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**SENIOR HIGH SCHOOL  
TELEPHONE NUMBERS**

Senior High School Principal's Office	(610) 473-3680
Senior High School Office	(610) 369-7435
Athletic Director	(610) 369-7452
Attendance Office	(610) 369-7437
Guidance Office	(610) 473-3690

**HOME SCHOOL COMMUNICATIONS**

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

The school's responsibilities are:

- To report student progress four times a year
- To give suggestions for improvement with the "Reports of Unsatisfactory Work" during the rating periods
- To send letters when promotion or graduation is questionable
- To request parent/teacher/guardian conferences when necessary
- To make attempts to meet the needs of all students.

The parents/guardian responsibilities are:

Parents/guardians should encourage each student to attend school faithfully, and contact the Attendance Office in the event of necessary absence. Chronic absenteeism is one of the principle causes of school failure. Working together with the school and home can keep student absenteeism at a minimum. Tardiness, generally, is a "state of mind" or habit. BASH deadline—be in school by 7:45 a.m. If you plan to take a trip of any length, please secure permission from the Attendance Office. Requests for your son/daughter to keep appointments with a doctor or dentist must be submitted to the Attendance Office. Parental permission notes and/or professional appointment cards are necessary to be excused. Parents/guardians should call the Counseling Office to discuss any problem. Get to know the counselors that play a most important role in the progress of each student.

**BASH SCHOOL COUNSELORS PHONE NUMBERS**

Mr.	David Slider	A-E	(610) 473-3693
Mrs.	Beth Shive	F-K	(610) 473-3696
Mr.	Joseph McGlinchey	L-Rh	(610) 473-3694
Ms.	Christy Meitzler	Ri-Z	(610) 473-3692

**ASSURANCE OF NON-DISCRIMINATION**

Students and parents are assured that the Boyertown Area School District does not discriminate on the basis of age, race, religion, ethnic heritage, sex, limited English language skills, or handicap, in educational programs or activities offered in the schools.

Any complaints alleging such discrimination should be directed to the responsible persons with the following procedure:

1. Complaints alleging discrimination on the basis of race, religion, ethnic heritage, age, limited English language skills, or handicap should be presented in writing to the building principal.

2. Complaints alleging sex discrimination should be presented in writing to the Assistant Superintendent, Boyertown Area School District, 911 Montgomery Avenue, Boyertown, PA 19512. (610) 369-7403

#### **ACADEMIC INTEGRITY**

Academic Integrity involves honesty in the research, the preparation, and the submission of assignments. This includes, but is not limited to, sharing answers to assignments, cheating on tests, plagiarism, falsifying information, misuse of technology, etc. Students are expected to uphold the highest level of academic integrity at every stage of the learning process.

Students who do not do their own work or who falsify information cannot achieve their educational goals. In addition, the legal and moral implications in society demand that academic dishonesty not be condoned or go undisciplined within our school community. Students who submit work exhibiting academic dishonesty will be subject to academic and/or disciplinary consequences. Teachers will use any means at their disposal to ensure that students maintain a high level of academic integrity. These methods may include, but are not limited to, software programs such as Turnitin.com and other library and media sources.

#### **PLAGIARISM**

Plagiarism is a specific type of academic dishonesty which involves theft of intellectual property. Recognizing the types of plagiarism is an essential first step towards avoiding this problem.

All of the following circumstances will be defined as plagiarism:

1. Copying material word for word from a source of any type without using the necessary quotation marks, providing correct in-text citation, and including a correct "Works Cited" entry.
2. Using a source's concepts and/or information in summary or paraphrase form without providing correct in-text citation and including a correct "Works Cited" entry.
3. Submitting a paper in which the in-text citations and/or "Works Cited" do not coincide with the content of the paper as cited.
4. Submitting a paper which is cited falsely with incorrect or non-existent sources
5. Submitting a paper purchased or obtained free of charge from the Internet or from another source, such as an older sibling or friend concurrently taking the course. The Boyertown Area School District has adopted the Modern Language Association (MLA) style format for use in all research projects. An MLA abridged style sheet is available in the school library and also accessed via the school district website at: <http://www.boyertownasd.org/schools/Srhi/Library/index.html>. (Click "bibliography" link). Students who submit work exhibiting academic dishonesty will be subject to academic and/or disciplinary consequences.

#### **ACADEMIC MENTORING PROGRAM (AMP)**

The primary purpose of the Academic Mentoring Team is to address the academic issues and learning problems of secondary students. The program's main focus is on students who are at risk of academic failure. The student him/herself, teachers, school counselors, parents or administrators issue requests for assistance from the team.

## **ATHLETICS**

Boyertown Area Senior High School is a member of the Pioneer Athletic Conference and, as such, participates in a full schedule of league activities. Fall sports offered at BASH include: football, cross country, golf, girls' field hockey, boys' soccer, girls' soccer and girls' tennis; winter sports are wrestling, girls' basketball, boys' basketball, boys' swimming & diving, girls' swimming & diving, boys' winter track, and girls' winter track; spring sports include boys' tennis, boys' lacrosse, girls' lacrosse, boys' track, girls' track, boys' baseball, and girls' softball. All athletic activities are conducted under rules and regulations set forth by the PA Interscholastic Athletic Association.

A student may not begin to participate in any sport, inter-scholastic or intramural, during the duration of the sport season currently in session; wherein, the student had begun participation in that sport and then quit that sport unilaterally at any time for whatever reason, unless the coach of the sport which the student quit states in writing that the ruling may be waived. The decision of the coach in such instances, barring very unique extenuating circumstances, shall be considered binding.

In the event a student is dropped from the squad for lack of ability or due to injury, the restriction shall not apply. However, a student dropped from a squad for disciplinary reasons, stated at the time dismissal takes place, shall be subject to the regulation as though the student had quit the sport. "Participation" shall be considered to have taken place when the student reports for a scheduled practice following the submission of a fully completed P.O.E. card (or its subsequent equivalent) in interscholastic sports; reporting for any scheduled event in the case of intramural sports.

### **Who May Compete in Athletics**

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

### **Student Athletic Discipline Code**

The Boyertown Area School District recognizes the vital role that athletics and cheerleading play in promoting the physical, mental, social, emotional, and moral development of students. Involvement in these activities affords students the opportunity to gain valuable experiences and insights into teamwork, self-discipline and life itself.

The high profile status of athletics in school gives many students a chance to experience success and develop confidence and self-esteem. Participants in athletics often earn the respect of their fellow students and are viewed as leaders within the school society.

It is important to note, however, that while education is a right, participation in athletics is a privilege, and along with that privilege are certain concomitant responsibilities. When a student joins an athletic team and decides to represent his or her school, the student also agrees to accept the training rules, regulations, and responsibilities as set forth by individual coaches and the school district.

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

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

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

#### **Eligibility Rules**

Rules of the Pennsylvania Interscholastic Athletic Association govern the eligibility of our students for all interscholastic competition. The following apply:

##### **Section 1**

To be eligible for interscholastic athletic competition, a student must pursue a curriculum defined and approved by the principal as a full-time curriculum. Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the local school board. The student must maintain an acceptable grade in such approved curriculum, as certified by the principal. Eligibility shall be cumulative from the beginning of a grading period, and shall be reported on a weekly basis. If an athlete is not passing four full credit subjects or the equivalent of, the athlete is ineligible for the following week.

##### **Section 2**

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

##### **Section 3**

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

#### Section 4

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

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

#### **Medical Examinations**

Physical examinations are necessary before a student begins practice. No student shall be eligible to represent his/her high school in any interscholastic athletic contest unless a licensed medical physician, osteopath or a certified school nurse practitioner has examined the athlete before his/her first sports season of that academic year. Before each subsequent sports season of the same academic year, he/she shall be reexamined or certified by a licensed physician of medicine or osteopath or a certified school nurse practitioner that his/her condition is satisfactory before he/she commences to train or practice the intended sport. The examination for fall sports shall not be given earlier than June. The examination, reexamination, or certification for all other sports shall not be given earlier than six weeks prior to the beginning of practice for each applicable sport.

Any athlete who has the fall physical done at the school by the school physician may be recertified for a winter and/or spring sport by the school doctor at no charge, providing the athlete has had no serious injuries or illnesses since the fall physical. A parent and the school doctor must sign a recertification card. Medical examinations, carried out in compliance with the above regulation, will be scheduled from time to time during the school year. Each student who intends to participate in any form of athletics must be covered by the student accident insurance, or have on file with the director of athletics a parent liability insurance card. Therefore, any student who intends to participate in any form of sports should immediately subscribe to the insurance program when the dates for enrollment are announced. Cheerleaders are required to have a medical examination after being selected to the cheerleading squad.

#### **Conflict between Athletic Practice and/or Games and Study Trips**

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

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

The official award for participating in the athletic activities of the school shall be a Varsity letter and/or certificate. The Varsity letter awarded to those who competed at the Varsity level shall be a red and black "B." The Varsity letter will be awarded to the student-athlete the first year. On the succeeding years/seasons, the recipient will receive a gold pin symbolizing the sport in which they have achieved a Varsity letter. This pin can be attached to the red and black "B." A certificate shall be the junior varsity award in all sports.

### **ATTENDANCE POLICY**

#### **Importance of Attendance**

Regular school attendance is necessary to ensure that students receive the instruction and support needed to demonstrate progress towards their academic, social and physical development at school. The Pennsylvania Compulsory Attendance Law and Boyertown Area School District Policy mandate school attendance for students, with

exceptions for illness, approved family trips, religious holidays, healthcare and other absences approved by the principal.

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

1. Parents/Guardians are requested to provide notification, preferably written, to the school for each day their child is not in attendance within three school days.
2. Parents/Guardians will receive written notice of the first three absences that are considered unlawful. An unlawful absence is defined as any student absence not documented by a legitimate excuse for students of compulsory age (1st grade through age 16).
3. Parents/Guardians and the local magistrate will receive written notification from the school when a student compiles three (3) or more unlawful absences during one (1) school year.
4. Parents/Guardians may be required to provide excuses from a healthcare provider for additional absences if their child has received ten (10) or more days of absence (excused, unexcused, and/or unlawful) during a school year. Absences previously excused through notification by a health care provider or approved family trips will not be included in this total.
5. Students who are age 17 or older will be removed from the district's active attendance rolls if ten (10) consecutive/continuous school days of unexcused absences are recorded.
6. Principals will attempt to facilitate meetings with students and parents/guardians to explore reasons for absence, determine any additional supports the student may need and offer assistance from the school district in an effort to return the student to a pattern of regular school attendance.

**Parent Responsibility**

When a student is absent from school, the parent must notify the attendance office via telephone 610-369-7437 by 9:00 a.m. on the day of the absence. Otherwise, he/she must send a note/doctor's note explaining the absence with the student when he/she returns to school. The note should be turned into the attendance office. If not returned within three days, the absence will be considered unexcused/unlawful and a zero grade will be given for any work missed.

