and Police Apprehension**

In the event a student is to be interviewed in school by a representative of Children and Youth Services regarding possible child abuse, school officials will encourage the caseworker to contact the parents first. However, the school cannot require the parents to be contacted and cannot prevent the interview.

In the event an elementary student is to be interviewed in school by police for the purpose of gathering information, a school official will be present. If, however, the purpose of the interview is accusatory, the school will make all reasonable efforts to contact the parents and attempt to secure their presence.

### **Assault of a Fellow Student**

Students need to be aware fighting with a fellow student may result in charges of aggravated assault. In all instances, the educational and legal consequences may be serious.

### **Policy Item 249 Bullying/Cyberbullying**

Bullying is not permitted at school or at any school or district functions. All Boyertown schools offer education for students, training for staff, and information for parents to work toward the elimination of bullying. Students or parents/guardians who have questions or concerns related to bullying should contact their building principal.

### **Consequences and Punishment**

All employees have the responsibility to reinforce the school's standards and expectations for students. Initial disciplinary action can result in a reprimand, loss of privileges, etc. Detention and in- or out-of-school suspension require the school principal's involvement.

## Major Offenses

The violations listed below are considered major offenses and are subject to consequences up to and including out-of-school suspension and/or expulsion. Imposition of these consequences will be done in consultation with the Assistant Superintendent.

1. Weapons offenses
2. Terroristic threats
3. Extortion
4. Offenses related to controlled substances, including illegal drugs, tobacco, and/or alcohol
5. Sexual harassment or other violations of a sexual nature
6. Violations of mandatory school attendance laws
7. Assault or related offenses
8. Defiant behavior
9. Theft
10. Vandalism or related offenses

Note: When deemed appropriate, local law enforcement officials may be involved as part of the disciplinary procedures involving these offenses, and legal charges may be filed.

### [Policy Item #222 Tobacco/Nicotine \(and Vaping Policy\)](#)

Act 145 of 1996 amends the Crimes Code to include language-prohibiting students from possessing or using tobacco in a school building, on a school bus, or on school property. School districts are granted the authority to initiate prosecution for any such offense. BASD has implemented a practice of testing all vapes and their contents and confiscated vape oil for illegal substances.

Confiscated items will not be returned. Upon conviction, a student will be found guilty of a summary offense and **subject to a fine, penalties, and court costs**. The court may admit the student to an adjudication alternative in lieu of the fine. Such a summary offense is not reportable as a criminal act. **This is in addition to disciplinary action taken by the school.** All vaporizers and e-cigarettes will be treated as a violation and are subject to school discipline. Students found to be vaping / in possession of a vape pen or like the device will be charged a **\$50.00 school fine for the first offense, \$75.00 for the second offense, and \$100.00 for the third or additional offenses**. Each vape will be tested a minimum of two times and will constitute a **\$15.00 testing fee per kit per vape**. Please note that all devices will be destroyed during the testing process.

### [Policy Item #218.1 Weapons](#)

#### ***Policy Statement: Berks County Juvenile Court***

Juvenile Court records indicate a significant upswing in the number of youth carrying dangerous weapons into our local schools. This represents a serious risk to the safety of everyone present in our schools and is unacceptable behavior by those involved. Therefore, it is the policy of the Berks County Juvenile Court that if a juvenile carries a gun or any other dangerous weapon onto a school setting, absent extraordinary and compelling reasons, that youth will be placed outside his/her home when such a case is referred to the Juvenile Court. In order to implement this policy, the Court urges all Berks County schools to adopt a working procedure of requesting immediate police investigation of all incidents involving the possession of dangerous weapons on school grounds. The Court also urges that an immediate request for emergency detention be made to the Juvenile Probation Office for any youth implicated in the transportation or possession of a dangerous weapon on school property. To some, this policy may seem unduly harsh, particularly if there is no injury or attempt to actually use the weapon. Nonetheless, if this Juvenile Court Policy is to serve its intended deterrent effect, it is important that all students recognize the severity with which violations of this nature will be treated. Law Enforcement agencies will be called in regard to any violation of the Crimes Code of Pennsylvania. The offenses could consist of possession of a weapon on school property, prohibited offensive weapons, or possession of a firearm by a minor.

The possession of a weapon on school property or on a school bus has been classified as a misdemeanor of the first degree in accordance with Act 167 of 1980. Similarly, assault on a fellow student or school staff member is a misdemeanor of the first degree. Students and parents should be aware of several conditions in this law:

1. A misdemeanor of the first degree is punishable by a fine of up to \$10,000 and/or imprisonment of up to 5 years.
2. A weapon is defined broadly as any instrument which can do bodily harm. 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.

In conjunction with state and federal law requirements regarding weapons on school property or at school activities, Board Policy mandates the immediate suspension of a student who has a weapon in school, at a school-sponsored activity, on school grounds, or on a school vehicle. Further, consistent with state law, possession of a weapon on school grounds for reasons that do not meet the exceptions under the school code will result in a recommendation for the expulsion of the student.

Board Policy supports the recommendation for expulsion as a consequence of having any weapon in school. Board Policy considers weapons to include guns, knives, and "look-alike or replica weapons," which are not necessarily operable. Also, local law enforcement departments routinely report weapons offenses to the county juvenile courts, which may result in incarceration while awaiting a preliminary hearing.

These laws and procedures represent substantial changes in dealing with weapons offenses. Any legal charges, which may result from such offenses, are supplementary to the discipline procedures outlined in this handbook. Parents should review this topic with their children and strongly advise them not to carry pen knives or any instrument which may be considered a weapon (any instrument which can do bodily harm) while in school or at school activities. They should further advise their children not to carry any items that can be mistaken for weapons (toy guns, knives, etc.). Those who carry such items will be punished accordingly.

## **Dress and Grooming**

### **Policy Item 221 Dress and Grooming**

#### ***Section I – General***

- Excessively revealing spandex or skin-tight outfits of any type or material is not permitted unless an accompanying top covers the hips, buttocks, and cleavage in an appropriate manner.
- Excessively baggy clothing that poses a safety hazard is not permitted.
- Excessively torn or ripped clothing that exposes undergarments and/or is revealing is not permitted.
- Costume-type attire including, but not limited to, tails, paws, character facemasks, capes, swords, etc. is prohibited.
- Undergarments should not be exposed.
- Pajamas/night clothes are not permitted.
- Excessive make-up or face paint deemed by the administration to be a distraction to the learning environment or unsafely compromising the identity of a student is not permitted.

#### ***Section II – Tops***

- Tops may not be "low cut" or exposing. Off-the-shoulder shirts/tops, midriffs, and backs are not permitted to be exposed.
- The following are unacceptable school attire:
  - Tank tops/muscle shirts; Spaghetti strap/halter/mesh tops; Fishnet stockings; See-through blouses or shirts; Tube tops/crop tops; Any top that is skintight or allows the midriff, cleavage or undergarments to be exposed is not permitted.
- Coats, jackets, or garments designed for protection from the outside weather are not to be worn in school without administrative permission.

#### ***Section III – Pants/Shorts/Skirts/Skorts***

- Pants, shorts, and skorts must be secured and worn no lower than the hip. Low riding/sag style is not permitted.
- Excessively long pants are not permitted.
- Boxer shorts worn as outerwear are not permitted.
- **All shorts, skirts, skorts, and slits in skirts must touch the bottom of the fingertips with arms fully extended.**

#### ***Section IV – Offensive Dress***

- Clothing, tattoo(s), patches, buttons, pins, jewelry, and backpacks are not permitted if they:
- Have sexually suggestive writing/pictures
- Advocate violence
- Advertise or promote the use of tobacco, alcohol, or drugs
- Have innuendos or obscene language
- Are disrespectful

**Section V – Footwear**

- Some sort of shoe must be worn at all times.
- Any shoe that poses a safety hazard is not permitted.
- Shoes with laces must be tied.
- Slippers are not permitted.

**Section VI – Jewelry**

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

**Section VII – Headwear**

- Hoods, hats, caps, bandanas, sunglasses\*, visors, sweatbands, and other head coverings are not permitted.
- Cloth face masks for medical purposes (example: Coronavirus) – Students will receive direction from the administration based on the current CDC, state, and district guidance at the time. Face masks must comply with Section IV of the dress code. Masks should cover the mouth and nose. Costume masks are prohibited.

\*May not be worn unless a physician’s note deems it necessary. A doctor’s note must state the length of time the student needs to wear the sunglasses.

**Section VIII – Health & Hygiene**

- Any apparel that is judged to be unhealthy or unsanitary is not permitted.
- 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.

**Emergency Situations**

**Delayed Opening**

If there is a two-hour delay, AM kindergarten will be bused to school with grades 1-5 and will remain at school until the afternoon kindergarten students arrive (approximately 12:45 PM). The morning kindergarten classes will be transported home approximately 1 hour and 20 minutes later than normal. PM kindergarten will have a regular schedule with dismissal at the regular school closing time.

**[Emergency Delays/Dismissals/Closures](#)**

***We ask that you please review any closing messages thoroughly for information regarding [Flexible Instructional Days](#), including***

***Cycle Day and other pertinent details.***

Heavy snowfall, other serious weather conditions, or other emergencies may make it necessary to delay openings, close schools, or dismiss early. In such cases, Boyertown Area School District will utilize our Infinite Campus Messenger Service to notify our staff, our families, and our communities via text, email, and telephone.

Because the distribution of messages through IC Messenger can take some time due to the volume of messages being sent, we will post a pop-up message to all district homepages and update the district’s Facebook page, Twitter, and Instagram. *Please note that the pop-up messages and social media posts may appear prior to receipt of IC Messages.* Finally, we will use the following additional media outlets to complement our emergency preparedness procedures.

Philadelphia	<b>KYW-AM (1060) - District #893</b>	<a href="https://www.radio.com/kywnewsradio/schoolclosings/">https://www.radio.com/kywnewsradio/schoolclosings/</a>
Allentown	<b>WFMZ-TV - Channel 69</b>	<a href="http://www.wfmz.com">www.wfmz.com</a>

## Emergency Drills

Complying with state regulations, every school building in the Boyertown Area School District will conduct a fire drill once a month. During a drill, all staff and students will be evacuated from the building and remain at a safe distance from the building until all students and staff are accounted for. In addition to fire drills, students will participate in other emergency drills that may include active shooter/intruder and severe weather.

## [Flexible Instructional Days \(FID\)](#)

No "snow days" are built into the 2024-2025 district calendar. Beginning with the 2019-2020 school year, the Pennsylvania Department of Education (PDE) approved the use of Flexible Instruction Days (FID) as an alternate form of instruction in place of a day otherwise canceled due to inclement weather or a building emergency. Please visit [PDE's website](#) for full details regarding the program.

The district believes that using a Flexible Instructional Day will allow students and teachers to continue the learning process while responding to a weather closure or emergency in an efficient manner. Flexible instruction allows students to complete classwork at home should a situation occur which would prevent normal operations in one school or throughout the district. Flexible instructional programs may be online, offline, or a combination of the two. PDE will count this as a full day of school.

## Infinite Campus®

BASD uses *Infinite Campus' Messenger* service to convey emergency messages, including weather delays, dismissals, or closings to parents/guardians. Based upon the information provided to us by parents/guardians, families will receive notification via up to three methods: a recorded phone message, an email, and/or a text. It is extremely important your school has your current telephone numbers and email addresses, so you will not miss any emergency communications. After registering with the district, you will be asked to update your information each year during our Annual Student Information Verification period. If you change your telephone numbers or email addresses after the Annual Student Information Verification period ends, please remember to update them with your child's building administrative assistant.

## Limerick Generating Station

The Limerick Power Plant has been in operation for over 25 years with an excellent safety record. In the unlikely event of a problem at the power plant, the school district is prepared to deal with an emergency situation whenever students are in school, enroute to or from school, or at a school-sponsored activity. Communication is sent home annually to all Boyertown parents and guardians, providing details of the Limerick emergency plan and seeking permission to transport students in an emergency. Please visit [Limerick's 'What to Do in an Emergency' Website](#) for information for your family regarding what to do in case of an emergency.

### ***KI (Potassium Iodide) Medicine***

The PA Department of Health recommends the availability of the KI pill for those living or working within 10 miles of a nuclear power plant (Limerick Generating Station). This has been revised to include students attending schools within this 10-mile limit. Boyertown Area School District guidelines call for parents to provide the school with the necessary medication, parent permission, and doctor's permission in order for the district to provide for the administration of medication. Necessary forms are distributed to entering students and are available through the school building office for current students.

## Parental Responsibility

Parents are expected to anticipate early dismissal due to inclement weather and to make appropriate provisions for their children.

### Reminders

1. If there is no announcement from Infinite Campus Messenger, the previously listed radio and television stations, or on the district website, parents can be assured the schools will remain open.
2. Please limit phone calls to the school so the telephone lines may remain open for emergency use. The BASD district website will have current information regarding the schedule for the day.
3. When schools are closed for emergency reasons for one day, they will reopen the next day unless the radio, television stations, and/or district website carry information that schools will remain closed.

# **Enrollment/Registration/Withdrawal**

## **Policy Item 200 Enrollment and Policy Item 201 Admission of Students**

### **Enrollment/Registration – Kindergarten/New Students**

If you are new to the District or the parent/guardian of a school-aged child, the Boyertown Area School District has developed an online registration portal that allows the parent/guardian to complete the registration process. Information for online registration can be found on the Boyertown Area School District website in the Parents & Community tab /Registration or at the following link <https://www.boyertownasd.org/domain/49>.

When registering a student within the Boyertown Area School District, proof of the child's age, proof of mandatory immunizations or medical exemption card, and appropriate residency verification must be presented.

To be eligible for admission to kindergarten, a child must have attained the age of 5 years, 0 months on or before September 1 of the year of proposed admission. For the child to be enrolled in first grade without having attended kindergarten in the Boyertown Area School District, such child must have attained the age of 6 years, 0 months on or before September 1 of the year of proposed admission or must have been promoted to first grade by a bona fide kindergarten. The purpose of the kindergarten experience is:

- To help children learn to work, play, and share with others.
- To teach children to act as independent individuals.
- To establish basic patterns of behavior necessary for school success.
- To provide a combination of activities to help children be ready for first-grade work.

### **BASD Athletes Who Attended Outside Cyber/Charter Schools/Homeschool**

Students who attend outside cyber/charter schools or are home school students are permitted to participate in Boyertown Area School District athletics. To participate in Boyertown athletics, outside cyber/charter or home school students must register with the district as outlined in the Enrollment/Registration – Kindergarten/New Students section above.

### **Custody Issues**

It is the responsibility of the parents/guardians to notify the school principal of the circumstances regarding custody of the child and to provide the district with a copy of the current custody agreement.

The position of the school district is as follows:

1. When a Court establishes custody, the school-parent relationship will be maintained consistent with the decision of the Court.
2. When custody is not formally established, the school will presume the parent with whom the child resides is the parent responsible for reports, excuse forms, and authorization of any deviation from the routine transportation arrangements for the child.
3. The non-custodial parent may receive progress reports and/or review the child's permanent record by contacting the building principal.

### **Home Schooling**

The Boyertown Area School District believes education is an investment in the future that requires a partnership between schools and the community members they serve. In accordance with Act 169 of 1988, the Boyertown Area School District works in a cooperative and supportive role with those families that have selected home education as their choice of schooling. The Colebrookdale Elementary Principal serves as the district's Homeschool Coordinator for home education. Parents wishing to explore the home education option should contact the Homeschool Coordinator at 610-323-7427.

### **Residency/Change of Information**

Parents are responsible for reporting to the school's administrative assistant any change in address, telephone number, or other pertinent information that occurs during the school term. Reporting these changes is necessary for the safety of our students. These changes not only determine a child's home school building, but they are also updated in Infinite Campus and used for contacting our families in the event of an emergency, determining evacuation locations, et cetera.

## **Moving Residence within BASD**

If a pupil moves to another residence within our school district, the parent/guardian must notify the school's administrative assistant immediately. The parent/guardian of the pupil must come into the school to fill out a new residency verification form and provide new residency verification.

## **Policy Item #208 – Withdrawal from School**

### **Withdrawing From School**

No student of compulsory school age will be permitted to withdraw without the written consent of a parent/guardian and supporting justification. Receiving school districts should request student records from the Boyertown Area School District. Upon request from the receiving school, the Boyertown Area School District will transfer the authorized student records to the receiving school.

Students planning to withdraw from school or are moving to another school district should adhere to the following guidelines:

1. The parent/guardian of the pupil must come into the school to withdraw the student. Arrangements for withdrawal from school should be made with the school's administrative assistant at least two days in advance of the student's last day of attendance.
2. All district-owned supplies and equipment must be returned at the time of the student's withdrawal.

## **Food Services**

### **Policy Item 808 Food Services**

Boyertown Area School District participates in the National School Breakfast and Lunch program administered by the United States Department of Agriculture ("USDA"). A household letter will be emailed/mailed to parents/guardians at the start of the new school year with information on applying for free or reduced meals. The information is also available on the BASD website. It is the parent/guardian's responsibility to apply for free or reduced-price benefits through schoolcafe.com.

The following procedure will be implemented in coordination with School Board Policy 808.

- No student who requests a meal will be denied the main lunch option unless the student's parent or guardian has provided written permission to withhold a school lunch.
- A student's tray is to never be taken away from them after being served due to the student's inability to pay for the meal or the amount owed. The meal will be charged to the student's account.
- Ala cart sales will not be allowed if a student carries a negative balance. A student will be informed that they can only purchase a meal. An ala cart item will be removed from a student's tray at the register if they carry a negative balance.
- Parents are strongly encouraged to enroll in Ezschoollpay.com to set up notification alerts and view their child's account. Emails can be set to notify a low or negative balance. It is recommended to be set at \$5.00. If you prefer, you have the option to make online payments through this website with a fee of \$1.75 per transaction. We will still accept checks and cash in an envelope marked with your child's name, homeroom, and ID number. You also have the option to make restrictions or limits on ala cart purchases. Requests must be made in writing or emailed to your child's building Food Service Manager.
- A student will not be used as a communication channel with the parent/guardian. All communications must be directed to the parents/guardians, NOT the students, regarding negative accounts.
- Communication, such as emails or letters, will be sent to the parent/guardian when a student's account reaches \$ 5.00 or less.
- If a child's account falls into the negative, a balance notification email will be sent daily. If a parent/guardian does not have access to email, a written notification will be mailed weekly.
- The building Principal will be informed by the food service manager when a student's account reaches a negative balance of \$25.00. When a negative balance of \$25.00 or greater exists, the building principal will contact the parent /guardian and will follow up with a written letter/email.
- If there is a non-response to the principal, the Chief Financial Officer will be informed, and additional collection measures will be pursued.
- Employees cannot charge meals or ala cart items.
- All debts must be paid off at the end of the school year.

- Any negative balance left at the end of the school year will be considered an obligation and are to be paid.
- Food Service Staff will be trained annually on the guidelines of Policy 808 and the meal charging procedure.
- No student who owes money or does not have money for a school meal will be publicly identified, stigmatized, or required to do work or chores.

**Insufficient Funds Fee: There is a \$45.00 charge for Checks returned for insufficient funds.**

**Non-Discrimination Disclaimer:**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language) should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the

Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
- (2) fax: (833) 256-1665 or (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

**Health Services**

The Boyertown Area School District provides school health services in a safe environment to support the growth, development, and academic achievement of all students in grades PreK-12. Parents and/or guardians share this critical role in ensuring a student’s health and well-being for learning. During school hours, a certified school nurse or licensed staff nurse will provide health services by assisting students with first aid, administration of authorized medication(s), medical emergencies, and notifying parents of illness or injury that may require further medical treatment or continued care at home, mandated health screenings, maintaining health records, and providing education on health-related matters. These services are provided for illnesses and/or injuries that occur during the school day. For any illness or injury that occurs prior to the start of school, after school, or at home, the parent/guardian should contact their health care provider for further directives regarding treatment and care.

**Confidentiality of Medical Information**

Student medical information is only shared with school district personnel directly involved with the student’s education. Due to the enactment of the Health Insurance Portability and Accountability Act (HIPAA) in April 2003, most medical offices will not fax forms or medical information to the school. If a healthcare provider will not fax a form or medical information, it will be the parent/guardian's responsibility to provide the medical form/ information to the school.

### **Excusal from Fitness Classes and/or Recess**

If a student needs to be excused from fitness class and/or recess due to a medical reason, a physician's excuse with the reasons stating the level of activities and the length of exclusion must be provided to the school nurse.

Physical restrictions for physical education classes are also applied to recess. Normal activity cannot be resumed without a physician's written order. If an injury has occurred and no physician's note is received, the most conservative activity level will be implemented for the health and safety of the student. The school nurse will notify the classroom teacher and the fitness instructor of the student's physical restriction. Even though excused from participation, the student will be required to attend the fitness class unless otherwise stipulated by a physician.

### **Illness or Injuries During the School Day**

Students who become ill or injured during the school day are to report directly to the nurse's office. The nurse will evaluate the illness or injury and provide services according to the BASD first aid procedure as written and reviewed by the BASD School Physician. A parent or guardian will be contacted if the illness or injury requires outside medical attention or if the student must be sent home. Students are discouraged from using a cell phone, email, social media, or texting to contact a parent for pickup.

Below are guidelines for keeping your child home from school. We recommend that you consult with your child's primary health care provider for:

1. A cough that interferes with your child's sleep or ability to participate in school activities or is associated with shortness of breath.
2. Fever: A temperature equal to or greater than 100 degrees without the use of fever-reducing medication. Your child must be fever free for 24 hours prior to sending him/her to school.
3. Vomiting, diarrhea, or nausea lasting longer than 24 hours.
4. Unusual skin eruptions, hives, or rash.
5. Redness or drainage from the eyes.
6. Excludable Conditions: according to Pa. Code 27.71, students may be excluded from school for these specific diseases and infectious conditions until deemed non-infectious by a physician/school nurse: Diphtheria, Measles, Mumps, Pertussis (whooping cough), Rubella, Chickenpox. Respiratory streptococcal infections, scarlet fever, Infectious conjunctivitis (pink eye), Ringworm, Impetigo contagiosa, Pediculosis capitis/Pediculosis corpora (lice\*), Scabies, Trachoma, Tuberculosis, and Meningitis.

*\*BASD Lice Procedure:* Prevention and control of head lice begin in the home; therefore, parents should routinely check their children for head lice and not allow them to share hats, clothing, brushes, combs, or sleeping bags with other children. Parents/guardians are to contact the school if their child is found to have head lice so the school nurse can discuss proper treatment to allow the student to return to school. Here is the [LINK to our Head Lice Procedures](#). You may also contact the school nurse for more information. If the school nurse detects head lice or nits (eggs) on a student, the parents/guardians will be contacted immediately. The student will be excluded from school and riding the bus until they have received proper treatment with an approved pediculicide and are deemed non-contagious by the school nurse. Parents must provide proof of the pediculicide used for the treatment (empty box or receipt). The school nurse will discuss the second treatment procedure with the parent/guardian.

Students who do not return to school within three calendar days will be deemed unlawfully absent. Unless, at that time, the parent/guardian brings their child in on a daily basis to be checked by a nurse until deemed non contagious.

## Immunizations

28 Pa.Code, Chapter 23, Subchapter C requires all children in any grade, Pre-kindergarten through 12th, including all public, private, parochial, intermediate unit, homeschooled, and virtual students, to show proof of immunization before they can attend school.

The certified school nurse is required to ensure all students' immunizations are in compliance with 28 Pa. Code, Chapter 23, Subchapter C in regard to minimum requirements, scheduling, and proper spacing between immunization doses.

