

2023- 2024
Brandywine Heights
Middle School



200 West Weis Street

Topton, PA 19562

www.bhasd.org

Office Hours 7:15- 3:15

Mr. Antonio Riggins, Principal

Mrs. Michelle Ward, Assistant Principal

Mrs. Danette Seidel, Guidance Counselor (610) 682-5100, ext. 3007

Mrs. Sharon Mutter, Middle School Secretary (610) 682-5100, ext. 3002

Name _____ Homeroom _____

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**This information is also posted on our district
website www.bhasd.org**

Brandywine Heights Middle School Schedules

Daily Schedule

Period	First Lunch Group	Second Lunch Group
HR	7:40 – 7:47	7:40 – 7:47
First	7:50 – 8:35	7:50 – 8:35
Second	8:38 – 9:23	8:38 – 9:23
Third	9:26 – 10:11	9:26 – 10:11
Fourth	10:14 – 10:59	10:14 – 10:59
5A	Lunch 11:02 – 11:32	11:02 – 11:47
5B	11:35 – 12:20	Lunch 11:50 – 12:20
5C	12:23 – 1:08	12:23 – 1:08
Sixth	1:11 – 1:56	1:11 – 1:56
Seventh	1:59 – 2:40	1:59 – 2:40

Early Dismissal Schedule

*Students will have the opportunity to pick
up a bagged lunch *

Period	
HR	7:40 – 7:52
First	7:55 – 8:23
Seventh	8:26 – 8:54
Second	8:57 – 9:25
Third	9:28 – 9:56
Fourth	9:59 – 10:27
5-1	10:30 – 10:58
5-2	11:01 – 11:29
Sixth	11:32 – 12:00

EARLY DISMISSAL DAYS

September 22

October 20

November 17-22

ES, IS, MS, HS Parent Conferences

December 22

January 26

February 16

March 8

April 19

May 10

Two Hour Delay Schedule

	First Lunch Group
HR	9:40 - 9:47
First	9:50 - 10:20
Sixth	10:23 - 10:53
Third	10:56 - 11:26
5A	11:29 - 11:59
5B	12:02 - 12:32
5C	12:35 - 1:05
Fourth	1:08 - 1:38
Second	1:41 - 2:11
Seventh	2:14 - 2:40

Three Hour Schedule

Period	Time
HR	10:40 - 10:47
First	10:50 - 11:16
Sixth	11:19 - 11:45
5A	11:48 - 12:18
5B	12:21 - 12:47
5C	12:50 - 1:16
Third	1:19 - 1:44
Fourth	1:47 - 2:12
Second	2:15 - 2:40

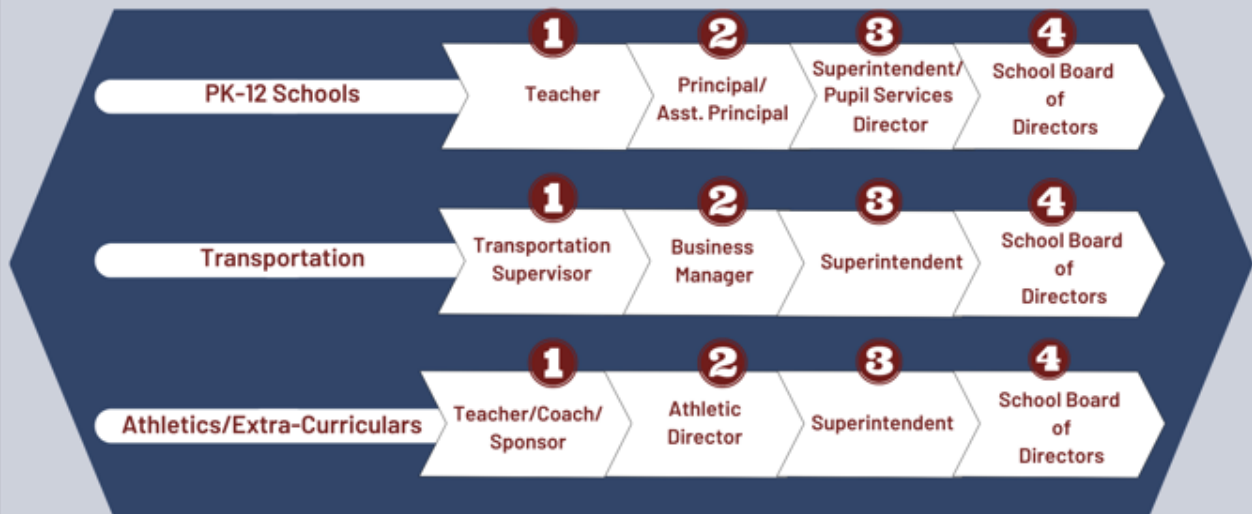
STUDENT LIFE

Addressing a Concern-Please refer to the flowchart below



ADDRESSING A CONCERN

BHASD values clear, effective, and transparent communication with its parents, guardians, students, staff and community members. Please utilize the steps below to efficiently resolve any concerns that may arise.



Each step of the process will:

- Address the concern
- Present solutions for the concern
- Establish follow-up dates to determine success/next steps

**School Counselor and/or IEP case manager can participate in any/all steps of the process*

Acceleration, Enrichment and Advancement

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

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

Academic Support

Students may seek additional support or academic assistance by contacting their teachers and arranging to meet during WIN period. Students may be required to work with a specific teacher if selected to receive an intervention based on their current academic performance or performance on our district screener. Students who fail a course for a quarter may be assigned tutoring in place of their chosen activity until they are maintaining a passing grade.

Acceptable Use Policy (AUP)

All users of the district network and internet access shall read and follow the guidelines. Failure to comply with the guidelines may result in loss of access privileges and/or disciplinary action. Please access the district homepage to view the full policy at www.bhasd.org

Cheating

Academic dishonesty (cheating) is the use of inappropriate and unacknowledged materials, information, translation, or study aids in any academic exercise. Assistance from other people is restricted and forbidden unless explicitly authorized by the instructor for a particular assignment. Cheating is an attempt by a student to substitute the product of another, in whole, or in part, as his or her own work. It involves any attempt by the student to show possession of a level of knowledge or skill that he/she does not possess. This violation includes plagiarism.

Dress and Grooming Philosophy

These rules and procedures have been developed according to the Board policy regarding student dress and grooming (SBP 221). However, solutions to situations not specifically covered are the responsibility of building level administrators.