**Excused School Absence Defined**

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

1. Religious holidays
2. Health care
3. Illness or other urgent reasons
4. Educational tours and trips
5. Other absences approved by the school principals

**Unexcused/Unlawful School Absence Defined**

1. Defined, an unexcused/unlawful school absence is a day of nonattendance in school and occurs whenever:
  - A. A student misses school for any other reason than those approved by state compulsory attendance laws.
  - B. A school absence remains unexcused or unlawful because a telephone call, written parent/guardian excuse, or doctor excuse has not been given to the attendance office within 3 school days of a student's return.

- C. A student misses school without the knowledge or consent of the parent/guardian.
- D. Absences/lateness will be recorded as unexcused/unlawful, but not limited to the following reasons: (A zero for work missed)
  - Oversleeping
  - Car trouble
  - Driver's test
  - Personal reasons
  - Missed the bus
  - Job interviews
  - Unauthorized trips

**Accumulated Absences**

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

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

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

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

**Tardiness Defined**

With more than 1700 students arriving daily at Boyertown Area Senior High School and moving in the hallways between every class, it is crucial for everyone to be on time in order to maintain order and minimize disruptions. For these important reasons, all tardiness is closely monitored in the high school program.

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

Students tardy after 8:00 a.m. will be assigned a detention for each class period missed, unless a doctor excuse or school approved parent note is provided. Students are allowed to be tardy three times before 8 a.m. without consequence. (Three graces are given to each student.) On a student's 4th through 10th tardy, one detention is issued for each tardy. Should a student be tardy an 11th time and thereafter, additional consequences will be assigned, unless a doctor's note is provided.

**Truancy**

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

1343 of the School Code shall be observed. Following each of the first three (3) days of unlawful absence, parent/guardian shall be notified in writing of the penalties for violation of the Compulsory Attendance Laws. School officials shall initiate action against parent/guardian of students who have accumulated in excess of three days of unlawful absence.

**Guidelines for Excusing Students for Non-School Trips of an  
Education Nature Provided by Parents**

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

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

**Being Excused During School**

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

At the designated time for the student to leave school he/she must turn in to the office his written request and also sign a sign-out sheet. Upon the student's return to school he/she again reports to the office and signs in on the same sheet and then reports to his class. A student who becomes ill during the school day may not be excused from school unless permission is obtained from the school nurse. Students will not be allowed to leave school for driver's tests, haircut appointments, or other commitments that can be scheduled on weekends or after the school day.

**Procedure for Being Excused from School**

1. Submit to the attendance office a written request, signed by the parent or guardian, stating the specific reason, not personal, and the time the student is to be excused. The request should be submitted one day prior to the date of requested early dismissal.
2. After the request is approved, the teacher(s) from whose classes the student will be absent must then initial the request.
3. At the designated time for the student to leave school, he/she must return the note to the attendance office and sign the student sign-out sheet.
4. In the case of an emergency, should a parent or guardian wish a student to be excused from school and no note has been sent in advance; the parent or guardian must come to the attendance office in person to request excusal and to sign the student out of school. Parents, too, have the option of forwarding a fax to the attendance office.

5. If the student returns to school the same day, he/she again reports to the attendance office, presents the doctor excuse (if applicable), signs in on the same sheet, obtains a pass, and reports to his/her class.
6. Once a student arrives to school, he/she may not leave school property without permission from an administrator.
7. Students may be excused during school hours to go to the doctor, but medical appointments should be made after school whenever possible. A doctor's excuse must be submitted to the attendance office verifying the appointment.

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

#### **BULLYING POLICY**

The Boyertown Area School District recognizes that bullying and intimidation have a negative effect on school climate. Students who are intimidated and fearful cannot give their education the single minded attention needed for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

The Board of School Directors and staff shall not tolerate any bullying on District grounds or at any school activity on or off campus by any district student. Please refer to the Boyertown School District's Bullying Policy # 5154 on the district's website.

#### **CAFETERIA**

The dining room serves excellent low-cost meals to all students. Menus are issued by the dining room staff one month in advance and are posted so that students may see them. There are two serving lines for the Class "A" platters, and two lines for a la carte choices.

1. Students should clean up their eating areas and should return their own trays, trash, silverware, etc. to the proper area before the last five minutes of the period.
2. Students may socialize and may move around; however, students should sit at the table, not on it. Students are not to sit at the ends of tables because this causes congestion in the aisles. There is no student movement allowed the last 5 minutes.
3. Students should not throw food, objects, or engage in horseplay. The noise level should be reasonable.
4. Book bags should be placed on the floor and not on the tabletop.
5. No food/drinks may be removed from the cafeteria. Eligible seniors and junior open campus students who choose to go out for lunch may not enter the cafeteria. Career Tech students may not enter the cafeteria.
6. Students who damage cafeteria supplies, tables or chairs, will pay for the damage(s) and will lose cafeteria privileges.
7. Return promptly to your class at the end of the lunch period.

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

- **Warning (except for a major offense)**
- **Assigned seat in the cafeteria for a length of time to be determined**
- **File a discipline report with the grade level assistant principal**
- **Assign student to the in-school suspension room for a period of time to be determined by the monitor and the grade level assistant principal.**

#### **CAPSTONE PROJECT**

The Boyertown Area School District has scheduled the Capstone Project as a condition of graduation. It is a formal assignment scheduled by a teacher to an individual student that will demonstrate command of a wide assortment of academic activities and skills. Further information on this requirement may be obtained by contacting the guidance counselor or faculty advisor. NOTE: Juniors who score proficient or advanced

proficient in the PSSA mathematics and reading tests will be exempt from the senior Capstone Project.

#### **CELLULAR TELEPHONES/ELECTRONIC DEVICES**

Cellular telephones & all electronic devices must be: (1) turned off and kept in the student's locker from 7:45 a.m. until 2:45 p.m. Parent/guardian is required to pick up the device after dismissal for each offense. Second offense will warrant at least one evening detention. Subsequent offenses may warrant additional school consequences.

#### **CHANGE OF ADDRESS**

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

#### **CHARITABLE SOLICITATION**

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

#### **SOLICITATIONS, SALES, DISSEMINATION OF WRITTEN MATERIALS**

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

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

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

#### **CLASS CUTTING POLICY**

When a student cuts a class or other assignment, a zero grade will be recorded for any assignment and appropriate disciplinary action will be taken in accordance with the established Differentiated Discipline. When a student cuts a class, notification and the consequence will be sent to the student's parent/guardian in writing. If a student cuts the same class a second time, a parent will be contacted. If a student cuts the same class a third time, credit toward graduation may be denied.

### **DAMAGED CLOTHING/PROPERTY**

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

### **DANCES**

School dances are a privilege. That privilege may be revoked at the discretion of the administration. Guests must be in at least 9th grade and those up to 22 years of age are permitted to attend.

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

Students that withdraw from school will be prohibited from attending school dances, including the prom. Students must be in attendance the day of the dance in order to attend. Except for the Senior Prom, students may not leave school early to prepare to attend any dance. Students who must leave school early for other reasons may not attend the dance. Permission to leave school early on the day of the Prom will be considered only with a note from a parent/guardian and only after 12:30 p.m.

### **School Dance Regulation**

Dances are only for Boyertown High School students and their approved guests. Guests may have to present themselves in person in order to gain approval during regular business hours prior to the day of the event. The guest will be approved or disapproved by a BASH principal only if a completed guest pass, completed and approved by the guest's school administration, is presented to the BASH administration prior to the announced deadline. If the approval is granted for a guest, the principal will forward the guest pass to the advisor/chaperone prior to the date of the dance.

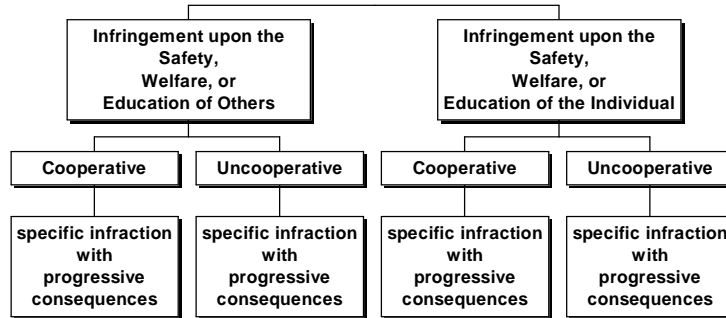
All school rules, including those pertaining to behavior, dress, and smoking/drinking, will be in effect and are applicable to everyone attending a school dance. The advisor/chaperone will not permit individuals to enter the dance if their dress does not comply with school regulations. Example: Torn/cut off clothing, hats, etc. Boyertown students must have their current student I.D. card with them to be admitted.

Students are not permitted to leave the dance and then return. Individuals leaving a dance early must sign out at the door and immediately leave school property. Sign-out sheets include the time of departure and will be kept on file. Dances will be scheduled and held from 7:30PM – 10:30PM in the dining room. Students may not be admitted to a dance after 8:00PM. Students are reminded that laws covering junior driver's licenses are in effect and must be observed. Individuals not attending the dance will not be permitted to loiter on school property.

### **DIFFERENTIATED DISCIPLINE SYSTEM**

This differentiated discipline system is designed to treat students who lack the self-discipline to effectively function in a school setting individually based on their intent, honesty, cooperation, and past behavior. Generally, it is our expectation that with the appropriate combination of interventions, behavior modification, and punitive discipline our students will attain the self-discipline needed to be successful school citizens.

### DIFFERENTIATED DISCIPLINE



It is the goal of the high school to foster good work habits and promote self-discipline. In order to do so, the administration will respond to inappropriate student behaviors through one or more of the following: denial of any privileges, school service, guided study hall, evening detention, AM or PM detention, Saturday school (for parents and/or students), Saturday Community Service, restricted lunch, in-school suspension, out of school suspension, expulsion, or placement of the student in an alternative educational setting. In certain cases, notification of the local police department may also be warranted.

When consequences are issued, the administration will consider a student's intent, cooperation, past behavior, and honesty. Students who are dishonest will receive more severe consequences than students who are cooperative and honest. In addition, students who repeatedly violate the same rule(s) will receive more severe consequences. For example, a student that cuts a class the first time could receive detention, school service, a behavioral packet, 20 minute lunches, and /or loss of early dismissal. The second time a student cuts class they could receive evening detention, intensive study halls, loss of parking, and/or ISS lunch. The third time for this same infraction could result in loss of privileges for the remainder of the year, Saturday school, and/or parent-student instruction. Other examples of behavior which could warrant discipline are: abusive language, being in an unauthorized area, disruptive behavior, repeatedly unprepared for class, leaving an area without permission, loitering in the building, on the grounds, or on neighboring properties, misconduct with a substitute, public displays of affection, tardy to school or class, cutting class, defiant behavior, failure to serve assigned discipline, forging information, vandalism, providing incorrect information, entering another student's locker, removing materials from the library improperly, violating parking or driving regulations, violating bus rider's regulations, violating lunch privileges, possession of a prohibited item, cheating/plagiarism, leaving school without permission, possession of a tobacco product, driving to career tech without authorization, involvement in threats, harassment, or inappropriate aggressive behavior, truancy, stealing, fighting, involvement in a crime committed against the school, behavior which is disruptive of the school program, hazing, performing sexually immoral or degrading acts, performing actions that are racially or sexually injurious to others, and/or reporting a threat known to be false.