### ***Current regulations now require the following vaccines for ALL students in grades K-12:***

- 4 doses of tetanus, diphtheria, and acellular pertussis (1 dose on or after the 4<sup>th</sup> birthday)
- 4 doses of polio (4<sup>th</sup> dose on or after the 4<sup>th</sup> birthday and at least 6 months after the previous dose given)
- 2 doses of measles, mumps, and rubella (usually given at MMR)
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

### ***For attendance in 7<sup>th</sup> grade: Proof must be provided by the first day of school.***

- 1 dose of tetanus, diphtheria, and pertussis (Dose must be given at 11-12 years of age)
- 1 dose of meningococcal conjugate vaccine

### ***For attendance in 12<sup>th</sup> grade: Proof must be provided by the first day of school.***

- 1 dose of meningococcal conjugate vaccine

All students must adhere to the Pennsylvania School Immunization Regulation and Schedule. If these requirements are not met, your child in grades K-6 must receive the immunization(s) within the first five days of school or risk exclusion (except where noted differently). If the next dose is not the final dose of the series, the child must also provide a medical certificate/plan signed by your physician within the first five days of school for obtaining the required immunizations or risk exclusion. Your child in grades 7 and 12 must have one dose of the required immunization(s) on the first day of school or risk exclusion. Please provide an updated immunization record to the school nurse with the completed immunizations.

The only exceptions to the school laws for immunization are as follows: medical reasons and religious/moral beliefs. If your child is exempt from immunizations, your child may be removed from school for up to 21 days during a disease outbreak.

*Medical exemption.* A child is exempt if a physician provides a written statement that immunizations may be detrimental to the health of the child. When the physician determines that the immunization is no longer detrimental to the health of the child, the child shall be immunized according to 28 Pa. Code, Chapter 23, Subchapter C.

*Religious/moral exemption.* A child is exempt if the parent, guardian, or emancipated child objects in writing to the immunization on religious grounds or on the basis of a strong moral or ethical conviction similar to a religious belief.

Please provide an updated immunization record or documentation directly to the school nurse.

## Mandated Health Screenings

### Policy Item 209 Health Examinations/Screenings

The Pennsylvania School Public School Code requires the following:

- Growth Screening (Height/Weight/Body Mass Index or BMI Percentile): all students in grades K-12 will have their height and weight measured. Based on these measurements, a student's BMI and BMI percentiles will then be calculated, and all data will be recorded on their individual health records.
- Hearing Screenings: for students in special education, grades K, 1, 2, 3, 7, and 11.
- Vision Test: all students will be screened for near and far vision on a yearly basis. Additionally, students are tested for color vision, hyperopia, and depth perception.
- Scoliosis: grades 6 and 7

### ***Dental Examinations***

- All students in kindergarten/first, third-grade, and seventh-grade students with incomplete health records are required to have a dental examination. This mandate can be completed privately or by a dentist at school.
- If completed by a family dentist, the cost is the responsibility of the parent. An exam completed within one year prior

- to the start of school will be accepted. Please submit a copy of the exam to the school nurse.
- If parents choose to have their child examined by the school dentist, please contact the nurse's office for an appointment.

### **Physical Examinations**

- All students in kindergarten/first, sixth, and eleventh grades, and students with incomplete health records are required to have a physical examination. This mandate can be completed privately or by a physician at school.
- If the exam is completed by a private physician, the cost is the responsibility of the parent. An exam completed within one year prior to the start of school will be accepted. Please submit a copy of the exam to the school nurse.
- If parents choose to have their child examined by the school physician, please contact the nurse's office.

Annual "Screening Notification Letters" will be posted to the Infinite Campus Parent Portal at the end of the school year. If you have any questions or do not receive your child's Screening Notification Letter in IC, please contact your child's health suite.

### **Policy Item 210 Medications**

The school district has established a medication policy to allow a student to take (or be given) medication at school, on field trips, or at extracurricular activities. For purposes of this policy, **medication** shall include all medicines prescribed by a licensed prescriber and any over-the-counter medicines. For purposes of this policy, **licensed prescribers** shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners, and physicians' assistants.

#### **Guidelines for Medication Administration**

- Complete a Medication Authorization form, which needs to be signed by the parent/guardian AND the prescribing physician. Forms are available at <https://www.boyertownasd.org/page/605>
- The completed medication form and/or action plan must be sent to the nurse for review. Once reviewed, the school nurse will contact the parent/guardian to schedule an appointment for drop-off.
- All medication, whether over-the-counter or prescription, must be in its original container and labeled with the child's name, drug name, dosage, and time to be given in school.
- It is the responsibility of the student to come to the nurse's office at the time designated for the administration of the medication.
- Each time the parent/guardian/adult brings the prescribed medications to school, the number of tablets will be counted and documented by both the parent/guardian/adult and the school nurse.
- At the end of the school year, a parent/guardian or adult designee must pick up any unused medication. Any unclaimed medication remaining will be destroyed.

**PLEASE NOTE: Medication Authorization Forms are active for the current school year only.** A new Medication Authorization Form and/or Action plan must be completed yearly for ALL medication administered in school or on field trips. If the above procedures are not followed, the nurse will not be able to administer the medication at school.

### **Policy Item 823 Naloxone**

#### **Policy Item 210.1 Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors**

In compliance with the PA Health Bill 1113 (2003), ALL students at the elementary and secondary level may carry and use his/her prescribed inhaler or EpiPen® during the school day. For your child to carry and administer these medications, the following steps are also required:

- An asthma and/or allergy action plan needs to be completed and returned to the nurse.
- The physician and parent must agree the student is able and responsible enough to carry and self-administer his/her inhaler/EpiPen® during school activities.
- The school nurse will assess the health status of the student, document the use of the medication, and arrange for further medical attention as needed.
- If a student uses his/her inhaler or EpiPen® during the school day, the student must notify the school nurse as soon as possible.
- Emergency Epi-pen is used to counteract anaphylaxis, a rapid, severe, life-threatening allergic reaction that can cause skin itching and hives, throat tightness, wheezing, and inability to breathe and may result in death. Common allergens that can cause anaphylaxis include food, bee sting venom, medications, and latex. A life-threatening reaction can occur within minutes or hours after exposure to an allergen. The treatment for anaphylaxis is prompt administration of epinephrine and transport by emergency medical services (EMS) to the nearest hospital emergency department.

\*Section 1414.2 of The Pennsylvania Public School Code allows a parent to exempt their student from receiving the epinephrine auto-injector in the case of anaphylaxis. Please contact the Certified School Nurse to complete the Emergency Epinephrine Opt-Out form. This form must be completed at school and witnessed by a nurse or administrator.

### **Guidelines for Students Taking Medication on Field Trips**

Medication taken by a student during a field trip or an extra-curricular activity will only be permitted when:

- Failure to take such medication would jeopardize the health of the student.
- The student would not be able to participate in the field trip or extra-curricular activity if the medication was not made available.
- If your child requires medication on a field trip, please check the appropriate box on the Field Trip Permission Form given to your child by the teacher. The completed Field Trip Permission Form requires the following:
  - A parent/guardian signature
  - Emergency contacts
  - Medical concerns
  - A list of medications that are necessary during the length of the trip.

If your child needs medication on the field trip, then a Medication Authorization Form **MUST** be completed and submitted prior to the field trip (see the above procedure for completing the Medication Authorization Form). If your child already has a Medication Authorization Form on file with the nurse, a new form is not required. Please check with your child's nurse that proper authorization forms are on file.

In certain situations, such as field trips or extra-curricular activities, the student may self-administer his/her prescription or over-the-counter medication with the approval of the parent/guardian, physician, and Certified School Nurse in compliance with the BASD medication policy. **Authorization for School Medication Administration** form, which needs to be **signed by the parent/guardian AND the prescribing physician**, can be obtained from all health rooms or downloaded at [www.boyertownasd.org/page/605](http://www.boyertownasd.org/page/605). A copy of the **Authorization for School Medication Administration** form will be completed and kept in the health suite. The physician and parent will indicate on the form the student is responsible and able to self-administer the medication. The district bears no responsibility for ensuring the medication is taken.

### **Procedures: Student Use of Crutches, Wheelchair, Cane, Walker, or Other Assistive Devices in School**

Students that require the use of a mobility assistive device in school, for example, crutches, wheelchair, cane, scooter, splint/cast, sling, or walker, must provide documentation to the nurse's office from a health care provider. To provide a safe environment, this documentation should include the following:

1. Duration of use with start and end dates
2. Any other accommodations.

The nursing staff will review the documentation and communicate any accommodations or restrictions to teachers. The parent/guardian must provide all assistive devices. Please contact your school nurse should you have any questions or concerns.

### **Reportable Diseases**

The School is required to report some diseases to the Pennsylvania Department of Health by contacting the county State Health Center, County Municipal Health Department or by calling 1-877-PA-HEALTH. The school nurse will notify the parent, the building principal, and the local Health Department as required by PA Code Title 28, Chapter 27. The report will contain the student's name, date of birth, and parent/guardian contact information. The local health department staff may contact the student's family to do further follow-up and investigation. A list of the PA reportable Diseases is listed at

<https://www.health.pa.gov/topics/Reporting-Registries/Pages/Reportable-Diseases.aspx>

### **Social Distancing**

Directives and recommendations for social distancing may be issued during times of contagious diseases. Based on the directives and recommendations at a specific time, modifications to scheduling, transportation, and other areas of the school may be implemented.

### **Standing Order Medications for Grades 6 – 12**

Standing Order Medications for Middle School and High School students are outlined in the medical authorizations section of the Annual Student Information Verification process in Infinite Campus. The Standing Order Medications lists differ at each level.

## **Homeless Students**

### **Education Rights of Homeless Children and Youth**

The Boyertown Area School District works collaboratively to enroll children and youth who are homeless. If you are homeless or know of a child or youth that is homeless, please contact the Student Services office or the district homeless liaison, who will provide information and assistance.

Who is considered homeless? Any child or youth who lacks a fixed, regular, and adequate nighttime residence is considered homeless and includes those who are sharing housing with others due to loss of housing or economic hardship. It also includes children and youth who are living in hotels, campgrounds, emergency shelters, cars, bus stations, or other similar settings. If you are not sure, please call.

What are the education rights of homeless children and youth? Our schools provide equal and comparable access to all students regardless of their home living situation. Homeless children and youth have specific rights that include:

1. Immediate enrollment in school and, when desired or feasible, at the school of origin.
2. Prompt provision of necessary services such as transportation and meal programs.
3. Appropriate support services and programs for which they are eligible such as programs for gifted, children with disabilities, vocational education, preschool, etc.
4. Academic assistance through the district's federally funded Title I program.
5. Parent or guardian involvement in school activities.

What is the school of origin? The term "school origin" means the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled. It is the district's responsibility to consider the best interests of the child or youth when deciding what school he or she should attend. Consideration must be given to placement at the school of origin unless doing so is so contrary to the wishes of the parent or guardian. What if there is a disagreement regarding school placement? The parent, guardian, or unaccompanied youth (youth not in the physical custody of a parent or guardian) may appeal the placement decision if the district makes a placement in a school other than the school of origin or a school requested by the parent, guardian, or unaccompanied youth. The student will be immediately enrolled in the school in which enrollment was requested by the student or parent while an appeal is pending. The district homeless liaison will provide information and assistance regarding such an appeal. No Child or Youth Should Be Denied Access to a Free and Appropriate Public Education.

Homeless Liaison, Kristen Horton: 610-473-3678 or  
khorton@boyertownasd.org Student Services Office: 610-473-3488

[Homelessness Web Pages](#)

## **Instructional Programs and Student Procedures**

### **Policy Item 815 Acceptable Use of Internet, Computers, and Network Resources**

The Board supports the use of computers, the Internet, and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching, and daily operations through interpersonal communications and access to information, research, and collaboration.

The district provides students, staff, and other authorized individuals with access to the district's computers, electronic communication systems, and network, which includes Internet access, whether wired or wireless or by any other means.

The district realizes that by providing access to computers, the Internet, and all other forms of technology available, it cannot regulate or monitor all information received or sent by persons who use the Internet and email, and the district cannot ensure that users who engage in these technologies will be prevented from accessing inappropriate or offensive material. The district firmly believes that the information and interaction available using these technologies reduces the possibility that users may procure material that is not consistent with the educational and business goals of the district.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The Acceptable Use Policy has been developed to help students and parents understand what is considered to be acceptable Internet practice. This policy is provided to students and parents as part of the Annual Student Information

Verification (within Infinite Campus) process prior to the start of the school year. This policy is published in a public area of the district website.

Students who fail to abide by the policy shall be subject to disciplinary action as determined by the discipline code of the district. If desired, parents have the option to deny independent Internet use by their children.

### **BASD Virtual Academy**

BASD recognizes that families and students often seek an educational format that is more flexible yet maintains a high level of rigor with a solid connection to the school community. The BASD Virtual Academy program aims to provide a virtual learning model to our BASD students that is closely aligned with our district vision/mission and in-person educational goals. This virtual model is a viable alternative for Cyber Charter Programs. We do not offer a BASD Virtual Academy option for our kindergarten students at this time.

### **Chapter 4**

The Pennsylvania State Standards and Assessment Regulations were developed by the Pennsylvania Department of Education, assisted by various representatives, including parents, business and community leaders, teachers, higher education professors, school administrators, and Department of Education staff. National benchmarks, state academic standards, and international academic standards were reviewed and adopted.

Chapter 4, which was ratified by the Pennsylvania State Legislature in January 1999, replaces Chapters 3, 5, and 6 along with the 53 learning outcomes. Chapter 4 establishes rigorous academic standards and assessments to facilitate the improvement of student achievement and to provide parents and communities with a measure by which school performance can be determined. Chapter 4 provides a single, clear, concise, and comprehensive regulation to govern the educational offering of the public schools of the Commonwealth.

### **Charitable Solicitation**

The raising of money by students is for the sponsoring school organization, not for the individual student or for the students' account. The principle of charitable solicitation is that the student is raising the money for a non-profit, charitable organization, not for the individual herself/himself. The right of draw can only take place if the sponsoring school organization gives permission.

### **Policy Item 105.2 Exemption from Instruction**

This Board policy ensures that parents/guardians have the right to have their children excused from specific instruction that conflicts with their religious beliefs.

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

The district shall excuse any student from specific instruction, subject to the following conditions:

1. To assist the school district in ensuring that the student is excused from the correct specific instruction, the request must be made in writing and must detail the specific instruction from which the student is to be excused.
2. The written request to be excused shall be sent by the parent/guardian or student to the building principal.
3. One (1) copy of the request shall be retained in the student's permanent school records, one (1) copy kept by the school principal, and one (1) copy submitted to the teacher from whose instruction the student is to be excused.
4. It shall not be the responsibility of the district or any of its employees to ensure that the student exercises his/her right to be excused in accordance with a parental request. It shall be the responsibility of the student to request permission to leave class when the specific instruction objected to is presented. When the student seeks to be excused, the teacher shall excuse the student if the teacher or principal has a copy of the written request and the written request adequately describes the specific instruction.
5. The written request must contain a statement that the specific instruction described conflicts with the religious beliefs of the student or of the parents/guardians.
6. The parent/guardian and/or student may request suggested replacement educational activities. The only permissible educational activity for this purpose shall be in the nature of replacement instruction that is consistent with the learning objectives set for the course and does not require the provision of any extra resources by the district.
7. The building principal shall determine where the student shall report during the time the student is excused.
8. All students excused from specific instruction shall be required to achieve the academic standards established by the district as necessary for graduation.

### Policy Item 121 Field Trips

Teachers are encouraged to broaden the educational experience of students by taking them on appropriate study trips. Depending upon the nature of the trip, students may be responsible for paying a portion of the cost of these trips. Permission slips signed by parents must be returned to the teacher before the day of the trip.

Generally, parents will not be permitted to transport children in personal vehicles as part of a school trip. Medical conditions may necessitate an exception to this rule.

Teachers planning the field trip are responsible for informing parents of field trips. For out-of-district trips, this notification will require formal written parent permission. For in-district trips, notification will be limited to written communication to parents that a field trip is scheduled. This written communication may be accomplished through inclusion in classroom newsletters or through a separate letter to parents. Announcement of field trips in the school newsletter will not suffice to meet the notification responsibility.

- **Security Guidelines** - These guidelines are for any school-sponsored trip.
  - **Trip Arrangements**
    - If possible, trips are to be arranged with a guarantee that monies will be refunded if the trip is canceled.
    - Parents will be notified in writing if there may be a loss of money due to trip cancellation.
    - Due to circumstances beyond the control of district officials, field trips may be postponed or canceled at the discretion of the district or building administration.
  - **Field trips are subject to change.** The Superintendent shall reserve the right to cancel any travel upon determination of excessive risk. U.S. State Department advisories shall be major determining factors along with local, state, and other federal authorities deemed as reliable sources.
  - **Homeland Security Alert System**
    - If Homeland Security issues an imminent threat alert for the nation, all field trips will be canceled.
    - If a city in the United States is placed on imminent threat alert status, all field trips to that city will be canceled.
    - If a country on a field trip itinerary is placed on the Department of State website as a risk to United States travelers, the itinerary will be rearranged to exclude that country, or the trip will be canceled.
    - If Homeland Security issues an elevated threat alert, Administration will consider each trip individually based on grade, destination, and current situation.
    - Depending on circumstances, trips to the metropolitan areas from Boston to Washington, D.C., may be canceled.

### **Gambling**

Gambling in any form is strictly forbidden on school property. Gambling device(s) will be confiscated, and discipline will be given at the discretion of the administration.

### Policy Item #247 Hazing

BASH has many fine extracurricular teams and organizations, and we want to encourage every student to participate fully. In order to make membership as attractive as possible and to prevent embarrassment, the school prohibits any form of initiation, initiation rite(s), or hazing. Coaches and sponsors will be diligent in advising members that initiations and hazing are prohibited. Individuals who conduct or participate in initiation rites or hazing will be punished in accordance with the discipline code, and their membership in the club, organization, or team will be terminated for the balance of the school year.

### Policy Item #130 Homework

The purpose of homework assignments should be to:

1. Provide practice and reinforcement of skills presented by the teacher.
2. Provide opportunities for parents/guardians to know what their child is studying.
3. Encourage parent/guardian and child interaction.

Each student shall be responsible for completing homework assignments as directed.

Homework shall complement classroom instruction and be planned and evaluated with respect to its purpose, appropriateness, and completion time.

The demand of homework upon the students' time shall be consistent with the best interests of the students in regard to other valuable experiences to be gained outside of school.

Homework shall not be assigned as a form of punishment.

### **Posting Signs**

Students may not post signs or objects in the school without prior administrative approval. Approved objects may only be posted in designated areas.

### **Policy Item #212 Reporting Student Progress**

Student progress is reported through report cards and parent conferences. In grades kindergarten through fifth grade, a report card conference will be held at the conclusion of the first trimester. Report cards are issued at the end of each trimester. Spring conferences are scheduled as needed for grades kindergarten through fifth. Parents may request a conference at any time during the school year. The report card serves as a major communication tool for the teacher. The purpose of our standards-based report card is to inform parents/guardians about their children's progress toward specific learning standards set forth by the Pennsylvania Department of Education and adopted by the district. These standards serve as the basis for the Boyertown Area School District's model of curriculum, instruction, and assessment. As such, the report card lists the state standards along with descriptions of what specific skills/content students should know and demonstrate by the end of their specific grade levels.

The scoring system, along with the criterion, reflects the students' levels of achievement of each standard and related skill. Report cards for kindergarten through fifth grade use a number system for all trimester scoring and end-of-year standards achievement. The teacher will schedule parent-teacher report card conferences at a time convenient to both parties. The conference will provide the teacher and the parents the opportunity to discuss the child's academic progress. Parents are encouraged to attend conferences.

Any or all of the following activities may be included in the evaluation leading to grades: tests, homework, class participation, logs/journals, demonstrations, oral presentations, projects, reports, notebooks, and applications in other class work.

### **Policy Item 105.1 Review of Instructional Materials by Parents/Guardians and Students**

The Board adopts this policy to ensure that parents/guardians and students have an opportunity to review instructional materials and have access to information about the curriculum, including academic standards to be achieved, instructional materials, and assessment techniques.

Upon request by a parent/guardian or student, the district will make available existing information about the curriculum, including academic standards to be achieved, instructional materials, and assessment techniques.

The following conditions shall apply to any request:

1. Assist the school district in providing the correct records to meet the needs of the requesting party. The request must be in writing, setting forth the specific material being sought for review.
2. The written request will be sent to the building principal.
3. The district will respond to the parent/guardian or student within ten (10) school days by designating the time and location for the review. The district may take necessary action to protect its materials from loss, damage or alteration and to ensure the integrity of the files, including the provision of a designated employee to monitor the review of the materials.
4. No parent/guardian or student shall be permitted to remove the material provided for review or photocopy the contents of such file. The taking of notes by parents/guardians and students is permitted.
5. No more than one (1) request per semester may be made by any parent/guardian or student for each enrolled child.

Under federal law, the rights provided to parents/guardians to inspect any instructional materials used as part of the student's educational curriculum transfer to the student when the student turns eighteen (18) years old or is an emancipated minor. These rights do not transfer under state law; therefore, parents/guardians retain their rights to access information about the curriculum and to review instructional materials.

### **Six-Day Cycle**

All BASD schools follow a six-day cycle. Instead of defining a week as Monday through Friday, it takes six days labeled 1, 2, 3, 4, 5, and 6 and uses them as a cycle throughout the school year. So, Day "1" may fall on a Monday one week, and it may be a Thursday another week. The important piece is to know which day in the cycle we are on versus which day of the week it is.

It is important to know the day of the cycle because it affects your child's schedule. For example, instead of Physical Education being every Wednesday, it might be every day "3".

The six-day cycle also comes into play Flexible Instructional Days, et cetera. For example, if our last day before winter break is day "5," our first day back from winter break will be day "6." If we leave school at the end of day "1" and then have a FID the next day due to snow, our first day back will be day "2." For a full explanation of cycle days and Flexible Instructional Days, please visit <https://www.boyertownasd.org/domain/1862>.

### **Solicitations, Sales, Dissemination of Written Materials**

The BASD Board of School Directors feels that proper management of its school affairs and the welfare of the students would be adversely affected by, and therefore, prohibits the following activities either on the school premises itself or as affecting students during the time necessarily spent in coming to and returning from school:

- There shall be no solicitation for funds by individuals, business enterprises, and charitable, political, or religious groups.
- There shall be no sales offerings by individuals, business enterprises, and charitable, political, or religious groups.
- There shall be no dissemination of books, newspapers, newsletters, advertisements, political or informative pamphlets, or like materials by individuals, business enterprises, and charitable, political, or religious groups except by prior approval of the chief school administrator or principal.

This ruling does not apply to school-sponsored activities, activities sponsored by approved school-related organizations, or written material prepared by students in attendance in a district school. The principal may prohibit the distribution of such communicative material when it is: in poor taste, when it is obscene, erotic, or pornographic, when it is in violation of federal or state regulations, and when its purpose is to disrupt or impede the standard operation of the school. The principal must approve the method of distribution of written material.

### **Student Visitors**

Due to limited classroom space and the possibility of classroom disruption, students from other school districts are not permitted to visit our schools while they are in session. Any exceptions to this procedure must be directed to the building principal in advance of the requested visit.

### **Title I**

Title I is a federally funded program that serves children in eligible elementary schools. It provides supplemental instruction for students who are achieving below-expected levels in reading. Other buildings will receive similar support services through non-Title I funding.

### **Video Conferencing**

The Boyertown Area School District has made reasonable efforts to ensure that videoconferencing is confidential and access is limited to students in the assigned groups. However, some of these services will be provided in a group format, and when this occurs, students will be able to see other students in the group. In addition, the Boyertown Area School District is unable to control who else may be in the room in which a student is receiving these services remotely, including other family members or others who are living with the other students, who may observe the session and what other students are in the group. Due to the nature of distance learning, which may include Zoom meetings, Google Meet Hangouts, and other internet-based platforms, parents also acknowledge and agree that the District (although it will take precautions to try to do so) may not be able to ensure confidentiality per the Family Educational Rights and Privacy Act (FERPA) and Children's Online Privacy Protection Act (COPPA). Please see the links below for the Privacy Policies for both Zoom and GSuite.

[Zoom for K-12 Schools and Districts Privacy Policy](#)  
[GSuite for Education Privacy Notice](#)

## **Personnel and Staffing**

### **Paraprofessionals**

Paraprofessionals are employed on a part-time basis to assist in classrooms or to support specific students. These paraprofessionals work with students under the direct supervision of the teachers. They may also serve on playgrounds during recess and in lunchrooms.

