



2022 - 2023

Parent Handbook

Office Hours: 7:15 – 3:15

Office: (610) 682-5100, ext. 3002

Web Site: www.bhasd.org

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MIDDLE SCHOOL DIRECTORY

Middle School Office 610-682-5100, ext. 3002

Guidance Office

Mr. Schumacher 610-682-5100, ext. 3007

District Registrar 610-682-5100, ext. 1201

Web Site www.bhasd.org

Support Personnel

Mr. Antonio Riggins	Principal
Mrs. Michelle Ward	Assistant Principal
Mr. Larry Schumacher	Guidance Counselor
Mrs. Mandi Kercher	Director of Pupil Services
Mrs. Sharon Mutter	Middle School Secretary
Mrs. Karen Yenser	Library Aide

Who to call with questions/concerns regarding:

Student's grade	The course teacher	
Field trips	Team Leader	
Entry/Withdrawals	Mr. Larry Schumacher	610-682-5100, ext. 3007
Medical Concerns	Mrs. Dawn Schwenk	610-682-5100, ext. 3012
Transportation/Bussing	Mrs. Paige Kowolewski	610-682-5100, ext. 1305
District Curriculum	C & I Office	610-682-5100, ext. 1201
Special Education	Mrs. Mandi Kercher	610-682-5100, ext. 1401
Sports/Athletic	TBD	610-682-5100, ext. 2508
General School Operations	Middle School Office	610-682-5100, ext. 3002

General Questions	Middle School Office	610-682-5100, ext. 3002
Attendance/Absences	Mrs. Sharon Mutter	610-682-5100, ext. 3002
Cafeteria/Lunches	Food Service Dept.	610-682-5100, ext. 1305
Concerns with teachers	Principal	610-682-5100, ext. 3002
Address/Phone Changes	Registrar	610-682-5100, ext. 1201
Overall Academic Progress	Team Leader or Guidance Counselor	610-682-5100, ext. 3007
Academic Performance (testing, report cards, honor roll)	Mr. Larry Schumacher	610-682-5100, ext. 3007
Concerns not Listed	Middle School Office	610-682-5100, ext. 3002

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

Middle School Faculty Teams

* Denotes Team Leader

Students are grouped into grade-level teams for instruction in core subject areas. Core area teachers meet regularly to plan integrated lessons and facilitate student academic success.

6th Grade Team

Mrs. Lisa Bieber	Special Education
Mr. Scott Harvey	English
*Mrs. Tonya LeVan	Social Studies
*Mrs. Tracy Reader	Science
Mrs. Kristie Scheuer	Reading
Mr. James Strohecker	Math

7th Grade Team

Mr. Matthew Donato	Science
*Ms. Janet Huston	Social Studies
Mr. Tyler Kemp	Special Education
Mrs. Michelle McMullen	Math
Mrs. Rikki Savidge	Reading
Mrs. Michelle Thompson	English

8th Grade Team

*Mrs. Kathryn Defibaugh	English/Reading
Mr. Eugene Kobielnik	Intro to Latin
Mr. Karl Kotsch	Social Studies
Mrs. Rikki Savidge	Reading
Miss Kara Schwenk	Math
Mr. Benjamin Stephens	Science
Mrs. Elisa Yanovich	Special Education

Encore Team

This team of teachers provides specialty instruction to all grades in the listed content area.

Mrs. Colleen Dreisbach	Special Education
Mrs. Joyce Esser	Family and Consumer Sciences
Mr. Paul Gilbert	Art
Mr. Scott Harvey	6 th /7 th Grade Gifted & 8 th Grade Inspire
Mr. Eugene Kobielnik	8 th Grade Gifted & Intervention Specialist
Mrs. Nicole Konyak	Computers
Mr. Daniel Mark	Explore
Ms. Denise Mellon	Speech Therapist
Ms. Kaitlyn O'Brien	Music/Chorus
Mrs. Adelaide Peters	Librarian
Mrs. Stephanie Rinda	Music/Band
Mrs. Amy Rohrbach	Intervention Specialist
Mr. Jonathan Scheuer	Physical Education/Health
Mrs. Dawn Schwenk	Nurse
Mrs. Melanie Sheetz	Special Education
Mrs. Mary Sollenberger	8 th Grade Intro to Spanish
Mrs. Susan Weaver	8 th Grade Intro to German
Mrs. Lisa Weidemoyer	Intervention Specialist
Mrs. Jenna Eisenhart	Physical Education/Health