Appropriate decisions will be made based on the intent and spirit of board policy. Students and parents are expected to exercise careful judgment in the selection of appropriate attire for school. This will help prepare students for appropriate dress and appearance expectations as they advance from the school environment and begin facing adult responsibilities.

General Dress Guidelines

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

1. Any type of shirt, top, skirt, dress, pants, shorts, etc. must reflect modesty. Clothing cannot be see-through or excessively revealing.
2. Each student is expected to maintain good personal hygiene.
3. Excessively baggy clothing that poses a safety hazard.
4. Undergarments should not be exposed nor any other clothing that proves to be a safety hazard.
5. Clothing, patches, buttons, pins jewelry, backpacks and exposed tattoos are not permitted if they fall into the following categories: have sexually suggestive writing/pictures, advocate violence, advertise or promote the use of tobacco, alcohol or drugs, have innuendos or obscene language, or are disrespectful.
6. Pants should not be excessively baggy, be tear away, or be a costume.
7. Coats, jackets or garments designed for protection from the outside weather are not to be worn during the school day.

Footwear

Safe footwear should be always worn. Students should wear footwear that is appropriate for their daily class schedule.

Headwear

Hats, caps, bandanas, sunglasses, visors, sweatbands, hoods, and other head coverings are not permitted unless a student has a documented health or religious reason. Wearing headwear inside the school building can create an unsafe environment.

Backpacks/Large Purses

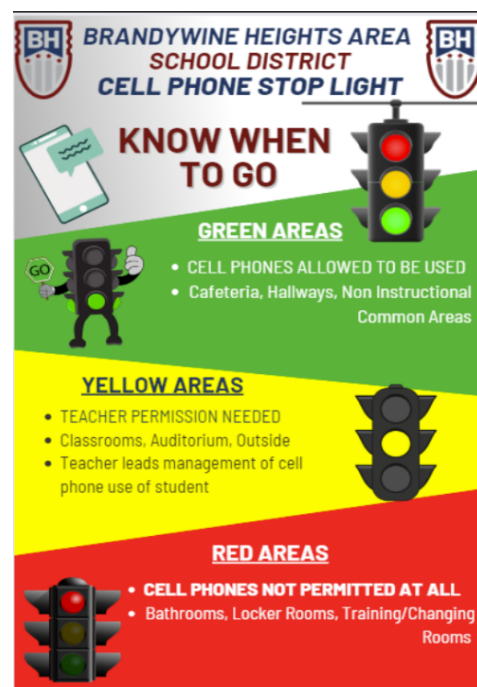
All students are to leave backpacks and large purses in their lockers. Any exceptions to this rule must be approved by the administration.

Jewelry

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

Electronic Devices

Cell phones/personal devices are permitted during the school day on a limited basis. Zones of color delineating the usage of cell phones have been developed to ensure students and staff privacy is respected and an effective learning environment is established. In addition, students are not permitted to audio or video record at any time unless approved by a faculty member or administrator for an academic course or activity, and when approved, must have expressed consent of all parties involved in the recording. A cell phone or personal device may be confiscated at an administrator's discretion at any time, or for repeated infractions. Parents may be required to retrieve a confiscated device from school in the case of severe or repeated infractions. The school is not responsible for the loss, damage, or theft of electronic items. All regulations/requests have been created in accordance with SB Policy No. 237.



Field Trips

Educational field trips provide an extended learning opportunity for students outside of the school setting. During these trips, BHASD students are expected to comply with all rules and regulations of the student handbook and must understand that they are representing the Brandywine Heights School District and its values. A student may be denied participation in a field trip if he/she has exhibited a pattern of misbehavior which an administrator deems likely to recur. Decisions are made on a case-by-case basis. If missing other classes due to a field trip, the student is responsible for all work missed while on the trip.

Library

The purpose of the school library is to provide resource-based support to students. Students may use the library not only for their research needs but also for leisure reading as well. Most library resources circulate on a two-week basis. Reference, current periodicals, and materials placed on reserve, circulate overnight. Materials not returned to the library by the end of the school day on the date they are due are considered overdue. Fines are charged as follows: \$0.05 for each day an item is overdue; \$0.25 for each day an overnight item is overdue. The maximum fine per item is \$3.00. Students may be restricted from participating in special school activities/events due to outstanding library obligations.

Intervention

The Brandywine Heights High School offers comprehensive intervention services for academics, behavior, and social and emotional needs. Students who work with our intervention specialists receive tiered supports to assist students in turning

areas of need into areas of strength. Should you like to learn more about Intervention services, please contact Danette Seidel, Guidance Counselor, at (610) 682-5100, ext. 3007

Special Education Services

Each student with a disability who is a resident of the district shall be provided quality education programs and services that meet the student's needs for educational, instructional, transitional, and related services. The special education program shall be designed to comply with law; conform to district goals; and integrate programs of special education with the regular instructional program of the schools, consistent with the interests of the student with a disability and other students. Requests for individual psychological testing can be made by a parent, teacher, or school nurse to the elementary principal. A certified school psychologist will make the evaluation of the child and the report will be discussed with the parent and/or teacher. All information regarding special education services shall remain confidential. Brandywine Heights Area School District's Director of Pupil Service is Mrs. Mandi Kercher. She can be contacted at manker@bhasd.org and (610) 682-5100 extension 1401.

Textbooks/Devices/Other Resources

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

ATTENDANCE POLICIES AND PROCEDURES

Attendance Policy

According to the Pennsylvania School Code, all children between the ages of 8 and 16 are required to attend school. Therefore, attendance in school is extremely important, and consequences of unexcused absences from school will be severe and may include citation and fines. With this in mind, the school district requires that **TO RECEIVE CREDIT FOR A YEAR'S WORK, A STUDENT WOULD HAVE TO BE IN ATTENDANCE 170 DAYS.**

Types of absences:

Excused/Lawful are those accompanied with a written excuse or submitted electronically from the parent or guardian **within three (3) days of the absence.** These are lawful absences, but will be counted towards the 10-day limit. Electronic excuses can be submitted by accessing the Middle School page on the district website, and utilizing the Resources tab.

Unexcused/Unlawful are those for which a student has been unable to verify

his/her whereabouts on a particular day and/or does not return a valid excuse to school within three days from the absence. The district justice may levy a fine of up to \$300 a day for illegal absences.

All absences shall be treated as unlawful until the district receives a written/ electronic excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year.

- Absences for bereavement, college visit, educational travel, legal absence (absence with a note from a licensed practitioner of the healing arts), and religious holiday will **not** be included in this cumulative total.

All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts. Otherwise, the absence will be marked unexcused/unlawful.