### **Reading Specialists**

A reading specialist serves each elementary school. In addition to providing remedial help to students, the reading specialists coordinate the reading program of the school and assist classroom teachers in assessment and program placement. This professional is also available to confer with parents.

### **School Counselors**

Each school has the services of a certified school counselor who encourages all students' academic, career, and personal/social development by working together with the students, parents, school staff, and community resources. Through collaboration, guidance programs, and individual contact, school counselors promote student achievement and a positive learning environment. School counselors encourage parents to contact them with questions or concerns.

### **Student Teachers**

The Boyertown Area School District cooperates with colleges and universities in the area by offering opportunities for the training of students who will become teachers. They are given the opportunity to do actual classroom teaching under the observation and supervision of the teacher, who reports to the student teacher's college supervisor. The usual period of practice teaching for these students is nine weeks. Students are expected to give student teachers cooperation and respect. Any question concerning this relationship should be discussed with the child's regular classroom teacher.

## **Safety**

### **Policy Item #806 – Child Abuse**

All district employees that come in contact with children in the course of their employment are mandated reporters of suspected child abuse. Child abuse is an act or failure to act that causes bodily or mental injury to a child. Whenever there is a reasonable cause to suspect child abuse, school officials are required by law to report these cases to county and state agencies. These responding agencies have the legal right to interview students at school without parental consent.

### **Helpful links for Parents/Guardians**

Often parents/guardians and students wish to look for mental health, physical health, and safety resources beyond our district. Our School Counseling Services provide resources for these families to use. To see a list of these resources, please visit <https://www.boyertownasd.org/Page/633>. Effective July 2022, people can dial 988 to reach the nationwide mental health hotline.

### **Safety Concerns**

If there is a concern or observation of something that may affect the safety of the students, please notify the school principal.

### **Safety in Fitness Class**

There are several areas of safety to be considered in fitness classes:

- All students are required to wear sneakers with tied laces. If jewelry is worn to school, the students will be asked to remove it.
- The wearing of jewelry, which includes earrings, necklaces, watches, rings, bracelets, and other body piercing accessories, during physical activity is a safety hazard for those wearing them and for those who may come in contact with those wearing such items. It is the position of the National Association for Sport and Physical Education that jewelry is to be removed before participation in fitness classes, interscholastic and intramural sports.
- Students who wear eyeglasses and need them for fitness class will be required to wear protective goggles unless the parent signs a waiver form which is available from the fitness teacher.

### **School Security**

All Boyertown Schools have implemented the Raptor Identification System. This system is located in each school office. All visitors are required to report immediately to the school office using the designated entrance. Upon entering the school, all visitors will be required to provide a driver's license or other government-issued identification card. School personnel will swipe the card through the Raptor Identification System. In most cases, the visitor will be given a temporary badge and will be able to proceed into the school as planned. Individuals who need to drop off or pick up materials in the school office will not be required to use the system. Parents/Guardians are expected to meet their children for appointments or at dismissal at the office or other designated areas and not at the classroom. All school employees will be enforcing these regulations. Doors are locked for security.

### [Policy Item 211 Student Accident Insurance](#)

A group plan for accident insurance for BASD students is available. Parents/guardians who wish to have or supplement existing insurance plans are encouraged to participate in this program. In many cases, school insurance covers medical costs not covered by a student's primary insurance plan.

Each year the Board of School Directors designates an insurance company to underwrite a group policy for BASD students. Literature on the plan, features of the plan, cost, and procedures for filing claims are available in each school office. While the school district is not liable for accidents that occur during the regular operation of the school, all student accidents that occur at school need to be reported to the school nurse.

IT IS THE RESPONSIBILITY OF THE INSURED PARTY TO FILE ALL CLAIMS WITH THE INSURANCE COMPANY. In case of an accident for which a claim should be made, the injured student or his/her family should report the pertinent facts concerning the accident at once to the school nurse and also secure the proper claim forms from the main office. These forms must be completed and submitted (according to the instructions given) to the company by the parents. The school does not file the claim(s).

## **Special Instructional Services**

### **Adaptive Physical Education**

Students who cannot participate in regular physical education classes because of a medically verified physical condition may be provided with an adapted physical education program. This program will provide these students with the benefits of physical education even though they are limited in their ability to participate. The building principal is responsible for the approval of an adaptive physical education program.

### **Homebound Instruction**

When a child is temporarily unable to attend school for an extended period because of illness or injury but is able to benefit from instruction, a district-supplied teacher in the home may provide limited instruction. A special form for use by the physician to recommend homebound instruction is available through the office of the principal.

### **Remediation Plan**

School districts in Pennsylvania must develop a remediation plan that will assist the students in acquiring the knowledge and skills necessary to achieve the 'proficient' level. Our school district provides this additional instruction through various resources.

### **Screening or Evaluation Procedures (District) for Possible Child Find**

Parental concerns should be discussed with the student's teacher(s), and then, where necessary, a written request should be directed to the principal of the building where the student is enrolled. Requests for screening or informal evaluation of a student may be initiated by the student's teacher, school counselor, or other professional staff or by the parent. The student's classroom performance, the results achieved on standardized educational and physical development tests, behavioral conduct, demonstrated concerns relating to sensory development (hearing, vision, speech and language, or motor skills), or a combination of these may be used as the rationale for requesting intervention.

Parents may also request a formal evaluation if they believe their child has a disability or is gifted. To obtain a formal evaluation, parents should submit a request in writing to the principal.

## **Special Education**

The Boyertown Area School District has the responsibility of educating all student residents. Because of physical or learning disabilities, some students need special instruction or supplemental services in order to succeed. A brief review of the district's commitment to meet the needs of all students is reviewed here. Detailed materials regarding available special education services and programs and the rights to due process are provided, upon receipt of inquiry, by the building principal in each school building, as well as in the district's administration office. For additional information, contact the Special Education Office at 610-473-3610.

## [Policy Item 113 Special Education](#)

The following special education services are provided for eligible students:

- [Policy Item 114 Gifted Education](#) Gifted Support(GS) Program - for exceptional students identified as mentally gifted
- Emotional Support (ES) Program - for exceptional students whose primary identified need is for emotional or behavioral support
- Learning Support (LS) Program - for exceptional students whose primary identified need is academic learning
- Life Skills Support (LSS) Program - for exceptional students who require services primarily in the areas of academic, functional, vocational skills, and community-based instruction necessary for independent living.
- Deaf/Hearing Impaired Support (D/HIS) Program - for exceptional students who are deaf or hearing impaired
- Blind or Visually Impaired Support (B/VIS) Program - for exceptional students who are blind or visually impaired
- Speech and Language Support (SLS) Program - for exceptional students who have an identified need in the area of speech or language
- Autistic Support (AS) Program - for exceptional students characterized by impaired social interaction, verbal and non-verbal communication, and restricted and repetitive behavior.

## Transportation

Quigley Bus Services, Inc. (Quigley) provides BASD's transportation services. Student transportation information can be located using the Infinite Campus Parent Portal.

### [Policy Item #810-AR-2 Bus Schedules and Bus Stops](#) - Bus Stop Change Requests

Parents/Guardians may request that a student be reassigned to a different bus stop and/or a different bus route than the original assignment only for the following reasons:

- Change of residence
- [Change of permanent day care, babysitter.](#)
- [Legal shared custody, with the student residing in two \(2\) different district households.](#)
- Nonrecurring emergency situations, including family illness, death, or other extenuating circumstances.

Request for Transportation Change Forms are available on the district's website and in the Transportation Department office. Parent/guardian must complete and submit to the Transportation Supervisor the appropriate Transportation Change Request form, allowing at least (5) days for the request to be processed.

Quigley will review the requested change in accordance with the following criteria:

- Route operates from the student's assigned school.
- Route does not have to be changed or extended.
- Load on the vehicle will not exceed the legal limits for the bus.
- Change does not increase the cost to the district by requiring additional buses.
- Change will be reasonably long-term, except for emergencies.

### ***Transportation Change Guidelines for Childcare***

All transportation change requests must arrive in the district's transportation office by July 1 for processing prior to the start of the new school year. All transportation change requests must be **submitted annually**. No change request will automatically roll over to the next year.

- Requests for Childcare Transportation changes will be approved in accordance with the following rules:
  - o The childcare provider must be in the same attendance area as the student's school.
  - o All childcare transportation arrangements will be daily, five days a week, every week throughout the school year.
  - o Students may board (AM) at their assigned bus stop from home and depart (PM) at their deviated bus stop. The assignment must be five days a week.
  - o Students may board (AM) at the daycare provider and depart (PM) at the daycare provider. The assignment must be five days a week.
  - o Students may board (AM) at the daycare provider and depart (PM) at home. The assignment must be five days a week.
  - o Seating must be available on the bus. Requests will be honored on a first-come-first-served basis.
- Examples of change requests that will not be approved include but are not limited to, the following: "as needed," "every other day," "every other week," "as my child tells the driver," "based on my varying work schedule," "if the weather is bad," "as per my personal schedule," a request containing numerous dates, etc.

- A parent's note to the bus driver will not be approved until submitted to the school building principal or designee.

### ***Shared Custody Busing***

Shared custody busing must be requested by a written Transportation Change Request for two bus stops. In addition, both addresses must be within the student's school attendance area. It is not the responsibility of the driver to know which day each bus stop is for. Both parents must provide the District with proof of residency before submitting the Change Request.

Change requests for two different bus stops on the same bus/same route will be approved. However, it is not the responsibility of the driver to know which day each bus stop is for.

The Transportation Supervisor will determine if the request is approved or denied, will complete and return the form to the building principal, and will inform the requesting parent/guardian of the decision.

### ***Using a Different Bus for School Delays and Early Dismissals***

On days of school delays or early dismissals, students will be allowed to use a bus stop on the same route other than the assigned stop for purposes of childcare. Written parental permission must be submitted to the building principal at the beginning of the school year.

### ***Process of Appeal***

Parent(s) or guardian(s) requesting an explanation because a change request was denied should contact the Supervisor of Transportation at 610-473-3473. In the event a parent or guardian is not satisfied with the Supervisor's explanation, appeals may be taken to the building principal. If satisfaction is not received, the building principal's decision may be appealed to the Assistant Superintendent of Schools.

#### **General Information**

1. Be at the authorized school bus stop five minutes before the designated time and wait one-half hour after the designated time.
2. Wait until the school bus comes to a complete stop before attempting to enter the school bus.
3. Bus drivers will not pick up students at places other than authorized bus stops.
4. Exchanging buses is prohibited, except in emergency situations upon request of parent/guardian with written approval of the principal.
5. Students are not permitted to exchange bus stops without written permission from the parent and principal.

#### **Loitering in Bus Area**

Students are not permitted to loiter in the bus arrival/departure area at any time. Students must enter the building upon arrival in the morning and board the buses immediately after leaving the building at the end of the school day.

#### **Private Vehicles**

Although not encouraged, parents may transport their children to and from school. Each school has its own regulations regarding parking areas and other details. No student is to arrive at school more than 15 minutes before school begins unless the permission of the principal has been secured.

#### **Release of Health Care Information**

Due to current federal privacy laws, it is the parent's discretion and responsibility to share any medical information concerning their child with their child's bus driver. The school district personnel cannot release any information without the parent's written consent.

#### **Rules and Regulations**

Students are expected to conduct themselves in an orderly manner while waiting for and riding on the school bus. Student transportation is a privilege that can be denied to students whose behavior becomes a safety issue. The driver is in charge of the vehicle and is expected to take initial disciplinary action. Serious or persistent violations of transportation rules will result in a report to the school principal, who has the right to suspend transportation privileges.

The following bus rules and regulations are in effect for students in the Boyertown Area School District:

1. Students need to be in sight of the bus driver at the bus stop, not watching and waiting from the house.

2. Students should be at the authorized school bus stop five minutes before the designated time and wait one-half hour after the designated time. They should be careful when walking to and from the school bus stop and must stay off the road at all times while waiting for the school bus.
3. Students must wait until the school bus comes to a complete stop before attempting to enter the bus.
4. Students are not permitted to walk across a road to get onto a school bus until receiving a hand signal from the school bus driver.
5. The school bus driver will not pick up or discharge students at places other than authorized bus stops.
6. School bus drivers will permit their assigned students to enter and/or leave the bus at a bus stop other than their assigned stop ONLY upon the presentation of an approved change request form or an emergency bus pass.
7. Only authorized district students may ride school vehicles.
8. Students must board the school bus immediately after leaving the school building.
9. After entering the school bus, students should take their assigned seats right away. They are not permitted to leave the school bus after boarding.
10. All parts of the body must be kept inside the school bus at all times.
11. Windows should not be adjusted without the driver's permission.
12. Students are to assist in keeping the school bus safe, sanitary, and litter-free at all times. The following are examples of activities that will not be tolerated on school buses: *Throwing articles out windows, loud talking, yelling, eating, chewing gum, singing, stomping of feet, standing, changing seats, throwing objects, fighting, bringing drinks on the bus, illegal use of the emergency door, profane or vulgar language, discarding paper, laying down, or any other distraction to the school bus driver.*
13. Parents will be held responsible for any willful damage by the student to the school bus.
14. No books, lunches, or other articles should be left on the school bus. The district, all school personnel, and all its contracted services shall not be held responsible for articles remaining on, or damaged on, the school bus.
15. In case of a road emergency, students are to remain on the school bus and stay in their assigned seats.
16. Radios or similar devices **without headphones or earbuds** are not permitted to be played on the school bus.
17. No weapons of any kind shall be carried on the school bus.
18. Students shall be courteous to fellow students, school bus drivers, and school bus driver assistants. The school bus drivers shall be addressed with respect.
19. Aisles must be kept clear.
20. Musical instruments shall be held by the student or transported by the parent if the instrument is too large to hold. (Instrument must be able to be held in child's lap and must not impede aisle walkway.)
21. Upon arriving at school, students must report immediately to the school building or assigned area and remain there.
22. Students are not permitted to approach the school bus at the school-loading zone until the school buses have been brought to a complete stop.
23. Students shall leave the school bus only after receiving permission from the school bus driver. They should cross the road at least five feet in front of the school bus, but only after looking to be sure no traffic is approaching from either direction. They should be alert to the danger signal from the school bus driver.
24. At any time that the bus/van cannot drop your student off at their regularly assigned bus stop due to road closure of any kind, your student will be brought to the closest elementary school when the run is completed. Someone at the school will be there to assist your student in calling a parent or guardian. If you happen to be aware of the road closure beforehand, you can notify your student's school with a note to have your student dropped off at another existing stop within your attendance area. Your student will be issued an emergency bus pass to give to the driver of the bus/van.
25. School bus stop locations are designated by the Supervisor of Transportation. All school bus stop locations are selected for safety, efficiency, and convenience. If any student causes harm to another student or property damage at the school bus stop, this is a local police matter.

The above rules and regulations apply to any trip under school sponsorship. Students also must comply with any additional regulations established by the chaperone.

### **School Bus Disciplinary Procedure**

1. The bus driver is in full charge of the bus and students and, therefore, has the authority to take initial disciplinary action as required by the student's actions.
2. The bus driver may report any student who violates bus rules to the appropriate principal.
3. The administration of each school has the authority to determine the appropriate additional disciplinary action, including suspending the bus privileges of any student who violates school bus rules.

4. Students who misbehave on buses and are reported to the principal through a written bus report may be suspended from riding the bus for up to three days.
5. Parents are then responsible for getting the students to school.
6. If a student is reported misbehaving a second time, he/she can be suspended from riding the bus for an indefinite period.

#### **Policy Item #810 Transportation**

The safety of students is of utmost importance to the Boyertown Area School District. The use of a video system on District vehicles will assist in safety by attempting to identify undesired behavior and will enhance the effectiveness of discipline by identifying offenders. To that end, the transportation supervisor is authorized to randomly place video cameras and equipment on District vehicles. Additionally, the transportation supervisor may place video recording equipment on buses at the request of District administrators.

## **Volunteers, Parent Organizations, and Community**

#### **Charitable Solicitations**

The raising of money by students is for the sponsoring school organization, not for the individual student or for the student's account. The principle of charitable solicitation is that the student is raising the money for a non-profit, charitable organization, not for the individual herself/himself. The right to withdraw money can only take place if the sponsoring school organization and principal permit it.

#### **Parent-School Organizations**

Parents/Guardians are encouraged to become active members of the parent-school organization at their child's school. Active membership provides opportunities to work with school staff and ensure quality education for all students. Many opportunities to directly assist the parent organization and the school arise throughout the year.

#### **Playgrounds**

School playgrounds are closed to unorganized activities after dark. This provision does not apply to those areas lighted for nighttime activity. Restrictions on the use of playgrounds and parking areas are posted at each school. Requests for group use of outdoor facilities require the completion of forms available at each school office.

#### **Policy Item #707 Use of School Facilities**

Permits for the use of school buildings will be issued in accordance with Board Policy. An individual or group wishing to use a school building/ground should visit that building to review the policy and receive an application. This is the [LINK to District Facilities Usage](#) information on our website

#### **Volunteers**

All schools welcome and encourage parent involvement. There are a variety of volunteer opportunities available within the schools, such as tutoring in reading and math, assisting in the library, and working with students on the computer. The school district has a policy in place regarding volunteers and security. Please contact the building principal for more information if you are interested in volunteering time and service.



## 2024-2025 Additional Information for Our Elementary Schools

<a href="#"><u>Boyertown Elementary School</u></a> 1641 East Second Street Boyertown, PA 19512 (610) 369-7462	<a href="#"><u>Colebrookdale Elementary School</u></a> 1001 Montgomery Avenue Boyertown, PA 19512 (610) 369-7427	<a href="#"><u>Earl Elementary School</u></a> 22 Schoolhouse Road Boyertown, PA 19512 (610) 369-7504
<a href="#"><u>Gilbertsville Elementary School</u></a> 36 Congo Road Gilbertsville, PA 19525 (610) 369-7485	<a href="#"><u>New Hanover Upper Frederick Elementary School</u></a> 2547 Big Road Frederick, PA 19435 (610) 754-9580	<a href="#"><u>Washington Elementary School</u></a> 1406 Route 100 Barto, PA 19504 (610) 754-9589

Regular School Hours	Start Time	End Time
Elementary Schools 1 – 5	8:45 AM	3:25 PM
AM Kindergarten	8:45 AM	11:25 AM
PM Kindergarten	12:45 PM	3:25 PM
Pre-K Counts – BASH and WES	8:45 AM	2:30 PM

Early Dismissal Hours	Start Time	End Time
Elementary Schools 1 – 5	8:45 AM	12:25 PM
AM Kindergarten	8:45 AM	10:35 AM
PM Kindergarten	10:35 AM	12:25 PM
Pre-K Counts – BASH and WES	8:45 AM	11:30 AM

## **Building Administration and Contact Information**

### **Animals in the Classroom**

Animals/pets may be brought into schools for educational purposes only. They must be appropriately housed in clean areas, humanely cared for, and properly handled. Animals must be vaccinated appropriately, and all wild animals must be handled by a professional handler. Persons bringing animals/pets into schools must have prior written approval from the principal. Approval must identify the type of animal/pet, educational purpose, dates, and type of housing at school.

Teacher(s) must assume primary responsibility for the proper treatment of all animals/pets in the school. Only the teacher or designated students may handle the animals/pets. Animals/pets are not to be kept in schools on days when classes are not in session. Arrangements for the care and safety of all animals/pets are the responsibility of the teacher.

### **Attendance**

Students arriving after 11:15 a.m. the day of an extra-curricular event (including but not limited to interscholastic athletic events, rehearsals, concerts, clubs, sports practices, etc.) may not participate in that extra-curricular unless a doctor's excuse is presented upon his/her arrival to school.

### **Bus Departure**

Kindergarten students will not be permitted to leave a school bus or van without a parent/guardian or designated person for said student at the specified stop. Each elementary school in our district uses the [Kindergarten Transportation form](#) (green paper).

Parents fill out this form for their kindergarten students. It shows the school bus driver who will be at the school bus stop to receive the kindergarten student. If someone else is at the stop and is not listed on the green paper, per board policy, the school bus driver will not allow the student to depart the school bus and will return the student to his/her school. Forms may be picked up at the child's school. Students in first grade and above will be permitted to leave a school bus or van at a designated stop without the presence of an adult to accompany the child. No other arrangements will be made for students in first grade or higher.

### **Cellular Telephones and Other Devices**

Cellular telephones and other devices must be: (1) turned off; (2) kept in the student's book bag upon arrival at school and remain there until dismissal unless the device is approved for student use by an administrator. Repeat offenders must have the parent/guardian retrieve the phone and may be subject to disciplinary measures. The Boyertown Area School District is not responsible for lost or stolen cellular telephones at school.

### **Gift Giving**

School regulations discourage the giving of gifts by students to teachers or other school employees. Gift exchange programs among students in school are prohibited.

### **Homework**

The following principles guide the homework practices of our elementary schools.

- The teaching of self-discipline and the assigning of homework should be hand-in-hand.
- The purpose of homework should be to help a child, not to punish him/her. Homework is not assigned as a disciplinary measure, nor is it assigned in every grade every night.
- Good work habits require the budgeting of time and a continual concentrated effort toward the accomplishment of an objective.
  - The value of homework is to help students acquire good work habits and to practice needed skills.

### **Instrumental Music**

#### ***Orchestra Instruments***

At the beginning of each school term, the orchestra program opens enrollment to all interested students in grades three, four, and five. Instructors will help students select an appropriate instrument for instruction. Instruments include violin, viola, cello, and bass. A lease program is available for parents wishing to rent instruments. The school district owns a limited number of the larger and more expensive orchestra instruments and provides them for student use, depending upon availability.

Group lessons are scheduled once per week during the school day. All orchestra students will also participate in district-wide orchestra rehearsals that are held at a central location before the school day begins. Parents are only responsible for providing transportation to the rehearsal. Because of space limitations, very large instruments will not be permitted on the school bus. Parents are requested to transport those instruments to and from school. School lessons are geared to the development of skills for large-group performance. Private music lessons are encouraged for students to further their proficiency.

### ***Band Instruments***

At the beginning of each school term, the band program opens enrollment to all interested students in grades four and five. Instructors will help students select an appropriate instrument for instruction. Instruments include flute, oboe, clarinet, saxophone, trumpet, French horn, trombone, baritone, drums, and bells. A lease program is available for parents wishing to rent instruments. The school district owns a limited number of the larger, more expensive band instruments and provides them for student use, depending upon availability.

Group lessons are scheduled once per week during the school day. All band students will also participate in district-wide band rehearsals that are held at a central location before the school day begins. Parents are only responsible for providing transportation to the rehearsal. Because of space, very large instruments are not permitted on the school bus. Parents are required to transport those instruments to and from school. School lessons are geared to the development of skills for large-group performance. Private music lessons are encouraged for students to further their proficiency.

### ***Summer Music Programs***

Elementary band and orchestra students are afforded an opportunity to participate in a summer instructional program in instrumental music. All eligible students are notified of scheduling prior to the end of school. A participation fee is charged.

## **Kindergarten**

In accordance with school district policy, all students who attain the age of five on or before September 1 of that year may be admitted to kindergarten at the beginning of the school term. An official document stating the child's date of birth is required at registration. A student and parent orientation program is scheduled to familiarize parents and children with the kindergarten program.

The purpose of the kindergarten experience is:

- To help children learn to work, play, and share with others
- To teach children to act as independent individuals
- To establish basic patterns of behavior necessary for school success
- To provide a combination of activities to help children be ready for first-grade work

## **Learning Materials**

Public funds provide all textbooks and other learning materials. In order to help control these costs and develop a feeling of respect and responsibility for public property, students and parents will be required to pay for any damages which result from abuse or loss.

## **Library**

Library facilities are available to all students. The libraries include books and other types of media. Circulation procedures follow standard practices. Books are checked out for one week. Students may renew them. If the student has a book that is overdue, they may not take others from the library. Should some damage occur to the book while it is in the child's possession, it must be reported to the librarian, who has special tapes and glue for making repairs. The student or his/her parents must pay for the book(s) which are lost or ruined so the book may be replaced.

