



BOYERTOWN AREA SCHOOL DISTRICT
Middle School Student Handbook
2019-2020

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

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

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380 South Madison Street
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**Boyertown Area
School District**

To enable all students to succeed in a changing world!

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

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I. General Information

Affirmative Action

The Board of School Directors declares it to be the policy of the Boyertown Area School District to provide an equal opportunity for all children to achieve their maximum potential through the programs offered in these schools, regardless of race, color, religion, sex, national origin, or handicap.

In order to achieve the aforesaid goal, the Board of School Directors directs the Assistant Superintendent to assume the responsibility of coordinating all implementing activities as Affirmative Action Officer.

Agenda Book/Hallway Passes

- At the beginning of the school year each student is given an agenda book containing student passes
- Always have your agenda book with you
- Agenda books are non-transferable under any circumstances
- Students are eligible to request pass privileges 2 times each school day
- When requesting excusal from class, student presents his/her assignment book pass to teacher for review
- If permission to leave is granted, student fills in information, teacher signs the pass entry
- If a student loses his/her agenda book they must:
 1. Obtain a parent/guardian notification letter from the office.
 2. Get the letter signed by their parent/guardian and present it to the office before another assignment book is made available.
 3. Purchase a replacement from the office for \$5.00.
- These parent letters will be kept on file along with a master log of the dates and students that have been issued new books.

Dances

The following rules guidelines have been established for Middle School dances:

- Dances will be held from 7:00PM to 9:00PM.
- Students should be picked up promptly at 9:00PM.

- No guests are permitted.
- Students on the restricted list, suspended, or absent the day of the dance will not be permitted to attend.
- Students will be required to show his/her student ID prior to entering the dance.
- Dances will be chaperoned by school staff.
- All actions and conduct must reflect appropriate social behavior. Students refusing to cooperate or to conduct themselves in an orderly manner will be required to contact parents and will be removed immediately from the dance. Additional consequences may also be issued based on the severity of the behavior.
- Students are expected to abide by the Code of Conduct.
- Dress Code:
 - East -- Dress code varies per dance. Most dances are casual. For dress up dances, students will be notified about appropriate attire.
 - West – No sneakers, work boots or denim. Student dress should be in good taste – neither too showy nor too provocative. A shirt and tie or a collared shirt (polo, dress; long or short-sleeved) must be worn, tucked in, with pants/slacks and shoes. Dress, nice dress pants or skirt and blouse, shoes. Strapless, single strap and open back dresses are not permitted. Shirt/blouse must have two straps with widths of at least two inches. Skirts and dresses must be at least fingertip length. Spaghetti straps are only permitted on dresses.

Directory Information Notice

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

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

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

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

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

Emergency Drills

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

Entering the Building

- East – Students who enter the building before 7:30AM must report to the gym or auditorium. At 7:30AM, a bell will ring permitting students to go to their locker and homeroom. At 7:33AM, a warning bell will ring reminding students that homeroom begins in 2 minutes. Students must be in homeroom at 7:35AM.
- West – Students who enter the building before 7:30AM must report to the auditorium. At 7:30AM, a bell will ring permitting students to go to their locker and homeroom. At 7:33AM, a warning bell will ring reminding students that homeroom begins in 2 minutes. Students must be in homeroom at 7:35AM.

Field Trips

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

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

Field Trip Security Guidelines

The Boyertown Area School District will use the following guidelines 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.

Department of Homeland Security Alert System

- If the Department of Homeland Security issues an imminent threat alert for the nation, all field trips will be cancelled.
- If a city in the United States is placed on imminent threat 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.
- If the Department of Homeland Security issues an elevated threat alert, Administration will consider each trip individually based on grade, destination and current situation.
- Depending on circumstances, trips to the metropolitan areas from Boston to Washington, D.C., may be cancelled.

Food in Classrooms

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

Homeless Students

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

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

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

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

What is the school of origin? The term “school origin” means the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled. It is the district’s responsibility to consider the best interests of the child or youth when making a decision regarding what school he or she should attend. Consideration must be given to placement at the school of origin unless doing so is so contrary to the wishes of the parent or guardian.

What if there is a disagreement regarding school placement? The parent, guardian or unaccompanied youth (a youth not in the physical custody of a parent or guardian) may appeal the placement decision if the district makes a placement in a school other than the school of origin or a school requested by the parent, guardian or unaccompanied youth. The student will be immediately enrolled in the school in which enrollment was requested by the student or parent while an appeal is pending. The district homeless liaison will provide information and assistance regarding such an appeal. No Child or Youth Should Be Denied Access to a Free and Appropriate Public Education.

Questions should be directed to:

Student Services Office: 610-473-3488

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

Homework Help

Afterschool homework help is provided to assist students who need a quiet and supportive place to complete work or receive additional guidance. Homework help is supervised by a teacher.