This list is not meant to be comprehensive. The administration reserves the right to issue student discipline, withhold activities, and/or suspend students that commit any inappropriate act while under school jurisdiction. This may include, but is not limited to, dances, school trips, and any other school related functions.

According to Board Policy 5114, the following are examples of behaviors, which may result in 1 – 10 days of suspension: Habitually cutting class(es), possession or use of tobacco or tobacco-related products, opening or entering another student's locker without the student's permission, willfully damaging walls, furniture, equipment, textbooks, or any property belonging to the school, faculty or other students, stealing of any property belonging to the school, faculty or other students, setting or attempting to set fires in or around school buildings or on school buses, assaulting other students or any employees of the school, possessing any type of weapon on school property or while on school-sponsored activities, possessing, using and/or under the influence of alcoholic beverages on school property or while on school-sponsored activities, possessing, using and/or under the influence of mood-altering substances or illegal chemical substances (or substances represented as mood-altering or illegal chemical substances) on school property or while on school-sponsored activities, selling or distributing alcoholic beverages, mood-altering substances or illegal chemical substances (or substances represented as alcoholic beverages or illegal chemical substances) on school property or while on school-sponsored activities, harassment of or attempting personal gain through intimidation of others, performing actions which constitute hazard to self and/or others, making a bomb threat (or other similar threat of disaster) by telephone, in writing, or in person, being habitually late for school, forging a parent's name on school-related documents, manifesting behavior which is disruptive of the school program, especially where such disruption interferes with the educational program of other students, incorrigibility as evidenced by inability to abide by specified school rules in spite of previous disciplinary or rehabilitative efforts, and/or danger to the welfare of others or, in extreme cases, to the welfare of self.

This model is designed to become progressively more severe and to attempt to find a successful consequence. For this reason, students are encouraged to take responsibility for their actions and learn from their mistakes as they develop into productive citizens.

#### **Detention**

Morning detention is offered on Tuesday, Wednesday, and Thursday mornings from 6:45 a.m. to 7:30 a.m. Afternoon detention may be served Monday through Friday afternoons from 3:00 p.m. to 4:00 p.m. in the ISS room. PM Career Tech Center students must report to detention within five minutes after the bus has returned to the high school and remain for one full hour. Students are required to serve all detentions assigned and report with academic work to study/read. Failure to serve assigned detentions will result in a three-hour evening detention for each assigned detention not served. Students may not leave school property and return to serve detention. Students with an early dismissal pass must report to the 9th period originally assigned study hall.

#### **Evening Detention**

Evening detention is held in the in-school suspension room from 5:00 p.m. to 8:00 p.m. on Monday & Thursday evenings. Students are expected to report with 3-hours of academic work. One day ISS or one Saturday Community Service and the evening detention will be rescheduled for each evening detention not served by the assigned date. Three days of ISS will be assigned for not serving any rescheduled evening detention.

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

A student assigned to in-school suspension will be notified as to the time, place, and number of days he is to report. Daily assignments that have been furnished by the classroom teachers will be given to the suspended student for completion before he will be readmitted to classes. Talking and sleeping are not permitted in the suspension room. Students assigned to ISS may not participate in any school event during the period of their suspension.

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

#### **Loss of Privileges**

In accordance with our Differentiated Discipline Policy, it is the goal of Boyertown Area Senior High School (BASH) to foster good work habits and promote self-discipline, which leads to privileges. One habit includes the important skill of decision making. Within that skill, there are five steps:

- **Identifying the situation**
- **Identifying the possible choices relative to the situation**
- **Identifying the possible consequences of those choices**
- **Making a decision and acting on the situation**
- **Evaluating the choice which was made**

At times, students make choices that are not always in the best interest of themselves or others. As a result, students are assigned to consequences for those poor choices. Consequences may include the loss of privileges/activities. Some privileges are lost due to violating the conditions of the privilege. The privileges afforded to our students include (but are not limited to) the following:

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

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

- **A second citation**
- **Three separate suspensions**
- **For the third time, neglects to fulfill his/her assigned consequence**
- **Four separately assigned evening (3 hour) detentions**
- 

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

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

If a student receives no further disciplinary office referrals resulting in the assignment of a consequence during the twenty days of denied privilege(s), he/she may resume the privilege(s). If a student has a subsequent suspension, evening (3 hour) detention assignment, citation, or fails to fulfill an assigned consequence, he/she may lose one or all of the aforementioned privileges for the remainder of the school year, or a defined period of time, as per the Differentiated Discipline System.

According to the Differentiated Discipline Policy, student discipline will be addressed on an individual basis. Students who repeatedly violate the same rule(s) will receive more severe consequences. When determining consequences, the administration will examine a student's intent, past behavior, cooperation, and honesty. The administration reserves the right to issue consequences, withhold activities, and/or suspend students who commit any inappropriate acts while under school jurisdiction.

In most cases, any fees paid for activities cannot be refunded.

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

Students may be assigned out-of-school suspension for more severe infractions.

### **Restricted Lunch**

Students who abuse their cafeteria privilege will have that privilege removed. Poor behavior exhibited by any student could result in that student being assigned, for a period of time to be determined by the assistant principal, to isolated lunch. Students so assigned must bring a packed lunch from home. They will report to the ISS room during their regularly assigned lunch period. While in restricted lunch, students will eat their lunch in silence, and will remain for the entire period.

### **STUDENT BEHAVIOR - ACT 167**

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

### **Law Enforcement Agencies**

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

### **RULES FOR BASH DISCIPLINE APPEALS**

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

### **DRESS CODE**

#### **SECTION I GENERAL**

1. Spandex or skin-tight outfits of any type or material are not permitted unless an accompanying top covers the hips, buttocks and cleavage in appropriate manner.
2. Excessively baggy clothing that poses a safety hazard is not permitted.
3. Torn or ripped clothing is not permitted, including holes in jeans.
4. Male or female undergarments should not be exposed. Pajamas/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 exposing.
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, skorts and slits in skirts must touch the bottom of the fingertips with arms fully extended.
5. Cut-offs of any type is not permitted.

**SECTION IV OFFENSIVE DRESS**

1. Clothing, tattoo(s), patches, buttons, pins, jewelry, back packs 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.
2. Any shoe that poses a safety hazard is not permitted
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. \*May not be worn unless a physician's note deems it necessary via the student's medical healthcare provide. Doctor's note must state the length of time the student needs to wear the sunglasses.

**SECTION VIII HEALTH AND HYGIENE**

1. Any 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.

**DIRECTORY INFORMATION NOTICE**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Boyertown Area School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Boyertown Area School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Boyertown Area School District to include this type of information from your child's education records in certain school publications.

Examples include:

- **A playbill, showing your child's role in a drama production;**

- **The annual yearbook;**
- **Honor roll or other recognition lists;**
- **Graduation programs; and**
- **Sports activity sheets, such as for wrestling, showing weight and height of team members.**

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

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

- **Student’s name**
- **Participation in officially recognized activities and sports**
- **Address**
- **Telephone listing**
- **Weight and height of members of athletic teams**
- **Electronic mail address**
- **Photograph**
- **Degrees, honors, and awards received**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **The most recent educational agency or institution attended**

The Protection of Student Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Boyertown Area School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;

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

3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income, other than as required by law to determine program eligibility. This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical examinations and screenings.

If the Boyertown Area School District, during this school year, does not become involved in conducting a survey, collecting and using information for marketing purposes, or administering certain protected physical examinations where it is legally required, the District will obtain the appropriate consent and/or opt-out for the protected information and marketing surveys. If undertaken, and if you wish, you may review any survey instrument or instructional material used in connection with any of the surveys.

#### **SCHEDULED EARLY DISMISSAL POLICY**

Early dismissal is available to students in grades 10, 11, and 12 who are assigned to study hall during the ninth period. An application for early dismissal must be completed by the parent/guardian in the school or the signature of the parent must be notarized. No schedule changes will be approved to allow for early dismissal time. The student is not to loiter in or around the school or community. The school will not be responsible for the student after he/she is dismissed.

Students are issued early dismissal cards that must be shown upon demand to school authorities. **EARLY DISMISSAL STUDENTS ARE NOT ALLOWED TO COME BACK TO SCHOOL TO RIDE A BUS HOME, TO PARTICIPATE IN SPORTS, DETENTION, OR OTHER SCHOOL-RELATED ACTIVITIES.** Those students serving detention must report to his/her originally assigned study hall 9th period. Violations of the above-stated rules will result in the loss of this privilege.

The school also reserves the right to withhold or revoke early dismissal passes from any student failing any classes. In theory, students with grades below a "D" or with incomplete work in any school subject should be in study hall or tutoring for remediation of any unsatisfactory, incomplete, or failing work. Once passing work is attained in all subject areas, early dismissal privileges may be reinstated.

#### **ELEVATORS**

Student(s) needing to use the elevator during the school year:

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

- \* A note from the doctor indicating the **length of time the elevator will be required.**
- \*\* Also, a \$5.00 deposit that will be refunded when the elevator key is returned.

Students should report to the nurse with the doctor's note and \$5.00 to obtain the elevator key. The student will also be issued a note giving permission to leave class early.

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

### **FIELD TRIPS**

The Boyertown Area School District will use the following in the decision-making process regarding field trips. These guidelines are for any school-sponsored trip:

#### **Trip Arrangements**

- **If possible, trips are to be arranged with a guarantee that monies will be refunded if the trip is cancelled.**
- **Parents will be notified in writing if there may be a loss of money due to trip cancellation.**

#### **Homeland Security Advisory System**

##### Red Alert

- **If the nation is placed on “red alert” status, all field trips will be cancelled.**
- **If a city in the United States is placed on “red alert” status, all field trips to that city will be cancelled.**
- **If a country on a field trip itinerary is placed on the Department of State website as a risk to United States travelers, the itinerary will be rearranged to exclude that country or the trip will be cancelled.**

##### Orange Alert

- **Administration will consider each trip individually based on grade, destination and current situation.**
- **Depending on circumstances, trips to the metropolitan areas from Boston to Washington DC may be cancelled.**

### **FIRE DRILLS AND FIRE EMERGENCIES**

Fire drills are a very important practice in any school. The signal for a fire drill is identical to that for a fire emergency—continuous ringing of the fire alarm in the corridors. The fire alarms should never be ignored, whether they sound during the regular school day, in the evenings, or on weekends. All must evacuate the building.

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

1. Students will leave in single file.
2. The students that are seated in the row along the windows will close all windows before leaving.
3. In case any exit is blocked, please go directly to the nearest exit.
4. As the students leave the room, all talking must cease. Exit quickly & quietly.
5. The first students to approach an exit will hold the doors open.
6. The teacher is the last person to leave the classroom.
7. Teachers should take an accurate roll call outside the building. Report anyone not accounted for to the principal immediately.
8. Students return to the building in single file.