Volunteers assist with the circulation of materials, help students find materials, and contribute time to process new books. This support is of utmost importance to the library program because it enables the librarian to do those things which are necessary for a successful program – instruction in library skills, selection of new books and materials, development of units of study, and assistance to students and teachers.

## **Movies/TV**

The district observes the movie/TV rating guides as instituted by the Motion Picture Industry. "G" rated films may be shown in the classroom without parental permission. PG-rated movies require administrative and parental permission.

### **Opening Exercises**

Opening exercises consist of a brief period of silence and the Pledge to the Flag.

### **Paraprofessional Assistance**

Paraprofessionals are employed on a part-time basis to assist in classrooms or to support specific students. These paraprofessionals work with students under the direct supervision of the teachers, usually in the areas of reading and mathematics. They also serve on playgrounds during recess and in lunchrooms.

### **Parent-School Organizations**

Parents/Guardians are encouraged to become active members of the parent-school organization at their child's school. Active membership provides opportunities to work with school staff and ensure quality education for all students. Many opportunities to directly assist the parent organization and the school arise throughout the year.

### **Parties and Social Observances**

The elementary schools permit certain social functions for kindergarten students and some limited activities in connection with the observance of certain holidays for the other grades.

### **Recess**

The twenty (20) minute recess periods are supervised by playground aides, teachers and other team members. Teachers may take their classes outside at their discretion. All students are required to go outdoors for recess when the weather is suitable. Please note when the wind chill is 18° Fahrenheit or below, students will remain inside. The building principal will determine the location of recess based on all weather conditions. If a child has a cold or should not be outdoors for some other physical reason, a note stating the reason must be sent to the teacher. A doctor's written statement is required if a child is to remain indoors for a period of one week or more. Appropriate footwear must be worn, or students may not be permitted to participate in certain playground activities. For example, sandals prohibit a child from running or kicking games and climbing on equipment.

### **Reading Specialists**

A reading specialist serves each school. In addition to providing remedial help to students, the reading specialists coordinate the reading program of the school and assist classroom teachers in assessment and program placement. This professional is also available to confer with parents.

### **Remediation Plan**

School districts in Pennsylvania must develop a remediation plan that will assist the students in acquiring the knowledge and skills necessary to achieve the 'proficient' level. Our school district provides this additional instruction through various resources.

The Boyertown Area School District provides remediation assistance in each building during the school day for kindergarten through fourth-grade students and time before and after school for fifth-grade students.

- Remediation focuses on students in grades kindergarten through fifth grade who are not successfully meeting the district's identified proficient skills in the areas of reading, writing, and/or math.
- The classroom teacher first consults with the remediation teacher to determine if remediation services are appropriate. The classroom teacher then completes a student referral form and submits the form to the remediation teacher.
- Multiple sources of evidence determine student eligibility for remediation.
- Remediation teachers will collaborate with the reading specialists and/or literacy first teachers (if appropriate) to develop a plan that best meets students' academic needs.
- When a child with an IEP is not meeting academic standards in an area not identified in their IEP, the IEP team will meet to determine if additional special education services are needed. If it is determined additional special education services are not appropriate, then remediation services may be provided.
- Classroom teachers notify parents by phone of students being recommended for remediation. Parents will receive a follow-up confirmation letter.
- The length of remediation services varies depending on the needs of the student.
- In addition to the regular report card, students in kindergarten through fourth grade receive a quarterly report completed by the remediation teacher.
- Parents who decline remediation services for their child must send a letter of refusal to the building principal.

**School Counselors**

Each school has the services of a certified school counselor who encourages all students' academic, career, and personal/social development by working together with the students, parents, school staff, and community resources. Through collaboration, guidance programs, and individual contact, school counselors promote student achievement and a positive learning environment. School counselors encourage parents to contact them with questions or concerns.

**Selling Involving Students**

There will be no buying or selling of any kind, either by teachers or students, unless it is directly related to a school-sponsored activity and approved by the principal. All students must have signed parent permission forms to engage in solicitations. Students in grades K-5 must have the signed parent permission forms prior to beginning any fund-raising activity, including assembly presentations.

**Student Pictures**

Individual pictures are taken of students each year. Group, composite, or school yearbooks may also be made available. Parents wishing to have a pictorial record of their students may purchase these photographs on a prepaid basis. The individual school benefits from the profits realized from the sale of these pictures.

**Testing Program**

In addition to tests that teachers ordinarily give to their students, the school district may use certain group tests in elementary schools. The results of these tests indicate how a school compares with other schools on a state or national average. A student's performance on the tests serves as an aid in planning his/her school program. A standardized achievement test administered in several grades is an example of this type of testing. Parent notification occurs prior to testing.

In some instances, certain reading tests are used to assist in diagnosing the strengths and weaknesses in a child's reading development and aid in establishing the reading group placement for the student.

In some instances, certain reading tests are used to assist in diagnosing the strengths and weaknesses in a child's reading development and aid in establishing the reading group placement for the student.



# 2024–2025

## Additional Information for Our Middle Schools

<p><a href="#"><u>Middle School East</u></a> 2020 Big Road Gilbertsville, PA 19525 (610) 754-9550</p>	<p><a href="#"><u>Middle School West</u></a> 380 South Madison Street Boyertown, PA 19512 (610) 369-7471</p>
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Regular School Hours	Start Time	End Time
Middle Schools	7:35 AM	2:25 PM

Early Dismissal Hours	Start Time	End Time
Middle Schools	7:35 AM	11:35 AM

**Middle School Student Handbook & Code of Conduct  
2024-2025**

**[Building Administration and Contact Information](#)**

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## Activities

### **Activity Fee**

Parents/Guardians of secondary students who participate in secondary activities will be responsible for paying an activity fee. The amount is determined by the Board of Directors. At the middle school, this includes students who participate in Middle School Sports, Middle School Musicals, Select Strings, Combined Jazz Band, Marching Band, and Show Choir. The form can also be found online and remitted to the office.

### **After School Activities**

Students are not permitted to stay after school as a spectator for any activity without the supervision of a parent or guardian, faculty advisor, or prior approval from the building principal. This includes sporting events, plays, and concerts.

### **Athletic Discipline Code**

#### ***Student Athletic Discipline Code***

The BASD recognizes the vital role that athletics play in promoting the physical, mental, social, emotional, and moral development of students. Involvement in these activities affords students the opportunity to gain valuable experiences and insights into teamwork, self-discipline, and life itself. The high-profile status of athletics in school gives many students a chance to experience success and develop confidence and self-esteem. Participants in athletics often earn the respect of their fellow students and are viewed as leaders within the school society. It is important to note, however, that while education is a right, participation in athletics is a privilege, and along with that privilege are certain additional responsibilities. When a student joins an athletic team and decides to represent his or her school, the student also agrees to accept the training rules, regulations, and responsibilities as set forth by individual coaches and the school district.

1. The student-athlete is accountable to the rules and regulations set forth in the section entitled Differentiated Discipline dealing with the athletic program and individual team rules and regulations. These include all rules and regulations set forth by the PIAA and the BASD regarding attendance and eligibility.
2. The student-athlete shall attend all practices, contests, team meetings, etc., unless excused in advance by the coach or absent from school.
3. The student-athlete who is assigned to detention on a specific date in conflict with a practice/event is ineligible to participate in the practice/event at that time. In the case of suspension, in-school or out-of-school, the student is ineligible to participate in practices or events during the entire suspension period, including weekend participation, where applicable.
4. Insubordinate and abusive behavior or profane language will not be tolerated and could result in suspension or dismissal from the athletic team.
5. The possession and/or use of a tobacco product or vaporizer in any form is not permitted and will be cause for immediate suspension from the team, consistent with provisions as set forth in the BASD Athletic Drug and Alcohol Policy.
6. The selling, providing, possession, or use of steroids, other drugs, or alcohol on or off school property, is strictly prohibited and will result in disciplinary action in accordance with the school district's drug and alcohol policy. In addition, any student-athlete determined to be in violation of any of the above rules, on or off school property, will be dismissed from the team or squad for the remainder of the season. The student shall also be referred to the school's Student Assistance Team.
7. Certain serious behavior of a student in the context of the athletic program may subject the student not only to discipline under the school athletic discipline code but also under the general student discipline code, which could include but not be limited to suspension or expulsion from classes and/or police involvement. The decision as to whether or not certain behavior would be serious enough to invoke the student discipline code will be within the sole discretion of the Administration.

**\*Any subsequent drug or alcohol violation will constitute a repeat offense, and the student shall be subject to disciplinary action as set forth in the BASD Athletic Drug and Alcohol Policy, including one year or permanent suspension from participation in athletics or cheerleading. \***

## **Athletic Team Discipline Code – Middle School East and Middle School West**

Students will be removed from their respective athletic teams for the following reasons:

Three cuts (unexcused absences from practice or games) will result in dismissal from the team.

- The first cut is a warning.
- The second cut will be a one-game or two-game suspension. This will be specified by the coach at preseason meetings.
- An athlete who receives detention may not attend a practice or a game on the day the detention is served unless they serve a morning detention.
- An athlete who receives a suspension may not participate in a game or practice on the day of the suspension.
- A multiple-day suspension will count as one cut, but a second multiple-day suspension will result in removal from the team.
- Any single incident that is deemed serious enough by the principal, athletic leader, and coach will result in immediate dismissal from the team.

Any subsequent drug or alcohol violation will constitute a repeat offense, and the student shall be subject to disciplinary action as set forth in the Boyertown Area School District Athletic Drug and Alcohol Policy, including one year or permanent suspension from participation in athletics.

Athletes should be in school no later than 10:15 AM to participate in a contest or practice for that specific day.

### **Eligibility Rules**

The rules of the PIAA govern the eligibility of our students for all interscholastic competitions. The following applies:

**Section 1:** To be eligible for interscholastic athletic competition, a student must pursue a curriculum defined and approved by the principal as a full-time curriculum. Where required, this 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 student must maintain an acceptable grade in such approved curriculum, as certified by the principal. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis. If an athlete is not passing four full credit subjects or the equivalent, the athlete is ineligible for the following week.

**Section 2:** In order to be eligible for interscholastic athletics, a student must have passed at least four full-credit subjects, or the equivalent, during the previous grading period. Back work may be made up, providing it is in accordance with the regular rules of the school.

**Section 3:** In cases where a student's work in any preceding grading period does not meet the standards provided for in this article, said student shall be ineligible to participate in interscholastic athletics for the first fifteen (15) school days of the next grading period.

**Section 4:** New students must meet eligibility requirements on the curriculum. Students, who are enrolled for the first time, must comply with the requirements of the curriculum rules. The standing required for the preceding grading period or previous year shall be obtained from the records of the last school that the student has attended.

**Section 5:** At the end of the school year, the student's final grades and credits in his/her subjects rather than his/her grades and credits for the last grading period shall be used to determine his/her eligibility for the next grading period.

### **Joint Participation in Music and Athletic Activities**

A student may participate in after-school musical activities at the same time he/she is participating actively as a candidate for or a member of a varsity or junior varsity team provided:

- The director agrees.
- The coach agrees.
- The student agrees.
- The student is able to discharge his duties to both activities in the manner expected.

### **Medical Examinations**

Before any pupil becomes eligible to participate in any inter-school athletic contest, he/she must have on file in the school records a medical certificate that complies with the following PIAA ruling:

No pupil shall be eligible to represent his school in any Interscholastic Athletic Contest unless he/she has been examined by a licensed physician of medicine or osteopathy or a certified nurse practitioner before his/her first sports season of that academic year. The student-athlete's condition must be ruled satisfactory before he/she commences to train or practice the intended sport.

Only one physical is required for the entire year. As a district, we will only be offering physicals in June. We are no longer offering physicals during the school year. PIAA rules require that the comprehensive physical done at school or by your family physician shall not be given earlier than June 1. A student-athlete that participated in a fall sport will still need to complete a Parent/Guardian Recertification Packet for winter and/or spring sports. These packets can be downloaded from the school district's website, or the forms will be available in the main office before the winter and spring seasons. However, the student-athlete will not need to get a doctor's signature unless he/she answers "yes" to the questions listed under the Supplemental Health History (on Section 5 PIAA Recertification by Parent/Guardian).

It is necessary for each student, boy or girl, who intends to participate in any form of athletics at our school to be covered by the student accident insurance previously discussed or to have on file with the director of athletics a parent liability insurance card. Therefore, any student who intends to participate in any form of sports should immediately subscribe to the insurance when the dates for enrollment are announced.

Any student indicating an interest in trying out for the cheerleading squad must have a waiver form completed by the parents before tryouts. Cheerleaders are required to have a medical examination after being selected for the cheerleading squad.

## **Attendance**

### **Attendance Office**

Parents should e-mail the school attendance office to report student absence from school.

Middle School East – [attendanceMSE@boyertownasd.org](mailto:attendanceMSE@boyertownasd.org)

Middle School West – [attendanceMSW@boyertownasd.org](mailto:attendanceMSW@boyertownasd.org)

### **Tardiness and Absence**

All students must be seated in their homeroom areas by 7:35 AM each morning. Homeroom teachers will take attendance at this time. Anyone arriving to homeroom or school after 7:35 AM is considered "late" and needs to obtain a late pass. After 7:35 AM, if a parent/guardian accompanies the student into school, the student and the parent must report directly to the main office. An administrative assistant will have the student's parent/guardian fill out a late pass. The student must then report to the Attendance/ISS Room. Any student arriving to homeroom after 7:35 AM without a pass should be sent to the Attendance Office for a late pass.

Oversleeping, missing the bus, traffic, or being late for homeroom without reason are not considered excused lateness. The only acceptable excuses for lateness are medical-dental appointments, sickness, or a late bus. Students who are consistently late for school because of missing the bus or oversleeping are subject to disciplinary action. Class cutting and unexcused minutes tardy may be accumulated into equivalent half-days and counted in the absence day totals defined above. Parents/guardians of these students are subject to fines under the Pennsylvania Compulsory Attendance Law. After a student has accumulated a total of ten tardies, he/she will be required to present a doctor's note for any future tardies. After 15 tardies, the student's tardy minutes (excused, unexcused, and/or unlawful) may be accumulated into equivalent half-days and counted in the absence day totals defined above. Again, parents/guardians of these students are subject to fines under Pennsylvania State Law.

At the middle schools, there are two types of tardiness; one is late arrival to school from home, and the other is late arrival from one class to another. Students arriving after 10:15 a.m. the day of an extra-curricular event may not participate in that extra-curricular activity (including but not limited to interscholastic athletic events, rehearsals, concerts, clubs, sports practices, etc.) unless a doctor's excuse is presented upon his/her arrival to school.

### **After Any Absence**

It is particularly important for you to realize that you are responsible for all classwork, activities, and assignments for which you are scheduled. If you miss a class because of participation in another school activity, you should turn in all assignments due in the classes to be missed prior to the extra activity. If you miss a day or more of classes, you should see your teachers upon return to school and hand in completed assignments.

### **Early Dismissal**

If at any time you find it necessary to leave school before the end of the day, please note the following procedures:

- MS East- a note signed by your parent or guardian must be presented to the office before homeroom. The note must state the time and the reason for leaving. Before you leave, show the note to the teachers of the classes from which you will be absent. Sign in and out of school at the school office.
- MS West- a note signed by your parent or guardian must be presented to your classroom teacher at the time of dismissal. The note will serve as your hall pass. Sign in and out of school at the Attendance/ISS Office.
- **Students are not permitted to call/text home to ask to be picked up early. Students are only dismissed early by the nurse, school counselor, or administrator.**

### **Unlawful Absence**

Any absence of a student who is of compulsory school age for which a valid excuse report is not provided to the school principal within the specified time shall be construed as an unlawful absence. A student is truant if absent without the knowledge and consent of his/her parent/guardian. Following three days of unlawful absence, parents/guardians shall be notified in writing by the principal of the penalties for violation of the Compulsory Attendance Laws if further unlawful absences should occur. School officials shall initiate truancy against parents/guardians of students who have accumulated six or more unlawful absences.

## **Behavior/Code of Conduct**

### **Assembly Etiquette**

Students attending any school activity as an audience member should conduct themselves in a respectful and supportive manner. Behaviors should be positive and not distracting to others. Booing, whistling, and/or shouting are not permitted in the auditorium unless directed by the speaker/performer.

When entering the auditorium, students should remain standing and silent until instructed to sit by a faculty member. Students are expected to be attentive and appreciative during assembly programs and remain seated until told otherwise by an adult.

Students misbehaving may be removed from the auditorium.

### **Building Cleanliness**

Students should be proud to be able to attend a school as beautiful and as well-equipped as ours. In order to retain this beauty, each pupil must cooperate in keeping the building clean and free from unwanted markings and litter. Students who want only to destroy the equipment inside the building or deface the interior or exterior in any way are subject to discipline and referral to law enforcement. Students who deface, break, destroy, or lose school property are responsible for full payment of the damaged or missing equipment.

### **Cafeteria Procedures**

- The cafeteria is provided as a place to eat during the lunch period.
- Display your best manners.
- The throwing of food or making mixtures and messes with foods/trays is not acceptable.
- Students should not bring bookbags and Chromebooks to the cafeteria.
- Stand in line quietly and choose food quickly. (Checking the posted menu before lunch helps to accomplish this.)
- Have money ready; unfold bills; count your change.
- Do not cut the line.
- Have your student ID number ready to punch in or to scan the computer pay system.
- Food and beverages may not leave the cafeteria.

NOTE: Any student misbehaving in any way while in the cafeteria (cutting in line, throwing food or paper, roughness, etc.) will be given an assigned seat and be subject to further disciplinary action.

### **Discipline Mission Statement**

- To create a safe, orderly, and productive learning environment by:
  - Teaching students to manage their behavior.
  - Assigning appropriate interventions for inappropriate behavior.

## Discipline Code

Students are expected to behave in a safe, orderly, and productive way while in school, on school district property, on school district transportation, or at a school district event. Good citizenship in school is an admirable trait for any student to achieve. Misbehavior, fighting, refusing to work in class and being late for class, etc., affects the education of the majority of the students. The following discipline code was developed through the cooperation of students, parents, teachers, and administrators. The main purpose of the code is to establish a clear, concise program of discipline that is effective for the teachers and straightforward for the students. Any action by a student which violates existing law may be reported to the police for additional action.

Note: Any infractions not listed will be managed by the administration through an analysis of the offense and the setting of reasonable interventions. The administration reserves the right to make additional rules during the school year as deemed necessary for the orderly and safe operation of the school.

School rules apply to all school functions throughout the district.

## Discipline Level System

<u>Level</u>	<u>Infraction Severity</u>
Level I	Minor Infraction
Level II	Moderate Infraction
Level III	Major Infraction
Level IV	Severe Infraction

The matrix shown below reflects what consequences may be assigned to a student for a specific infraction. This is not an exhaustive list.

### Level I – Minor Infraction

#### *Examples of Level I Infractions*

Academic Dishonesty	Abuse of Pass	Being in an Unauthorized Area
Defacing Property	Disruptive Behavior	Dress Code Violation
Food/Beverages Outside of Cafeteria	Inappropriate use of Technology	Prohibited Item
Public Display of Affection	Swearing	Unexcused Late to Class
Unexcused Tardiness	Violation of Cafeteria Rules	

#### *Intervention Options*

Apology	Before/After School Detention	Confiscation
Counseling	Contact with Parent/Guardian	Lunch Detention
Temporary Removal from Classroom	Seating Change	Special Assignment
Restorative Meeting	Warning	Restorative Reflection/Learning-Based Activity

### Level II – Moderate Infraction

#### *Examples of Level II Infractions*

Cut Class	Defiant Behavior	Failure to Serve Consequences
Forgery	Inappropriate Language	Leaving School Without Permission
Significant Inappropriate Behavior	Inappropriate Gestures/Picture	Opening/Accessing Another Student's Locker
Images/Videos Taken on Electronic Devices	Physical Interaction – Horseplay	Possession of Lighters/Matches
	Repeated Violations of Level I Infractions	

#### *Intervention Options*

1-3 Days of ISS/OSS	Loss of Privileges	Multiple Before/After School Detentions
	Any Combinations of Level I/II Interventions	

### Level III – Major Infraction

#### Examples of Level III Infractions

Continued Violation of Level 1 & Level II Infractions	Fighting	Inciting/Participating in a Disturbance
Major Defiance	Theft/Stealing	Threats
Vandalism	Nicotine/Vape	Any Combination of Levels I/II/III Infractions

#### Intervention Options

1-10 Days of ISS/OSS	Informal Hearing	Loss of Privileges
	Any Combination of Level I/II/III Interventions	

### Level IV – Severe Infraction

#### Examples of Level IV Infractions

Illegal Substances/Drugs	Major Inappropriate Use of Technology	Making a False Alarm/Threat
Participating in Hazing/Initiations	Performing Actions That Constitute a Hazard to Self and/or Others and Create a Severe Disruption to the School Program	Performing Sexually Immoral or Degrading Acts on School Property, Busses, or During a School Sponsored activity.
Possession of Counterfeit Money	Striking/Threatening or Attempting to Assault School Personnel	Setting Fires
Sexual Harassment/ Racial Harassment	Weapons	Any Combination of Levels I/II/III/IV Infractions

#### Intervention Options

1-10 Days of ISS/OSS	Informal Hearing	Loss of Privileges
Expulsion Hearing		Any Combination of Levels I/II/III/IV Interventions

### Detention

There are two types of detention at the middle school level.

- Lunch detention – students will eat lunch in the ISS/Attendance Room for a designated number of days – 30-minute session.
- Before/after school detention – 60-minute session.
- Before/afterschool detention will be held at the following dates/times.
  - Middle School East
    - Monday & Wednesday – 2:45PM-3:45PM
    - Tuesday & Thursday – 6:30AM-7:30AM
  - Middle School West
    - Tuesday & Thursday – 2:40PM-3:40PM
    - Wednesday – 6:30AM-7:30AM

Students are expected to be engaged in academic work during detention. Electronic devices, including computers, are not permitted in detention. Students who are disruptive and uncooperative during detention will be removed from the room and may be assigned additional consequences. Parents must arrange to pick up their children promptly at the end of afterschool detention.

### Drugs, Alcohol, Drug Paraphernalia

Students who have drugs or alcoholic beverages in their possession at school, on school buses, or at school functions are subject to suspension for a period of up to ten days with possible expulsion. Such incidents are also subject to Board Policy #227. Students who distribute drugs or alcohol (or look-alike drugs) while under the school's jurisdiction are subject to expulsion from school.

Students may not wear drug-related objects, such as clothing, decorations, or otherwise have drug paraphernalia in their possession while at school. Any such paraphernalia found by school personnel shall be turned over to the principal, who will notify the parents/guardians and receive their instruction to either destroy the item or to hold it until it is picked up by the parent/guardian in person. Paraphernalia may be turned over to the police for analysis when appropriate.

## Electronic Devices

Electronic devices, including but not limited to smartphones, Bluetooth speakers, smartwatches with cameras and/or data plans, and portable video game systems, must be turned off and kept in the student's locker upon arrival to school and remain there until dismissal except for school directed activities with the approval of your teacher. Taking photos/videos while on school district property, during a school activity, or on school district transportation is prohibited, and students will receive discipline. Posting photographs/videos taken while on school district property, during a school activity, or on school district transportation to social media and/or the internet will result in additional discipline.

Students and families are encouraged to leave valuable and/or expensive items at home, such as phones and/or earbuds. Unfortunately, misplacement and theft of these items do occur, and the school may not be held responsible for these items and may not be able to assist in locating them.

Students using a cellphone or other unapproved electronic device during the school year will receive consequences following the matrix below:

Offense	Action Taken
1 <sup>st</sup>	Confiscation & Warning
2 <sup>nd</sup>	Confiscation & Warning
3 <sup>rd</sup>	Confiscation & Parent/Guardian Pickup
4 <sup>th</sup> and each additional occurrence	Confiscation, Parent/Guardian Pickup, and Lunch Detention

Students who refuse to turn their phones over when requested will receive additional consequences.

## Food & Beverages

Students should not be eating food during the school day. The exception is during the lunch periods when food is permitted only in the cafeteria. Exceptions would be made for specific classroom activities under the direction of the classroom teacher. Food deliveries to school are not permitted and will be confiscated. Students may carry a water bottle during the school day. Any other beverages are prohibited, with the exception of during lunches. Energy drinks are not permitted on school property.