- East – Offered on Tuesday & Thursday until 4:00PM.
- West – Offered on Tuesday, Wednesday, and Thursday until 3:45PM.

Identification Cards

Each student will be issued a picture identification card with their most recent school picture. This ID card is a necessity for entrance to all school dances. It is the responsibility of each student to retain this card for the entire school year. If the ID is lost, a new ID can be purchased at the office at a cost of **\$5.00**. There will be no replacement ID requests honored on the day of a dance. Please keep your previous year’s ID card until you receive the new one.

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/Technology

The Boyertown Area School District has Internet connectivity as a resource for the 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 may be denied future access for a prescribed period of time, and will be subject to disciplinary action as set forth by the Internet policies and/or the Student Code of Conduct.

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.

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 in order for the district to provide for the administration of medication. Reference here, of course, is the Limerick Power Plant. Necessary forms are distributed to all parents/guardians.

Lavatories

Students are permitted to use the lavatories between classes. However, students must report to all classes within three minutes. If a student must go to a lavatory and knows that he/she will be late for class, he/she should report to class on time and obtain a pass from his/her teacher to go to the lavatory. Any student found loitering in a lavatory at any time will be subjected to disciplinary action. If a student is sick, he/she should get a pass from the teacher then report to the nurse, not the lavatory.

Library

It is the objective of the library to provide a balanced, relevant collection of materials that support the school curricula and provide for the individual needs, interests, maturity levels, and cultural backgrounds of all students.

Passes are required when you visit the library from a class or 10th Period. Library passes for 10th period is issued in the library prior to the homeroom period. Students may also request a pass any time before the end of fifth period.

When you need a library pass, please use the following procedure:

- Sign your name on the sign-up form in the library and write your name and 10th period room number on the pass.
- Report to the library and put your pass in the designated box.
- Students must remain in the library for the entire period. Make sure you have enough work for the entire period.

Circulation of Materials

- Books, flash drives, and back issues of magazines may be borrowed for two weeks (10 school days).
- Borrowed books and materials may be returned to the circulation desk or returned through the book deposit drop outside the library.
- There is an overdue charge of \$.10 per day on regular circulated materials kept out over the regular circulation period of ten school days.
- Fines for overdue materials must be paid when they are returned.
- Overdue notices are emailed to student school email accounts every morning. These notices are also emailed to parents once a week. In addition, printed notices are distributed by homeroom teachers and/or ELA teachers weekly.
- Books may be reserved by students if they are not available.
- When the library does not own the materials you need, every effort will be made to obtain them through interlibrary loan.

Library Behavior

- Students are expected to use the library in a quiet, orderly manner. Any student who misbehaves or disrupts the academic environment will be sent back to class immediately.
- All Boyertown Area School District computer policies and procedures will be enforced for computer usage and accessing the Internet.
- Materials need to be returned to their proper place after their use. Please do not do this yourself. Place the books on the re-shelving cart instead.
- Students must check out all materials that they wish to borrow from the library.

Lockers

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

Students are not permitted to use a book bag at any time during the school day. Book bags should be kept in your locker.

Gym bags are permissible. If you elect to use a gym bag it is for gym class only, not a substitute for a book bag.

Lost and Found

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

Lunch -- Cafeteria

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

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

- No student who requests a meal will be denied a main lunch option, unless the student's parent or guardian has provided written permission to withhold a school lunch.
- A student's tray is to never be taken away from them after being served due to the student's inability to pay for the meal or the amount owed. The meal will be charged to the student's account.
- Ala cart sales will not be allowed if a student carries a negative balance. A student will be informed that they can only purchase a meal. An ala cart item will be removed from a student's tray at the register if they carry a negative balance.
- Parents are strongly encouraged to enroll in Ezschoolpay.com to set up notification alerts and view their child's account. Emails can be set to notify a low or negative balance. It is

recommended to be set at \$5.00. If you prefer, you have the option to make online payments through this website with a fee of \$1.35 per transaction. We will still accept checks and cash in an envelope marked with your child's name, homeroom and ID number. You also have the option to make restrictions or limits on ala cart purchases. Requests must be made in writing or emailed to your child's building Food Service Manager.

- A student will not be used as a communication channel to the parent/guardian. All communications must be directed to the parents or guardian, NOT the students regarding negative accounts.
- Communication such as emails or letters will be sent to the parent/guardian when a student's account reaches \$ 5.00 or less.
- If a child's account falls into the negative, a balance notification email will be sent daily, if a parent/guardian does not have access to email a written notification will be mailed weekly.
- Building Principal will be informed by the food service manager when a student's account reaches a negative balance of \$25.00. When a negative balance of \$25.00 or greater exist the building principal will contact the parent /guardian and will follow up with a written letter/email.
- If there is a non-response to the principal, the Chief Financial Officer will be informed, and additional collection measures will be pursued.
- Employees cannot charge meals or al a cart items.
- All debts must be paid off at the end of the school year.
- Any negative balance left at the end of the school year will be considered an obligation and are to be paid.
- Food Service Staff will be trained annually on the guidelines of Policy 808 and the meal charging procedure.
- No student who owes money or does not have money for a school meal will be publicly identified, stigmatized or required to do work or chores.