### **FOREIGN EXCHANGE PROGRAMS**

Since the 1962-63, we have been fortunate in having many foreign students attend Boyertown Area Senior High for varying periods of time. Also, several of our students have had the opportunity to visit foreign countries through the foreign exchange programs. Some visited and attended school while others visited only during the summer. Interested students are to contact their guidance counselor.

### **GAMBLING**

Gambling in any form is strictly forbidden on school property. Card playing is forbidden during school hours unless under the direct supervision of a faculty member. Gambling device(s) will be confiscated and discipline given at the discretion of the administration.

## GRADING SYSTEM

### Letter Grade and Quality Points

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

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

### Honor Roll

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

1. Minimum quarterly GPA for honor roll will be 3.000.
2. Minimum quarterly GPA for high honor roll will be 3.667.

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

### Weighted Grades for Honors and Advanced Placement Courses

1. .1 will be added to the final grade point average (GPA) of a student for each full year honors or advanced placement (AP) courses in which the student has achieved at least a grade of B-.
2. .05 will be added to the final grade point average (GPA) of a student for each semester honors course in which the student has achieved at least a grade of B-.

### Class Rank

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

### SCHOOL COUNSELING SERVICES

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

Four counselors are available. Parents and students should feel free to arrange for a conference. School counseling also schedules evening hours at least once per quarter in order to accommodate working parents who may not be able to come to school for conferences during daytime hours.

## **TESTING PROGRAMS**

### **College Entrance Tests**

#### **PSAT/NMSQT**

The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test serves as a practice test for the SAT's and as the qualifying test for the National Merit Scholarship Program. This test is administered in October of each year. Dates and registration deadlines for this test may be obtained in the counseling center.

#### **SAT I AND SAT II**

The SAT I: Reasoning Tests and SAT II: Subject Tests are scheduled to be administered at Boyertown Area Senior High School in November, March or April of each school year. Various other national test dates can be registered for and taken at neighboring schools. A complete listing of SAT I and SAT II administration dates and registration materials can be obtained from any counselor or the college board website at [www.collegeboard.com](http://www.collegeboard.com).

#### **PLAN**

As a "pre-ACT" test, PLAN is a powerful predictor of success on the ACT. The PLAN test focuses attention on both career preparation and improving academic achievement. There are four sections to the PLAN test: English, Math, Reading, & Science. All sophomores take the PLAN test, free of charge, in the fall as coordinated by the counseling department.

#### **Pennsylvania System of School Assessment (PSSA)**

The Commonwealth of Pennsylvania has been conducting school assessments known as the Pennsylvania System of School Assessment (PSSA). It was initially designed as a curricular overview for schools and districts. As the development and refinement of assessment have continued throughout the years, so have curriculum and instruction. We have learned more about how we learn, how we teach, and the knowledge and skills needed to become life-long learners. State academic standards have been established. By establishing these rigorous standards, we are setting high goals for all students and supporting them in achieving their fullest potential. School district administrators, teachers, and principals can use these assessment results to guide them in making necessary changes to improve the curriculum and school programs.

The PSSA is continually being evaluated and refined. The state assessments are conducted in the English Language for grade 11 students in the subjects of reading, writing, math, and science.

NOTE: All 10th grade students take the PLAN test, an achievement test designed to measure various school-based abilities.

#### **Scholarship and Financial Aid**

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

Scholarships fall into three general groups:

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

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

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

Any student residing in the borough of Boyertown is eligible to apply for these funds. Applications are available at the Education Center. In general, scholarship awards are made on the basis of competitive examinations, and/or the scholastic record of the applicant. Participation in school activities, character, citizenship, financial need and the resources of the family are taken into account.

A file of scholarships is available in the counseling office. The counselors welcome inquiries from students and parents regarding colleges and scholarship opportunities. In addition, the department sponsors an annual financial aid night program to provide information about the various financial aid resources available to college-bound students and their parents. This program is held the second week in January in the high school auditorium. Other informational programs are announced and presented from time to time.

#### **HALL CONDUCT**

Students are reminded that, because of the size of our student body, poor hall conduct affects safety. Students should move through the halls in an orderly fashion, staying to the right. Students may not loiter in the halls. Sitting in the halls is a safety hazard and is not permitted. Unbecoming behavior such as obvious displays of affection should not occur. Food and drink are not permitted in the halls at any time.

#### **HALL PASSES**

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

#### **HAZING**

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

#### **HEALTH SERVICES**

##### **Introduction to the Health Suite**

Health service is an important part of our school system. How well your child learns may depend on his/her physical well-being. Parents have the first responsibility for their children's health. The school nurse will help by giving first aid, administering prescribed medication, notifying parents of illness or injury, and providing education on health related matters. These services are rendered for accidents and illnesses that occur during school day, not for those that occur at home.

#### **Student visits to the Health Suite**

Any student who becomes ill or injured during the school day needs to get a pass from their teacher to go to the health suite. The school nurse will evaluate the concerns of the student and provide services as needed. A parent will be notified by the school nurse in the event of any illness or injury that may require outside medical attention or if the student is being sent home due to illness/injury. Students are not permitted to use a cell phone or to text message a parent during the school day related to their illness or injury, but must first be evaluated by the school nurse. Disciplinary action will be taken if the student contacts his/her parent/guardian via text message or cell phone use.

#### **Accident Insurance**

Each year the opportunity is given to students to purchase low-cost group insurance, which provides protection in the event of an accident in school, going to and from school, or while participating in any scheduled school activity except football. All students are encouraged to take this insurance. THIS SCHOOL IS NOT LIABLE FOR INJURIES INCURRED DURING THE NORMAL SCHOOL DAY, INCLUDING PHYSICAL EDUCATION CLASSES. This need for the parent to assume costs in the event of an accident should be considered in the decision concerning the purchase of insurance.

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

#### **Immunization Requirements**

Pennsylvania State law requires that ALL secondary school students must have the following immunizations:

- **(3) DPT/DT/DtaP/TD vaccine one dose must be after 4th birthday**
- **(3) Polio vaccine**
- **(2) Measles vaccine after 12 months of age (Second dose is recommended as MMR II)**
- **(1) Mumps vaccine after 12 months of age**
- **(1) Rubella vaccine after 12 months of age**
- **(3) Hepatitis B vaccine**
- **Varicella (chickenpox) -1 dose if given prior to age 13, or 2 doses if given at age 13 or older, or date of disease**

New Pennsylvania immunization regulations, adopted in the 2002-2003 school year, require students entering seventh grade (Class of 2008 and thereafter) to show proof of Varicella (chicken pox) immunity, either from vaccination, history of disease or laboratory testing. All seventh graders will also be required to have three doses of Hepatitis B vaccine.

Exceptions to these regulations include medical or religious reasons. Students who fail to have all immunizations completed will face exclusion from school.

#### **Mandated Health Screenings**

1. Hearing Screenings: Each year all juniors and special classes are tested for hearing loss.
2. Height/Weight/BMI (Body Mass Index): In accordance with the Pennsylvania School Health Code and the Department of Health Regulations, all students 7-12

will have their height and weight measured. Based on these measurements, each student's BMI will then be calculated and all data will be recorded on their individual health record.

3. Vision Test: All students will be tested for near and far vision on a yearly basis.
4. Scoliosis: Each year, all seventh graders will be screened for scoliosis during their gym class.

In an effort to keep parents informed of their child's health status, the parent/guardian will be notified yearly of all mandated health screening results.

#### **Medication at School**

The school district has established a medication policy to allow a student to take (or be given) medication at school. Medications are defined as:

- **Any prescribed medication**
- **Inhalers**
- **EpiPens®**
- **All over-the-counter medications including cough drops, vitamins and herbal supplements (with the exception of standing order medications).**

Before any medication (prescription or over-the-counter medication) is administered during school hours, parents are expected to adhere to the following procedure:

Complete a medication authorization form which needs to be signed by the parent/guardian and the prescribing physician. Forms are found in all health rooms and/or can be downloaded from the Internet at:

<http://www.bovertownasd.org/services/student-services/health-services.aspx>.

All medication shall be hand delivered by the parent/guardian or designated adult along with the medication forms, to the nurse's office.

All medication whether over-the-counter or prescription must be in its original container and labeled with the child's name, drug name, dosage, and time to be given in school. The medication will be kept in a secured, locked place in the nurse's office or vault. It is the responsibility of the student to come to the nurse's office at the time designated for administration of the medication.

Each time the parent/guardian/adult designee brings a controlled medication to school, the nurse, the parent/guardian or adult designee will count the number of tablets. This will be documented in the student health record.

At the end of the school year, a parent/guardian or adult designee must pick up medication left in the nurse's office. Any unclaimed medication remaining in the nurse's office will be destroyed.

#### **Standing Order Medications**

In addition to medications brought from home, the school district's physician has authorized the administration of the following over the counter medications to secondary students. The medications that are approved for administration to students are:

- **Acetaminophen (generic Tylenol®)**
- **Aleve®**
- **Ibuprofen (generic Advil®)**
- **Antacid (generic Mylanta)**
- **Chloraseptic throat spray**
- **EpiPen®**
- **Visine**
- **Anti-diarrhea medicine (generic Kaopectate)**

These medications will only be administered to students who have parental permission. Parental permission is given by marking the appropriate box on the emergency card that is completed at the beginning of each school year. Therefore, if parent permission is given, a medication authorization form does NOT need to be completed for administration of these medications during school hours.

#### **Students Carrying Inhalers or EpiPens®**

Students may carry and use a prescribed inhaler during the school day. In some instances, this may also pertain to EpiPens®. If a student uses his/her inhaler or EpiPen®, it is necessary that he/she notify the nurse as soon as possible.

ALL INHALERS/EPIPENS® MUST BE LABELED WITH THE STUDENT'S NAME. A medication form, signed by both the parent/guardian and physician, is required annually and will be kept on file in the nurse's office.

#### **Field trip forms**

During certain field trips or extracurricular activities, the student may carry and self-administer his/her medication. The exact dose of the medication should be kept in the original container and the above policy followed. A copy of the medication form, signed by both the parent/guardian and physician, should be completed for both prescribed, herbal supplements, and OTC medication. The physician and parent will indicate on the form that the student is responsible and able to carry and self-administer the medication. The teacher, parent/guardian, and student should consult with and inform the nurse of any medications to be taken on the trip or extracurricular activity. All medication must be stored in the nurse's office prior to departure for the field trip or extracurricular activity. The accompanying medical representative or the principal's designee has the right to inspect the medication at any time. A medication form can be found at: [http://www.boyertownasd.org/UserFiles/File/forms/Health/Medication\\_Request\\_Form.pdf](http://www.boyertownasd.org/UserFiles/File/forms/Health/Medication_Request_Form.pdf). The form may be faxed to the health suite by telephoning (610)-369-7350.