## Hall Etiquette

A few rules to observe in the halls:

- Walk. Do not run.
- Keep noise and talking at a minimum.
- Keep the hallways clean. Pick up your trash.
- Keep to the right when moving in the halls.
- Keep moving toward your assigned locations.
- Keep your hands to yourself – Do not touch others

## Late(s) to School/Class

It is important that students are on time for school as well as each class period. Students will receive discipline based on the chart below.

# of times late to school/class	Consequence
3	Warning
4-9	1 Lunch Detention (Per Incident)
10-14	2 Lunch Detentions (Per Incident)
15+	Student Attendance Improvement Conference (SAIC) Minutes will Accrue to Become "Unlawful" Days. Before/Afterschool Detention (Per Incident)
Late totals will reset to zero on the first day of each new trimester. Anything beyond 5 minutes late to class will result in discipline being assigned for a Pass Violation or Cut Class.	

## Law Enforcement Agencies

Whenever necessary, to protect the rights of all students and school employees, the middle school will involve the appropriate law enforcement agencies. Therefore, students who threaten, disrupt, assault, harass, fight, or do any act to harm the educational climate of the school and violate the law are subject to charges of disorderly conduct, assault, etc. The administration will collaborate with the Boyertown Area School District Police and local law enforcement when appropriate.

## Prohibited Items

Articles such as skateboards, scooters, radios, laser pointers, cameras, bandanas, video games, portable speakers, aerosols, and recording devices may not be brought to or used in school except for school-directed activities with the approval of your teacher and principal. Cell phones, Smart devices, and other related devices may be brought to school but must be secured in your locker during school hours. Tobacco products, including vapes of any kind, are prohibited. Caffeine pills or energy drinks are not permitted. Inappropriate use of cologne or perfume is prohibited. The possession of alcohol receptacles, itching powder, invisible ink, fireworks, lighters, matches, liquid incense, water pistols, pea shooters, or any other disruptive item will subject the student to disciplinary action.

Students and families are encouraged to leave valuable and/or expensive items at home, such as phones and/or earbuds. Unfortunately, misplacement and theft of these items do occur, and the school may not be held responsible for these items and may not be able to assist in locating them.

## Restricted Activity Designation (RAD)

A student who has demonstrated repeated violations of the Middle School Student Code of Conduct will lose privileges typically enjoyed by members of the student body who are in good standing.

Each discipline infraction and consequence is assigned a point value. Refer to the chart below.

Infraction	Point Value
Lunch Detention	1 Point Per Session Assigned
Afterschool/Before School Detention	2 Points Per Session Assigned
Bus Suspension	1 Point Per Day Assigned
Suspension	3 Points Per Day Assigned (Maximum of 12 points per incident)

Any student who accumulates 12 points at any time during the school year will be ineligible to attend school district activities as spectators for a 6-calendar week period. These events include but are not limited to, sporting events, musical performances, field trips, non-instructional assemblies, and dances. **Any fees paid for the activities will not be refunded.**

Students who have received **Restricted Activity Designation** will have 3 points removed from their total for every 6 calendar weeks without a discipline incident.

Any student who displays appropriate behavior and citizenship may have 3 points removed from their total every 12 calendar weeks.

Any student that receives discipline during the 6-calendar week restriction period will reset to day 1.

## [Policy Item 233 Suspension and Expulsion](#)

### Suspension

There are two types of suspension at the middle school level.

- In-school suspension (ISS) – Students are assigned to a specific room for the duration of the school day.
- Out-of-school suspension (OSS) – Students are at home under the control and supervision of their parents/guardians.

Students are not permitted to participate in or attend extra-curricular activities on the day of suspension. This includes attendance at dances and athletic events. Students are expected to make up any work missed during their suspension.

Students will be assigned suspension by the administration working under the guidelines set forth in the School Laws of Pennsylvania and the Board Policy Manual of the School District. When a student is assigned to in-school suspension, the required notification of and/or conferences with parents are to be conducted by the principal or designee. Counselors will be notified of each suspension and will intervene with the student as appropriate on a case-by-case basis. The suspended student is required to complete schoolwork as assigned by his/her regular teachers.

Personal electronic devices will be collected by the suspension monitor at the beginning of the day and will be returned at the end of the day. Students refusing to turn over electronic devices will be issued additional discipline.

The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent or designee in writing when the student is suspended.

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety, or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension.

Informal hearings under this provision shall be conducted by building or district-level administrators.

## **Counseling Services**

### **School Counseling Services**

The middle school counseling department is staffed by three certified, specially trained school counselors who work with all students. The school counselors collaborate with teachers, school personnel, and parents to establish a better understanding of young people and foster students' academic, social-emotional, and future career successes. Throughout the school year, students have opportunities to interact with their counselor through REACH for the Future class, individual meetings, and school-wide activities that promote a positive school culture. Our counselors welcome the opportunity to get to know families better. Please feel free to schedule a time to connect with your child's counselor by contacting the main office at the middle school.

### **Safe2Say Something**

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of the Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late. With Safe2Say Something, it's easy and confidential to report safety concerns to help prevent violence and tragedies. Tips can be submitted at <http://safe2saypa.org>. False reporting to the Safe2Say Something system may result in criminal charges in addition to school consequences.

### **Student Assistance Program (SAP)**

In Pennsylvania, every school district is required to have a plan for identifying and assisting students experiencing non-academic barriers to learning and school success. Specially trained school and community agency staff partner on our middle school SAP teams to help students and families connect to local resources.

Our school SAP teams do not diagnose, treat, or refer students for treatment but provide information and resources so that families can make informed choices.

Students, parents/guardians, and community members can make SAP referrals by contacting the main office or your child's school counselor.

### **Student Record Policies**

School Board policies, guided by Federal law and state regulations, control the collection, maintenance, and dissemination of student records. Within the provision of the policies, parents and/or students have the right to privacy of information and, by contacting the school counselor or principal, may have access to, copies of, challenge the validity of, request corrections to, and determine to whom the information therein may be given. Both natural parents have the right of access to the child's record, even if only one parent has custody of the child unless there is a court order limiting access. Federal law allows parents/eligible students to file complaints regarding local policies with the U.S. Department of Education.

Copies of the student records policies are available in the Education Center.

## General Information

### Agenda Book/Hallway Passes

- At the beginning of the school year, each student is given an agenda book containing student passes.
- Always have your agenda book with you.
- Agenda books are non-transferable under any circumstances.
- When requesting excusal from class, the student presents his/her assignment book pass to the teacher for review.
- If permission to leave is granted, the student fills in the appropriate information, and the teacher signs the pass.
- If a student loses or destroys his/her agenda book, a replacement must be purchased in the office at a cost of \$5.00.

### Chromebooks & Technology

Each student will receive a Chromebook and a Google Education account. Students are expected to use their school-provided technology for educational purposes only. Students should not be placing stickers or decorations on Chromebooks. Additionally, student desktop backgrounds, profile photos, and other technology-related identifiers must be school appropriate and in alignment with the Acceptable Use Policy (AUP) and the Student Code of Conduct.

The BASD Acceptable Use Policy (AUP) may be found [here](#).

### Dances

The following guidelines have been established for Middle School dances:

- Dances will be held from 7:00 PM to 9:00 PM.
- Students should be picked up promptly at 9:00 PM.
- No guests are permitted.
- Students who have received a Restricted Activity Designation, suspended, or absent the day of the dance will not be permitted to attend.
- Students will be required to show his/her student ID prior to entering the dance.
- Dances will be chaperoned by school staff.
- All actions and conduct must reflect appropriate social behavior. Students refusing to cooperate or to conduct themselves in an orderly manner will be required to contact their parents and will be removed immediately from the dance. Additional consequences may also be issued based on the severity of the behavior.
- Students are not permitted to use their electronic devices.
- Students are expected to abide by the Code of Conduct.
- Dance Dress Code:
  - East Dress Code varies per dance. Most dances are casual. For dress-up dances, students will be notified about appropriate attire.
  - West Dress Code: Tucked-in shirt and tie or collared shirt (polo, button down) with pants/slacks and shoes. Dresses, dress pants or skirts, blouses, and shoes. Strapless, single-strap, and open-back dresses are not permitted. The shirt/blouse must have two straps with widths of at least two inches. Skirts and dresses must be at least fingertip length. Spaghetti straps are only permitted on dresses.
- No work boots or denim.
- Student dress should be in good taste, reflecting modesty.

### Entering the Building

- East – 6th-grade students who enter the building before 7:30 AM must report to the gym. 7th & 8th-grade students who enter the building before 7:30 AM must report to the auditorium. If a student chooses to eat breakfast, they must report to the cafeteria. Students are not permitted in the cafeteria if they are not eating breakfast. At 7:30 AM, students will be dismissed by staff members from these locations. Students must be in homeroom by 7:35 AM.
- West – Students who enter the building before 7:25 AM must report to the auditorium. If a student chooses to eat breakfast, they must report to the cafeteria. Students are not permitted in the cafeteria if they are not eating breakfast. At 7:25 AM, a bell will ring, permitting students to go to their locker and homeroom. Students must be in homeroom by 7:35 AM.

### Field Trips

Field trips are a special part of school life at the middle school. Students are expected to follow all school rules and conduct themselves in an appropriate manner at all times. A student's discipline record and attendance history will be considered when determining if he/she is to be allowed to go on any school trips or attend school functions, including dances. **There are no refunds for field trip tickets purchased.**

If your child requires medication on a field trip, please check the appropriate box indicated on the field trip permission slip given to your child by the teacher. The completed permission form requires a parent's signature, emergency contacts, medical concerns, and any medications that are necessary during the length of the trip. If your child needs a particular medication that is NOT already on file in the health suite, then an authorization form must be completed and submitted prior to the field trip. Please contact the nurse with any questions.

### **Food in Classrooms**

It is recognized that there are students in our school that have food allergies which can cause serious medical emergencies. For the safety of all students, food items are prohibited in classrooms. The exception is food related to a specific curricular/instructional topic which has been approved by the school nurse and building administrator.

### **Homework Help**

After-school homework help is provided to assist students who need a quiet and supportive place to complete work or receive additional guidance. A teacher supervises homework help.

- East – Offered every Wednesday and Thursday from 2:45 PM-3:45 PM.  
Virtual option on Mondays only from 3:15 PM-4:30 PM
- West – To be determined during the school year based on available staffing.

### **Identification Cards**

Each student will be issued a picture identification card with their most recent school picture. This ID card is a necessity for entrance to all school dances/social events. It is the responsibility of each student to retain this card for the entire school year. If the ID is lost, a new ID can be purchased at the office at a cost of \$5.00. Please keep your previous year's ID card until you receive the new one.

### **Lavatories**

Students are permitted to use the lavatories between classes. However, students must report to all classes within three minutes. If a student must go to a lavatory and knows that he/she will be late for class, he/she should report to class on time and obtain a pass from his/her teacher to go to the lavatory. Any student found loitering in a lavatory at any time will be subjected to disciplinary action. If a student is sick, he/she should get a pass from the teacher and then report to the nurse, not the lavatory. No more than one student is permitted in a bathroom stall at a time.

### **Library**

Library Hours: 7:30 a.m. – 2:35 p.m.

It is the objective of the Boyertown Middle School Libraries to provide a balanced, relevant collection of materials that supports and enriches the school curricula and provides for the individual needs, interests, maturity levels, and cultural backgrounds of all students. The library provides a safe haven for all middle school students to think, read, create, share, and grow. The library offers a current collection of books on a variety of reading levels that reflect various views, perspectives, and issues in our community and the world around us.

#### Library Passes

Passes are required when students visit the library from a class or study hall.

#### Circulation of Books and Materials

The library uses the Destiny circulation system. Books, flash drives, and other materials are loaned out for two weeks (10 school days) and may be renewed if needed for additional time. Social studies textbooks may be checked out for the school year.

- Students may have up to three books and/or materials checked out on their accounts.
- Borrowed books and materials should be returned to the circulation desk or returned through the book depository outside of the library doors.
- Students should renew or return books at or before the end of the ten-school day loan period.
  - The due date of the book is stamped on a due date card at the back of the book and placed in the book pocket.
  - Overdue notices are emailed to student school email accounts every morning through the Destiny library program. These notices are also emailed to parents once a week. Printed notices are also distributed by homeroom teachers and/or ELA teachers weekly.
- Books may be placed on hold by students if they are not available.
- If the library does not own a requested book, every effort will be made to obtain it from another school in our district. If a book is being borrowed from the senior high, a parent's signature is required on the book request form.

### Using Destiny

Students can log in to Destiny, the library circulation system, from anywhere they have internet access. Logging in allows students to browse the catalog, place holds on books, and check their library account at any time to view items checked out, late fees, and due dates.

- Student directions to log in to Destiny:
  - Go to <https://destiny.boyertownasd.org>
  - Click on the name of your school.
  - Click “log in” in the top right-hand corner.
  - Enter your school computer login info.
  - Click the “My Info” tab at the top to view account information.
  - Click the “Catalog” tab at the top to search for books by title, author, subject, key word, or series.

### Library Resources

- A multipurpose printer/scanner/copier is available for academic use.
- Desktop computers are available as search stations.
- Flash drives are available for student use.

### Student Behavior

- Students are expected to use the library in a quiet, orderly manner. Any student who misbehaves or disrupts the academic environment will be sent back to the study hall immediately.
- All Boyertown Area School District computer policies and procedures will be enforced for computer usage and accessing the internet.
- Materials used in the library (but not checked out) need to be returned to the circulation desk or re-shelving cart. Students should not re-shelve books themselves; they should place the books on the re-shelving carts instead.
- Students must check out the materials that they wish to borrow from the library.
- Students should be respectful of furniture, cycle desks, books, decorations, and all other items and people in the library.

### **Lockers**

Each year the school provides each pupil with a hall locker. When you receive your combination, memorize it and tell it to no one. Your locker is your responsibility. Keep it neat and clean, and keep it locked at all times. The school does not take responsibility for lost or stolen articles. Students are not permitted to share lockers. Students opening any locker but their own are subject to discipline. Students are not permitted to place gummed stickers inside their lockers. **Students may use their lockers at the following times only: The beginning of the day, before and after lunch, and the end of the day. Being at your locker is not an excuse for being late to class.**

### **Lost and Found**

Each school has a lost and found. If a student finds unattended items in the building or on school grounds, bring them to the school office. To recover a lost item, the student must prove that he/she is the owner.

### **Morning Announcements**

At 7:35 AM each morning, students will receive video announcements. The program will last approximately 7 minutes and will provide important updates and reminders regarding school events. Students are expected to have their computers closed during the announcements and to be listening quietly.

### **Physical Education Class**

- Uniform
  - East – Red shirt and black shorts
  - West – Any combination of red, black, white, and/or gray
  - Required to change into uniform for class.
  - No cut-off shorts, shirts, or tank tops.
  - No compression shorts, bicycle shorts, volleyball shorts, or any other shorts that fall into this category.
  - All students must be in gym uniform unless excused by a physician.
  - All students must tie sneakers in a traditional lacing fashion for PE and intramurals.
  - Students will not be allowed to participate without sneakers. Crocs, slides, or any other shoes deemed inappropriate and unsafe for activity are prohibited during PE class.

- Jewelry
  - Wearing jewelry during PE class is prohibited.
  - Includes but not limited to earrings, necklaces, watches, rings, bracelets, and other body piercing accessories.
  - Students must provide and may tape a new stud earring for six weeks or remove the items. A note must be sent specifying the piercing date.

#### Protecting Personal Belongings During Physical Education

Each student must be responsible for the security of their personal belongings during phys. ed. classes. **THE SCHOOL CANNOT ASSUME LIABILITY FOR LOST OR STOLEN ARTICLES.** Students are instructed to follow the procedures outlined below to protect their personal belongings while in fitness class:

1. Individual lockers will be available to students during phys. ed. classes. Students should lock their belongings in the locker with a combination lock which will be supplied by the phys. ed. instructors.
2. Valuables, as well as clothing, should be secured in the lockers.
3. The locker room is a NO TECHNOLOGY ZONE. Laptops must remain closed, and cellphones should be in hallway lockers.

#### Grading

Grades given in physical education classes will be given out using a point system that will focus on participation, skill, knowledge and fitness.

#### Medical Excuses for Physical Education Class

Students who are to be excluded from phys. ed. for medical reasons must bring a medical doctor's excuse. The excuse must be presented to the nurse. Any doctor's excuse must include a start date and an end date for the excuse. A child may be excused with a parental note for one class period per trimester. A student with a parental note will be expected to change into physical education attire and be a scorekeeper or helper for the teacher at the teacher's discretion.

#### Locker Rooms

Locker rooms are always off-limits to all students except when you have an assigned class in the gymnasium or during the time your sport coach designates you to be there. Students are not permitted to use the gym lockers as a substitute for their regular lockers.

**Students found in locker rooms without permission before, during, or after school are subject to disciplinary action.**

#### **Student Searches**

School officials have the authority to lawfully search students or their belongings, including lockers, school-owned electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds, or when otherwise under school supervision, if there is reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety, and welfare of the school population, or evidence that there has been a violation of law, Board policy, or school rules. The scope of the extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband, or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

#### **Telephone**

The school recognizes that, on rare occasions, a student may need to use the phone. If the need arises, students should obtain a pass to the ISS/attendance room from his/her classroom teacher to make the call. Students are not permitted to use their personal cellphones during the school day. Students who contact home during the school day to get picked up without being sent home through the nurse will receive an unlawful absence and possible disciplinary action.

#### **Textbooks**

Students will receive textbooks for some of their courses. These textbooks may be physical or digital. Students are expected to take care of books provided by the school. Students whose textbooks are lost or not returned in acceptable condition will be charged. Students are responsible for providing covers for their textbooks.

#### **Title I**

Middle School West has been designated as a Title I school. Title I is a federal program designed to help students who are reading below the expected achievement level. Strategies are taught that will enable the students to become successful and independent readers. National legislation passed in 1964 began the funding of Title I programs. Boyertown began a program in 1966 in elementary schools and in 2017 at the middle school.

ELA (English Language Arts) teachers and Reading Specialists use a variety of district benchmark reading assessments at the start of the school year to determine the literacy-related strengths and needs of students. This data is then used to determine eligibility for Title I support. This support is personalized yet aligned with the goals and objectives set forth in the district curriculum. The ELA teacher and reading specialists will work with all students in the class, including the Title I students, jointly throughout the year. Parents of any child who qualifies for Title I services will be notified and invited to partner with us throughout the year. If you have any questions at all about the Title I program, please do not hesitate to reach out to the MSW Reading Specialist.

## Grading

### **Academic Reports – Ongoing**

Student grades will be updated weekly by teachers using the Infinite Campus Portal.

### **Honor Roll**

The honor roll is instituted to recognize those pupils who have attained excellence in academic achievement. At the end of each of the three trimesters, an honor roll will be publicized. There are two honor rolls, "high honors" and "honors." In order to be named to one of the honor rolls during any one of the trimesters, the following requirements must be met:

- High Honors: A point average of 3.6665 or higher will qualify for high honors.
- Honors: A point average of 3.000 up to and including a 3.6664 will qualify for honors.

Letter Grade and Quality Points	Grade	Letter	Grade	Quality Points
93% -- 100%		A		4.00
90% -- 92%		A-		3.67
87% -- 89%		B+		3.33
83% -- 86%		B		3.00
80% -- 82%		B-		2.67
77% -- 79%		C+		2.33
73% -- 76%		C		2.00
70% -- 72%		C-		1.67
67% -- 69%		D+		1.33
63% -- 66%		D		1.00
60% -- 62%		D-		0.67
0% -- 59%		F		0.00

An "F" equals zero points. All subjects that receive letter grades will be included. The subjects will be weighted according to the number of periods they meet per cycle. A grade of "D," "F," or Incomplete will disqualify a student from the honor roll. Below is an example of how to calculate the GPA.

### **Determination of final grade**

6th, 7th, 8th Grade Core Subjects

- The final grade will be calculated by averaging the marking periods, each counting equally.

6th, 7th & 8th Grade Related Subjects

- The final grade will be calculated by averaging the work completed over the time period for each course.

### **Policy Item 215 Promotion and Retention**

#### **Homework**

It is the pupil's responsibility to acquire and make-up any class work or assignments missed while absent from school or while participating in any school-sponsored activity. If a student is out three days in a row, his/her parent may request homework assignments by calling the school office or the attendance office before 11:00 a.m. Assignments will be gathered and held in the school office for parent pick-up between 3:00 p.m. and 4:00 p.m. It is the parent's responsibility to go to the locker for his/her student's books. Any absence of less than three days will require students to gather assignments on their own. Each student should pre-plan to get assignments from a "buddy" in their classes.

### Promotion Policy

Each child's progress is judged on an individual basis by the teachers, the school counselor, and, ultimately, the administration. Occasionally a child has not made sufficient progress to be promoted to the next highest grade. If a student fails one or two core courses, he/she will be required to successfully complete the summer school remediation program in order to be promoted to the next grade. If a student fails three or more core courses, the student will be retained in their current grade during the next school year. All students must pass math, ELA, science, and social studies in order to be promoted to the next grade.

### Report Cards

Report cards will be posted to the Online Parent Portal three times throughout the year. The approximate dates of report cards being posted should be within 1 week of each marking period ending.

Parent/guardian conferences are scheduled for :

November 25, 2024 (1:00 PM-3:00 PM, 4:30 PM-7:30 PM)

November 26, 2024 (1:00 PM-3:00 PM)

March 6, 2025 (4:30 PM-7:30 PM)

## Steps for Opening a Locker

### How-To: Combination Lock

1. Turn the dial **3 times to the right**, then **STOP** when the 1st number lines up with the indicator.
2. Turn the dial **1 full turn to the left** (passing the 1st number), then **STOP** when the 2nd number lines up with the indicator.
3. Turn the dial to the **right**, then **STOP** when the 3rd number lines up with the indicator.
4. Lift handle sharply. Open!





## 2024–2025 Additional Information for Our High School

[Boyertown Area Senior High](#)  
 120 North Monroe Street  
 Boyertown, PA 19512  
 (610) 369-7435

Director of Athletics	(610) 369-7452
Attendance Office	(610) 369-7437
School Counseling Office	(610) 473-3690

Regular School Hours	Start Time	End Time
Boyertown Area Senior High	7:40 AM	2:48 PM
Pre-K Counts – BASH and WES	8:45 AM	2:30 PM

Early Dismissal Hours	Start Time	End Time
Boyertown Area Senior High	7:40 AM	11:48 AM
Pre-K Counts – BASH and WES	8:45 AM	11:30 AM

Senior High Student  
Handbook 2024-2025

**[Building Administration and Contact Information](#)**

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## **Academic Dishonesty and Integrity**

### ***Academic Dishonesty***

**Academic Dishonesty / Plagiarism:** Plagiarism shall be defined as the use of another's work with the intent of presenting it as one's own. Presenting the work of another person, whether from print text or the internet, without giving full credit for the work is plagiarism.

**Cheating:** Cheating shall be defined as intentionally copying another's work with the intent of presenting it as one's own, willingly providing one's own work to another student to claim as his/her own, and/or utilizing unauthorized materials (e.g., electronic device cell phone) during an assessment (e.g., test, quiz, projects, etc.). Examples of cheating are copying work from another person's test, quiz, or project; copying another person's homework, classwork, or project; utilizing technology (electronic device - cell phone) to copy and/or distribute to others, etc.

Students committing the offense of plagiarism and/or cheating in any class shall be penalized as follows:

- The teacher will notify parents and an administrator regarding the plagiarized or cheated assignment
- The administrator will meet with the student and parent (if necessary)
- The student will receive a maximum of up to 50% credit for the remediated assignment.
  - For example, if the original assignment is worth 100 points and the student earned 80 points on the remediated assignment, the student would receive 40 points
- The student must remediate the plagiarized/cheated work through detentions, in-school suspension, and/or restricted lunch, or at the discretion of the administration.