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

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA

office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This is an equal opportunity provider and employer.

Morning Announcements

At 7:35AM each morning, students will receive video announcements in their homerooms. The program will last approximately 7 minutes and will provide important updates and reminders regarding school events.

Non-Discrimination of Protected Handicapped Students

Annual Notice to Parents

In compliance with state and federal law, the Boyertown Area School District will provide to each protected handicapped student, without discrimination or costs 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 be of school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped" students are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information about the evaluation procedures and provision of services to protected students, contact the building principal or the directors of special education by mail at 120 N. Monroe Street, Boyertown, Pennsylvania, 19512 or by telephone at 610-473-3610.

Notification of Rights

Notification of Rights for Elementary and Secondary School Students

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

- The right to inspect and review the student's education records within 45 days of the day the school receives a written request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The district is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record they believe is inaccurate or misleading. Parents should write the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information

regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Upon request, the school discloses education records without consent to officials or another school district in which a student seeks or intends to enroll. The additional disclosures the school may make without parent consent are explained in the school’s *Student Records Plan* available from the child’s principal.
- 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 is:
- Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5920
- Notification of Rights Under the Protection of Pupil Rights Amendment

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

Written Consent:

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

- Political affiliations or beliefs of the student or student’s parent
 - Mental or psychological problems of the student or student’s family
 - Sex behavior or attitudes
 - Illegal, anti-social, self-incriminating, or demeaning behavior
 - Critical appraisals of others with whom respondents have close family relationships
 - Legally recognized privileged relationships such as with lawyers, doctors, or ministers
 - Religious practices, affiliations, or beliefs of the student or parents
 - Income, other than as required by law to determine program eligibility
- Receive notice and an opportunity to opt a student out of:
 - Any other protected information survey, regardless of funding
 - 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

- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
- Inspect upon request and before administration or use:
 - Protected information surveys of students
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
 - Instructional material used as part of the educational curriculum

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

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

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

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

Parents/eligible students who believe their rights have been violated may file a complaint with:

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

Physical Education Class

- Uniform
 - East – Red shirt and black shorts
 - West – Any combination of red, black, white, and/or gray
 - Required to change into uniform for class.
 - May not wear their PE clothing to and from school.
 - No cut-off shorts, shirts, or tank tops.
 - Lettering on clothing must be Boyertown SD related.
 - All students must be in gym uniform unless excused by a physician.
 - All students must tie sneakers in a traditional lacing fashion for PE and intramurals.
- Jewelry
 - Wearing of jewelry during PE class is prohibited.
 - Includes but not limited to earrings, necklaces, watches, rings, bracelets, and other body piercing accessories.
 - Students must provide and may tape a new stud earring for six weeks or remove the items. A note must be sent specifying the piercing date.

Protecting Personal Belongings During Physical Education

Each student must be responsible for the security of their personal belongings during phys. ed. classes. **THE SCHOOL CANNOT ASSUME LIABILITY FOR LOST OR STOLEN**

ARTICLES. Students are instructed to follow the procedures outlined below to protect their personal belongings while in fitness class:

1. Individual lockers will be available to students during phys. ed. classes. Students should lock their belongings in the locker with a combination lock which will be supplied by the phys. ed. instructors.
2. Valuables as well as clothing should be secured in the lockers.

Grading

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

Eyeglasses

It is recommended that students remove glasses for activity.

Medical Excuses for Physical Education Class

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

Locker Rooms

Locker rooms are always off-limits to all students except when you have an assigned class in the gymnasium or during the time your sport coach designates you to be there. Students are not permitted to use the gym lockers as a substitute for their regular lockers. **Students found in locker rooms without permission before, during, or after school are subject to disciplinary action.**

Posting Signs

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

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 which substantially limits or prohibits participation in or access to an aspect of the school program.

There are numerous conditions which 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 evaluation

procedures and provision of services to protected handicapped students, contact your child's school counselor.

Resolving Complaints

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

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

School Board Policy

There are references to various school board policies throughout the student handbook. These policies are available on the school district website.

Screening or Evaluation Procedures (District) for Possible Child Find

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

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

No student may receive a formal evaluation for the purpose of determining eligibility for special education services without the written authorization of the parents. A referral to a multidisciplinary evaluation does not constitute eligibility for special education services or assurance that special education services will be provided. Eligibility for services is based on fulfilling the criteria for specific special education exceptionalities established by the Pennsylvania Department of Education.