#### **Eleventh Grade Physical Examinations**

In accordance with the Pennsylvania School Health Act, all students in the eleventh grade are required to have a physical examination. Having the family physician examine the student is a highly acceptable practice and the school looks favorably on this method of acquiring medical information. Examinations completed by a family physician within one year prior to the start of eleventh grade and recorded on forms provided by the school are accepted for the required examinations of that year. The required forms can be obtained from the school or from the Internet at: <http://www.boyertownasd.org/UserFiles/File/SR/phys.pdf>. Completed forms can be faxed to the health suite (610-369-7350). Parents are responsible for the cost of the examination by the family doctor. With parental permission, the school doctor will give a physical examination to those students not submitting a Private Physical Examination Report. Parental permission is given by marking the appropriate box on the emergency card that is completed at the beginning of each school year. Physical problems discovered or suspected as a result of the school examination are reported in writing to the parent. Since the physical examination is a mandated state health requirement, students will not be promoted to the next grade level until documentation of the physical exam is on file in the health office.

It is recommended that you make a copy of the physical form prior to submitting it to school. Also, if your child goes to your family healthcare provider for a sports physical exam, don't forget to send a copy of the form to both the Athletic Office and the school nurse's office.

### **School Exclusion**

According to PA code 27.71, students may be excluded from school for these specific diseases and infectious conditions until deemed non-infectious by physician/school nurse:

- |                          |                  |
|--------------------------|------------------|
| • Measles                | • Conjunctivitis |
| • Ringworm               | • Impetigo       |
| • Whooping cough         | • Lice           |
| • Scabies                | • Tonsillitis    |
| • Strep throat           | • Strep throat   |
| • Mumps                  | • Chickenpox     |
| • Rubella/German measles | • Diphtheria     |
| • Haemophilus Influenza  | • Meningitis     |
| • Shingles               | • Scarlet Fever  |

### **ILLEGAL CHEMICAL SUBSTANCES**

Board Policy #5146 refers to action to be taken in case of a student possessing and/or using illegal chemical substances, drugs or alcoholic beverages, including look-alike drugs or alcoholic substances, or paraphernalia associated with their use on school property, on buses, or while attending school sponsored activities. Criminal charges may be categorized into The Controlled Substance, Drug, Device, and Cosmetic Act. All students should become familiar with Board Policy #5146.

### **INTEGRATED PEST MANAGEMENT (IPM)**

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

### **INTERNET POLICY**

The Boyertown Area School District has Internet connectivity to its instructional program. In order to permit individual access to the Internet, students must receive instruction in accordance with the district's "Acceptable Use Policy" and "Administrative Guideline." No student will be permitted individual access to the Internet without having had that training, without a signed parental consent form, or without a similar signed document attesting to the fact that they have received the instructions outlined above. Students who violate the Internet guidelines will have his/her access revoked and other disciplinary actions may be taken as set forth by the Internet policy #4105 and/or the Student Guidelines.

### **KI (Potassium Iodide) MEDICINE**

The PA Department of Health recommends availability of the KI pill for those living or working within 10 miles of a nuclear power plant. This has been revised to include students attending schools within this 10-mile limit. Boyertown School District guidelines call for parents to provide the school with the necessary medication, parent permission, and doctor's permission forms in order for the district to provide for the administration of medication. Reference here, of course, is the Limerick Power Plant.

### **LEAVING SCHOOL AT LUNCH (ALL SENIOR & JUNIOR "OPEN" CAMPUS STUDENTS)**

Students are not permitted to leave the school building at lunchtime without the approval of the school and a parent/guardian. A form requesting permission to leave the school at lunchtime will be given to eleventh grade "open campus" & twelfth grade students at the beginning of the school year. This is to be completed by the parent or guardian, returned to the homeroom teacher, and kept on file in the high school office. If a student has permission to leave school, he/she will be issued a lunch pass, which must be

in his/her possession anytime he/she leaves school property during the lunch period. Students electing to leave school at lunchtime must do so within the first 5 minutes of the lunch period and may not return until 5 minutes before the end of the lunch period.

Students must use the Administrative/Art Lobby entrance to leave the building for lunch. They must show their lunch pass to the staff member on duty in order to leave the school. They will not be permitted to leave the school without this item. When returning from lunch, students must enter the building at the Administrative/Art Lobby entrance. Students going to lunch may not use other exits/entrances. Students may not drive or ride in cars during lunch. This privilege may be revoked at the discretion of the administration.

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

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

#### **LIBRARY SERVICES**

##### **Hours:**

- **Monday and Friday - 7:15AM – 4:00PM**
- **Tuesday and Thursday – 7:15AM – 7:00PM**
- **Wednesday – 7:15AM – 5:30PM**

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

Most books and periodicals circulate for two weeks. Reference and non-print materials are checked out for overnight after eighth period and must be returned before the first period of the next day. Reference materials are restricted on Tuesday and Thursday evenings, due to the library's evening hours. Borrowed materials may be returned to the circulation desk or placed in a book drop slot located in the hallway near the library doors. Fines are charged for late items – ten cents per day on regular library materials, fifty cents per day on overnight items. Students that have lost or damaged books will be charged for a replacement. Students are expected to pay fines, promptly. In severe cases, detention may be assigned.

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

- **Students that wish to use the Library, during a study hall, will only be released when they present a yellow Library pass to their Study Hall teacher or monitor. The yellow Library pass is issued, by the Library Staff, prior to homeroom or between classes. Due to a limited number of passes being made available daily, only one pass per day, per student is granted. Open campus students may use the Library without a yellow pass.**
- **Internet: The District's Acceptable Use Policy is in effect. Students who are creating documents or searching the internet must have a purpose that is based on a teacher assignment or a graduation requirement.**
- **Inter Library Loan: The High School Library is a member of ACCESS PA. Materials can be requested from other schools and universities across the state.**
- **Photocopies: A photocopy machine is available to students at ten cents per page.**

### **LOST AND FOUND**

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

### **LIMERICK POWER PLANT**

The Limerick Power Plant has been in operation for a number of years with an excellent safety record. In the unlikely event of a problem at the power plant, the school district is prepared to deal with an emergency situation whenever students are in school, en route to or from school, or at a school-sponsored activity. An emergency plan is in place and communication is sent home annually to all Boyertown parents providing details and seeking permission to transport students in an emergency.

### **LOCKERS**

A hall locker will be provided for each student at the senior high school. The hall lockers will have either keys or built in combination locks. Students are not permitted to share lockers. If a student loses his/her key, a photo identification card must be shown and \$6.00 paid for a replacement.

Students are responsible for the contents of their lockers. They may not display stickers, obscene pictures, or items related to drugs, alcohol or tobacco. Students should not leave valuable items in their lockers. The school can assume no responsibility for lost or stolen articles.

School lockers are considered part of school property and, therefore, subject to inspection by school officials. School officials may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, a student shall be notified and given an opportunity to be present at the search. If, however, school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, and safety of students in the school or school environment, a student's locker may be searched without prior warning.

**ALL LOCKERS ARE TO BE KEPT LOCKED AT ALL TIMES.**

### **MILITARY RECRUITERS/DIRECTORY INFORMATION**

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

Boyertown Area High School has designated the following information as directory information:

- **Student's Name**
- **Participation in officially recognized activities/sports**
- **Address, telephone listing, grade level**
- **Weight & height of members of athletic teams**
- **Electronic mail address**
- **Photograph**
- **Degrees, honors, and awards received**
- **Date and place of birth**

- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **The most recent educational agency or institution attended.**

## **MUSICAL ORGANIZATIONS**

### **Instrumental Music**

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

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

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

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

### **Choral Groups**

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

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

TREBLE SINGERS meet three times per cycle. Membership is open to all female students who can meet the requirements. This group is called upon for performances throughout the year.

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

## **NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOL STUDENTS**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are listed on the next page:

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

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the

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

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

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

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

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office, U.S. Department of Education, 440 Maryland Avenue, SW, Washington, DC 20202-4605

#### **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF STUDENT RIGHTS AMENDMENT**

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

##### **I. Consent:**

Before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey"), a program of the U.S. Department of Education must fund the survey, in whole or in part.

- A. Political affiliations or beliefs of the student or student's parent;
  - B. Mental or psychological problems of the student or student's family;
  - C. Sex behavior or attitudes;
  - D. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - E. Critical appraisals of others with whom respondents have close family relationships;
  - F. Legally recognized privileged relationships such as with lawyers, doctors, or ministers;
  - G. Religious practices, affiliations, or beliefs of the student or parents; or
  - H. Income, other than as required by law to determine program eligibility.
- II. Receive notice and an opportunity to opt a student out of:

- A. Any other protected information survey, regardless of funding;
  - B. Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under Pennsylvania law;
  - C. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- III. Inspect, upon request and before administration or use:
- A. Protected information surveys of students;
  - B. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes;
  - C. Instructional material used as part of the educational curriculum.

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

Boyetown Area School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.

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

- **Collection, disclosure, or use of personal information for marketing, sales or other distribution.**
- **Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.**
- **Any non-emergency, invasive physical examination or screening as described above.**

Parents/eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

#### **OPEN CAMPUS**

Open Campus is a privilege offered to juniors and seniors who achieve a cumulative GPA of 3.2 or higher.

1. Students are to sign-out of study hall to one allowable destination and remain there.
2. Individual eligible students must personally and legibly sign-out on the Open Campus sign-out sheet.
3. Students may go to the library, cafeteria or teacher's classroom with prior permission only if the teacher will remain in the room for the period. The cafeteria is not an option during periods 5, 6, 7.
4. For Open Campus periods 5, 6, 7 only –
  - A. Students choosing not to remain in the LGI/Study Hall and go to the library must adhere to expected library behavior.
  - B. Students may remain in the LGI/Study Hall during their scheduled period 5, 6, or 7; however, all study hall guidelines prevail.

5. Administration will review the open campus list quarterly. Lists will be posted in homerooms as soon as feasibly possible at the end of each marking period. Available supervised areas will be listed as the open class periods become available.
6. Students must provide student identification daily.
7. If any student abuses open campus privileges, the student will be subject to 20 school days of not leaving study hall for the first offense. Refer to Loss of Privileges information for further details.

#### **PARENT PORTAL**

To access the Parent Portal, using Internet Explorer, you will visit the following location: <http://sapphire.k12system.com/parentportal/>. You will need to click on the parent application link, the keyword is bears. Read the Sapphire Parent Portal User Agreement, click on yes and continue, fill out the form, click on save and print, then at the top of the page click here to print form. Sign the form, send it to the address listed at the bottom or send it into school for approval. You will receive your pin# via e-mail. When you do access the parent portal you will go to the same website as listed above but you will click on the gray oval at the bottom of the page. In order to log in you will need your username, password (only you will know this) and the pin# you receive in your e-mail. Any questions can be directed to Bobbie Eddinger at [beddinger@bovertownasd.org](mailto:beddinger@bovertownasd.org) or you can call 610-437-3500 from 7AM – 4PM.

#### **PHYSICAL EDUCATION**

##### **Safety**

The nature of some activities in physical education requires the strict adherence to all rules. Any student disregarding rules concerning safety will be subject to consequences. Students are encouraged to make-up classes missed that are considered to be excused as per school attendance policy.