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

- After 7 days: A notice is mailed to parents with the dates and total number of non- exempt absences listed and notice of consequences when non-exempt absences exceed 10 for the year.
- After 10 days: A notice is sent to parents with the dates and total number of non-exempt absences. A parent conference may be necessary to discuss with parents the consequences of additional absences.

All absences beyond 10 cumulative days require an official excuse from a physician, court, religious institution, or other approved institution. Otherwise, the absence will be marked unexcused/unlawful.

If it is necessary for a pupil to remain out of school for one or more days due to illness or any other excusable reason, an excuse note or an electronic excuse for the absence should be completed. **If an excuse note or electronic excuse is not received within 3 days from the date of absence, the absence will become an unlawful absence.** The school has a legal responsibility to receive excuse notes for every absence a student might have.

A student receiving three (3) unlawful absences will be subject to a School Attendance Improvement Conference (SAIC), in order to work towards improving student attendance. If a student receives six (6) unlawful absences, the school district may file truancy charges through the District Magistrate.

Late to School Policy

It is the responsibility of every student to be on time to all classes. Students who

arrive to school after 7:40 will be required to sign-in and will be responsible for an excuse note. Students who report late without a valid excuse will be subject to discipline as outlined in the discipline policy. Therefore, any student late to homeroom, without an acceptable admission pass, will be warned by the teacher. On the third late to school, the student will be referred to the office to discuss consequences of additional tardies.

Educational Travel

There are many experiences outside of the school setting that provide educational benefit to students such as travel or career shadowing. Should these experiences be available to students during regular school days, parents need to request school approval. For Educational travel information please view the District and School Information on the Parent Resources page of our website. <https://www.bhasd.org/page/parents>

Student Transfer

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

Student Admission

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

Student Visitors

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

Early Dismissal

If a student must leave school early for an appointment, an electronic form must be submitted before the start of school. The form should include the date and time of the early dismissal, the name of the person who will be picking the child up, and a valid reason for the early dismissal. The person who will be picking up the child must report to the Middle School Office to meet the child at the specified dismissal time.

School Closing

In the event of inclement weather or mechanical breakdown, school may be closed or the starting time delayed. School closing, delayed starting time, or early dismissal will be announced via Apptegy Alerts, an automated calling system. Apptegy Alerts will call the numbers currently listed in our database. Therefore, it

is important that the contact information we have for each student is accurate and up-to-date. Announcements will also be made over local radio stations, and on TV. If no report is heard, it can be assumed that school will be in regular session. **Please do not call the school.** Telephone lines must be kept open for emergencies. School cancellations may alter the school calendar with respect to required days of attendance.

BUILDING AND GROUNDS

Building Hours

Middle School office hours are 7:15 am–3:15 pm Monday – Friday when school is open. For students, homeroom begins at 7:40 and the last class ends at 2:40. During school hours, all doors in the building will be locked. All visitors must report to the main entrance, be registered in the computer, and be buzzed in by office staff.

Buses will drop students off in front of the building. Parents who bring students to school should follow the traffic pattern of dropping students off in the back of the building. Upon arrival, students should report to their homeroom or the cafeteria to get breakfast. Students who ride their bikes to school must park them in the bike rack. We recommend that students lock their bike to the rack while in school.

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

Breakfast and Lunch Programs

Middle School serves breakfast to all students from 7:20 am until 7:35 am. All students are given an appropriate lunch period throughout the day. Lunch choices include a hot meal, salad bar, and ala carte items. All meals conform to the FDA guidelines for nutritional meals for young adolescents. Credit will not be extended to students who do not have sufficient funds in their “Infinite Campus” account or have the cash to pay for their food purchases. The district will provide free or reduced priced meals to eligible children. To see if you qualify, please contact the Food Service Department at 610-682-5100, ext. 1305.

Cafeteria

In order that the cafeteria may serve as a place where students can purchase a nutritious meal, which can be eaten in a friendly and relaxed atmosphere, we must have full student cooperation. We expect, at all times, that common courtesy and good manners will be part of all students’ behavior while dining in the cafeteria. Any behavior which falls outside of these boundaries will not be tolerated and will be dealt with according to the discipline code. Students may not leave the lunchroom during the lunch period unless reporting to the main office, the

restroom, or the nurse. All students are required to eat lunch in the cafeteria unless they have written permission from a parent, teacher, or administration and are under the supervision of an adult.

Lockers

The homeroom teacher assigns student lockers during the first week of school. Every student is issued a locker so there is no reason to share. Sharing lockers or combinations often leads to problems. It is the student's responsibility to maintain his/her locker for the school year. If at any time during the school year the locker breaks or malfunctions, the student must report it to their homeroom teacher immediately so repairs can be made. **Lockers are school property and may be opened and searched by school administrators if necessary.**

Lost and Found

Students who find articles that do not belong to them are asked to turn them in to either the office or the lost and found rack located in the cafeteria. Students' articles that are lost and/or suspected to be stolen are to be reported to the office the day the article is discovered missing. All unclaimed items in Lost and Found will be discarded/donated at the end of the first semester and at the end of the school year.

School Bus Behavior Policy

Because of our concern for the physical safety of students who ride the bus to school, it is necessary that strict adherence to the following regulations must be observed:

1. All pupils must take their assigned seat on the bus and remain seated until it is time to get off. The transportation director, the bus driver, and/or administration have complete charge of deciding on the assigned seat for each pupil.
2. Pupils must stand behind the yellow line or three feet from the edge of the curve when waiting for the bus. Pupils must board buses in an orderly fashion.
3. Pupils must get off the bus at their designated stops. If necessity demands that a pupil temporarily get off at a different stop, the parent of the pupil must submit an advance request in writing to the transportation supervisor in the business office.
4. Parents are responsible to pay for any damage caused by their child to a bus. Penalties will be imposed for bus misbehavior. For the first offense of bus misbehavior the principal will inform the parents of the offense. For the second offense, the pupil will not be permitted to ride the bus for three days. For the third offense, the pupil will not be permitted to ride the bus until he and his parents have a meeting with the principal. For the fourth offense, the pupil may not ride the bus for the rest of the year.
5. Pupils must attend school when bus privileges are suspended, but

parents must provide or make arrangements for their child's transportation to and from school.