Six Day Cycle

Boyertown Middle Schools use a six-day cycle to determine classes for students each day. Our "day" cycles from "day 1" through "day 6." Cycle days will be skipped when there is a snow/emergency day.

Student Searches

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

Student Visitors

Due to limited classroom seating capacity, and the possibility of class disruption, students from other school districts are not permitted to visit our school while it is in session. Any exceptions to this policy must be directed to the principal in advance of the requested visit.

Telephone

The school recognizes that, on rare occasions, a student may need to use the phone. If the need arises, students should obtain a pass to the ISS room from his/her classroom teacher to make the call. Students are not permitted to use their personal cellphones during the school day.

Textbooks

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

Title I

Middle School West has been designated as a Title I school. Title I is a federal program designed to help students who are reading below the expected achievement level. Strategies are taught that will enable the students to become successful and independent readers. The Middle School Title I program focuses on supporting students in grades 6 and 7.

National legislation passed in 1964 began the funding of Title I programs. Boyertown began a program in 1966 in the elementary schools and in 2017 at the middle school.

ELA (English Language Arts) teachers and Reading Specialists use a variety of district benchmark reading assessments at the start of the school year to determine the literacy-related strengths and needs of students in grades 6 and 7. This data is then used to determine eligibility for Title I supports. This support is personalized, yet aligned with the goals and objectives set forth in the district curriculum. The ELA teacher and reading specialist will work with all students in the class, including the Title I students jointly throughout the year. Parents of any child who qualifies for Title I services will be notified and invited to partner with us throughout the year. If you have any questions at all about the Title I program, please do not hesitate to reach out to the MSW Reading Specialist.

Video Surveillance

In accordance with Board Policy 709.1, the use of video monitoring may occur on school grounds. Video monitoring and recording may be used as a basis for any disciplinary action for any violation of law and/or school rules. Further, video monitoring and recordings may be furnished to law enforcement regarding possible criminal violations.

The use of video monitoring and recording devices by the district shall in no way create any duty on the district to regularly monitor live images and/or videotapes and it shall not create any additional duty regarding providing a safe facility.

Working Papers

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

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

Steps to follow:

- 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 paperwork 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 which they have to sign in front of the issuing office. The Blue card will be their working papers for any job/s until they reach the age of 18 or graduate. After that, under state law, they no longer need working papers. When the application is completed and returned, students are then able to begin work.

II. Attendance

Attendance Office

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

Middle School East – attendanceMSE@boyertownasd.org

Middle School West – attendanceMSW@boyertownasd.org

Student Absenteeism / Attendance Regulations

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 required to provide written notification to the school for each day their child is not in attendance within three days of returning to school.

2. Parents/Guardians will receive written notice of any/all 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 to age 17).
3. Parents/Guardians, per compulsory attendance laws, will receive written notification and a student attendance improvement conference (SAIC) invitation from the school when a student accumulates three (3) unlawful absences during one (1) school year. During the SAIC a student attendance improvement plan (SAIP) will be developed.
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 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. 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 help from the school district in an effort to return the student to a pattern of regular school attendance.

Parents who have questions or concerns with these regulations or the attendance of their child should contact the building principal.

Tardiness and Absence

All students must be seated in their homeroom areas by 7:35AM each morning. Homeroom advisors will take attendance at this time. Anyone arriving to homeroom or school after 7:35AM is considered “late” and needs to obtain a late pass. After 7:35AM, if a parent accompanies you into school, you and your parent must report directly to the main office. A secretary will have your parent fill out a late pass. The student must then report to the Attendance/ISS Room (Room 16-West and Room 209-East).

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

At the middle schools, 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. the day of an extra-curricular event (including but not limited to interscholastic athletic events) may not participate in that extra-curricular activity (including but not limited to interscholastic athletic events) unless a doctor’s excuse is presented upon his/her arrival to school.

Students are required to return signed excuses for absence to homeroom advisors within three days after receiving the excuses. Failure to return excuses to homeroom advisors will subject the student to disciplinary action and the parents to fines. If the student is absent from school or has been suspended for the day, he/she is ineligible to attend any after school activities including dances and athletic events/practices.

After Any Absence

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

Early Dismissal

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

- MS East- a note signed by your parent or guardian must be presented to the office before homeroom. The note must state the time and the reason for leaving. Before you leave, show the note to the teachers of the classes from which you will be absent. Sign in and out of school at the school office.
- MS West- a note signed by your parent or guardian must be presented to your classroom teacher at the time of dismissal. The note will serve as your hall pass. Sign in and out of school at the main office.

Unlawful Absence

Any absence of a student who is of compulsory school age for which a valid excuse report is not provided to the school principal within the specified time shall be construed as an unlawful absence. A student is truant if absent without the knowledge and consent of his/her parent/guardian.