The wearing of jewelry is a safety hazard for those wearing it and for those who may come in contact with those wearing such items; therefore, all jewelry will be removed for P. E. class. New piercing(s) may be covered with tape. Tape will not be provided.

##### **Locker Rooms and Gymnasiums**

Locker rooms and gymnasiums are off limits to all students at all times except during assigned physical education class in the gymnasium or during the time your sport coach designates you to be there with his/her supervision.

##### **Physical Education Dress Code**

Proper attire for students will consist of gym shorts, T-shirt with sleeves, athletic socks and sneakers with laces tied.

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

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

##### **Medical Excuse for Physical Education Procedures**

If a student is unable to participate in physical education, due to an injury or illness, he/she should follow the procedures listed below:

Provide the nurse with a medical note prior to homeroom.

The nurse will provide the student with a copy to the medical note which is stamped by the nurse. That note must be given to his/her teacher upon arrival to physical education class.

A list of students who turn in medical notes to the nurse will be distributed to the physical education staff (via the department chair or lead teacher) on a daily basis. Failure to provide the physical education teacher with the stamped copy of the medical note may result in disciplinary action.

If the medical excuse is assigned for a period of time extending beyond two weeks, it is recommended that the student have his/her physician complete the Adapted/Adaptive Physical Education Form. This form should be returned to the health suite. (Fax 610-369-7350). Please note that in order for option one to be chosen on the parent/guardian letter, this form needs to be completed and on file in the health suite.

If a student is excused for a shorter period of time, he/she may select from two options for their participation grade. In order to select one of these options, the student must return the parent/guardian letter to his/her instructor.

Peer Assessment (option two)

Article Reflection (option three)

Students must complete the provided work to meet the standards of the rubric provided for each assignment. Each assignment must be turned into the physical education teacher at the end of the period being excused. Failure to follow the directions and the rubric may result in a loss of points for that particular day.

#### **EXTRACURRICULAR ACTIVITIES EXCLUSION**

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

#### **PROHIBITED ITEMS**

The following items are not permitted on school property: Playing cards, gambling devices, water pistols, laser devices, weapons of any nature, roller blades/skateboards, and like items. The following items cannot be used between 7:45AM and 2:45PM: Some examples may include but are not limited to: Personal cameras, personal laptops, cell phones, portable radios, CD players, IPODs, PSPs or MP3 players. This is not a comprehensive list. These are not permitted from 7:45 a.m.- 2:45 pm without prior permission from the school principal.

#### **PROMOTION POLICY**

The student is eligible for graduation at the end of the school year in which all graduation requirements are fully met regardless of current grade placement.

A student is considered a member of the graduating class of current homeroom placement. Therefore, a student who fails to accumulate 11.5 credits in tenth grade will be reassigned the following year to a tenth grade homeroom and will again be a sophomore. The student, while in a sophomore homeroom, is not eligible to participate in junior or senior class activities. The same principle applies to each grade level regardless of the number of years the student has spent in the high school. All obligations must be cleared before reassignment will take place.

A student will be promoted to grade 11 at the end of the school year or close of the summer school session immediately following in which the student has accumulated a minimum of 11.5 credits.

A student will be promoted to grade 12 at the end of the school year or the close of the summer school session or at semester's end immediately following in which the student has accumulated a minimum of 17.5 credits.

According to school policy, only recommended students may remediate failed courses at summer school. Such recommendations are based on classroom performance and school attendance and are made after the teacher and administrator reviews. Upon request by the student or his/her parent, the student will be promoted to grade 12, if, at the end of the first semester of the junior year the student is scheduled for and passing the sufficient and proper credits to meet the graduation requirements by the end of the second semester.

### **PROTECTED HANDICAPPED STUDENTS**

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

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

### **PUBLICATIONS**

#### **Accent**

Accent, a literary-art magazine, provides a showcase for the finest creative writing and art talents of BASH students. Accent features original stories, poems, plays, essays, and artwork. The publication is financed by student subscriptions.

Manuscripts are solicited from the entire student body. Staff members are expected to devote their time generously to the various duties essential to publication.

#### **The Bear**

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

#### **Cub**

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

### **READING REQUIREMENT**

The Boyertown Area School District has made completion of a reading requirement a condition of promotion or graduation. Every student must read ten books per school year or as dictated by the student's IEP, if applicable. Parents and teachers can

verify the reading of the ten books. Further information on this requirement may be obtained from English teachers or school counselors. Forms are available in every home-room, the main office and in the Library.

#### **RESTRICTED AREAS**

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

1. Seniors/Junior "open campus" lunch privilege – student must have a lunch pass
2. Accompany a teacher for class
3. Leave for an approved appointment
4. Go to Career Tech school with a driving pass
5. Leave with the permission of the principal/school nurse

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

#### **SCHOOL BUS RIDERS' RULES AND REGULATIONS**

##### General Information

Be at authorized school bus stop five minutes before designated time and wait one half-hour after designated time.

Wait until the school bus comes to a complete stop before attempting to enter the school bus.

Bus drivers will not pick up students at places other than authorized bus stop.

Exchanging buses is prohibited, except in emergency situations upon request of parent with written approval of the principal.

Students are not permitted to exchange bus stops without written permission of parent and principal.

##### Code of Conduct

Follow the driver's direction - first time

Stay properly seated

No swearing or loud talking

No fighting, pushing, shoving or teasing

Keep your bus clean, do not damage bus, no eating, drinking or smoking

All school rules apply

##### Bus Disciplinary Procedure

The bus driver is in full charge of the bus and students and, therefore, has the authority to take initial disciplinary action as required by student's actions.

The bus driver may report any student who violates bus rules to the appropriate principal.

The administration of each school has the authority to determine the appropriate additional disciplinary action, including suspending the bus privileges of any student who violates school bus rules.

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

Bus driver will not discharge at places other than the authorized school bus stop.

Written permission of the principal and parent/guardian is mandatory to exchange bus stops in an emergency.

#### **Loitering In Bus Area**

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

#### **Transportation Video Taping**

The safety of students is of utmost importance to the Boyertown Area School District. The use of a video system on District vehicles will assist in safety by attempting to identify undesired behavior and will enhance the effectiveness of discipline by identifying offenders. To that end, the transportation supervisor is authorized to randomly place video cameras and equipment on District vehicles. Additionally, the transportation supervisor may place video recording equipment on buses at the request of District administrators. Please reference Board Policy #3541.35 for more details.

#### **SCHOOL BOARD POLICY**

There are references to various school board policies throughout this book. These policies are available for perusal in the senior high library.

#### **SCHOOL STORE**

The school store is open in the morning before homeroom from 7:30-7:45 a.m. and after school 2:45-3:00PM. The store sells a variety of school related needs. Gym clothes are sold all year long, but a special sale takes place in the first week of school. A second clothing sale takes place in November: order forms are distributed through homeroom. This sale is popular because the items come in time for the holidays.

#### **SEARCHES**

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

#### **SECURITY DRILL**

When a security drill is announced, all students are to remain in their assigned classroom. No one is to leave for any reason. Students outside their classrooms should return to their assigned rooms at once.

#### **SEXUAL HARASSMENT POLICY**

It is the policy of the Boyertown Area School District to maintain learning and working environments that are free from sexual harassment. It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined below.

1. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by a member of the school staff to a student, when made by a student to a staff member or when made by any student to another student, or when:
2. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education, or when
3. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual, or when such conduct has the purpose

or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive education environment.

4. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive education environment.

Sexual harassment, as defined here, may include, but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; unwelcome touching; suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning: one's grades, academic standing, and/or extracurricular participation, etc.

Any person who alleges sexual harassment by any staff member or student in the district may use the district's complaint procedure or may complain directly to his/her immediate supervisor, building principal, school counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future grades or participation in educational programs. Given the nature of the type of discrimination, the district also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. Therefore, false accusations will result in the same severe disciplinary action applicable to one found guilty of sexual harassment.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. A substantiated charge against a staff member in the district shall subject such staff member to disciplinary action, including discharge. A substantiated charge against a student in the school district shall subject that student to student-to-student disciplinary action including suspension or expulsion, consistent with the student discipline code.

#### **SMOKING POLICY**

Act 145 of 1996 amends the Crimes Code to include language-prohibiting students from possessing or using tobacco in a school building, a school bus or on school property. School districts are granted the authority to initiate prosecution for any such offense. Upon conviction, a student will be found guilty of a summary offense and subject to a fine, penalties, and court costs. The court may admit the student to an adjudication alternative in lieu of the fine. Such a summary offense is not reportable as a criminal act. Refer to Board Policy #5147. This is in addition to disciplinary action taken by the school.

#### **STUDENT ACTIVITIES AND SERVICES**

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

#### **CODE OF CONDUCT FOR ALL PARTICIPANTS IN EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES**

By making the decision to join any school-sanctioned extracurricular or co-curricular club, group, or organization or to accept any position of class or school leadership, a student also agrees to abide by a higher standard of behavior than those students

who do not make the commitment to represent their school. Students who aspire to represent their school either in clubs or activities or to lead their fellow students in school government positions also agree to accept the greater responsibilities for the privilege and trust they have been accorded. If a student compromises the trust and responsibility he has been given, it is understood that he or she may lose the privilege of involvement or leadership that has been extended to him or her.

At no time shall a member of a school-sanctioned extracurricular or co-curricular group conduct himself/herself in a manner that brings discredit to the school organization. Any student involved in a school-sanctioned extracurricular or co-curricular activity found to be in violation of selling, providing, possessing, using or being under the influence of drugs or alcohol at any time or found to have seriously discredited the school or organization shall be suspended from participation in that activity for a period of 30-45 days. Subsequent violations will then result in a longer suspension consistent with the code of conduct for all participants in extracurricular and co-curricular activities adopted by the Board of Education. In the case of student leadership positions, such as class or Student Council officers, a student may be removed from office at anytime for misconduct and/or academic reasons that seriously compromises that student's ability to effectively provide leadership for his fellow students.

The decision to suspend a student from participating in an extracurricular or co-curricular activity or to remove a student in compliance with this policy is to be made by the building administration in consultation with the activity advisor or director. This decision especially when involving a student's out-of-school behavior is not to be made lightly and must be based on definite evidence or testimony and not on hearsay. Students and/or parents who desire to appeal a decision made on the building level can do so by contacting the Superintendent of Schools or his designee.

## **CLUBS**

### **Academic Challenge**

Academic Challenge is a club for students interested in "quiz bowl" type competitions. Questions come from various scholastic disciplines as well as pop culture. Competitions are team based, so participants need not be superstars in all areas. Students strong in even one discipline are valuable contributors to the team. Anyone who likes Jeopardy or Trivial Pursuit is highly encouraged to join.

### **Activate**

Anyone who wants to study and grow in their walk with God is invited to join. Through reading and discussing the Word, members are empowered to activate others to be strong in their faith. Activate members help students and staff at BASH through outreaches and service projects.