**\*Habitual/additional plagiarism and/or cheating may result in the assignment of a "0" grade for the particular assessment as consistent with BASH's differentiated discipline policy.\***

### ***Academic Integrity***

Academic Integrity involves honesty in the research, preparation, and submission of assignments. This includes but is not limited to sharing answers to assignments, cheating on tests, plagiarism, falsifying information, misuse of technology, etc. Students are expected to uphold the highest level of academic integrity at every stage of the learning process. Students who do not do their own work or who falsify information cannot achieve their educational goals. In addition, the legal and moral implications in society demand that academic dishonesty not be condoned or go undisciplined within our school community. Students who submit work exhibiting academic dishonesty will be subject to academic and/or disciplinary consequences. Teachers will use any means at their disposal to ensure that students maintain a high level of academic integrity. These methods may include but are not limited to, software programs and other library and media sources.

### ***Testing***

In order to ensure the integrity of all tests and to decrease distraction during testing, all electronic devices, including air pods and cell phones, must be in the student's bag, in a phone caddy, or teacher-designated area in the classroom. During standardized assessments (examples: Keystones, ACT, SAT, AP Exams), any students who do not comply will be subject to a search of the electronic device and other school disciplinary consequences.

## **Activities and Services**

All students are encouraged to become involved in the total school program. This includes participation in some form of extracurricular activity such as athletics, student government, or by membership in one of our school clubs or activity programs. Interested students should contact the coach, advisor, or school counselor for additional information. A student holding a major office in one organization does not have to resign from an office in order to run for a major office in another organization. If elected to the other office, however, the student would be expected to resign from the present office before assuming duties in the new office. A major office is defined as President, Vice-president, Secretary, and Treasurer.

### ***Code of Conduct for All Participates in Extracurricular and Cocurricular Activities***

By making the decision to join any school-sanctioned extracurricular or co-curricular club, group, or organization or to accept any position of class or school leadership, a student also agrees to abide by a higher standard of behavior than those students who do not make the commitment to represent their school. Students who aspire to represent their school either in clubs or activities or to lead their fellow students in school government positions also agree to accept the greater responsibilities for the privilege and trust they have been accorded.

If a student compromises the trust and responsibility he or she has been given, it is understood that he or she may lose the privilege of involvement or leadership that has been extended to him or her. At no time shall a member of a school-sanctioned extracurricular or co-curricular group conduct himself/herself in a manner that brings discredit to the school organization. Any student involved in a school-sanctioned extracurricular or co-curricular activity found to be in violation of selling, providing, possessing, using, or being under the influence of drugs or alcohol at any time or found to have seriously discredited the school or organization shall be suspended from participation in that activity for a period of a minimum of 45 school days. Subsequent violations will then result in a longer suspension consistent with the code of conduct for all participants in extracurricular and co-curricular activities adopted by the Board of Education. In the case of student leadership positions, such as class or Student Council officers, a student may be removed from office at any time for misconduct and/or academic reasons that seriously compromise that student's ability to effectively provide leadership for his fellow students. The decision to suspend a student from participating in an extracurricular or co-curricular activity or to remove a student in compliance with this policy is to be made by the building administration in consultation with the activity advisor or director. This decision, especially when involving a student's out-of-school behavior, is not to be made lightly and must be based on definite evidence or testimony and not on hearsay. Students and/or parents who desire to appeal a decision made on the building level can do so by contacting the Superintendent of Schools or the appropriate designee.

## **Athletics**

BASH is a member of the Pioneer Athletic Conference and, as such, participates in a full schedule of league activities. Fall sports include football, cross country, golf, girls field hockey, boys soccer, girls volleyball, competitive spirit, girls soccer, and girls tennis; winter sports are wrestling, girls basketball, boys basketball, competitive spirit, boys swimming & diving, girls swimming & diving, boys winter track, and girls winter track; spring sports include boys tennis, boys lacrosse, girls lacrosse, boys track, girls track, boys baseball, and girls softball. All athletic activities are conducted under the rules and regulations set forth by the PA Interscholastic Athletic Association. A student may not begin to participate in any sport, inter-scholastic or intramural, during the duration of the sport season currently in session, wherein the student had begun participation in that sport and then quit that sport unilaterally at any time for whatever reason unless the coach of the sport which the student quit states in writing that the ruling may be waived. The decision of the coach in such instances, barring very unique extenuating circumstances, shall be considered binding. In the event a student is dropped from the squad for lack of ability or due to injury, the restriction shall not apply. However, a student dropped from a squad for disciplinary reasons, stated at the time dismissal takes place, shall be subject to the regulation as though the student had quit the sport. "Participation" shall be considered to have taken place when the student reports for a scheduled practice following the submission of a fully completed P.O.E. card (or its subsequent equivalent) in interscholastic sports, reporting for any scheduled event in the case of intramural sports.

### ***Student Eligibility for Athletics***

Any student at BASH who shall have attained a satisfactory scholastic standard and shall qualify under the rules laid down by the Pennsylvania Interscholastic Athletic Association (PIAA), who shall not in any way detract from the high standards of honor upheld by BASH, shall be eligible for participation in interscholastic athletics.

### ***Student Athletic Discipline Code***

The BASD recognizes the vital role that athletics play in promoting the physical, mental, social, emotional, and moral development of students. Involvement in these activities affords students the opportunity to gain valuable experiences and insights into teamwork, self-discipline, and life itself. The high-profile status of athletics in school gives many students a chance to experience success and develop confidence and self-esteem. Participants in athletics often earn the respect of their fellow students and are viewed as leaders within the school society. It is important to note, however, that while education is a right, participation in athletics is a privilege, and along with that privilege are certain additional responsibilities. When a student joins an athletic team and decides to represent his or her school, the student also agrees to accept the training rules, regulations, and responsibilities as set forth by individual coaches and the school district.

1. The student-athlete is accountable to the rules and regulations set forth in the section entitled Differentiated Discipline dealing with the athletic program and individual team rules and regulations. These include all rules and regulations set forth by the PIAA and the BASD regarding attendance and eligibility.
2. The student-athlete shall attend all practices, contests, team meetings, etc., unless excused in advance by the coach or absent from school.

3. The student-athlete who is assigned to detention on a specific date in conflict with a practice/event is ineligible to participate in the practice or event. In the case of suspension, in-school or out-of-school, the student is ineligible to participate in practices or events during the entire suspension period, including weekend participation, where applicable.
4. Insubordinate and abusive behavior or profane language will not be tolerated and could result in suspension or dismissal from the athletic team.
5. The possession and/or use of a tobacco product or vaporizer in any form is not permitted and will be cause for immediate suspension from the team, consistent with provisions as set forth in the BASD Athletic Drug and Alcohol Policy.
6. The selling, providing, possession, or use of steroids, other drugs, or alcohol on or off school property, is strictly prohibited and will result in disciplinary action in accordance with the school district's drug and alcohol policy. In addition, any student-athlete determined to be in violation of any of the above rules, on or off school property, will be dismissed from the team or squad for a minimum of 45 school days. The student shall also be referred to the school's Student Assistance Program (SAP).
7. Certain serious behavior of a student in the context of the athletic program may subject the student not only to discipline under the school athletic discipline code but also under the general student discipline code, which could include but not be limited to suspension or expulsion from classes and/or police involvement. The decision as to whether or not certain behavior would be serious enough to invoke the student discipline code will be within the sole discretion of the Administration.

**\*Any subsequent drug or alcohol violation will constitute a repeat offense, and the student shall be subject to disciplinary action as set forth in the BASD Athletic Drug and Alcohol Policy, including one year or permanent suspension from participation in athletics or cheerleading. \***

### ***Eligibility Rules***

Rules of the PIAA govern the eligibility of our students for all interscholastic competitions. The following applies:

**Section 1:** To be eligible for interscholastic athletic competition, a student must pursue a curriculum defined and approved by the principal as a full-time curriculum. Where required, this 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 student must maintain an acceptable grade in such approved curriculum, as certified by the principal. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis. If an athlete is not passing four full credit subjects or the equivalent, the athlete is ineligible for the following week.

**Section 2:** In order to be eligible for interscholastic athletics, a student must have passed at least four full-credit subjects, or the equivalent, during the previous grading period. Back work may be made up, providing it is in accordance with the regular rules of the school.

**Section 3:** In cases where a student's work in any preceding grading period does not meet the standards provided for in this article, said student shall be ineligible to participate in interscholastic athletics for the first fifteen (15) school days of the next grading period.

**Section 4:** New students must meet eligibility requirements on the curriculum. Students, who are enrolled for the first time, must comply with the requirements of the curriculum rules. The standing required for the preceding grading period or previous year shall be obtained from the records of the last school that the student has attended.

**Section 5:** At the end of the school year, the student's final grades and credits in his/her subjects rather than his/her grades and credits for the last grading period shall be used to determine his/her eligibility for the next grading period.

### ***Medical Examinations***

Physical examinations are necessary before a student begins practice. No student shall be eligible to represent his/her high school in any interscholastic athletic contest unless a licensed medical physician, osteopath, or certified school nurse practitioner has examined the athlete before his/her first sports season of that academic year. The examination for fall sports cannot be given earlier than June 1. Any athlete who has the fall physical done may be recertified for a winter and/or spring sport, providing the athlete has had no serious injuries or illnesses since the fall physical. A parent must sign the recertification section of the appropriate CIPPE form. Each student who intends to participate in any form of athletics must be covered by the student accident insurance or have on file with the director of athletics a parent liability insurance card. Therefore, any student who intends to participate in any form of sports should immediately subscribe to the insurance program when the dates for enrollment are announced. **Conflict Between Athletic Practice and/or Games and Study Trips**

Students will be required to miss a study trip because of a conflict between athletics and study trip only in the event that the game or contest is played on the day of the study trip. If the game is played on any other day, the students will be excused from practice on the day of the study trip dance without consequence.

### ***Awards for Participation in Athletics***

The official award for participating in the athletic activities of the school shall be a Varsity letter and/or certificate. The Varsity letter awarded to those who competed at the Varsity level shall be a red and black "B." The Varsity letter will be awarded to the student-athlete the first year. In the succeeding years/seasons, the recipient will receive a gold pin symbolizing the sport in which they have achieved a Varsity letter. This pin can be attached to the red and black "B." Varsity rosters and letter winners are awarded at the coach's discretion.

## **Attendance**

### **Policy Item 204 Attendance**

Regular school attendance is necessary to ensure that students receive the instruction and support needed to demonstrate progress toward their academic, social, and physical development at school. The Pennsylvania Compulsory Attendance Law and BASD Policy mandate school attendance for students, with exceptions for illness, approved family trips, religious holidays, healthcare, and other absences approved by the principal. The following regulations are used by all BASD schools to monitor and address student attendance:

1. Parents/Guardians are required to provide written notification to the school for each day their child is not in attendance within three school days of the absence or return to school.
  - a. Parents/guardians may send an email to [attendanceBASH@bovertownasd.org](mailto:attendanceBASH@bovertownasd.org) from the email address of the parent/guardian on file with the district by 9:00 am on any day that their child will be absent or tardy. This form of communication will not need a phone call or follow-up handwritten note.
  - b. Parents/guardians may use the [district website/app](#) and fill out the absence note by 9:00 am on any day that their child will be absent or tardy. This form of communication will not need a phone call or follow-up handwritten note.
  - c. Parents/guardians may call the attendance line (610) 369-7437 by 9:00 am on any day that their child will be absent or tardy. However, absences must still be followed up with a handwritten parent/doctor's note or scan the handwritten note and email it as an attachment to the school attendance administrative assistant at [attendanceBASH@bovertownasd.org](mailto:attendanceBASH@bovertownasd.org) within three days of the student's return to school. Failure to submit the appropriate note within three days will result in the absence being coded as unlawful, and this coding cannot be reversed even if a note is handed in after the three-day window. Once a student has received three unlawful absences, a truancy elimination plan may be enacted. This plan could lead to a citation from the District Magistrate.
2. Parents/Guardians will receive written notice of the first six (6) absences that are considered unlawful. An unlawful absence is defined as any student absence not documented by a legitimate excuse for students of compulsory age (Ages 6-17).
3. Parents/Guardians and the local magistrate will receive written notification from the school when a student compiles six (6) or more unlawful absences during one (1) school year.
4. Parents/Guardians may be required to provide a signed excuse(s) from a healthcare provider for additional absences if their child has received ten (10) or more days of absence (excused, unexcused, and/or unlawful) during a school year. Absences previously excused through notification by a health care provider or approved family trips will not be included in this total.
5. Students who are age 18 or older will be removed from the district's active attendance rolls if ten (10) consecutive/continuous school days of unexcused absences are recorded.
6. Principals will attempt to facilitate meetings with students and parents/guardians to explore reasons for absence, determine any additional support the student may need, and offer assistance from the school district in an effort to return the student to a pattern of regular school attendance.
7. If the proper written notification is not submitted within three days, the absence will be considered unexcused/unlawful, and a zero grade will be given for any work missed.

### ***Parent/ Guardian Responsibility***

When a student is absent from school, Boyertown Area School District [Attendance Policy #204](#). This policy requires that all student absences shall be treated as unlawful or unexcused until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. The note should be turned into the attendance office. If not returned within three days, the absence will be considered unexcused/unlawful, and a zero grade will be given for any work missed.

### **Excused School Absence Defined**

The Pennsylvania Compulsory Attendance Law also spells out approved reasons for absences. These reasons are listed in Title 22, Pennsylvania Code, Chapter 11, and Student Attendance of the Regulations of the State Board of Education of Pennsylvania. Only the following stand as approved reasons for excused absences:

- Religious holidays; Health care; Illness or other urgent reason; Educational tours/trips; other (approved by the principal)

### ***Unexcused/Unlawful School Absence Defined***

An unexcused/unlawful school absence is a day of nonattendance in school and occurs whenever:

- A student misses school for any other reason than those approved by state compulsory attendance laws.
- A school absence remains unexcused or unlawful because a written parent/guardian excuse or signed doctor excuse has not been given to the attendance office within three school days of a student's return.
- A student misses school without the knowledge or consent of the parent/guardian.

**Absences/lateness will be recorded as unexcused/unlawful, but not limited to the following reasons (zero for missed work): oversleeping, car trouble, driver's test, personal reasons, missed the bus, job interview, and unauthorized trips.**

### ***Accumulated Absences***

After an accumulated total of ten days of absence in a single school year, the parent/guardian will be notified by mail of the absence pattern and of the consequences of continued irregular attendance. Once notified, the parent/guardian will be informed to provide a physician's statement for all future absences. The requirement to provide a physician's statement for each succeeding absence may be waived if, on the authorization of the parent/guardian, the physician verifies the presence of the illness to the school nurse and agrees that the absence is justified. Days that will not be counted as part of the ten days described above are:

- Days for which a principal's approval has been obtained for a family trip
- Days for which a signed physician's statement has been provided for an extended illness
- Or other days that, in the judgment of the principal, were caused by urgent reasons.

After 10 days of absence and/or the same class period(s) missed, a doctor's excuse is necessary to make up missed assignment(s) for credit. It is the student's responsibility to show teachers the doctor's excuse to receive credit for the day's assignment.

Failure to show adequate cause for absence in excess of the above-defined ten days within a single school year may make the student ineligible for class credit for the school year. Class cutting and unexcused minutes tardy may also be accumulated into equivalent full days to count toward the ten days defined above.

### ***Tardiness Defined***

With approximately 2200 students arriving daily at BASH and moving in the hallways between every class, it is crucial for everyone to be on time in order to maintain order and minimize disruptions. For these important reasons, all tardiness is closely monitored in the high school program.

At BASH, there are two types of tardiness: one is late arrival to school from home, and the other is late arrival from one class to another. Students arriving after 10:15 a.m. may not participate in extracurricular activities ((including but not limited to interscholastic athletic events, rehearsals, concerts, clubs, sporting practices, etc.) unless a signed doctor's excuse is presented upon his/her arrival to school.

### Late to School

Students are considered tardy (late to school) if they do not arrive in their homeroom by 7:40 AM. A pass must be obtained from the Attendance Office in order to be admitted to class after 7:40 AM. Tardiness procedures are listed below.

- Up to three (3) instances of tardiness - Warnings will be issued for each offense and communicated home.
- From four (4) to six (6) instances of tardiness - students will receive restricted lunch for each offense.
- From seven (7) to ten (10) instances of tardiness -the student will be assigned to one (1) detention per offense.
- More than 10 instances of tardiness will result in a meeting with the student, parent/guardian, grade level team (Principal and/or counselor), and (IEP Teacher if student has IEP) to determine next steps for the student. Additional consequences may be assigned at the discretion of administration per the results of the grade level team meeting.

\*Students have 3 days to provide a doctor's note to exempt them from being tardy to school

### Late to Class

Students are considered tardy (late to class) if they do not arrive at their class at the designated start time. Teacher's will admit students to their class after the bell. If the student has a pass, the teacher will document their attendance. If a student does not have a pass, they will be marked as tardy. Tardiness procedures for being late to class are listed below.

- Up to three (3) instances of tardiness - Warnings will be issued for each offense and communication home by the classroom teacher after the 3rd offense.
- From four (4) to ten (10) instances of tardiness to class - students will receive (1) detention per offense.
- More than ten (10) instances of tardiness will result in a meeting with the student, parent/guardian, grade level team (principal and/or counselor), and (IEP Teacher of Record - if student has IEP) to determine next steps for the student. Additional consequences may be assigned at the discretion of administration per the results of the grade level team meeting.

### **Truancy**

Any absence of a student who is of compulsory school age for which a valid excuse is not provided to the school within the specified time shall be construed as an unlawful absence. Students who are unlawfully absent are subject to a truancy citation. In such instances, the provisions of notification of the parent/guardian provided in Section 1343 of the School Code shall be observed.

Following each of the first three (3) days of unlawful absence, the parent/guardian shall be notified in writing of the penalties for violation of the Compulsory Attendance Laws. School officials shall initiate action against parents/guardians of students who have accumulated in excess of three days of unlawful absence.

### **Guidelines for Excusing Students for Educational Trips**

Upon receipt of a written request from the parent or guardian of the students involved, students of the BASD may be legally excused from school attendance to accompany parents on a tour or trip during the school term at the expense of the family when such a tour or trip is evaluated by the building principal as being of an educational value sufficient to merit an excused absence.

A total of 10 days of such absence for trips of this nature is permitted per school year. A request beyond ten days will require special consideration. A brief statement by such parent or guardian, assessing the reasons why in his/her opinion, the trip has educational value, shall be provided at the request of the principal. Upon return, students have three school days to make up assignments/ tests.

### **Being Excused During School**

Consistent with the school code, students are expected to be in school throughout the entire school day unless there is a compelling reason for absence. If at any time a student's parent/guardian finds it necessary to have the student leave school before the end of the day or to miss an entire day of school for a reason other than personal illness or death in the family, the student must bring to the office a written request signed in ink by the parent/guardian, stating the time the student is to leave and the reason for his leaving. Please do not use "personal" as a reason. Telephone requests to have a student dismissed from school cannot be honored except for emergencies.

At the designated time for the student to leave school, he/she must turn into the attendance office his/her written request and also scan out via his/her school-issued photograph identification badge. Upon the student's return to school, he/she again reports to the attendance office and follows the same scanning procedures followed by obtaining a pass and reporting immediately to his/her class. A student who becomes ill during the school day may not be excused from school unless permission is obtained from the school nurse. Students will not be permitted to leave school for driver's tests, haircut appointments, or other commitments that can be scheduled on weekends or after the school day.

### ***Procedure for Being Excused from School***

- Submit to the attendance office a written request, signed by the parent/guardian, stating the specific reason, not personal, and the time the student is to be excused. The request should be submitted one day prior to the date of the requested early dismissal.
- After the request is approved, the teacher(s) from whose classes the student will be absent must then initial the request.
- At the designated time for the student to leave school, he/she must return the note to the attendance office and scan out.
- In the case of an emergency, should a parent or guardian wish a student to be excused from school and no note has been sent in advance, the parent/guardian must come to the attendance office in person to request excusal and to sign the student out of school. Parents, too, have the option of forwarding a fax to the attendance office.
- If the student returns to school the same day, he/she again reports to the attendance office, presents the signed physician's note (if applicable), scans in, obtains a pass, and reports immediately to his/her class.
- Once a student arrives at school, he/she may not leave school property without permission from an administrator.
- Students may be excused during school hours to go to the doctor, but medical appointments should be made after school whenever possible. A signed doctor's excuse must be submitted to the attendance office verifying the appointment.
- Students excused from school are responsible for making up all school work missed within one - three days upon return. If a student misses one day, he or she is expected to turn in assignments and make up the missed work the next day. If a student misses two days, he or she has two days to make up the work. For additional days, the student must complete the missed work in three days. Extended excused absences will be given flexibility at the discretion of the grade level principal, school counselor, and teacher to make up missed work.

\*This procedure also applies when asking permission to observe a religious holiday.\*

## **Cafeteria**

The dining room serves excellent low-cost meals to all students. Menus are issued by the dining room staff one month in advance and are posted so that students may see them.

1. Students should clean up their eating areas and should return their own trays, trash, silverware, etc., to the proper area before the last five minutes of the period.
2. Students may socialize and may move around; however, students should sit at the table, not on it. Students are not to sit at the ends of tables because this causes congestion in the aisles.
3. Students should not throw food or objects or engage in horseplay. The noise level should be reasonable. Students must report to the cafeteria during their assigned lunch period. If a student wishes to leave the cafeteria (restroom, locker), they **MUST** sign out at the monitor table.
4. No food/drinks may be removed from the cafeteria. Eligible seniors and junior open campus students who choose to scan to go out for lunch may not enter the cafeteria upon their return. Career Technology Center (CTC) students may not enter the cafeteria.
5. Students who damage cafeteria supplies, tables, or chairs will pay for the damage(s) and will lose cafeteria privileges.
6. Students should promptly return to class at the end of the lunch period.

When a student misbehaves, cafeteria monitors have the following options:

- Warning; Assigned seat in the cafeteria; Student assigned to clean up assistance; File a discipline report; Assign ISS Lunch

### ***Off-Campus Lunch Privilege***

Students are not permitted to leave BASH during their designated lunch period without the approval of the school and a parent/guardian. A form requesting permission to leave the school at lunchtime will be given to eligible eleventh-grade & twelfth-grade students at the beginning of the school year. This is to be completed by the parent/guardian, returned to the homeroom teacher, and kept on file in the high school office. If a student has permission to leave school, he/she will be issued a lunch pass, which must be in his/her possession anytime he/she leaves school property during the lunch period. Students electing to leave school at lunchtime must do so within the first 5 minutes of the lunch period and may not return until 5 minutes before the end of the lunch period.

Students must use the Main/Administrative entrance to leave BASH for off-campus lunch. They must show their lunch pass to the staff member on duty in order to leave the school. They will not be permitted to leave the school without this item. When returning from lunch, students must enter the building at the Main/Administrative entrance and go directly to class. Students going to lunch may not use any other exits/entrances. Students may not drive or ride in anyone's vehicle or utilize any other form of transportation during lunch. Students who wish to go into a private residence (family only) during off-campus lunch MUST have permission from their grade level principal. Students who go off campus are held to the same expectations for their behavior as they would be while seated in the cafeteria. Any student who has police contact during off-campus lunch will also receive BASH consequences. Off-campus lunch privilege may be revoked at the discretion of the administration. During early dismissal or special schedule days, students are not permitted to utilize this privilege.

Ninth, tenth, and eleventh-grade non-open campus students are not permitted to leave school property during the lunch period or to be in any off-limits area during the lunch period. Violation will result in detention or suspension.

Senior students may have their lunch privileges revoked if they are found with a freshman, sophomore, or junior who has left the school building for lunch. Any student trespassing on private property within a three-block perimeter of the senior high school property between the hours of 7:30 a.m. and 3:30 p.m. may be subject to a fine for Defiant Trespass without additional prior notice.

## **Differentiated Discipline**

### **Policy Item #218 Student Discipline**

It is the goal of BASH to foster good work habits and promote self-discipline. In order to do so, the administration will respond to inappropriate student behaviors through one or more of the following: denial of any privileges, school service, study hall, detention, community service, restricted lunch, in-school suspension, out of school suspension, expulsion, or placement of the student in an alternative educational setting which could include the BASD Virtual program.