MIDDLE SCHOOL CURRICULUM

PHILOSOPHY

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

PHYSICAL EDUCATION / SPORTS

CLASS GUIDELINES

Students should come to school with appropriate gym clothes and sneakers. Sweat clothing is advisable for cool weather.

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

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

INTERSCHOLASTIC SPORTS

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

INTERSCHOLASTIC ATHLETIC ELIGIBILITY POLICY

- I. To be eligible for interscholastic competition, a pupil must pursue a curriculum defined and approved by the principal as a full-time curriculum. Where required, the curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School

Code, as well as any local policies established by the local school board. The pupil must maintain acceptable grades in such approved curriculum as certified by the principal. Eligibility shall be cumulative from the beginning of the grading period and shall be reported on a weekly basis.

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

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

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

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

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

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

- E. Athletes who enroll for the first time must comply with the requirements of the curriculum rules. The standing required for the preceding report card grading period shall be obtained from the records of the last school the student attended.
- F. Athletes who drop a course and have an average of F when the course is dropped will be required to carry that grade toward eligibility for the remainder of the school term.
- G. Athletes who are ineligible, dropped or suspended from a squad for any cause shall be considered a member of the squad during the period of his/her ineligibility or suspension.
- H. Athletes who owe back work may make it up, providing it is in accordance with the school's rules. (When a student is out with an exempt or non-exempt absence, he/she has the same number of days to make up work as he/she was out).
- I. Athletes will conform to the PIAA Article VII regulation, "PERIOD OF PARTICIPATION."
- J. Athletes must be in school by 11:45 a.m. the day of the game. Any exception to this rule must have prior approval of the athletic director and/or principal.
- K. An athlete's behavior unbecoming an athlete could result in the administration revoking the privilege of a student to participate in an athletic event.
- L. Athletes will not be permitted to change sports during any part of a particular sport season, unless the coaches of the two sports agree. This does not apply to any athlete who quits the team for any reason.
- M. Athletes must be amateurs. They
 - a. cannot play under an assumed name,
 - b. cannot receive money, and
 - c. cannot sign a contract to play for a professional team.
- N. An athlete who has been notified of a suspension on Friday will not be permitted to participate in a Saturday contest.
- V. Administrative Guidelines for a Student of Adult Age Accused of a Crime - Any student accused of, or arrested for, an alleged crime will have no action taken against him/her until the determination of their guilt or innocence is made by the courts. If a student is convicted as an adult, and the crime for which he/she was convicted of took place during the athletic season when they were on a team, he/she will be removed from the team's roster and will forfeit the right to any awards earned in that particular sport. If a student is found innocent, no action will be taken. In the event that a student is found guilty, he/she will be suspended from all co-curricular activities for thirty (30) school days. Upon the termination of the

suspension period, with administrative recommendation, the student may be allowed to participate in co-curricular activities.

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

SUPPORT PROGRAMS

SCHOOL NURSE

Health & Emergency Information: Your child's health & well-being are the primary concern of our school nurses. Parents must complete the health information annually on the online program "Infinite Campus" at the start of each school year. Please be sure to complete ALL Infinite Campus information. There are specific medications listed within this online program that the school nurses have been given approval, through standing orders by the school physician, to administer, but will require parents to state yes or no to those specific medications. If not completed, the school nurses will not be able to administer any of those medications to your child. Please see the medication policy below for any other medication not listed that your child may require during the school day or throughout the school year. Also, it is very important, when possible, to choose an emergency contact person, or neighbor, or relative who lives close by, does not work, and knows how to reach you in case of an emergency.