### **Busted! Club**

This club is part of a state-wide movement of teens who are committed to exposing the deceptive marketing tactics of tobacco companies and empowering young people to stand up against them. This club is student run but supported by a liaison from the Council on Chemical Abuse. Opportunities from local, state, and national initiatives are carried out. BUSTED partners with the Health Club to support smoke-free restaurants and workplaces, National Smoke-out Day, and Kick Butts Day among others. All students are invited to join.

### **Cheerleaders**

There are two cheering squads that support various athletic teams within the school. They are the varsity and junior varsity cheerleaders. In addition to cheering, cheerleaders assist students, faculty, and administration in a variety of ways. They plan and assist during tenth grade orientation and promote school spirit throughout the year.

#### **Drama Club**

The Drama Club provides an opportunity for serious theatre students to develop their stage techniques ranging from experimental “new” theatre to children’s theatre, traditional Broadway and classical works. The Drama Club, organized in 1968, has earned a statewide reputation for artistic quality. Although membership to the Drama Club is earned through stage work, auditions for all productions are open to any member of the student body.

#### **Envirothon**

The Envirothon is a national, outdoor competition in which student teams test their knowledge of conservation and environmental science under the supervision of soil, water, forestry, and wildlife professionals. Students compete every April at the county level, and if successful, move to state, national, and international levels of competition.

#### **Environmental Club**

Environmental Club is comprised of a group of students who are committed to raising the consciousness of others and making the earth a better place to live.

#### **FCCLA**

Family, Career, and Community Leaders of America, is a dynamic and effective national non-profit student organization that helps young men and women become strong leaders in their families, careers, and communities. Student involvement is at the heart of FCCLA. Students plan, carry out, and evaluate projects and activities themselves. Through FCCLA projects, students sort out thoughts, analyze situations, set goals, interact with others, apply classroom knowledge and become strong and effective leaders. We are the ultimate leadership experience.

#### **Future Business Leaders of America**

The Future Business Leaders of America is an active service club for selected students. The local chapter, which is affiliated with the national and state organization, offers students the opportunity to participate in school, community and local, state and national projects. Students are required to compete at the regional, state, and national level, which is an integral part of leadership development.

#### **Gay Straight Alliance**

The Gay Straight Alliance or GSA is a student club created to support its members. It provides a safe place for students to come and discuss issues relating to sexual orientation. It also seeks to educate the school community about sexual orientation and gender identity issues. The GSA club at BASH plans events to support a variety of causes and community service projects. The club meets on Tuesdays from 3:00 – 4:00 PM.

#### **Health Club**

The Health Club is a service organization that is open to all BASH students, especially those who are interested in pursuing a health-related career after graduation. The health club’s mission is to promote healthy behaviors among the BASH student population as well as to acquaint the participants with the many occupations found in the health fields and in the nursing profession. Students volunteer their time for community service activities and projects directed at the school community and Boyertown Area community.

#### **Insight**

Wanna talk? Have some opinions to share? Then join BASH’s cable-TV Talk Show “Insight.” Broadcast on PCTV, Channel 22, “Insight” provides an opportunity for students to voice their opinions to the community on various subjects each month. The team selects a topic for discussion, researches the topic, and develops a plan for the hour-long show. Guests from the community are sometimes invited to participate; students

develop and conduct interviews and surveys to help present a balanced presentation of the topics. The team meets weekly after school for planning and taping.

#### **Key Club**

Key Club is a school service organization affiliated with the Kiwanis Club of Boyertown. The Boyertown High School Key Club has a proud tradition of enlisting outstanding students who willingly give of their time and talents in service to their school and community. Key Club provides a wonderful opportunity for service-oriented young people to experience the joy of volunteerism and school and community service. It is one of the most popular activities in the senior high school. For more information: [www.keyclub.org](http://www.keyclub.org).

#### **Leo Club**

Leo Club is a school service organization affiliated with the Boyertown Lions' Club. Leo Club offers students an opportunity to serve their school and community through projects selected each year by the membership, as well as to participate in social functions sponsored and organized by the club. Leo Club members also have the opportunity to work cooperatively with other Leo members from clubs in schools throughout the region, and to hold office at local, district, and state levels.

Leo Club is open to all students in grades 10 through 12.

#### **Library Club**

No experience necessary! Work behind the scenes in a very busy library. Be the first student to see the new books and magazines! Choose books to display. Learn skills that look good on a resume! Decorate the library for the seasons! Get out of a study hall! Help the librarians and secretaries run the library!

Library Club is a school service group that is open to all BASH students, especially those who are interested in books and helping people. As a Library Club member, you will serve the school by helping teachers and fellow students, who need assistance in the library.

#### **Math Team**

The Math Team is a group of mathematically talented and creative problem solvers who enjoy tackling conventional and not-so-conventional math problems. The students from grades 10 through 12 are involved in competitions representing BASH at the county and state levels. The team meets during the school day once a month for six months to participate in the competition by taking a thirty-minute, six-problem test. The top five scores become our team score. Individual awards are also given.

#### **National Honor Society**

This is an organization which membership is through a selection process. After your first quarter of your junior year, if you have a 3.5 cumulative grade point average or higher, you will receive a letter inviting you to become a member of NHS. The letter asks you to pick up the application and five recommendation forms. The student returns the application and five recommendations to the advisor and the selection committee made up of staff members review the applications and recommendations. There are four criteria for National Honor Society; scholarship, character, service, and leadership. The applicant must be strong in all four areas. Below is a list of some of the items the selection committee reviews regarding the application and recommendations:

Scholarship: neatness and accuracy of application, spelling, punctuation, capitalization and grammar, responses should be thorough, concise and display clarity of thought.

Character: behavior in and out of the classroom. The applicant should not have served in-school or out-of-school suspension.

Service: any volunteer activity in or out of school, including but not limited to, school, church, community, activities in school include, musical, academic, sport, service clubs, etc. Paid positions do not count.

Leadership: may be fulfilled in school or community, (i.e. officer positions, employment/religious situations, project head, chairperson, youth sports issues, etc.)

Late or incomplete applications are not reviewed and the student receives a rejection letter. All activities listed on the application must have a verifying signature. Without a signature, the activity does not count towards meeting that criterion. (This is an example of an incomplete application.) Recommendations are a large part of the applying procedure. For example, if a teacher does not complete the area of leadership, the committee will consider your application incomplete. Therefore, make sure your recommendations are very strong. Do not hesitate to ask if the person can write a positive recommendation.

During the school year, NHS members must participate in a service activity plus tutor during one study hall per 6-day cycle. If this is not accomplished, his/her privilege to wear the NHS stole at graduation may be denied. A cumulative GPA of at least 3.5 must be maintained each quarter and members cannot have any grades of D or F for quarter grades in any course. If either or both occur, the student is placed on probation for one quarter. If during the next quarter either of the above happens, the student will need to justify his/her case in front of the committee in order to maintain his/her membership in NHS.

Not maintaining the NHS standards may result in dismissal from the society. This can include but not be limited to, grades or discipline issues. If this occurs, the member has a choice to explain his/her case in front of a committee. The committee reviews the information and makes a decision. The By-laws which contain the discipline policy are on file.

#### **Peer Mediation**

Peer Mediation is a service organization dedicated to creating a positive school environment by promoting nonviolent options for resolving conflicts. Students who join the Peer Mediation team learn how to deal creatively with conflict. They are trained in nonviolent methods of managing disputes and resolving disagreements. Working in teams of two in the school's Peer Mediation Room, student mediators meet with people in conflict and help them to resolve their problems peacefully. Equipped with lifelong conflict management skills, Peer Mediators become leaders in the classroom as well as in the community. Students in grades 10 through 12 who want to become Peer Mediators can pick up applications in the School Counseling Office.

#### **S.A.D.D.**

S.A.D.D. (Students' Against Driving Drunk) is a group of teenagers who help save many lives from the number one killer of young people, drunk driving. Robert Anastas in Massachusetts formed the organization in 1981. It was formed to help teenagers, their families, and their community, to work together to save lives. One way S.A.D.D. helps in decreasing the deaths of teenagers is through the Contract for Life. The Contract is a formal agreement signed by both the student and his/her parents acknowledging potential problems and the family's desire to face and manage them.

#### **S.A.V.E.**

Students Against the Violation of the Earth is a group committed to local, regional, and global environmental action.

### **Science Olympiad**

Science Olympiad provides an opportunity for students to compete in a variety of events that test science knowledge and problem-solving skills. Students prepare for a county competition in January and a regional level competition in March, with the possibility of advancement to the state and national levels.

Ski Club is a service oriented group that works with the local community painting business windows, murals and promoting the artwork of our young artists, as well as, the works of professionals.

### **Student Council**

Student Council, the representative body of the Boyertown Area Senior High School, is a well-founded organization established to coordinate faculty and student activities toward common goals: To create a pleasant wholesome school atmosphere and to make students aware of their rights, responsibilities and interests in the rest of the school.

### **Technology Student Association**

TSA is a national organization designed to teach students about technology, leadership, competition, and teamwork - important parts of tomorrow's world. Members of TSA design and build projects for competition on regional, state, and national levels. Members can also compete in technical report writing, conducting business meetings, and giving speeches and other presentations.

### **STUDENT ASSIGNMENT BOOKS**

Each student will be issued an assignment book that must be carried to each class by the student and kept current with needed information.

### **STUDENT ASSISTANCE PROGRAM (SAP)**

The Student Assistance Program (SAP) is a process for identifying students who are experiencing behavior and/or academic difficulties that pose a barrier to their learning and success in school. SAP offers support to those students and their families. If you would like to speak with or write a member of the student assistance team because you, or a friend of yours, are dealing with problems like those mentioned above, just ask any teacher, counselor, principal, or secretary for the names of our SAP team members. The core of the Student Assistance Program is a team who have received specialized training from Commonwealth of Pennsylvania approved SAP training providers and other related continuing educational support groups. One of the most important tasks of a student assistance team is to build a partnership with families, focusing on the student's success as its common goal. The SAP coordinator's telephone number is (610) 473-3678.

### **STUDENT IDENTIFICATION CARDS**

Student identification cards are to be in the student's possession at all times during the school day and when attending any school sponsored activity. The identification card must be presented to any teacher or administrator upon request.

### **STUDENT PARKING**

According to School Board Policy #5131.3 students who hold a valid drivers license shall be permitted to drive to and from school provided school regulations are obeyed. In the event of inclement weather, students are urged to take the transportation offered to them by the school district.

Parking spaces, offered exclusively to 11th and 12th graders on school property, are limited in number. As a result, students who want to drive to school and park on school property must obtain a parking permit in the office, complete the form and return it as soon as possible. There will be a fee for the parking permit. Parking permits are non-transferable. All vehicles must be registered with the school, even those used on a

temporary basis. The school resource officer will assign permits up to the number of spaces available for student use. When students receive a permit, they will park in their assigned space. Parking permits must be displayed on the left side of the rear window. Students may not park in spaces designated for faculty, visitors or handicapped.

Handicapped spaces will be available for students who need to park close to the school because of medical problems. Those students should talk to the school resource officer for more information. Students should use only the Monroe Street entrances and exits to and from parking lots. They are not permitted to drive through the faculty lots via Madison Street at any time.