Following three days of unlawful absence, parents/guardians shall be notified in writing by the principal of the penalties for violation of the Compulsory Attendance Laws if further unlawful absences should occur. School officials shall initiate truancy against parents/guardians of students who have accumulated six or more unlawful absences

Educational Trips During Mandatory Testing Dates

Please note the dates of mandatory testing in the district which are listed below. Educational trips for students involved in the testing will not be approved during those times. We appreciate your help in making sure all our students are available for the testing.

December 2-13	Grade 8	Keystone State Algebra I Exams
April 20-24	Grades 6-8	PSSA ELA
April 27-May 8	Grades 6-8	PSSA Math
April 27-May 8	Grade 8	PSSA Science
May 11-22	Grade 8	Keystone State Algebra I Exams

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

For any absences of **one or more days** from school for reasons other than illness/medical reasons, religious holidays or funerals, the parent/guardian must obtain an "Application to be Absent From School for an Educational Trip or Tour" form from the school office or online. The form must be completed by the parent/guardian and the student, and must be returned to the attendance office for review by the principal at least two days prior to the absence. Such absences may be deemed excused by the building principal, if the trip or excursion is of an educational value sufficient to warrant an absence. A total of 10 days for trips of this nature are permitted during each school year. A request for absences beyond 10 days will require special consideration.

Parents must realize and accept responsibility for any negative impact this absence may have on their child/children's academic growth. Parents are strongly encouraged to defer trips with their child/children to non-school days. It is understood that class assignments missed by the pupil while on trips will be made up and a brief daily itinerary of the trip may be required upon the pupil's return to school.

Moving

If a pupil moves to another residence within our school district or moves to a place where he will attend another school, he should notify the secretary in the office immediately. The parents of the pupil must come into the school to withdraw the student or fill out a new residency verification form to update the information online.

III. Discipline/Code of Conduct

Assembly Etiquette

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

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

Students misbehaving may be removed from the auditorium.

Building Cleanliness

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

Bullying

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. Students or parents/guardians with concerns related to bullying should contact their principal. Students who are found responsible for acts of bullying will receive punishment which may include loss of privileges, suspension, expulsion, and/or referral to law enforcement authorities.

Cafeteria Procedures

The cafeteria is provided as a place to eat during the lunch period.

- Display your best manners.
- Do not bring books to the dining room.
- Stand in line quietly and choose food quickly. (Checking the posted menu before lunch helps to accomplish this.)
- Have money ready; unfold bills; count your change.
- Do not cut in either the lunch or pizza lines.
- Have your student ID number ready to punch in the computer pay system.
- Do not take food or drink out of the dining room.
- Do not bring lunches to class.

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

Discipline Mission Statement

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

Discipline Code

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

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

School rules apply to all school functions throughout the district.

Discipline Level System

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

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

Level I – Minor Infraction**Examples of Level I Infractions**

Academic dishonesty	Abuse of pass	Being in unauthorized area
Defacing property	Disruptive behavior	Dress code
Food/beverage outside of café	Inappropriate use of tech.	Prohibited item
Public display of affection	Swearing	Unexcused late to class
Unexcused tardiness	Violation of café rules	

Discipline Options

Apology	Before/after school detention	Confiscation
Counseling	Contact with parent/guardian	Lunch detention
Removal from classroom	Seating change	Special Assignment
	Warning	

Level II – Moderate Infraction**Examples of Level II Infractions**

Cut class	Defiant behavior	Failure to serve consequence
Forgery	Inappropriate language	Left school without perm.
Major misbehavior	Inappropriate gestures/pictures	Opening/accessing another student's locker
Images/videos taken on electronic devices	Physical interaction – horseplay	Possession of lighters/matches
	Repeated violation of level I infractions	

Discipline Options

1-3 days of ISS/OSS	Loss of privileges	Multiple before/after school detention
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Level III – Major Infraction**Examples of Level III Infractions**

Continued violation of level I and level II infractions	Fighting	Inciting/participating in a disturbance
Major defiance	Theft/Stealing	Threats
Vandalism	Tobacco/Cigarette/Vape	

Discipline Options

1-10 days of ISS/OSS	Informal hearing	Loss of privileges
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Level IV – Severe Infraction**Examples of Level IV Infractions**

Illegal Substance/Drugs	Major inappropriate use of technology	Making a false alarm/threat
Participating in hazing/initiations	Performing actions which constitute a hazard to self and/or others, or create a severe disruption to the school program.	Performing sexually immoral or degrading acts on school property, busses, or during a school sponsored activity.

Possession of counterfeit money.	Striking/threatening or attempting to assault school personnel.	Setting fires
Sexual Harassment	Weapons	

Discipline Options

1-10 days of ISS/OSS	Informal hearing	Loss of privileges
	Expulsion hearing	

Detention

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

- Lunch detention – students will eat lunch in the ISS/Attendance room for a designated number of days.
- Before/after school detention

Before/after-school detention will be held at the following dates/times.