Mandated Screenings/Exam: It is important that students are in the best physical condition while in school. State mandated height, weight, BMI and vision screenings are performed annually. Scoliosis Screenings are performed in 6th & 7th grade. Hearing screenings are also performed in 7th grade. The Department of Health mandates that children in 6th grade have a physical exam and children in 7th grade have a dental exam. If you wish to have your child examined by the school dentist or school physician, you must return the completed consent form to the nurse by the date stated in the letter. The school dentist, physician, and nurse **WILL NOT** do the exam without the completed consent form. If you wish to have your family dentist or physician perform a private exam, the private physical and dental form must be completed and returned to the nurse

by the date stated in the letter. Any exams one year prior to the entry of the required year will be accepted.

Immunizations: Please read carefully: New School Vaccination Requirements for Attendance in Pennsylvania Schools.








All immunization requirements must be met prior to the first day of school to avoid exclusion of your child from school. For attendance in all grades, children need the following vaccinations: 4 doses of tetanus, diphtheria, and acellular pertussis (DTP, DTAP) with one dose administered on or after the child's 4th birthday; 4 doses of polio (4th dose on or after the child's 4th birthday & at least 6 months after previous dose given); 2 doses of measles, mumps, rubella (MMR); 3 doses of properly spaced Hepatitis B; 2 doses of Varicella (chicken pox) or evidence of immunity. In addition, for students entering 7th grade, 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) and 1 dose of meningococcal vaccine (MCV) is required.

On the first day of school, unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of each required vaccinations or risk exclusion. If a child does not have all the required doses, needs additional doses, and the next dose is medically appropriate, the child MUST receive that dose within the first 5 days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan (red & white card) within the first 5 days of school for obtaining the required immunizations or risk exclusion. If a child does not have all the required doses, needs additional doses, and the next dose is not medically appropriate, the child MUST provide a medical plan (red & white card) completed by your child's physician, within the first five days of school for obtaining the required immunizations or risk exclusion. The medical plan MUST be followed or risk exclusion. If your child has not received immunizations due to religious or medical reasons, please discuss reasons with the school nurse and she will inform you of the required signatures needed on your child's immunization certificate on file at school. Students who have not been properly immunized will be excluded from school in the event there is a documented case of a reportable disease during the school year.

Illness Prior to School: When your child is not feeling well, please take the time to assess whether your child should come to school or stay at home. The primary duty of the nurse is not the diagnosis of illness or treatment of injuries sustained while a student is at

home. It is the responsibility of the parent/guardian to see that a qualified physician gives this care. Students should not be sent to school with a known illness or injury and then request that the school nurse examine the student and prescribe treatment. Only a licensed physician can legally do this function.

I NEED TO STAY HOME IF...

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100 degrees F or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching and/or pus draining from eye	Hospital stay and/or emergency room visit

I AM READY TO GO BACK TO SCHOOL WHEN I AM...

Fever free without the assistance of medication for 24 hours (i.e. Tylenol, Motrin, Advil)	Free from vomiting for 24 hours.	Free from diarrhea for 24 hours.	Free from rash, itching or fever. I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home.	Free from drainage and/or have been evaluated by my doctor if needed.	Released by my medical provider to return to school.
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If your child has strep throat or another bacterial infection, he/she should stay home until the antibiotic has been given for at least 24 hours and your health care provider has given permission for your child to return to school. We encourage you to seek medical attention when your child is sick and to follow your health care provider's recommendations about returning to school and other activities.

Illness at School: A nurse will be available during your child's school day for injuries and illnesses that occur during the school day. However, it has been noted that some children appear ill when they arrive at school. A child who is ill will not be able to learn and may infect others. Parents should check for unusual skin eruptions, fever, persistent cough or sore throat, headache, chills, swollen glands, discharge or redness of eyes, vomiting, or diarrhea and seek proper medical attention.

If you decide to send your child to school, there are physician prescribed protocols the nurse follows, and based on the nurse's assessment she will determine if the

child may remain or is too ill to stay in school. A parent will be notified if the nurse assesses the need for your child to go home or need further medical attention.