In certain cases, notification of the local police department may also be warranted. When consequences are issued, the administration will consider a student's intent, cooperation, past behavior, and honesty. Students who are dishonest will receive more severe consequences than students who are cooperative and honest. In addition, students who repeatedly violate the same rule(s) will receive more severe consequences.

Other examples of behavior that could warrant discipline are abusive language, being in an unauthorized area, disruptive behavior, repeatedly being unprepared for class, leaving an area without permission, and loitering in the building. The following are examples of major policy violation that could result in a 10 day Out of School Suspension (OSS) which includes an Informal Hearing and removal for 45 school days from the building: Fights, Assault, Disorderly Conduct, Weapons, Threats, Institutional Vandalism, and possession/use/distribution of Drugs/Alcohol. These infractions are also examples of behaviors that could lead to expulsion.

These lists are not meant to be comprehensive. The administration reserves the right to issue student discipline, withhold activities, and/or suspend students that commit any inappropriate act while under school jurisdiction. This may include but is not limited to, dances, school trips, student parking, and any other school-related functions. This model is designed to become progressively more severe and to attempt to find a successful consequence. For this reason, students are encouraged to take responsibility for their actions and learn from their mistakes as they develop into productive citizens.

### ***Detention and Evening Detention***

Detention is offered Monday – Friday after school (2:50 – 3:30 in ISS Room). PM Career Tech Center students must serve detention on Mondays or Thursdays and must report to detention within five minutes after the bus has returned to the high school and remain for 45 minutes. Students are required to serve all detentions assigned and report with academic work to study/read. Failure to serve assigned detentions will result in restricted lunch for each assigned detention not served. Students with an early dismissal pass must report to the 9th-period originally assigned study hall. Evening detention is held in the in-school suspension room from 2:50-6:00 on Monday & Thursday evenings. Students are expected to report with 3 hours of academic work. Detentions count as obligations that will prohibit a student participating in school activities/events (dances, prom, graduation, etc.).

### ***Extra-curricular Activities Exclusion***

Depending on the severity of the offense(s), a student may be denied permission to participate in extracurricular activities. This includes but is not limited to dances, trips, or any school-related functions.

### ***In-School Suspension (ISS)***

A student assigned to in-school suspension will be notified as to the time, place, and number of days he/she is to report. Daily assignments that have been furnished by the classroom teachers will be given to the suspended student for completion before he/she is readmitted to classes. Talking, sleeping, and cell phones are not permitted in the suspension room. Students assigned to ISS may not participate in any school event during the period of their suspension. Any violation of the rules and procedures set forth by the ISS personnel or building administrators may result in further disciplinary action.

During the period of in-school suspension, the student will not be excused to participate in co-op, Career Tech, early dismissal, music, or athletic programs. The in-school suspension will begin immediately upon arrival at school and continue until the end of the school day. In certain cases, special assignments may be required in place of in-school suspension. This option is provided at the discretion of the principal or grade-level principal. Students who fail to cooperate in ISS may be assigned additional consequences.

### ***Loss of Privileges***

In accordance with our Differentiated Discipline Policy, it is the goal of BASH to foster good work habits and promote self-discipline, which leads to privileges. At times, students make choices that are not always in the best interest of themselves or others. As a result, students are assigned consequences for those poor choices. Consequences may include the loss of privileges/activities. Some privileges are lost due to violating the conditions of the privilege. The privileges afforded to our students include (but are not limited to) the following:

- Lunch pass, open campus, parking, & early dismissal

Additional privileges are lost due to the severity of repeated offenses. A student may be denied additional privileges for 20 consecutive school days if any of the following circumstances are reached:

- A second citation; Three separate suspensions; For the third time, neglects to fulfill his/her assigned consequence.

These additional privileges include (but are not limited to):

- School-sponsored class trips; Formal/semi-formal dances/prom

If a student receives no further disciplinary office referrals resulting in the assignment of a consequence during the twenty days of denied privilege(s), he/she may resume the privilege(s). If a student has a subsequent suspension, evening (3-hour) detention assignment, citation, or fails to fulfill an assigned consequence, he/she may lose one or all of the aforementioned privileges for the remainder of the school year or a defined period of time, as per the Differentiated Discipline System. In most cases, any fees paid for activities cannot be refunded.

### ***Out-of-School Suspension (OSS)***

Students may be assigned out-of-school suspension for more severe infractions. Students with OSS will be considered to be trespassing if they return to school during the suspension period.

### ***Restricted Lunch***

Students who abuse their cafeteria privilege will have that privilege removed. Students assigned to restricted lunch will receive a BEAR bag or pack their own lunch from home. Poor behavior exhibited by any student could result in that student

being assigned, for a period of time to be determined by the grade level principal, to isolated lunch. They will report to the ISS room during their regularly assigned lunch period. While in restricted lunch, students will eat their lunch in silence and will remain for the entire period. Restricted lunch may also be assigned as a consequence until after-school detentions are served.

### ***School Bus Code of Conduct***

1. Follow the driver's direction - the first time
2. Stay properly seated
3. No swearing or loud talking
4. No fighting, pushing, shoving, or teasing
5. Keep your bus clean, do not damage the bus, and do not eat, drink, or smoke.
6. No hot beverages on the buses.
7. All school rules apply.
8. The bus driver will not discharge at places other than the authorized school bus stop.
9. The written permission of the principal and parent/guardian is mandatory to exchange bus stops in an emergency.

### ***Student Behavior - ACT 167***

Students who break school rules should be advised that if the behavior is also a violation of civil or criminal law, the matter might be referred to local law enforcement agencies. Examples include, but are not limited to: Possession of a weapon, disorderly conduct, controlled substance, or assault.

### ***Law Enforcement Agencies***

Whenever necessary to protect the rights of all students and school employees, BASH will involve the appropriate law enforcement agencies. Therefore, students who threaten, disrupt, assault, harass, fight, or do any act to harm the educational climate of the school and violate the law are subject to charges. The criminal charges may include terrorist threats, disorderly conduct, simple or aggravated assault, harassing/stalking, institutional vandalism, criminal mischief, criminal or defiant trespassing, indecent exposure, or purchase, consumption, possession, or transportation of liquor, malt, or brewed beverages.

### ***BASH Discipline Appeals***

If, at any time, a student feels he/she has been unfairly treated with respect to the application of disciplinary action, he/she may next appeal to the administration for another hearing. The right of appeal shall continue through BASH administration to the Assistant Superintendent.

## **General Information**

### ***Career Portfolio (Graduation Requirement)***

The graduation requirement will be a career portfolio for the students at BASH. Students will utilize Smart Futures, a web-based program designed to provide meaningful career-oriented experiences. The portfolio process will provide every student with maximum opportunities to research careers and come to an educated, informed decision as to what next steps need to be taken to ensure success beyond high school. The homeroom teacher will meet with the students throughout the year to assess progress toward the completion of yearly goals. Incomplete portfolios will result in a loss of privileges the following school year and a failing homeroom grade. For information, please use the following link to the BASH website:

<https://www.boyertownasd.org/site/Default.aspx?PageID=86>

### ***Cell Phones and Electronic Devices***

Electronic devices, including cell phones, air pods, and smartwatches, are permitted before HR, between classes, during lunch, and in Open Campus. Students may NOT use their electronic devices during any other course, including study hall. Students are expected to have their devices away in their bag, or utilize a classroom wall caddy, at the start of class. Students may NOT have their device out at any time during instruction (bell to bell), nor when they leave the classroom, unless they are not returning. **There are no warnings.** Students will be expected to follow this policy starting on the first day of school. Failure to comply will result in a lunch detention for each offense. Students will be provided wired headphones during the first week of school that can be used for educational purposes in the classroom as instructed by the teacher. Patterns of infractions will result in progressive disciplinary action.

### ***Change of Address***

It is **ABSOLUTELY NECESSARY** that any change of address by a student be reported to the school counseling office immediately, along with acceptable proof. The student must include the following items when reporting such a change: name, old address, new address, and new telephone number, the date on which he/she moved, and the name of the nearest neighbor if known.

### ***Cutting Class***

When a student cuts a class or other assignment, a zero grade will be recorded for any assignment, and appropriate disciplinary action will be taken in accordance with the established differentiated discipline. If a student habitually cuts the same class, credit toward graduation may be denied.

### ***Damaged Clothing / Property***

Any student whose inappropriate behavior causes damage to another person's clothing or property shall be liable for the cost of that clothing or property.

### ***Dances***

School dances are a privilege. That privilege may be revoked at the discretion of the BASH administration. Guests must be in at least 9th grade and under the age of 21 at the time of the event. Guest passes must be submitted by the established due date and approved by the administration. Guest passes may be revoked at any time based on newly provided information with no refunds. **All** student obligations must be cleared in order to purchase tickets for dances, including the prom. All BASH students are fully responsible for the actions of their guests at all dances, including Senior Prom.

Students with identified disabilities of high school age that, through due process or by agreement between the parties, receive their required educational program in a setting intended for students with identified disabilities, other than a full school day vocational educational program, are permitted to attend dances, proms, and other social functions at the high school. In the event a student's individual education program (IEP) addresses the issue of attendance at these functions, the IEP will be followed.

Students attending BASH dances **must be currently enrolled at BASH** or in the BASD Virtual Program. BASH students attending dances must be present in school the day of the event prior to 10:15am.

#### ***Additional Dance Regulations***

Dances are only for BASH students and their approved guests. Guests may have to present themselves in person in order to gain approval during regular business hours prior to the day of the event. The guest will be approved or disapproved by a BASH principal only if a completed guest pass, completed and approved by the guest's school administration, is presented to the BASH administration prior to the announced deadline. If approval is granted for a guest, the principal will forward the guest pass to the advisor/chaperone prior to the date of the dance. All school rules, including those pertaining to behavior, dress, and smoking/drinking, will be in effect and are applicable to everyone attending a school dance. All BASH students are fully responsible for the actions of their guests at all dances, including Senior Prom.

The advisor/chaperone will not permit individuals to enter the dance if their dress does not comply with school regulations.

*Example: Torn/cut-off clothing, hats, etc. BASH students must have their current student I.D. card with them to be admitted.*

Students are not permitted to leave the dance and then return. Individuals leaving a dance early must scan out at the door and immediately leave school property. Scan-out sheets include the time of departure and will be kept on file. Students may not be admitted to a dance after the first hour. Students are reminded that laws covering junior driver's licenses are in effect and must be observed. Individuals not attending the dance will not be permitted to loiter on school property.

### ***Food in Classrooms***

It is recognized that there are students in our school that have food allergies which can cause serious medical emergencies. For the safety of all students, food items are prohibited in classrooms. The exception is food related to a specific curricular/instructional topic that has been approved by the school nurse and building administrator.

### ***Foreign Exchange Programs***

Since 1962-63, we have been fortunate to have many foreign exchange students attend BASH for varying periods of time. Also, several of our students have had the opportunity to visit foreign countries through foreign exchange programs. Some visited and attended school, while others visited only during the summer. Interested students are to contact their school counselor. Please note that the number of accepted foreign exchange students in any given school year is at the discretion of the building principal.

### ***Hallway Conduct***

Students are reminded that, because of the size of our student body, poor hall conduct affects safety. Students should move through the halls in an orderly fashion, staying to the right. Students may not loiter in the halls, or yell/scream. Sitting in the halls is a safety hazard and is not permitted. Unbecoming behavior, such as obvious displays of affection, should not occur. It is the expectation that ALL BASH students follow our BEAR Essentials of RESPECT, RESPONSIBILITY, and SAFETY.

### ***Hall Passes***

If it becomes necessary for a student to leave a homeroom or classroom during the scheduled time for that activity, the student must first obtain a pass from the teacher. If a student is issued a pass to go to the lavatory, locker, or other location, he/she must sign out before leaving the room and sign in upon returning to the room. Upon request, the pass must be presented to any teacher/staff or administrator. Violation of this regulation will result in the assignment of detention. Students using a lavatory pass must use the lavatory closest to the classroom from which the pass was issued.

### ***Home School Communications***

In order for each student to gain the maximum benefit from this educational year, we believe that the school and the home must work together as a team. Each member of that team has the same goal-the best education for each student. It follows, then, that there must be a concerted effort on the part of both team members to keep the necessary lines of communication open.

### ***Excusal from Physical Education Classes***

Students who are asking to be excused from a fitness class for medical reasons must bring a note from their parent/guardian stating the reason for the exclusion. The note should be submitted directly to the teacher/fitness instructor. In cases involving excusal for more than one fitness period,\* students must provide a written note from a healthcare provider. The excuse must include the reason, the level of activity permitted, and the length of the exclusion. The school nurse will provide a copy of the excuse to the fitness instructor, and the original gym excuse will be kept on file in the student's individual health record. Normal activity cannot be resumed without a healthcare provider's written order. If an injury has occurred and no physician's note is received, the most conservative activity level will be implemented for the health and safety of the student, pending a written note from a healthcare provider.

\*Even though excused from participation, the student may be required to attend the fitness class.\*

### ***Elevators***

The elevator is available to students who are unable to climb stairs due to a medical injury or illness. In such situations, the following procedures are to be followed:

1. A note from the doctor indicating the length of time the elevator will be required.
2. A \$6.00 deposit will be refunded when an elevator key is returned.
3. Students should report to the nurse with the doctor's note and \$6.00 to obtain an elevator key. The student's teachers will be contacted to notify them that the student may leave class 3 minutes early or arrive late. Students using the elevator without permission will receive consequences.

Please note: A student that helps a physically disabled student DOES NOT have permission to leave class early or use the elevator. The helper may still carry the books for the student in need but should leave class when the bell rings and walk to the next class.

### ***HR Advisory Expectation, Intervention, Enrichment***

All students will have time built into their schedule for academic support/enrichment during the HR Advisory Period. Any student having difficulty grasping concepts in class or consistently showing an inability to complete homework in a timely manner will be assigned to one of three intervention centers. Students will be notified of the referral, the purpose of the intervention, and the assigned time frame.

Students may be referred for disciplinary action for refusal to comply with assigned interventions.

- HR Advisory - The extended HR Advisory period is designed to provide students with an opportunity to complete the career portfolio, receive remediation or enrichment, or a quiet study hall. HR Advisory is also a multi-tiered level of support for struggling learners. Based on data and teacher recommendations, some students will be required to participate in remedial instruction to continue to support their learning and growth, or attend teacher tutoring.
- OC - Open Campus. Students who have grades C- or higher and appropriate citizenship
- SH - Study Hall. Students who have a Final grade from the year before (or the previous quarter in that school year) of D+ or lower or failed HR. Students may also request SH placement. Students may be placed in SH as a consequence of causing issues during the OC period.

HIC - Homework Intervention Center. Students who consistently struggle with work completion do not work well independently and need close monitoring.

### ***Lost and Found***

All articles that are found, including books, should be brought to the main office or given to a classroom teacher. Books will be returned to the department leader of the department involved, and students losing books should check with that person. All other articles that are found will be kept in the main office. Students should report all losses to the office so that if found, they can be returned.

### ***Lockers***

A hall locker will be provided for each student at BASH. The hall lockers will have either keys or built-in combination locks. Students are not permitted to share lockers. If a student loses his/her key, a photo identification card must be shown, and \$5.00 paid for a replacement. Students are responsible for the contents of their lockers. They may not display stickers, obscene pictures, or items related to drugs, alcohol, or tobacco. The school can assume no responsibility for lost or stolen articles. School lockers are considered part of school property and, therefore, subject to inspection by school officials. School officials may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. If school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, and safety of students in the school or school environment, a student's locker may be searched without prior warning. ALL LOCKERS ARE TO BE KEPT LOCKED AT ALL TIMES.00

### ***Medication for Field Trips and/or Extra-Curricular Activities***

Medication taken by a student during a field trip or an extracurricular activity will only be permitted when: failure to take such medication would jeopardize the health of the student and/or the student would not be able to participate in the field trip or extracurricular activity if the medication was not made available.

If your child requires medication on a field trip:

- Indicate the need for medications on the Field Trip Permission Form or contact the school nurse. On the form, provide a parent/guardian signature, a list of Emergency contacts, a list of medical concerns, and a list of medications that are necessary during the length of the trip.

If your child needs a particular medication that is NOT already on file in the health suite, then a Medication Authorization Form MUST be completed and submitted prior to the field trip (refer to the above Medication Administration Procedures). The Medication Authorization form, which needs to be signed by the parent/guardian AND the prescribing physician, can be obtained from all health rooms or downloaded [here](#). A copy of the Authorization for School Medication Administration Form will be completed and kept in the health suite.

Students may carry and self-administer medication(s) with proper authorization from the parent/guardian, healthcare provider, and Certified School Nurse in compliance with the BASD medication policy. The physician and parent will indicate on the form the student is responsible and able to self-administer the medication. The District bears no responsibility for ensuring the medication is taken. It is a BASD policy violation for a student to be in possession of any substance used for medicinal purposes without the proper medication authorization on file in the health suite for the current school year.

### ***Military Recruiters / Directory Information***

Section 9528 of the No Child Left Behind Act, also known as the Armed Forces Recruiter Access to Students and Student Recruiting Information, requires schools to provide directory information to military recruiters and other institutes of higher education. Under FERPA (Family Educational Rights & Privacy Act), parents are given the option to opt out of the release of directory information. It is the parent's responsibility to annually notify the school of their desire to exclude their child from this directory information.

Boyertown Area High School has designated the following information as directory information: ·Student's Name; Participation in officially recognized activities/sports; Address, telephone listing, grade level; Weight & height of members of athletic teams; Electronic mail address; Photograph; Degrees, honors, and awards received; Date and place of birth; Major field of study; Dates of attendance; Grade level; The most recent educational agency or institution attended.

### ***Open Campus - Scanning***

Open Campus is a **privilege** offered to BASH students. Open Campus is held in the cafeteria during periods 1 – 3 and 8 – 9 and will be in the freshman auditorium during periods 4 – 7.

- Students must scan in for Open Campus. Students may scan out to one allowable destination and remain there.
- Individual eligible students must personally scan out using the QR code.
- Students may go to the library or teacher's classroom with prior permission only if the teacher will remain in the room for the period. The cafeteria is not an option during lunch periods.
- If any student abuses open campus privileges, the student will be subject to discipline including, but not limited to, loss of privileges, assignment to study hall and detention.
- Students wishing to go to the school store must scan out using the QR code.

### ***Physical Examinations***

In accordance with the Pennsylvania School Act, all students in 11th grade and students with incomplete health records are required to have a physical examination. This mandate can be completed privately or free of charge by a physician at school. If completed by a private physician, the cost is the responsibility of the parent. It can be completed within one year prior to the start of the school year the exam is required, and a Private Physical Examination form must be completed by the family physician and brought to the health room or a parent/guardian note which states: the date the examination was completed and the name of the healthcare provider. With written consent, parents/guardians may choose to have their child examined by the school physician. Pennsylvania State Physical Examination forms can be found in any health room or printed from the school website at [www.boyertownasd.org](http://www.boyertownasd.org)

### ***Prohibited Items***

The following items are not permitted on school property: gambling devices, water pistols, laser devices, weapons of any nature, roller blades/skateboards, and like items. This is not a comprehensive list. These are not permitted from 7:40 a.m. - 2:48 p.m. without prior permission from the school principal.

### ***Restricted Areas***

Students are not permitted to leave the school building during the school day except for the following reasons:

- "Off-campus" lunch privilege
- Accompany a teacher for class
- Leave for an approved appointment
- Go to Career Tech school with a driving pass
- Leave with the permission of the principal/school nurse

Locker rooms are off-limits to all students except when a student is scheduled for a gym class or school activity or has written permission from a faculty member to be in a locker room. Certain areas of the three-story building are also off-limits unless a staff member accompanies the student. In addition, students are not permitted to be in any of the parking areas during the school day except for arriving and leaving school or with an administrative pass. No loitering is permitted in the parking areas.

### ***Scheduled Early Dismissal Policy***

Early dismissal is available to students in grades 9, 10, 11, and 12 who are assigned to open campus. Students who are assigned to study hall during 9th period may also seek permission to leave early. An application for early dismissal must be completed by the parent/guardian in the school, or the signature of the parent must be notarized. No schedule changes will be approved to allow for early dismissal time. The student is not to loiter in or around the school or community. The school will not be responsible for the student after he/she is dismissed. Students are issued early dismissal cards that must be shown upon demand to school authorities. EARLY DISMISSAL STUDENTS ARE NOT PERMITTED TO COME BACK TO SCHOOL TO RIDE A BUS HOME. Those students serving detention must report to his/her originally assigned study hall 9th period. Violations of the above-stated rules will result in the loss of this privilege. The school also reserves the right to withhold or revoke early dismissal passes from any student failing any classes. In theory, students with grades below a "D" or with incomplete work in any school subject should be in study hall or tutoring for remediation of any unsatisfactory, incomplete, or failing work. Once passing work is attained in all subject areas, early dismissal privileges may be reinstated.

### ***School Store***

The school store is open in the morning before homeroom from 7:30-7:40 as well as at other times throughout the day. The store sells a variety of school-related needs. The school store is not a valid reason for being late to homeroom or class. Please plan accordingly. Only those students in open campus or at lunch are allowed to sign out to the school store.

### ***Searches***

Students are hereby informed that their hall lockers, gym lockers, band instrument storage cases, book bags, cars located on school property, and other "publicly" accessible locations are subject to search by school officials at any time and without additional prior notice.

### ***Student Identification Cards***

Student identification cards should be worn or carried at all times during the school day and when attending any school-sponsored activity. The identification card must be visible/presented to any teacher, administrator, or staff member upon request.

### ***Student Parking - [Policy Item 223 Bicycles and Motor Vehicles](#)***

Students who hold a valid driver's license shall be permitted to drive to and from school, provided school regulations are obeyed. In the event of inclement weather, students are urged to take the transportation offered to them by the school district. Parking spaces, offered exclusively to 11th and 12th graders on school property, are limited in number. They are issued on a first come, first served basis, starting with seniors. As a result, students who want to drive to school and park on school property must obtain a parking permit tag by completing the appropriate application form and returning it as soon as possible to security. There will be a fee for the parking permit tag, which is determined at the beginning of the school year. Parking permits are non-transferable as well as non-refundable. All vehicles must be family owned and registered with the school, even those used on a temporary basis. The school resource officer will assign permits up to the number of spaces available for student use. When students receive a permit, they will park in their assigned space. Parking permits must be displayed by hanging the tag face out on the rear-view mirror. Students may not park in spaces designated for faculty, visitors, or handicapped. Handicapped spaces will be available for students with a valid BASH permit and approved documentation due to medical problems; please contact the school resource officer for more information. Students should only use the Montgomery Avenue entrance to access the BASH student parking lots. Students are not permitted to drive through the faculty parking lots via Madison Street at any time or the bus loop. The use of sound amplification devices which create a disturbance will not be permitted.

Students who repeatedly violate noise rules will be subject to loss of privileges. Driving to BASH is a privilege, not a right. Failure to abide by these rules may result in a parking citation as well as loss of parking privileges for up to 45 days or longer for repeat offenses. A parking violation is \$15.00. Students, who receive two citations or do not pay parking fines within ten school days, will have their parking privileges revoked for up to 45 days or longer for repeat offenses. Career Tech Center parking permits are not valid at BASH. Cars improperly parked, in a faculty space, or without a properly displayed permit will be issued a citation and towed at the owner's expense. The Boyertown School District and local police strictly enforce these parking regulations.

### ***Study Hall***

Study halls give students the opportunity to complete assignments and/or to prepare themselves for upcoming classes. This is most effectively done in a quiet environment; therefore, study halls will not be a time for socializing. Rather, a study hall is to be quiet. Students are assigned to study hall for one or more of the following reasons: any course grade below 70%, incomplete career portfolio by a given timeline, any obligation not fulfilled by a given timeline, or by request of a student. Records are reviewed

for each student at the end of each marking period. Students are placed in study halls for a full marking period. Study halls are to enable students to complete class work and homework and to study in an environment conducive to learning by:

- Students may bring water; however, food is not allowed
- Cell phones must be off and out of sight
- Students are not allowed to sign out to the school store

### ***Summer School***

According to school policy, only recommended students may register for failed courses at summer school. Such recommendations are based on classroom performance and school attendance and are made after teacher and administrator review. If a student is ineligible for summer school, he/she will not be allowed credit for that course from another summer school program.