6. All students should follow school bus rules posted in each bus.

Offenses of Bus Misbehavior are:

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

Inappropriate behavior on the bus or at the bus stop will result in disciplinary action. Governor Wolf signed [Senate Bill 1077](#) (Sen. Vogel, R-Beaver) into law, making it Act 56 of 2016. The bill permits those school districts engaging in audio recording on school busses to fulfill the notification requirement, which originally required an annual notice to be mailed home to each student, by including the policy in a student handbook and in any other publication of the school entity that sets forth the comprehensive rules, procedures and standards of conduct for the school entity as well as posting a notice of the policy on the district website. The law went into effect on August 22, 2016.

COUNSELING SERVICES

Guidance Counselor

The Guidance Office is available to all students throughout the school day. The student must obtain a hall pass from a teacher before reporting to the guidance office. The school counselor is available to all students and parents for help with personal, social, and academic issues. Registrations, withdrawals, requests for schedule changes, requests for academic testing, coordination of standardized testing, and career planning are also responsibilities of the school counselor. Parents can contact the school counselor to discuss a concern or make an appointment at 610-682-5100, ext. 3007.

McKinney-Vento Homeless Student Resources

The Brandywine Heights Area School District believes that homeless youth should have access to free and appropriate public education and wishes to limit the barriers that homeless students may face. Our goal is to have the educational process continue as uninterrupted as possible while children are in homeless situations.

Homeless students are defined as individuals lacking a fixed, regular, and nighttime residence, which includes students living in the following conditions:

1. Sharing the housing of others due to loss of housing or economic hardship.
2. Living in motels, hotels, trailer parks, or campgrounds due to lack of adequate

- alternative accommodations.
3. Living in emergency, transitional, or domestic violence shelters.
 4. Abandoned in hospitals
 5. Living in public or private places not designated for or ordinarily used as regular sleeping accommodations for human beings.
 6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation depots, or similar settings.
 7. Living as migratory children in conditions described in previous examples.
 8. Living as runaway children.
 9. Being abandoned or forced out of homes by parents/guardians or caretakers.
 10. Living as school aged unwed mothers in houses for unwed mothers if they have no other living arrangements.

Unaccompanied youth include any child who is “not in the physical custody of a parent or guardian.” This includes youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parents for any other reason.

For additional information or resources, visit the Pupil Service Website. Should you have any questions, you may contact our Office of Pupil Services at (610) 682-5181.

Student Assistance Program (SAP)

The SAP team seeks to help students who are experiencing serious emotional concerns or any type of drug or alcohol related problem. Services are available to students through the school district as well as through outside agencies. More information can be found on the district website providing details of the SAP process used to support students.

EXTRA-CURRICULAR OPPORTUNITIES

Athletic Policy

The student-athlete handbook is available in the athletic director’s office, the high school office and the district office. It can also be found here: [Brandywine Heights Student Athlete Handbook](#).

Clubs and After School Activities

The middle grades are a time when students begin to explore their world and may become interested in many different topics. In order to provide exploration of new experiences and/or develop talents in special areas, BHMS offers a variety of clubs and special activities for students to explore. There are also many athletic teams and intramural sports in which students may become involved. We encourage students to become involved in these co-curricular activities. These opportunities will be advertised on morning announcements, the school website, and social media outlets.

Evening Activities

Evening Activities are open to all Brandywine Middle School students, except those who do not meet the following established criteria:

- The student must be in school the day of the activity.
- Any student with a suspension **or** more than two hours (including lunch detention) of assigned detention occurring from the date of one activity night to the date of the next activity night will be ineligible to attend.

After school events include such events as dances, open gym, and game nights. Specific information regarding dates, times, and themes will be announced at least two weeks prior to the event.

Student Council

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

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

Yearbooks

BHMS produces a yearbook each year. Memories are captured throughout the school year in order to print this wonderful keepsake. All interested students may purchase this pictorial yearbook during the first quarter of the school year. Information will be sent to families about purchasing a yearbook. Yearbooks are distributed at the end of each school year.

GRADING PROCEDURES

Grading System

All student grades will be recorded as numerical percentages. A percentage of 60 or higher is a passing grade. If students earn an average below 50% for the first, second, or third marking period, a minimum grade of 50 will be listed on the report card rather than the actual average earned. For the fourth quarter, all recorded report card grades will represent the actual grade earned by the student. There are two honor rolls in the Middle School. To qualify, a student must achieve a grade of 80 or better in all classes to achieve Honors status. Students who receive a grade of 90 or better will be placed on the Distinguished Honor Roll.

Interim Reports

During each of the four marking periods, a notice will be sent to the parents of students who, at any time between the second week and the end of the eighth

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

Remedial Work-Summer School

If a student fails any core academic subjects, the administration strongly advises that they be made up in summer school immediately following the closing of the school year in which the subject was failed. BHASD offers online credit recovering classes that follow our curriculum. Contact the guidance counselor to receive information about accessing this service for summer school. Each year at the close of the regular session some pupils may be confronted with potential failure in various subjects. Students who fail two core classes for the year must make up at least one of those courses over the summer in order to advance to the next grade level. The guidance counselor talks with each student and his or her family concerning makeup work or, if necessary, repeating the year. Credit will not be given for work unless the summer school has been approved by the administration, or in the case of a private tutor, approval of any arrangements shall be received from the principal. If selecting a private tutor, the teacher must be certified in the particular subject studied in order for the student to receive credit. At least 36 hours, reported by the remedial teacher in the form of a log, shall be spent in receiving private instruction in a course previously failed. The student shall be required to pass an examination administered by the school before credit is given. A grade of 70% must be received in a summer course before Brandywine will consider the credit acceptable for promotion. A minimum of 60 clock hours by a private tutor and a 70% on a school-administered examination is required to receive full credit for a course not previously studied. Students satisfactorily completing these courses will receive the minimum passing grade on their permanent record.

Report Cards

Reports on the progress of the student's academic work are issued four times a year at nine-week intervals. Report cards will be accessible online through your Infinite Campus account. Any questions concerning the report card should be directed to the middle school counselor. Parents may review a student's records regularly online by using Infinite Campus. If you have any questions regarding your Infinite Campus account, please contact the guidance counselor.

NURSE PROCEDURES

Illness

The Brandywine Heights School District DOES NOT provide cold, sinus or allergy medications, or cough drops. When your child is not feeling well, please take the time to assess whether your child should come to school or stay at home. If you decide to send your child to school, there are PA State Guidelines and Brandywine

Heights Standing Orders the nurse must follow that will determine if your child will stay in school or be sent home.