Whenever a child is still ill after nor rest period in the nurse's office, he or she will either be returned to class, released to you, or the emergency contact person may be called to come pick him/her up. The parent, or designated contact person, should report to the nurse's suite to personally pick the child up from school. Because of liability, NO STUDENT will be allowed to walk home when the nurse determines they are too ill or injured to remain in school Someone must pick them up and be able to care for them. It is very important, when possible, to choose an emergency contact person, or neighbor or relative, who lives close by and does not work. In the event that your child becomes ill or is injured during the school day, the school will take every measure to contact the parent/guardian and send the child home so that he/she may benefit from whatever medical treatment is required as soon as possible. Such emergencies do not present themselves too frequently.

Medication in School: Our medication policy remains the same. A medication form will be sent home on the first day of school. Additional forms are also available on the BHASD website. Keep this form in a safe place in case your child needs either over the counter or prescription medication during school hours. If a parent believes their child may need medication during the day and allows them to bring it to school, the medication should be taken to the nurse upon arrival to school in the morning. As school nurses, we will not be able to give your son/daughter any medication (including over the counter), without this form completed and signed by the parent and prescribing physician. All medication must be in the original container identifying the child, the medication, the dosage, and the prescribing physician. We would like to encourage the parents to directly deliver any medication to the school nurse. Please do not send medication with your child on the bus.

The school does not provide allergy or decongestant medication. If your child is having allergy symptoms or congestion at home, please make sure you administer any medication they may require prior to coming to school.

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

STUDENT ASSISTANCE PROGRAM (SAP)

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

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

ADVISORY PROGRAM

One of the components of successful Middle Schools is the existence of a student advisory program. As part of our advisory program, BHMS engages in character education. This gives us the opportunity to celebrate the positive attributes of our students. Each month a character trait is examined. Two students from each team are then selected by teachers who best demonstrate this trait. Following is a list of the character traits that are examined each month.

September	Respect
October	Trustworthiness
November	Citizenship
December	Caring
January	Helpfulness
February	Cooperation
March	Responsibility
April	Fairness
May	Student of the Year for Outstanding Character

TUTORING – ACADEMIC SUPPORT

Students in danger of failing for any marking period may be referred by teachers or parents for tutoring. Students who receive below 60% in any core area subject will attend mandatory tutoring, remediation and/or study support during an assigned period until their grade improves. This temporary assignment may replace the elective activity they signed up for at the beginning of the year. Tutoring is provided by the middle school staff. At any time during the year parents and/or students may schedule tutoring. Requests can be made through the guidance office by contacting Mr. Larry Schumacher at (610) 682-5100, ext. 3007.

LIBRARY

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

MEAL PROGRAMS

The middle school serves breakfast to students from 7:20 a.m. until 7:40 a.m.

The middle school serves a “Type A” lunch every day to students. Salad bar selections and a la carte items may also be purchased. Extra items, such as ice cream, juice, etc., may be purchased after the meal has been served. It is the parent’s responsibility to see that the students receive or bring a nourishing meal. A child’s health and progress in school depend a great deal on the food they eat. For all food purchased in the cafeteria, students must have a balance of sufficient funds in their “Infinite Campus” account or use cash. **Credit will not be issued to students.**

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

The Brandywine Heights School District will provide free or reduced priced breakfast and lunches under the Federal Type A School Lunch Program to eligible children in accordance with the procedures established and approved by the Board of School Directors and the Department of Education. The on-line application for free or reduced meals is available on our website under the Food Services Department. If you have any questions when completing the application, you may call the cafeteria manager in the business office. School menus and a la carte price lists are subject to change during the school year.

BUS TRANSPORTATION

Each child who is eligible for bus transportation is assigned to a particular bus and may be assigned to a particular seat on that bus, at the driver's or school's discretion. Information regarding each child's bus stop will be available on Infinite Campus late August. Throughout the year, students are required to ride only their assigned bus unless parents will be providing transportation. Video cameras with sound are placed on the school buses and are rotated frequently.