### ***True Emergencies, Emergency Drills & Fire Drills***

Intruder or Run–Hide–Fight Drills and Fire Drills are very important practices in any school.

The signal for an Intruder Alert will be a PA announcement with the location of the intruder with staff then deciding how to move forward. In the case of an Intruder Alert Drill, a follow-up announcement will be made giving notice of it being a drill. During a drill, all students shall conduct themselves in the same manner as they would during a true emergency by listening and following all staff instructions.

The signal for a fire drill is identical to that for a fire emergency—the continuous ringing of the fire alarm in the corridors. Fire alarms should never be ignored, whether they sound during the regular school day, in the evenings, or on weekends. All must evacuate the building BUT shall do so only after checking the corridor for possible intruders or other safety concerns.

General instructions to facilitate the evacuation of the building are as follows:

1. Students will leave in an orderly fashion.
2. The students that are seated nearest to the windows shall close all windows prior to exiting the room.
3. In case any exit is blocked, please go directly to the nearest exit.
4. As the students leave the room, all talking must cease. Exit quickly & quietly.
5. The first students to approach an exit will hold the doors open.
6. The teacher or staff is the last person to leave the classroom, closing the door behind them.
7. In the event that a non-ambulatory student is in the classroom, that student shall shelter in the nearest tower with their teacher or another evacuating staff member.
8. Teachers or staff should take an accurate roll call outside the building and report anyone not accounted for to the principal per the Emergency Response binder.

Students will return to the building in an orderly fashion when instructed to do so.

### ***Working Papers***

All students between the ages of **14** and **17** are required by Pennsylvania School Law to secure an Employment certificate, known as “working papers,” before they may begin to work. Students, who have reached **18** by state law, do not need working papers.

Exceptions to this regulation are **17**-year-olds who have graduated or have officially withdrawn from school.

Working Papers may be obtained from the **Boyertown Senior High School, 120 North Monroe Street**. Monday through Friday between the hours of 7:30 a.m. to 4:00 p.m., except on holidays.

Steps to follow:

- Requests for Working Papers must be made by the parent or legal guardian. Minors cannot make the request on his/her own behalf. It is not necessary for the minor to be with the parent when the request is made.
- Application for Employment Certificate is issued to the parent or legal guardian who must sign the application in the presence of the issuing officer. If the parent or legal guardian cannot sign for the working papers in front of the issuing officer, they must agree to take the paperwork to a Notary and sign it in front of them. No facsimiles accepted.
- Verification of age must be supplied by the use of birth certificate, baptismal certificate, passport or driver’s license. Upon issuing Working Papers a second time to the student, no evidence of age is required.
-

- The Employment Certificate must be taken by the minor, parent or legal guardian to the employer who must complete Section C as explained on the certificate.
- State law requires that before issuance of the first Employment Certificate the student must have a physical examination and have Section D signed by the examining physician. If there is a hardship which prevents a student from getting a physical, a form is available to fill out and receive permission to get a physical through the school district Physician for free.
- The completed application must be returned to the Working Papers office at the Education Center. Signatures of the Employer and Doctor must be legible to read. If not, print the name so it can be read. The issuing officer will process the completed Employment application for the ages of 14 and 15 and forward a certificate to the employer. Students ages 16 and 17 will receive a Blue Transferable card which they have to sign in front of the issuing office. The Blue card will be their working papers for any job/s until they reach the age of 18 or graduate. After that, under state law, they no longer need working papers. When the application is completed and returned, students are then able to begin work.

## Grading

### Letter Grade and Quality Points

93	–	100	=	A	=	4.00
90	–	92	=	A-	=	3.67
87	–	89	=	B+	=	3.33
83	–	86	=	B	=	3.00
80	–	82	=	B-	=	2.67
77	–	79	=	C+	=	2.33
73	–	76	=	C	=	2.00
70	–	72	=	C-	=	1.67
67	–	69	=	D+	=	1.33
63	–	66	=	D	=	1.00
60	–	62	=	D-	=	0.67

\*A teacher may designate a student’s superior performance using A+ (= 4.0)

### ***Class Rank***

Official class rank is calculated at the end of each school year. The final grade in each subject is used to determine the total quality points and total credits accumulated by each student. After a student’s grade point average (GPA) is calculated, the student will be ranked with students in the same class. Accumulated GPA is the average a student has achieved during his/her tenure in grades 9- 12.

### ***Course Assessments - Midterms and EOCAs (final exams)***

Midterms and EOCAs are administered as part of the BASD assessment plan to measure what we want students to know and be able to do at the middle and end of each course. Midterms will be administered in January, near the semester break, during their regularly scheduled classes. Midterms will count as 10% of the overall course grade, including Algebra I, Biology, and ELA 10. EOCAs will be administered in math, English, world language, social studies, and science during the last week of school, following a specially designed schedule. EOCAs for the related studies will be administered during regular class periods. EOCAs will account for 10% of the overall course grade with the exception of Algebra I, Biology, and ELA 10, where the Keystone will serve as the student’s final exam. Educational trips will NOT be approved during EOCAs. Students who opt out of Keystone exams are required to take the final exam in Algebra I, Biology, and ELA 10 during Keystone testing days.

### ***Honor Roll***

Students must meet minimum competency in all courses taken during a quarter to be eligible for honor roll consideration.

- The minimum quarterly GPA for the honor roll will be 3.000.
- The minimum quarterly GPA for the high honor roll will be 3.667.

Quality points awarded for letter grades (including plus and minus) will be used in calculating quarterly GPA to determine the honor roll. A grade of D, F, or incomplete disqualifies a student from the honor roll.

### ***Weighted Grades for Honors, Concurrent Enrollment, and Advanced Placement Courses***

- .2 will be added to the cumulative grade point average (GPA) of a student for each full-year advanced placement (AP) course(s) in which the student has achieved at least a grade of C and based on the weight of the courses' credit.
- .1 will be added to the cumulative grade point average (GPA) of a student for each full-year honors course and/or concurrent enrollment (CE) course in which the student has achieved at least a grade of B- and based on the weight of the courses' credit.

\*Beginning with the class of 2025, the class ranking will be determined in a decile system.\*

### ***Library Services***

Hours: \* Monday – Thursday: 7:15 AM – 4:00 PM \* Friday: 7:15 AM – 3:00 PM

### ***Circulation of Library Materials***

Most books and periodicals circulate for two weeks. Borrowed materials may be returned to the circulation desk or placed in a book-drop slot located in the hallway near the library doors. Fines are charged for late items – ten cents per day on regular library materials and fifty cents per day on overnight items. Students that have lost or damaged books will be charged for a replacement. Students are expected to pay fines promptly.

### ***Library Policies/Services***

- Students that wish to use the Library during an Open Campus period should go directly to the Library to have their **current** ID scanned.
- Students wishing to use the library during their lunch period must have a teacher-signed pass. Students must be working on a teacher-assigned project during their time in the library.
- Internet: The District's Acceptable Use Policy is in effect. Students who are creating documents or searching the internet must have a purpose that is based on a teacher assignment or a graduation requirement.
- InterLibrary Loan: The High School Library is a member of ACCESS PA. Materials can be requested from other schools and universities across the state.
- Using the library during open campus:
  - Students must be working productively, completing homework, studying, collaboratively and productively working/studying in quiet voices, and/or utilizing library resources.
  - Students who are not working productively completing homework, studying, collaboratively, and productively working/studying in quiet voices will be asked to return to their previous location by library staff.

## **Musical Organizations**

### ***Choral Groups***

CONCERT CHOIR, whose members are selected by audition only, is open to students in all curricula who can meet the requirements. The concert choir meets as a separate unit three times a cycle. This group is called upon to perform throughout the year, and attendance is required at all engagements.

SHOW CHOIR members are selected by audition only. This group is called upon for performance and competitions throughout the year. This group also rehearses one evening per week throughout the school year.

CHAMBER CHOIR is a separate small group selected by audition. Rehearsals are after school. The choir performs throughout the school year.

### ***Instrumental Music***

The CONCERT BAND and ORCHESTRA meet six periods per week throughout the school term. The band and orchestra perform in concert for school district events and for the public throughout the school year.

The MARCHING BAND and BAND FRONT meet three days per week after school during the fall football season and during the months that offer performance opportunities. The unit performs at football games, band competitions, and parades throughout the school year.

The JAZZ ENSEMBLE rehearses two times per week throughout the school term. The ensemble performs in concert for school district events and for the public throughout the school year. The rehearsals are after school.

The SELECT STRING ENSEMBLE rehearses once a week throughout the school term. The ensemble performs in concerts for school district events and for the public throughout the school year. The rehearsals are held after school.

## **Physical Education**

### ***Physical Education Lockers***

It is highly recommended that locks be placed on lockers. Lockers are provided only for class use; students must provide their own locks. This procedure will help protect a student's personal belongings while he/she is in class. The school will not be responsible for valuables or money left in gym lockers, whether locked or NOT. Such items should be given to the physical education teacher for safekeeping. ALL PERSONAL ITEMS AND ALL VALUABLES MUST BE LOCKED IN A GYM LOCKER.

If the medical excuse is assigned for a period of time extending beyond two weeks, it is recommended that the student have his/her physician complete the Adapted/Adaptive Physical Education Form. This form should be returned to the health suite. (Fax 610-369- 7350). Please note that in order for option one to be chosen on the parent/guardian letter, this form needs to be completed and on file in the health suite. If a student is excused for a shorter period of time, he/she may select from two options for their participation grade. In order to select one of these options, the student must return the parent/guardian letter to his/her instructor: Peer Assessment (option one); Article Reflection (option two). Students must complete the provided work to meet the standards of the rubric provided for each assignment. Each assignment must be turned in to the physical education teacher at the end of the period being excused. Failure to follow the directions and the rubric may result in a loss of points for that particular day.

### ***Safety***

The nature of some activities in physical education requires strict adherence to all rules. Any student disregarding rules concerning safety will be subject to consequences. Students are encouraged to make up classes that are considered to be excused as per the school attendance policy. The wearing of jewelry is a safety hazard for those wearing it and for those who may come in contact with those wearing such items; therefore, all jewelry will be removed for a physical education class. New piercing(s) may be covered with tape. The tape will not be provided. To ensure safety, proper attire for students will consist of gym shorts, a t-shirt with sleeves, athletic socks, and sneakers with laces tied.

## **Promotion Policy**

In order to be eligible to graduate within 4 years (9-10-11-12) at BASH, it is required that you carry and pass the following minimum number of credits in each grade to be successfully promoted. By the end of:

- 9th Grade - 6 credits in a planned course sequence including English, Math, Science, Social Studies, and Physical education outlined in the Program of Academic Studies.
- 10th Grade - 12 total accumulated credits in planned courses outlined in the Program of Academic Studies.
- 11th Grade - 17 total accumulated credits in planned courses outlined in the Program of Academic Studies; and
- 12th Grade - 24 total accumulated credits in planned courses outlined in the Program of Academic Studies to meet ALL the graduation requirements. A student is eligible for graduation at the end of his/her twelfth-grade school year when all graduation requirements are fully completed.

If a student fails to accumulate 24 credits, complete his/her career portfolio or BCTC senior project graduation requirement, and other requirements set forth by the state of Pennsylvania by the end of the twelfth-grade school year, he/she will not receive a diploma. If a student fails to meet the recommended credits necessary for promotion, he/she will be retained in the grade-level homeroom based on credits earned.

According to school policy, only recommended students may remediate failed courses at summer school. Such recommendations are based on classroom performance and school attendance and are made after teacher and administrator reviews.

### ***Commencement Ceremony***

Commencement practice is held the morning before or the morning of the commencement ceremony. Student attendance at the practice is MANDATORY. Students will NOT be permitted to participate in the commencement ceremony if they are not in attendance at the practice. The commencement ceremony is a time to celebrate years of hard work in a respectful and dignified manner. Proper decorum relative to behavior and attire is expected. A dress or skirt and top, dress pants, shirt, and tie are required. Sneakers, shorts, or jeans are unacceptable. In addition to the traditional cap and gown that must be worn by all graduates, only certain regalia are acceptable for adornment during the ceremony. The National Honor Society Sash, FBLA Sash, Green Cord Service Award, and Active Military are permitted. Any organization wishing to display their specific sash/cords at graduation must go through a process and submit an application to the BASH principal no later than November 1st. **All** student credit requirements must be met, and all obligations must be cleared in order to be eligible to participate in the commencement ceremony.

## **Publications**

### ***Accent***

*Accent*, a literary-art magazine, provides a showcase for the finest creative writing and art talents of BASH students. *Accent* features original stories, poems, plays, essays, and artwork. The publication is financed by student subscriptions. Manuscripts are solicited from the entire student body. Staff members are expected to devote their time generously to the various duties essential to publication.

### ***The Bear***

*The Bear*, BASH's yearbook, is a student-run publication that portrays all facets of school life. While it features the seniors in its picture section, it is a yearly record of the activities for the entire school. Its coverage includes the classroom, the school social scene, the co-curricular program, and the athletic program. The book is planned, written, compiled, and edited by the students. An annual promotion campaign is held by *The Bear*, where all students are encouraged to order a yearbook. Extra copies are generally not available at the close of the school year.

### ***The Cub***

*The Cub*, the BASH student newspaper, is published regularly during the school year. Produced wholly by student effort, it strives to report and comment upon all the school, community, and world news of concern to the school community. An advertising campaign and subscription drive are held each September. The staff includes editors, reporters, photographers, artists, and typists.

## **School Counseling Services**

The school counselors endeavor to assist all students in their educational and vocational planning through individual and group conferences with students, parents, and faculty members. The assistance of outside agencies may be requested as needed. Any student wishing to make an appointment for a conference with a school counselor may do so by contacting the school counseling office administrative assistant. Parents and others wishing to arrange a conference with a school counselor can do so by calling the administrative assistant at (610) 473-3690 between 7:00 a.m. and 4:00 p.m. Conferences may concern academic progress, course selection, career information, college choice, employment, or other topics.

### ***College Entrance***

#### ***PSAT/NMSQT***

The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test serves as a practice test for the SATs and as the qualifying test for the National Merit Scholarship Program. This test is administered in October, at the district's expense, to all juniors. Dates and registration deadlines for additional test dates may be obtained in the counseling center.

#### ***ACT***

The ACT is a college entrance exam accepted by all colleges and universities. This test is scheduled to be administered at Boyertown Area Senior High School in **June**. Various other national test dates can be registered for and taken at neighboring schools. A complete listing of the dates and registration information can be obtained from the school counseling office or the ACT website at [actstudent.org](http://actstudent.org). Students with IEPs and 504s should work with their case managers to apply for standardized testing accommodations.

### ***SAT I and SAT II***

The SAT I: Reasoning Tests and the SAT II: Subject Tests are scheduled to be administered at Boyertown Area Senior High School in **November, March, or April** of each school year. Various other national test dates can be registered for and taken at neighboring schools. A complete listing of SAT I and SAT II administration dates and registration materials can be obtained from any counselor or the College Board website at [www.collegeboard.com](http://www.collegeboard.com). Students with IEPs and 504s should work with their case managers to apply for standardized testing accommodations.

### ***reACT***

The PreACT test, administered in grade 10, predicts student performance on the ACT and can be used as an indicator of college and career readiness. Reports include data to help teachers and school counselors target interventions, inform classroom instruction, and guide students in course selection.

### ***ASVAB Exam***

The Armed Services Vocational Aptitude Battery (ASVAB) is a multiple-aptitude battery that measures developed abilities and helps predict future academic and occupational success in the military. It is administered twice annually on a volunteer basis.

### ***Keystone Exams***

The Keystone Exams are end-of-course assessments designed to evaluate proficiency in the subject areas of Algebra I, Biology, and Literature. The Keystone Exams are continually being evaluated and refined. The state assessments are conducted upon the completion of the aforementioned courses. Beginning with the Class of 2023, Proficiency on all Keystone Exams is required for access to a BASH diploma. Any student scoring Below Basic or Basic will be scheduled to retake the exams or a project-based assessment until proficiency is reached. Educational trips **WILL NOT** be approved during testing dates within the Keystone Exam testing window.

More information regarding the Keystone Exams as a graduation requirement can be found by clicking [here](#).

### ***Scholarships and Financial Aid***

Scholarship opportunities vary greatly from one year to another and are so numerous it would be impractical to list them all. Seniors are informed of these by announcements received by the high school. Lists of scholarships are also distributed in homeroom. This information is also posted on the counseling department bulletin board and the school district website. Scholarships fall into three general groups:

1. Those offered by colleges and universities.
2. Those offered by organizations on a regional or national scale.
3. Those offered by local organizations or individuals.

Of special interest to Boyertown students is the Leidy Rhoads Foundation. The purpose of this trust is to supply funds for the following purposes:

1. For the training and education of qualified Boyertown students in trades and vocations that will assist them in earning a living
2. For the college or university training of qualified students who show persistent interest and zeal in their undertakings and desire to continue their education.

Any student residing in the borough of Boyertown is eligible to apply for these funds. Applications are available at the Education Center. In general, scholarship awards are made on the basis of competitive examinations and/or the scholastic record of the applicant. Participation in school activities, character, citizenship, financial need, and the resources of the family are taken into account. A file of scholarships is available in the counseling office. The counselors welcome inquiries from students and parents regarding colleges and scholarship opportunities. In addition, the department sponsors an annual financial aid night program to provide information about the various financial aid resources available to college-bound students and their parents. This program is held the second week in January in the high school auditorium. Other informational programs are announced and presented from time to time.

It is a special time and cause for celebration when graduating seniors decide on their "next step" in life after high school. Therefore, all students are expected to inform and communicate with their school counselor after all acceptances to post-secondary schools, military commitments, job hiring, and/or whatever their "next step" will be. Students who are offered scholarships and grants to post-secondary schools are asked to inform their counselor of this information as well. Promoting these achievements not only recognizes and honors the hard work and efforts of our students but also serves as motivation

and encouragement to our younger students as well as the Boyertown community at large.

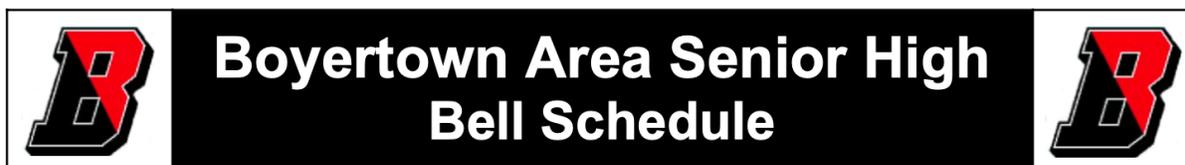
**Student Assistance Program (SAP)**

[The Student Assistance Program \(SAP\)](#) is a process for identifying students who are experiencing behavior and/or academic difficulties that pose a barrier to their learning and success in school. SAP offers support to those students and their families. If you would like to speak with or write to a member of the student assistance team because you, or a friend of yours, are dealing with problems like those mentioned above, just ask any teacher, counselor, principal, or administrative assistant for the names of our SAP team members. The core of the Student Assistance Program is a team who have received specialized training from Commonwealth of Pennsylvania-approved SAP training providers and other related continuing educational support groups. One of the most important tasks of the student assistance team is to build a partnership with families, focusing on the student's success as its common goal.

The SAP coordinator's telephone number is (610) 473-3678.

**BASH Bell Schedules**

**Regular Day Bell Schedule**



<b>Class</b>	<b>Start</b>	<b>End</b>	<b>Length</b>
<b>HR / Advisory</b>	<b>7:40</b>	<b>8:12</b>	<b>0:32</b>
<b>Pd 1</b>	<b>8:16</b>	<b>8:56</b>	<b>0:40</b>
<b>Pd 2</b>	<b>9:00</b>	<b>9:40</b>	<b>0:40</b>
<b>Pd 3</b>	<b>9:44</b>	<b>10:24</b>	<b>0:40</b>
<b>Pd 4 (Lunch)</b>	<b>10:28</b>	<b>11:08</b>	<b>0:40</b>
<b>Pd 5 (Lunch)</b>	<b>11:12</b>	<b>11:52</b>	<b>0:40</b>
<b>Pd 6 (Lunch)</b>	<b>11:56</b>	<b>12:36</b>	<b>0:40</b>
<b>Pd 7 (Lunch)</b>	<b>12:40</b>	<b>1:20</b>	<b>0:40</b>
<b>Pd 8</b>	<b>1:24</b>	<b>2:04</b>	<b>0:40</b>
<b>Pd 9</b>	<b>2:08</b>	<b>2:48</b>	<b>0:40</b>

## BASH 2-Hour Delay Bell Schedule



# BASH 2-Hour Delay Schedule

<b>Class</b>	<b>Start</b>	<b>End</b>	<b>Length</b>
HR / Advisory	9:40	9:47	0:07
1	9:51	10:20	0:29
2	10:24	10:53	0:29
3	10:57	11:26	0:29
4 (Lunch)	11:30	12:00	0:30
5 (Lunch)	12:04	12:34	0:30
6 (Lunch)	12:38	1:08	0:30
7 (Lunch)	1:12	1:42	0:30
8	1:46	2:15	0:29
9	2:19	2:48	0:29

- 4-minute passing; 29-minute classes, 30-minute lunch
- AM BCTC will NOT report to their BCTC assignment today.
- AM BCTC students in attendance this morning will report to Open Campus for periods HR-3
- AM BCTC students will eat lunch during period 4.
- PM BCTC students are to be excused at their regularly scheduled time (11:08am), early from their period 3 class and excused from their period 4 class assignments. |

BASH Early Dismissal Schedule



# Boyertown Area Senior High Bell Schedule



## Early Dismissal Schedule

<b>Class</b>	<b>Start</b>	<b>End</b>	<b>Length</b>
<b>HR / Advisory</b>	<b>7:40</b>	<b>7:45</b>	<b>0:05</b>
<b>Pd 1</b>	<b>7:49</b>	<b>8:12</b>	<b>0:23</b>
<b>Pd 2</b>	<b>8:16</b>	<b>8:39</b>	<b>0:23</b>
<b>Pd 3</b>	<b>8:43</b>	<b>9:06</b>	<b>0:23</b>
<b>Pd 4 (Lunch)</b>	<b>9:10</b>	<b>9:33</b>	<b>0:23</b>
<b>Pd 5 (Lunch)</b>	<b>9:37</b>	<b>10:00</b>	<b>0:23</b>
<b>Pd 6 (Lunch)</b>	<b>10:04</b>	<b>10:27</b>	<b>0:23</b>
<b>Pd 7 (Lunch)</b>	<b>10:31</b>	<b>10:54</b>	<b>0:23</b>
<b>Pd 8</b>	<b>10:58</b>	<b>11:21</b>	<b>0:23</b>
<b>Pd 9</b>	<b>11:25</b>	<b>11:48</b>	<b>0:23</b>

- \*AM BCTC STUDENTS WILL ATTEND THEIR BCTC ASSIGNMENT AS USUAL
- \*PM BCTC STUDENTS WILL BE PROVIDED WITH THE OPPORTUNITY TO ATTEND THEIR PM BCTC ASSIGNMENT. PLEASE NOTE THAT STUDENTS MUST PROVIDE THEIR OWN TRANSPORTATION FROM BASH TO HOME AFTER ATTENDING THEIR PM BCTC SESSION. AFTERNOON ATTENDANCE IS MANDATORY.
- \*ALL PM BCTC STUDENTS ARE TO REPORT TO THE FAUD (FAUD) AT 9:37AM (PERIODS 5-6-7), AND CAFETERIA (PERIODS 8-9) UNTIL THE CONCLUSION OF THE SCHOOL DAY...UNLESS ATTENDING PM BCTC AT WHICH TIME THEY CAN LEAVE THE CAFETERIA AT 11:08AM TO REPORT TO THEIR BUS ASSIGNMENT
- \*STUDENTS WHO HAVE A PERIOD 9 EARLY DISMISSAL CARD MUST ALSO PRESENT A PARENT NOTE WHEN LEAVING