Injuries Occurring at School

BHASD places a high priority on the safety and well-being of its students and desires to foster a safe environment for its students. Therefore, all efforts will be made to ensure the safety of students. However, recognizing that accidents and injuries do occur, the Administration requires that all injuries occurring at school or during school activities shall be reported to the school nurse. These, in turn, will be reported to the Administration through the periodic reports from the School Nurse which include information on the immediate care provided, if notification to the child's parent or guardian occurred and, where appropriate, information regarding emergency transportation for the child. Parents and guardians do need to be aware that, in undertaking these efforts on behalf of the safety of district students, the district is not intending to increase its legal responsibility for pupil accidents occurring on the premises or during school-sponsored events away from the building and grounds. All accidents, injuries, and incidents considered no-fault of the district shall be the responsibility of the parents/guardians insurance plan of which the student is a member.

Mandated Health Services and Exams

The Pennsylvania School Code requires that school districts provide the following health services for school aged children:

- Vision screening annually
- Hearing screenings in K, 1st, 2nd, 3rd, 7th, and 11th grade
- Scoliosis screenings in 6th and 7th grade
- Height, weight, and BMI measurement annually and reported to families
- Maintenance of medical records, including immunizations
- Mandated K, 6th, and 11th grade medical examinations
- Mandated K, 3rd, and 7th grade dental examinations

Completed forms for private medical examinations are due to the school nurse by September 15th or the examination may be completed by the school district.

Student Medication

Students are not permitted to carry any medication, including over-the-counter medication drugs, on them during the school day. If medication is needed during the school day, a Medication Administration form must be completed and signed by both the prescribing physician and the parent. This form is for both prescription and over-the-counter medications to be given during the school day. This form is available on the district website. Asthma rescue inhalers and Epi-pen emergency epinephrine are the two exceptions that can be carried at school. BUT a Medication Administration form must still be completed and signed by both the prescribing physician and the parent. We prefer parents bring to school any medication their child may need during school hours. If a parent believes their child may need medication during the school day and allows them to bring it to school, the medication should be taken directly to the nurse in the morning.

Student Immunizations

All immunization requirements must be met prior to the first day of school to avoid exclusion of your child from school. A copy of an official immunization record or note from your child's physician must be provided. Students, who have not been properly immunized or have requested an immunization waiver based on religious or medical reasons, will be excluded from school in the event there is a documented case of a reportable disease during the school year.

For further information please refer to the *Middle School Parent Handbook* located on the District webpage, www.bhasd.org, for a detailed list of all required immunizations and further medication information. If you wish, you may also request a hardcopy of the handbook from the Middle School Office.

STUDENT BEHAVIORAL EXPECTATIONS AND DISCIPLINE

Philosophy

One of the major goals of education in a democratic society is to help children and youth learn self-discipline, to know how to act and how not to act in the various situations and responsibilities of life. Maintaining discipline is part of the educational process. It is the foundation upon which a learning environment is established. The behavior of each student has a great deal to do with the ability of teachers to help students fulfill their educational needs.

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

The base upon which Brandywine Heights disciplinary code is developed is a belief in the worth and dignity of each student. It is recognized that no one has the right to detract from the education and well-being of another by committing actions contrary to the rules and regulations established for the successful operation of the educational program. Therefore, when a violation of the code of conduct occurs, fair and appropriate action should be taken to correct the discipline problem and to turn the situation into a learning experience for the student involved. The disciplinary process requires communication, understanding, and mutual respect among students, teachers, administrators, and parents. This disciplinary code has been established as a guideline for appropriate behavior and is distributed so all will know what is expected and may base their actions accordingly. The following goals for our discipline process have been developed to ensure all students receive an exceptional educational experience.

1. To guarantee the rights of all students and staff by providing a discipline code with established rules and regulations prohibiting the disruption of the

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

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

Student Rights and Responsibilities (SBP 235)

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of district students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence and free expression and association, in accordance with Board policy and school rules.

Attending upon the rights established for each student are certain responsibilities, which include respect for the rights of others; obedience to properly constituted school authority; and compliance with the policy, rules and regulations of this district.

Types of Discipline (SBP 218)

The building administrator shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal.

Detention

After school detention may be required of students. An individual teacher may keep students after school for detention, for disciplinary reasons, with the understanding that the parents are notified three days in advance. Detention may also be assigned to students by the Principal and/or the Assistant Principal when the student's behavior warrants such action. Parents will be notified in advance if their child must serve detention in order for adequate transportation to be obtained. Students have the option to ride the second bus run home after serving a detention. If a student has a valid reason to miss a detention, it is the responsibility of the parent to notify the administrator or teacher at least a day in advance. If an administrative detention is missed without proper notification, further consequences will be given as outlined in the Student Code of Conduct. Detentions may only be rescheduled 24 hours in advance with prior notice in writing or a phone call from parents, and with administrative approval. The following types of excuses are unacceptable for non-attendance at detention:

- A student's job.
- Extra-curricular activities, including sports.
- Appointments other than medical or legal.

All school detentions are served during either during the lunch period or after school from 2:40-3:30pm. Students are expected to report on time and to bring educational work to the detention. Any student who is reported for causing a disturbance while serving a detention will be subject to further consequences.

Exclusions From School (SBP 233) –In-School Suspension (ISS) and Out of School Suspension (OSS)

Any administrator in charge of a school within the district may temporarily suspend any pupil without a hearing for a period not to exceed three (3) school days on account of disobedience or misconduct, which shall include violation of penal laws or regulations adopted by the school district. The violations shall be cause for suspension, or if the presence of the student in the opinion of the administrator is detrimental to the welfare of the school on account of incorrigibility, truancy, insubordination, or other inappropriate conduct. No student shall be suspended unless he/she has been informed of the reasons for the suspension.

A student may be immediately removed if his/her conduct disrupts the academic atmosphere of the school, endangers fellow students, teachers or school officials, or damages property. In such an event, an attempt will be made to contact the parents immediately. Following any Out of School Suspension (OSS), the administrator in charge shall send by mail to the parents a notice of the suspension setting forth its parameters:

1. The reason for the suspension
2. The length of the suspension
3. Any conditions for returning to school

Students suspended from school are excluded from participation in school activities during the time of their suspension. This includes weekends if the suspension involves a Friday.

Expulsions

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

Corporal Punishment

Corporal punishment is unlawful in the Commonwealth of Pennsylvania. Corporal punishment is not permitted in this district. However, even though corporal punishment is prohibited, reasonable force may be used by school authorities in the following circumstances:

1. To quell a disturbance; or
2. To obtain possession of weapons or other dangerous objects; or
3. For the purpose of self-defense; or
4. For the physical removal of a disruptive students from a classroom or public assembly after the student's refusal to do so

BHASD PROUD PHILOSOPHY (PreK-12)



Bullet: PROUD

The Bullet PROUD philosophy is based on clear COMMUNICATION, COLLABORATION with others, and RESPONSIBILITY. These skills along with being PREPARED, RESPECTFUL, taking OWNERSHIP, being UNDERSTANDING, and DETERMINED shape the Brandywine Heights learner.