BUS STOP RULES

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

BEHAVIOR ON THE BUS

1. The bus driver is in complete charge while students are on the bus and will report any misconduct to the school principal. If misconduct continues, the parent will be notified, and the student may be denied the privilege of riding the bus.
2. If a student willfully damages a bus, the student and/or his/her parents will be held responsible for the cost of the repairs.
3. All riders shall remain seated when the bus is in motion.

4. All riders shall remain completely inside the bus at all times (do not place arms, hands, head, etc. out the window).
5. All riders shall carry on conversation in a normal tone of voice. Shouting distracts the driver.
6. Littering the bus with food or other debris, throwing objects, scuffling, fighting, or using obscene language will not be tolerated.

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

GRADING SYSTEM

All student grades will be recorded as numerical percentages.

- A percentage of 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.

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

There are two honor rolls in the Middle School. To qualify, a student must achieve a grade of 80 or higher in all classes to achieve Honors Status. Students who receive a grade of 90 or higher in all classes will be placed on the Distinguished Honor Roll.

REPORT CARDS

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

Report cards will be accessible online. To access your child's grades/report cards, login to your Infinite Campus Parent Portal account. If you are unfamiliar with the Parent Portal or you have any questions, please do not hesitate to contact the guidance counselor, Mr. Larry Schumacher at 610-682-5100, ext. 3007.

COMMENT CARDS

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

MONITORING STUDENT PROGRESS

To closely monitor student progress, parents are encouraged to make use of the district website (www.bhasd.org) and teacher pages to keep track of daily and long-term assignments. Parents may also contact the team leader of their child's team to obtain a report of their child's progress.

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

PROMOTION GUIDELINES

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

STUDENT ASSIGNMENTS

All students receive a digital assignment book at the beginning of the year for the purpose of recording homework assignments and building student responsibility. Parents should check student assignments regularly. It is the student's responsibility to record homework assignments on a daily basis and follow through by completing homework assignments.

All assignments are expected to be given to the teacher by their due date. When a student is absent, he/she has the same number of days as they were absent to turn in the work missed for full credit. Late homework is not accepted. Homework is an integral part of achievement and learning. Failure to complete and/or turn in homework will have an impact on a student's grade.

HOMEWORK REQUESTS DUE TO ABSENCE

Parents may request homework assignments from the office when a student is (or will be) absent for **three or more** school days. Since these requests are placed on the daily bulletin, parents must call the middle school office prior to 8:00 a.m. Parents should also understand that teachers will not always send work for students, since new material must be explained to students before they can be expected to complete it.

ATTENDANCE AND ABSENCES

According to the Pennsylvania School Code, all children between the ages of 8 and 16 are required to attend school for a minimum of 170 days each year to receive credit. To help emphasize the importance of regular attendance, the Brandywine Heights School

District has developed a policy regarding excused and unexcused absences. Any absences incurred due to the reasons listed below will be considered exempt from the 170-day minimum attendance policy.

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

Non-exempt absences are those accompanied with a written excuse or submitted electronically from the parent or guardian **within three (3) days of the absence**. These are legal absences but will be counted towards the 10-day limit.

Illegal absences are those for which a student has been unable to verify his/her whereabouts on a particular day and/or does not return a valid excuse to school **within three days** from the absence. Any absence determined to be illegal or unexcused will be considered as truancy and may be forwarded to the office of the District Justice.

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 illegal.

LATE ARRIVALS

Students who arrive late to school (after 7:40 a.m.) will be required to sign the tardy sheet and will be responsible for an excuse note. Students will be given a pass to gain admission to their class. Students with excessive tardiness may be assigned a detention.

STUDENTS EARLY DISMISSAL

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

EDUCATIONAL TRIPS

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

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

Although we encourage regular attendance, we understand the educational benefits which may be realized when a student travels throughout Pennsylvania, the United States, or the world. We assume that the travel is with the family and of such a nature that it cannot be accomplished at any other time. It should also be noted that students who are failing required courses or who are in danger of not fulfilling credit requirements will be denied approval until a parent conference can be held to discuss and evaluate the best educational interests of the student.