- Middle School East
 - Monday & Wednesday – 2:45PM-3:45PM
 - Tuesday & Thursday – 6:30AM-7:30AM
- Middle School West
 - Tuesday & Thursday – 2:45PM-3:45PM
 - Wednesday – 6:30AM-7:30AM

Students are expected to be engaged in academic work during detention. Students who are disruptive and uncooperative during detention will be removed from the room. They will be assigned to in-school suspension the following school day. Parents must arrange to pick up their children promptly at the end of detention.

Dress Code

Section I – General

- Excessively revealing 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.
- Excessively baggy clothing that poses a safety hazard is not permitted.
- Excessively torn or ripped clothing that exposes undergarments and/or is revealing is not permitted.
- Male or female undergarments should not be exposed.
- Pajamas/night clothes are not permitted.
- Excessive make-up or face paint deemed by administration to be a distraction to the learning environment or unsafely compromising the identity of a student is not permitted.

Section II – Tops

- Tops may not be “low cut” or exposing. Off the shoulder shirts/tops, midriffs, and backs are not permitted to be exposed.
- The following are unacceptable school attire:
 - Tank tops/muscle shirts; Spaghetti strap/halter/mesh tops; Fishnet stockings; See-through blouses or shirts; Tube tops/crop tops; Any top that is skintight or allows the midriff, cleavage or undergarments to be exposed is not permitted.

- Coats, jackets, or garments designed for protection from the outside weather are not to be worn in school without administrative permission.

Section III – Pants/Shorts/Skirts/Skortts

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

Section IV – Offensive Dress

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

Section V – Footwear

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

Section VI – Jewelry

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

Section VII – Headwear

- 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 provider. A doctor's note must state the length of time the student needs to wear the sunglasses.

Section VIII – Health & Hygiene

- Any apparel that is judged to be unhealthy or unsanitary is not permitted.
- Each student is expected to maintain good personal hygiene.

These rules and procedures have been developed according to the Board policy regarding student dress and grooming. However, solutions to situations not specifically covered are the responsibility of building level administrators. Appropriate decisions will be made based on the intent and spirit of Board policy. Students and parents are expected to exercise careful judgment in the selection of appropriate attire for school.

Drugs, Alcohol, Drug Paraphernalia

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

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

Electronic Devices

Electronic devices, including but not limited to smartphones, mp3 players, and portable video game systems must be turned off and kept in the student's locker upon arrival to school and remain there until dismissal except for school directed activities with approval of your teacher.

Food & Beverages

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

Gambling

Students are not permitted to gamble while on school property, school transportation, or any school activity. Students who are caught gambling may be subject to disciplinary action. Students are not permitted to sell anything without the authorization of building administration.

Hall Etiquette

A few rules to observe in the halls:

- Walk. Do not run.
- Keep noise and talking at a minimum.
- Keep the hallways clean – Pick up your trash!
- Keep to the right when moving in the halls.
- Form lines for drinking fountain along the wall.
- Keep moving toward your assigned locations.

Late(s) to School/Class

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

# of times late to school/class	Consequence
3	Warning
4-9	Before/Afterschool Detention
10-14	Lunch Detention
	Student Attendance Improvement Conference (SAIC).

15+	Minutes will accrue to become “Unlawful” days Lunch Detention
Late totals will reset to zero on the first day of the second semester. Anything beyond five minutes late to class will be considered a cut class which will result in suspension.	

Law Enforcement Agencies

Whenever necessary to protect the rights of all students and school employees, the middle school will involve the appropriate law enforcement agencies. Therefore, students who threaten, disrupt, assault, harass, fight or do any act to harm the educational climate of the school and violate the law are subject to charges of disorderly conduct, assault, etc.

Prohibited Items

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

Repeat Offender/Restricted List

A student who has demonstrated repeated violations of the Code of Conduct will lose privileges typically enjoyed by members of the student body who are in good standing. Repeat offenders, by definition, are students who demonstrate the inability to consistently follow rules in a structured school setting and accordingly need to be restricted from less structured activities.

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

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

Any student who accumulates 12 points at any time during the school year be will restricted for 6 weeks from attending school district activities as spectators. These events include, but are not limited to, sporting events, musical performances, field trips, non-instructional assemblies, and dances. **Any fees paid for the activities will not be refunded.** The administration reserves the right to waive these restrictions when it is in the best interest of the student. Additionally, students who have earned points will have 3 points removed from their total every 6 weeks without a discipline incident.

Any student that receives discipline during the 6-week restricted period will restart the period back at day 1.

Restrictions on athletic participation are published in the Activities section of the Student Handbook.

Smoking/Tobacco/Vaping

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 #222. This is in addition to disciplinary action taken by the school.