Driving violations, excessive speeding and/or any misconduct involving student(s) on the parking lots may result in revocation of the student's parking permit. Loud radios, tapes, engines, etc. create a disturbance and will not be permitted. Students who repeatedly violate noise rules will be denied permission to park on school property. The fine for parking violations is \$15.00. Students, who receive two tickets or do not pay parking fines within five school days, will have their parking privileges revoked. Career Tech Center parking permits are not valid at BASH. Cars improperly parked, in a faculty space or without a properly displayed permit, will be ticketed and towed at the owner's expense. The Boyertown School District and Colebrookdale Police strictly enforce these parking regulations.

#### **STUDENT RECORD POLICIES**

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

#### **STUDY HALLS**

Study halls give students the opportunity to complete assignments and/or to prepare themselves for upcoming classes. This is most effectively done in a quiet environment; therefore, study halls will not be a time for socializing, rather a study hall is to be quiet. Study halls are to enable students to complete class work, homework, and to study in an environment conducive to learning by:

- **Arriving on time;**
- **Being prepared with academic work/reading material;**
- **Sitting in your assigned seat;**
- **Working independently;**
- **Following teacher/monitor directions;**
- **Staying awake – head-up and no sleeping;**
- **Not talking without permission.**

#### **SUMMER SCHOOL**

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

### **TRESPASSING**

Students suspended out of school will be considered to be trespassing if they return to school during the suspension period.

### **WEAPONS ON SCHOOL PROPERTY**

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

Juvenile Court records indicate a significant upswing in the number of youth carrying dangerous weapons into our local schools. This represents a serious risk to the safety of everyone present in our schools, and is unacceptable behavior by those involved.

Therefore, it is the policy of the Berks County Juvenile Court that if a juvenile carries a gun or any other dangerous weapon onto a school setting, absent extraordinary and compelling reasons, that youth will be placed outside his/her home when such a case is referred to the Juvenile Court.

In order to implement this policy, the Court urges all Berks County schools to adopt a working procedure of requesting immediate police investigation of all incidents involving the possession of dangerous weapons on school grounds. The Court also urges that an immediate request for emergency detention be made to the Juvenile Probation Office for any youth implicated in the transportation or possession of a dangerous weapon on school property.

To some, this policy may seem unduly harsh, particularly if there is no injury or attempt to actually use the weapon. Nonetheless, if this Juvenile Court Policy is to serve its intended deterrent effect, it is important that all students recognize the severity with which violations of this nature will be treated.

Law Enforcement agencies will be called in regards to any violation of the Crimes Code of Pennsylvania. The offenses could consist of, possession of a weapon on school property, prohibited offensive weapons, or possession of a firearm by a minor.

### **WHEELCHAIRS**

In the event that a student must use a wheelchair for medical reasons, documentation from the prescribing physician is needed. The projected length of time that the student will be using the wheelchair should be included on the doctor's note. The student will be expected to supply the wheelchair, but the wheelchair may be stored in the health room at the end of the school day. The school's wheelchair is for emergency use only.

### **WITHDRAWING FROM SCHOOL**

Students planning to withdraw from school or moving to another school district should adhere to the following two guidelines: (1) Arrangements for withdrawal from school should be made with the school counselor secretary at least two days in advance of the student's last day of attendance. (2) Students that withdraw from school and are beyond the age for compulsory school attendance may return only at the start of the school year only if their education has been interrupted for a significant period of time. An accumulation of more than 20 days of absence during the school year is considered a significant period of time.

### **WORKING PAPERS**

All students between the ages of 14 and 17 are required by Pennsylvania School Law to secure an Employment certificate, known as "Working papers," before they may begin to work. Students, who have reached 18, by state law, do not need working papers. Exceptions to this regulation are 17 year olds who have graduated or have officially withdrawn from school.

Students who had withdrawn from school may obtain working papers from the Boyertown Education Center, 911 Montgomery Avenue, Monday through Friday between the hours of 7:30 a.m. to 4:15p.m., except on holidays.

Request for Working Papers must be made by the parent or legal guardian. Minors cannot make the request on his/her own behalf. It is not necessary for the minor to be with the parent when the request is made.

Application for Employment Certificate is issued to the parent or legal guardian who must sign the application in the presence of the issuing officer. If the parent or legal guardian cannot sign for the working papers in front of the issuing officer, they must agree to take the paper work to a Notary and sign it in front of them. No facsimiles accepted.

Verification of age must be supplied by use of birth certificate, baptismal certificate, passport or driver's license. Upon issuing Working Papers a second time to the student, no evidence of age is required.

The Employment Certificate must be taken by the minor, parent or legal guardian to the employer who must complete Section C as explained on the certificate.

State law requires that before issuance of the first Employment Certificate the student must have a physical examination and have Section D signed by the examining physician. If there is a hardship which prevents a student from getting a physical, a form is available to fill out and receive permission to get a physical through the school district Physician for free.

The completed application must be returned to the Working Papers office at the Education Center. Signatures of the Employer and Doctor must be legible to read. If not, print the name so it can be read.

The issuing officer will process the completed Employment application for the ages of 14 and 15 and forward a certificate to the employer. Students, ages 16 and 17, will receive a Blue Transferable card that must be signed in person at the issuing office. The Blue card will be their working papers for any job/s until they reach the age of 18 or graduate. After that, under state law, they no longer need working papers. When the application is completed and returned, students are then able to begin work.

#### **EMERGENCY SCHOOL CLOSING**

By dialing 610-369-7669 or logging onto the Boyertown School District website (<http://www.boyertownasd.org>), parents/guardians will be informed of current information regarding the status of the district's schedule depending on conditions.

#### **Connect-Ed®**

BASD has implemented the **Connect-Ed®** service which will be used to convey emergency messages to parents and guardians. With the **Connect-ED®** service, we will be able to deliver important school information in the event of any emergency including weather delays or closings. We will be able to send a personalized voice message to parents/guardians and families with one recorded phone message. It is important that your child's school has all of your current telephone numbers so that you will not miss any important communications. We are utilizing your phone numbers from our student information system. If you change your telephone number(s) at anytime throughout the school year, please remember to update them with your child's building secretary.

In case it becomes necessary to close school or to delay the opening of school because of inclement weather, the announcement will be carried on the radio. **DO NOT CALL THE SCHOOL.** The following radio stations will carry the information:

Boyertown	WBYN-AM	1160
Reading	WEEU-AM	830
	WIOV- AM/FM	1240AM/105.1FM
	WRAW-AM	1340
	WRFY-FM	102.5
	WFKB-FM	107.5
Pottstown	WPAZ-AM	1370
Philadelphia	KYW-AM	1060 (District #893)
Allentown	WAEB-AM/FM	790AM/104 FM
	WCTO-FM	96
	WODE-FM	99.9
	WLEV-FM	100.7
	WWYY-FM	107.1
Stroudsburg	WSBG-FM	93.5
Tamaqua	WMGH-FM	105.5

In the event that school must be closed or delayed, an announcement to this effect will be made. The district emergency number is 893. If no announcement is made, school will be held. This is necessary because the policy of many radio stations will not permit announcing the names of those schools that will be open.

<b>BOYERTOWN AREA SCHOOL DISTRICT          SECONDARY SCHOOL CALENDAR          2009-2010</b>
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**2009**

August	31	Staff Development Day
September	1	Staff Development Day
September	2	First Student Day
September	4, 7	Labor Day Holiday
October	12	Staff Development Day
November	6	1 <sup>st</sup> Quarter ends*
	13, 24, 25	Early Dismissal – K-12
	17	Parent Conferences – 5:30-8:30PM
	26, 27, 30	Holiday (School Closed)
December	23	Early Dismissal – K-12
	24-31	Holiday (School Closed)

**2010**

January	1	Holiday (School Closed)
	18	M. L. King Day (School Closed)
	26	2 <sup>nd</sup> Quarter (1 <sup>st</sup> semester) ends*
	27	Early Dismissal – K-12
February	11	Parent Conferences – 5:30-8:30PM
	15	President’s Day Holiday
March	31	Staff Development Day
April	1, 2, 5	Spring Break Holiday
	7	3 <sup>rd</sup> Quarter ends*
	12	Early Dismissal – K-12
	12-16	PSSA Reading & Math**
	19-23	PSSA Writing**
	26-30	PSSA Science**
May	21	Early Dismissal (K-12)
	31	Holiday (School Closed)
June	11	Early Dismissal (K-12)
	11	4 <sup>th</sup> Quarter ends*
	11	Last Day for Students, Graduation

\*Report cards will be distributed within ten days of the end of each marking period.

\*\*Educational trips will **not** be approved during BASH PSSA testing dates.

**BELL SCHEDULE**

7:45	To	8:00	-	Homeroom
8:00	To	8:45	-	Period 1
8:45	To	9:30	-	Period 2
9:30	To	10:15	-	Period 3
10:15	To	11:00	-	Period 4
11:00	To	11:45	-	Period 5 - lunch or class
11:45	To	12:30	-	Period 6 - lunch or class
12:30	To	1:15	-	Period 7 - lunch or class
1:15	To	2:00	-	Period 8
2:00	To	2:45	-	Period 9

**ASSEMBLY/EXTENDED HOMEROOM SCHEDULE**

7:45	To	8:00	-	Homeroom	A	B	C	D
8:00	To	8:45	-	Assembly/ Extended/HR	-	-	-	-
8:45	To	9:30	-	Period	2	1	1	1
9:30	To	10:15	-	Period	3	3	2	2
10:15	To	11:00	-	Period	4	4	4	3
11:00	To	11:45	-	Period	5	5	5	5 - lunch or class
11:45	To	12:30	-	Period	6	6	6	6 - lunch or class
12:30	To	1:15	-	Period	7	7	7	7 - lunch or class
1:15	To	2:00	-	Period	8	8	8	8
2:00	To	2:45	-	Period	9	9	9	9

**ONE-HOUR DELAY SCHEDULE**

8:45	to	9:00	-	Homeroom
9:00	to	9:30	-	Period 1
9:30	to	10:00	-	Period 2
10:00	to	10:30	-	Period 3
10:30	to	11:00	-	Period 4
11:00	to	11:45	-	Period 5 – lunch or class
11:45	to	12:30	-	Period 6 – lunch or class
12:30	to	1:15	-	Period 7 – lunch or class
1:15	to	2:00	-	Period 8
2:00	to	2:45	-	Period 9

AM Career Tech Center students leave at 9:00 AM.

**TWO-HOUR DELAY SCHEDULE**

9:45	to	10:00	-	Homeroom	A	B
10:00	to	10:30	-	Period	3	1
10:30	to	11:00	-	Period	4	2
11:00	to	11:45	-	Period	5	5 – lunch or class
11:45	to	12:30	-	Period	6	6 – lunch or class
12:30	to	1:15	-	Period	7	7 – lunch or class
1:15	to	2:00	-	Period	8	8
2:00	to	2:45	-	Period	9	9

MAP OF BUILDING

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