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

1. Complete the form entitled *Request for Educational Travel* **at least 10 days prior to the start of the trip** and return it to the principal of the school your child attends. The form will be forwarded to the Superintendent by the office personnel. The superintendent will review the request and mail his response to you.
2. All students are required to make up work missed within five days following their return to school. Please consult with the principal should you need an extension of the five-day window.

3. The Request for Educational Travel is designed to provide a vehicle for situations where no other opportunities are available. It provides relief where families have assigned vacation times and exceptional opportunities arise. Trips should be limited to once a school year, and to **a maximum of ten school days** in any one school year. The educational trip request is not for activities that can be planned on weekends or during school vacations.

Requests for Educational Travel will NOT be approved for absences during PSSA & Keystone Exam testing. If your child is not in school during testing because of this request, he/she will receive an unexcused absence.

Your compliance with the procedure outlined above will enable us to record the days missed as legal and excused absences.

TRANSFERRING TO ANOTHER SCHOOL

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

STUDENT DISCIPLINE

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

DRESS PHILOSOPHY

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

SECTION I GENERAL

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

SECTION II TOPS

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

SECTION III PANTS/SHORTS/SKIRTS/SKORTS

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

SECTION IV OFFENSIVE DRESS

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

SECTION V FOOTWEAR

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

SECTION VI JEWELRY

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

SECTION VII HEADWEAR

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

SECTION VIII HEALTH AND HYGIENE

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

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

PUPIL USE OF LAVATORY

Guidelines for students using the lavatory are as follows:

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

ADDITIONAL SCHOOL INFORMATION

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 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 education 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 education 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.

VISITOR CHECK-IN PROCEDURES

Upon entering a district building, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name and date of birth into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering our school campuses without our knowledge. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, time, and the purpose of his/her visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or to pick up paperwork.

VIDEO SURVEILLANCE NOTIFICATION

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.

FIELD TRIPS

Throughout the school year, students will have the opportunity to attend educational field trips with their team and/or grade. Information on these trips will be sent home to parents as the date of the trip approaches. Usually a fee is required to attend the trip. The preferable choice of payment is check. However, if in the past you have

had a check returned due to insufficient funds, a check will not be accepted. Cash will be required in these situations.

TELEPHONE USAGE

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

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

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

TEXTBOOK/DEVICES/OTHER RESOURCES

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

WINTER COATS

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

LOCKERS/BACKPACKS

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

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

LOST AND FOUND

Periodically, items are left behind throughout the school. These items are brought to the office and placed in the “Lost and Found” box. If your child loses anything, have them check in the office. All unclaimed items in the “Lost and Found” box will be discarded/donated at the end of the first semester and also at the end of the school year.

DAILY CLASS SCHEDULE

<u>Period</u>	<u>First Lunch Group</u>	<u>Second Lunch Group</u>
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

SCHOOL CLOSING INFORMATION

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

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

1. Should a delayed start of school be necessary, the delayed opening will be announced via the Apptegy Alerts calling system and over local radio stations.
2. In the event that school must be closed early, the necessary information will be announced via Apptegy Alerts and over local radio stations. Early dismissal decisions are strongly influenced by weather forecasts. Please listen to the radio any time inclement weather is forecast.
3. In the event that schools must be closed due to the prevailing conditions, the district will give the earliest possible notification via Apptegy Alerts and local radio stations. Announcements could begin as early as 10:00 p.m. the evening before, if a decision has been made early. In the event that conditions do not warrant closing early in the previous evening, notification will begin as early as possible the next morning.

OPEN HOUSE/SCHOOL VISITATION

Open house is held early in the school year to give parents the opportunity to visit our school, meet the teachers, and learn about the various curriculum related course requirements and expectations. It is also an excellent time for parents to ask any questions they may have of teachers or administrators to assure good communication and a clear understanding of our expectations. We hope you will be able to join us this year on Thursday, August 18, 2022 at 6:00 p.m.

American Education Week each November gives us the opportunity to open our schools for parents to visit the classroom and observe classes in session. However,

parents are not restricted to **this week only**. For class observation, you may make arrangements through the principal's office to observe your child at any time during the year.

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

Contact information for all staff is available on the district website at www.bhasd.org.