The safety and security of our students and staff continues to be the top priority at our school. Unfortunately, one of the new challenges we face with students is the use of electronic cigarettes or vapor pens, commonly referred to as “vapes.” Most of the oils used in the devices contain nicotine or other illegal substances and are every bit as harmful and addictive as tobacco. Just as it does for tobacco, drugs, and alcohol, our health curriculum includes information for students about the dangers of “vaping.”

Students found to be in possession, use, or sale of vape devices, oil, or other paraphernalia will receive 3 days of in-school suspension. During the suspension, students will participate in a research activity which will focus on the dangers of vaping. As an additional deterrent, MS East, and MS West have implemented a practice of testing all vapes, their contents, and confiscated vape oil for illegal substances. Confiscated items will not be returned. Students shall be fined \$50 per incident plus the cost of drug testing kits at a cost of \$10 per kit. The cost will be a financial obligation that the student will be required to pay. If the item tests positive for illegal substances, additional disciplinary action may be taken, and the local law enforcement agency will be notified.

Solicitation, Sales, Dissemination of Written Materials

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

- There shall be no solicitations for funds by individuals, business enterprises, and charitable, political, or religious groups.
- There shall be no sales offerings by individuals, business enterprises, and charitable, political, or religious groups.
- There shall be no dissemination of books, newspapers, newsletters, advertisements, political or informative pamphlets, or 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.

Suspension

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

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

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

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

In accordance with Board Policy 233, the principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent or designee in writing when the student is suspended.

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

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

Informal hearings under this provision shall be conducted by the building principal or district administrator.

IV. Transportation

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

- Students are expected to follow the directions of the driver.
- Stay properly seated.
- No swearing or loud talking.
- No fighting, pushing, shoving or teasing.
- No eating or drinking on the bus.
- Smoking and/or vaping is prohibited.
- Students are expected to follow all provisions of the Boyertown Area Middle School Student Handbook.

Bus Disciplinary Procedure

- The bus driver is in charge of the bus and students and therefore has the authority to take initial disciplinary action as required by student's actions.
- Should any student violate any of these rules it may be reported by the bus driver 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 a period of time. 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.
- Students are not permitted to exchange bus stops without written permission of parent and principal.

Bus Deviation Form

Students may not board a bus to which they have not been assigned without authorization. Students may not leave a bus, except at their approved stop, without permission from the home school principal. Students wishing to make changes in their normal bus routine must have a Transportation Deviation Form completed and signed by a parent, principal and approved by the Transportation Office. There is a four-day waiting period for this to be completed.

Emergency Transportation Bus Passes are for emergencies only. Parent phone requests for bus passes are not accepted.

Parent(s) or guardian(s) may request their child(ren) board or leave a student transportation vehicle at a designated stop other than the location assigned to her or his residence with a Transportation Deviation form.

Bus Pass - Emergency Situations

Emergency situations will be handled on a case-by-case basis. The student will be required to obtain a transportation vehicle pass for temporary change of vehicle assignment or designated stop location. Parent(s) or guardian(s) shall contact the building principal, or designee, in order that the student may obtain the vehicle pass.

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 A.M. and board the buses immediately after leaving the building at the end of the school day.

Cars, Motorcycles, Mini-bikes, Tractors, and Snowmobiles

Students are not permitted to drive any motorized vehicle to school at the Middle School level.

Transportation Audio/Video Taping

The safety of students is of utmost importance to the Boyertown Area School District. The use of an audio/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. All buses/vans used by the Boyertown Area School District are equipped with cameras. Please reference Board Policy #810.2

V. Counseling Services

School Counseling Services

The middle school counseling department is staffed by three certified school counselors. School counselors collaborate with stakeholders to support students' academic, social-emotional, and career development. Counselors work with students and families to promote student success. Parents and/or guardians may arrange a conference by contacting the middle school.

Throughout the school year, students have opportunities to interact with their counselor through the Road to Success program, individual meetings, and school-wide activities that promote a positive school culture.

Student Assistance Program (SAP)

In Pennsylvania, every school district is required to have a plan for identifying and assisting students who experience barriers to learning. Each middle school has a Student Assistance Program (SAP) comprised of school and agency staff who have been trained to help students and families access school and community services, if needed.

School SAP teams do not diagnose, treat, or refer your child for treatment. As the parent/guardian you are an important part of the team. Information and resources will be provided so that families can make empowered choice(s).

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

Student Record Policies

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

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

VI. Grading

Academic Reports–Interim/Mid-Marking Period

Interim Reports/Mid-Marking Period Notices are posted on Online Parent Portal for all students at the midpoint of a marking period. Teachers will send a report if a student is in danger of failing, or if they want to communicate progress or concerns to parents.

Honor Roll

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

High Honors: A point average of 3.667 or higher will qualify for high honors.

Honors: A point average of 3.000 or higher will qualify for high honors.