Prepared

There are various ways students can demonstrate being prepared. Students are RESPONSIBLE for coming to class with all their materials and listening to instructions given by the teacher.



Respectful

Appropriate interactions with peers and staff must reflect this daily. Students can demonstrate RESPECT by raising their hands, using pleasant tones, obeying expectations, cleaning up areas, and using manners.



Ownership

Ownership over ones actions and behaviors is critical in the learning process. Through reflection, dialogue and PROBLEM-SOLVING students connect new skills to ideas. They demonstrate HOPEFULNESS by making self-selected choices and establishing goals.



Understanding

By demonstrating, explaining, applying or interpreting information, students will THINK CRITICALLY. This skill taps into concepts, prior knowledge, metacognition, CREATIVITY, differences, motivation, and learning communities.



Determined

Determination is a positive emotional feeling that involves PERSEVERING towards a difficult goal in spite of obstacles. By being brave, confident, decisive, focused and hardworking, students will develop ADAPTABILITY skills and the INITIATIVE needed to succeed in life.

PROUD Matrix

	Classroom	Bathroom	Hallways	Cafeteria	Arrival/ Departure	All Areas
PREPARED <i>Be ready</i>	Teachers will post and discuss specific expectations of their classroom	<ul style="list-style-type: none"> * Follow bathroom procedures established by the teacher or room you are attending class. * Return to class promptly 	<ul style="list-style-type: none"> * Walk safely with your belongings * Keep yourself on the right side of hallway * Have what you need for your next class period 	<ul style="list-style-type: none"> * Bring what you need to cafeteria (lunch box water bottle, chrome book, etc.) * Get everything you need before sitting down * Manage your time so you have enough time to clean up 	<ul style="list-style-type: none"> * Arrive at school on time *Unpack/pack up in a timely manner * Listen and follow school staff directions * Come to school and leave school with the correct supplies and clothing 	<ul style="list-style-type: none"> * Be responsible for your belongings *Know what you need and ask if you are unsure * Be attentive and listen * Learn routines of the school day
RESPECT-FUL <i>Be polite, thoughtful, and considerate of others and/or property</i>	Teachers will post and discuss specific expectations of their classroom	<ul style="list-style-type: none"> * Allow privacy to others using the bathroom * Refrain from using cell phone *Do not cause damage to bathroom or its contents *Keep floor clean of water and debris *Use appropriate amount of toilet paper/soap/paper towels 	<ul style="list-style-type: none"> * Smile and greet others * Allow yourself and others their personal space * Hold doors for others * Offer help to those in need * Avoid touching projects and lockers * Keep voices at a conversational level 	<ul style="list-style-type: none"> * Be friendly to people at your table and around you * Use manners while eating *Avoid touching other's food, drink, or belongings * Raise your hand for help * Listen to and follow school staff's expectations 	<ul style="list-style-type: none"> * Smile and greet others * Allow yourself and others their personal space * Keep hands/feet to yourself * Walk safely with your belongings * Listen to and follow school staff expectations 	<ul style="list-style-type: none"> * Allow yourself and others their personal space * Keep the inside of the school clean and free of damage * Be attentive and listen when someone talks * Allow others to learn without disruption or distraction. *Be accepting of others who may look, act, or think differently than you

<p>OWNER-SHIP <i>Do the right thing, even when no one is watching</i></p>	<p>Teachers will post and discuss specific expectations of their classroom</p>	<ul style="list-style-type: none"> * Follow bathroom expectations * Wait your turn * Report inappropriate behaviors immediately * Help keep the bathroom clean by flushing toilets, throwing towels away 	<ul style="list-style-type: none"> * Follow hallway expectations * Only go into your locker when necessary * Allow yourself and others their personal space * Be a good role model to others walking in halls 	<ul style="list-style-type: none"> * Follow cafeteria expectations *Wait patiently in line * Use good manners * Clean up messes on table or floor beneath you * Check your area for dropped food/wrappers/other items and dispose in trash can 	<ul style="list-style-type: none"> * Listen and follow school staff expectations * Take care of your belongings * Allow yourself and others their personal space * Be safe when arriving for class and departing for home 	<ul style="list-style-type: none"> * Follow expectations throughout the school building *Think before you make a poor choice * Take responsibility for your actions *Report inappropriate actions to school staff *Take pride in yourself and your school
<p>UNDER-STANDING <i>Listen and acknowledge others</i></p>	<p>Teachers will post and discuss specific expectations of their classroom</p>	<ul style="list-style-type: none"> * Allow privacy for others using the bathroom * Offer help to those in need 	<ul style="list-style-type: none"> * Allow yourself and others their personal space * Hold doors for others * Offer help to those in need 	<ul style="list-style-type: none"> * Be polite and kind * Use good manners with the staff and students around you * Offer help to others in need 	<ul style="list-style-type: none"> * Listen and follow school staff directions * Be polite and kind 	<ul style="list-style-type: none"> * Listen and follow school staff directions * Be polite and kind to all * Offer help to others in need
<p>DETERMINED <i>Make your best effort</i></p>	<p>Teachers will post and discuss specific expectations of their classroom</p>	<ul style="list-style-type: none"> * Do what you need to do * Be ready to go back to class * Make your best effort to learn the bathroom expectations and make good choices in the bathroom 	<ul style="list-style-type: none"> * Walk promptly to your next class period * Have the necessary resources to be successful in your next class * Be ready to learn when arriving to class 	<ul style="list-style-type: none"> * Make your best effort to learn the cafeteria expectations and make good choices in the cafeteria * Have good self control around your friends 	<ul style="list-style-type: none"> * Get packed up or unpack all necessary materials * Use time wisely * Be positive * Know assigned areas 	<ul style="list-style-type: none"> * Make your best effort when it's challenging * Set goals and plan to achieve them * Show enthusiasm for learning * Work effectively in group tasks *Be accepting of others who may look, act, or think differently than you

Student Code of Conduct

OFFENSE	FIRST CONSEQUENCE	SECOND CONSEQUENCE	THIRD CONSEQUENCE
Littering	Teacher/Administrative Warning	1 Day Detention	1 Day ISS
Public show of affection	Teacher/Administrative Warning	1 Day Detention and Parent Meeting	2 Days Detention and/or Administrative Discretion
Classroom/Hall Misconduct	Teacher Warning Documented via a Referral/ Administrative Warning	1 Day Detention	1 Day ISS
Any condition that causes a disruption of the educational process or constitutes a health or safety hazard/ General Misconduct	Administrative Discretion	Administrative Discretion	Administrative Discretion
Being Out of your Assigned Area/Misuse of a Hall Pass or Unexcused Late for Class (>10 minutes)	Teacher Warning Documented via a Referral/ Administrative Warning	1 Day Detention	2 Days Detention with Future Consequences - Administrative Discretion
-Unexcused late to class 3 or more times (<10 Minutes)	Administrative Warning	Late 4 - 9 Times - 1 Day Detention Each Time	Late 10 - 20 Times - 2 Days Detention Each Time Late 20 + Times - Administrative Discretion
Unexcused late to school 3 or more times	Late 4 - 9 Times - 1 Day Detention Each Time	Late 10+ Times Administrative Discretion	Administrative Discretion/Possible Truancy Consequences
Dress deemed inappropriate, distracting, or unsafe	Teacher Warning Documented via a Referral/ Administrative Warning	1 Day Detention	2 Days Detention with Future Consequences - Administrative Discretion
Disrespect	Teacher Warning Documented Via a Referral/Administrative Warning	1 Day Detention	Administrative Discretion

Causing a classroom disturbance	Teacher Warning Documented Via a Referral	1 Day Detention	Administrative Discretion
Inappropriate conduct at lunch	1 Day Lunch Detention	2 Days Lunch Detention or After School Detention	1 Day ISS
Missing an assigned detention	1 Day Detention and Reschedule Original	2 Days Detention and Reschedule Original	1 Day ISS
Minor bus infractions	Administrative Warning	2-4 Times - 1 Day Detention Each Time	Administrative Discretion/Possible Suspension of Bus Privileges
Egregious bus infractions	1 Day ISS	Temporary Removal of Bus Privileges/ Administrative Discretion	Permanent Removal of Bus Privileges/ Administrative Discretion
Disrespect/Damage/Harm to School Property	1 Day Detention	2 Days Detention	1 day ISS
Offensive language/gestures	2 Days Detention	1 Day OSS	Administrative Discretion
Leaving the classroom without permission	1 Day Detention	2 Days Detention/ISS	1 Day ISS
Leaving school grounds without permission	1 Day ISS/OSS	1 Day OSS	Administrative Discretion
Theft	Restitution, 1 Day ISS and Police Referral	Restitution, 3 Days ISS and Police Referral	Restitution, 4 to 10 Days OSS and Police Referral
Forgery	1 Day ISS	2 Days ISS	3 Days ISS
Cheating/Plagiarism	Maximum Grade of "59" if Redone and 1 Day Detention	Grade of "0," and 1 Day ISS	Administrative Discretion
Creating a Disturbance during Detention	2 Days Detention	1 Day ISS	3 Days ISS

Possessing and/or Using Any Type of Tobacco Product (SBP 222, SCE 50)	Administration Discretion- See School Board Policy, Minimum 1 to 10 Days ISS or OSS
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Damaging or Destroying School Property which may Involve Law Enforcement (SBP 224, SCE 32)	Administration Discretion- See School Board Policy, Minimum 1 to 10 Days ISS or OSS
Hazing or Inappropriate Initiation Ceremonies	1- 10 Days ISS or OSS as Per Administrative Discretion and Possible Referral to Police as Per Administrative Discretion
Fighting, Assault and/or Battery (SCE 1-4, 17, 38)	Administrative Discretion - See School Board Policy, Minimum 1 to 10 Days ISS or OSS
Possessing instruments of crime (SBP 218.1, SCE 39-46)	Administrative Discretion -See School Board Policy, Minimum 3 to 10 Days OSS
Possessing, using or being under the influence of any alcoholic beverage or illegal chemical substance (SBP 227, SCE 47, 49)	Administrative Discretion - See School Board Policy, Minimum 3 to 10 Days OSS
Sale or distribution, or intent to sell or to distribute, and illegal or look-alike chemical substance (SBP 227, SCE 48)	Administrative Discretion - See School Board Policy, Minimum 3 to 10 Days OSS
Possessing and or using any explosive devices or smoke bombs (SBP 218.1, SCE 44)	Administrative Discretion - See School Board Policy, Minimum 3 to 10 Days OSS
Physical, verbal, or sexual harassment, including bullying/cyberbullying (SBP 238, 248, SCE 14 - 16)	Administrative Discretion - See School Board Policy, Minimum 3 to 10 Days OSS
Any severe infraction, which, in the opinion of the administration, causes a disruption of the educational process or constitutes a health or safety hazard. Examples of such infractions include, but are not limited to: arson, bomb threats, false alarms, continued harassment of a student or staff member, and threats	Administrative Discretion - See School Board Policy, Minimum 3 to 10 Days OSS

OSS = Out of School Suspension

SBP = School Board Policy

SCE = State Code Equivalent for Safe Schools database

NOTE: After Third Offense, Administrator Reserves the Right to Use Discretion

SCHOOL BOARD POLICIES

On an annual basis, the Board requires dissemination of certain of its policies related to student discipline. A copy of the full text of each of these policies may be obtained by contacting the Superintendent's office. You may also visit <http://www.bhasd.org/school-board/school-board-policies/>. Excerpts and/or summaries of each of the policies follow.

Bullying and Cyberbullying (SBP 238)

The Board strives to provide a safe, positive learning climate in its schools. The district, its schools, and the school community have an obligation to promote mutual respect, tolerance, and acceptance, and will not tolerate any behaviors that infringe on the safety of any student. Therefore, it shall be the policy of the School District to maintain an educational environment in which bullying and cyberbullying in any form are not tolerated. Toward that end, bullying and cyberbullying are prohibited on school grounds, at school-sponsored events and activities, on school buses and other school-sponsored transportation as well as at school bus stops. Bullying should mean any intentional and repeated occurrences of unwelcomed and hurtful words, acts, or other behaviors, such as name-calling, threatening, and shunning, committed by one or more individuals against another. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening or terrorizing another student, teacher or employee of the School District by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images or Web site postings (including blogs).

Controlled Substances/Paraphernalia (SBP 227)

Any pupil in possession of controlled substances (drugs or alcohol) on school grounds or on a school vehicle will receive a suspension from school with a parent conference required for reinstatement. Expulsion from school will be considered in any case concerning the possession of controlled substances. Any pupil who supplies or sells any controlled substance on school property will be recommended to the Superintendent for an expulsion hearing.

Hazing (SBP 247)

Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times. Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

Searches (SBP 226)

In order to protect the welfare of all students, school administration may find it necessary to search students, student lockers, student automobiles, and/or student possessions. Students and parents are hereby notified that the

Brandywine Heights Area School District is the sole owner of all student lockers located in the school, that these lockers are given as a courtesy to our students, and that all lockers are subject to search at any time, by administration, staff, police and canines.

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

- There should be "reasonable suspicion" of contraband or other materials dangerous to the health, safety, and welfare of students.
- Searches may include:
 - LOCKERS - All lockers belong to the school district and are subject to search at any time.
 - AUTOMOBILES - Any automobile driven to school by a student, or parked on school property or an adjacent street, or at another school with which Brandywine Heights Area School District is engaged in an activity, is subject to search
 - PERSONAL BELONGINGS - Handbags, wallets, book bags, gym bags, and similar items are subject to search.
- Electronic devices may be confiscated from students.
- In the case of a personal search, the student will be informed in advance of the reason for the search.
- Although the police may not be involved in the search, they will be notified if the search results in the seizure of any illegal or look-alike substances.

Tobacco/Nicotine (SBP 222)

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

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

Violation of this policy shall result in the following penalties:

- First Offense: Mandatory one (1) day suspension from school and prosecution initiated by the administration before the local District Justice.
- Second Offense: Mandatory three (3) day suspension from school and prosecution before the District Justice.
- Third Offense: Mandatory ten (10) day suspension from school and prosecution before the District Justice.

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

Unlawful Harassment (SBP 248)

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers and third parties in the schools. Harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

- a. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
- b. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
- c. Otherwise adversely affects an individual's learning opportunities.

Sexual Harassment shall consist of unwelcome sexual advances; a request for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

- a. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
- b. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
- c. Such conduct deprives a student of educational aid, benefits, services or treatment.
- d. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Weapons (SBP 218.1)

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

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

Possessing - a student is in possession of a weapon when the weapon is found on the person of the student, in the student's locker, under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process.

SBP = School Board Policy

SCE = State Code Equivalent for Safe Schools database

Safety through Video Surveillance

To ensure the safety and security of all students, staff and visitors, security cameras are utilized throughout the buildings and grounds, as well as District transportation.

FERPA NOTIFICATION OF RIGHTS

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("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 request for access.

Parents of eligible students should submit to the School principal (or appropriate school official) 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.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write to the School Principal (or appropriate school official), clearly identify the part of the record they want changed and specify why it should be changed. 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.

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 interest. 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 as its agent to provide a service instead of using its own employees or officials (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 responsibility.

(Optional) Upon request, the School disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

(NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District 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, DC 20202-5920

Special Education Services

Special Education is a program designed for students whose needs cannot be met in the regular education program. These programs include services for students with learning, mental and physical disabilities, as well as mentally gifted students. All special education programs are in compliance with guidelines from the Pennsylvania Department of Education and the Federal Individuals with Disabilities Education Act.

Special Education Services---Policy No. 113

Each student with a disability who is a resident of the district shall be provided quality education programs and services that meet the student's needs for educational, instructional, transitional, and related services. The special education program shall be designed to comply with law; conform to district goals; and integrate programs of special education with the regular instructional program of the schools, consistent with the interests of the student with a disability and other students.

Requests for individual psychological testing can be made by a parent, teacher, or school nurse to the elementary principal. A certified school psychologist will make the evaluation of the child and the report will be discussed with the parent and/or teacher. All information regarding special education services shall remain confidential.

Brandywine Heights Area School District's Director of Pupil Service is Mrs. Mandi Kercher. She can be contacted at manker@bhasd.org and (610) 682-5100 extension 1400.

Educational programs (full-time, supplemental, itinerant) are available in the District or by contract with support agencies for students with a disability. Your child may be eligible for Special Education if your child:

- Has an intellectual disability, emotional disturbance, an orthopedic impairment, a hearing impairment, deafness, a visual impairment (including blindness), autism, traumatic brain injury, other health

- impairment, a specific learning disability, deaf-blindness, or multiple disabilities, and
- Needs special education as determined by an evaluation team

Your child must meet both qualifications in order to be eligible for special education.

Services provided for children will depend upon the amount and type of special education instruction or support based on their individual needs and is suited to their unique abilities. Specific programs and services are provided for students who are in need of:

- Autistic Support – For children who require services in the areas of communication, social skills, or behavior.
- Learning Support – For children whose greatest need of support is in the areas of reading, writing, math, or speaking or listening related to academics.
- Life Skills Support – For children whose greatest need is to learn functional, academic, vocational, and independent living skills that will provide support to help them live and work independently.
- Emotional Support – For children whose greatest need is for social, emotional, and behavioral help.
- Deaf or Hearing Impaired Support – For children who require services related to deafness or hearing impairment. The IEP for these students must include a communication plan to address language and communication needs.
- Blind or Visually Impaired Support – For children who require services related to visual impairment or blindness. The IEP for these students must address the extent to which Braille will be taught and used.
- Speech and Language Support – For children who have speech and language impairment and require services to develop communication skills.
- Physical Support – For children who have a physical disability and require services in functional motor skill development.
- Multi-Disabilities Support – For children with more than one disability, the combination of which results in severe impairment, and who require services in academic, functional, or vocational skills.

If you believe that your school-age child may be in need of special education services and related programs, or young child (age 3 to school-age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the district's public school program. Requests for evaluation and screening are to be made in writing to building principals or Mrs. Mandi Kercher, Director of Pupil Services, at (610) 682-5181.

For additional information or resources visit the [Pupil Services Website](#).

DISTRICT OFFICE STAFF

Mr. Andrew Potteiger	Superintendent
Mr. Robert Farina	Assistant to the Superintendent
Mrs. Mandi Kercher	Director of Pupil Services
Ms. Nicole DelGuerico	Business Manager
Mrs. Sarah Conrad	Director of Athletics and Facilities
Mrs. Carolyn Hanych	Director of Virtual Academy
Mr. Michael Wetzel	Director of Building and Grounds
Ms. Carly Worman	Supervisor of Instruction, Assessment, & Technology

SCHOOL BOARD OF DIRECTORS

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ALMA MATER

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

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



BRANDYWINE HEIGHTS
AREA SCHOOL DISTRICT