Letter Grade and Quality Points

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

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

Determination of final grade

6th, 7th, 8th Grade Core Subjects

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

6th, 7th & 8th Grade Related Subjects

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

Homework

It is the pupil's responsibility to acquire and make-up any class work or assignments missed while absent from school or while participating in any school sponsored activity. If a student is out three days in a

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

Promotion Policy

Each child's progress is judged on an individual basis by the teachers, the school counselor and ultimately, the administration. Occasionally a child has not made sufficient progress to be promoted to the next highest grade. In some cases, attendance at a summer school may be required to be promoted. If Boyertown says NO to summer school for a student, we will not allow credit for that course from another summer school program. All students must pass math, ELA, science, and social studies in order to be promoted to the next grade.

Report Cards

Report cards will be posted to the Online Parent Portal three times throughout the year. Marking period ending dates, barring closing of school because of inclement weather, are November 20, March 5, and June 5. The approximate dates of report cards being posted should be within 1 week of each marking periods ending. The final report card is mailed approximately one week after the last day of school.

Parent/guardian conferences are scheduled for November 20 and January 29 from 5:30 p.m. - 8:30 p.m.

VII. Health & Safety

Child Abuse Reporting

Whenever there is reasonable cause to suspect child abuse, school officials are required by law to report these cases to county and state agencies. These agencies have the legal right to interview students at school without parental consent.

Safe2say Something

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

Student Accident Insurance

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

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

School Health

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

Procedures: Student use of crutches, wheelchair, cane or walker in school

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

1. Duration of use (with date)
2. Any physical activity restrictions. (*Physical restriction for gym classes are also applied to recess. Normal activity cannot be resumed without a physician's written order. If an injury has occurred and no physician's note is received, the most conservative activity level will be implemented for the health and safety of the student. Even though excused from participation, the student may be required to attend the fitness class unless otherwise stipulated by a physician*)
3. Other accommodations to be considered.

A student with a long-term disability does not require additional documentation each school year unless there is a change in the use of their mobility device.

The nursing staff will review the documentation and communicate any accommodations or restrictions with teachers, physical education and athletic departments. The parent/guardian must provide all assistive devices.

Please contact your school nurse should you have any questions or concerns.

Illness or Injuries during the school day

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

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

1. A cough interfering with your child's sleep or ability to participate in school activities. If the cough is productive and has phlegm or is associated with fever or trouble breathing, keep your child home from school and call your primary health care provider.

2. Fever: A temperature equal or greater than 100 degrees without the use of a fever reducing medication. The student's temperature should remain normal without the use of fever reducing medication for 24 hours prior to return to school.
3. Vomiting, diarrhea or nausea
4. Unusual skin eruptions, hives or rash.
5. Redness or drainage from eyes.
6. Excludable Conditions: according to Pa. Code 27.71, students may be excluded from school for these specific diseases and infectious conditions until deemed non-infectious by physician/school nurse: Diphtheria, Measles, Mumps, Pertussis (whooping cough) Rubella, Chickenpox, Respiratory streptococcal infections, scarlet fever, Infectious conjunctivitis (pink eye), Ringworm, Impetigo contagiosa, Pediculosis capitis/Pediculosis corpora (lice*), Scabies, Trachoma, Tuberculosis, and Meningitis.

BASD Lice Procedure:* If the school nurse detects head lice or nits (eggs) on a student, the parents/guardians will be contacted immediately and the student will be excluded from school and riding the bus until they have received proper treatment with an approved pediculicide and are deemed non-contagious by the school nurse. Parents must provide proof of the pediculicide used for the treatment (empty box or receipt). Prevention and control of head lice begins in the home: parents should routinely check their children for head lice and not allow them to share hats, clothing, brushes, combs or sleeping bags with other children. Parents/guardians are to contact the school if their child is found to have head lice so the school nurse can discuss proper treatment to allow the student to return to school. Head lice procedures can be found at <http://www.boyertownasd.org> or from the school nurse. The school nurse will discuss second treatment procedures with the parent/guardian. Students who do not return to school within 3 **calendar days will be deemed as unlawfully absence. Unless at that time, the parent/guardian brings their child in on a daily basis to be checked by nurse until deemed noncontagious.

Reportable Diseases

The School is required to report some diseases to the Pennsylvania Department of Health by contacting the county State Health Center, County Municipal Health Department or by calling 1-877-PA-HEALTH. The school nurse will notify the parent, the building principal, and local Health Department as required by PA Code Title 28, Chapter 27. The report will contain the student's name, date of birth, parent/guardian contact information. The local health department staff may contact the student's family to do further follow-up and investigation. A list of the PA reportable Diseases is listed at <http://www.dsf.health.state.pa.us/health/CWP/view.asp?A=171&Q=230520>

Immunizations:

All children at any grade, Pre-kindergarten through 12th, including all public, private, parochial or nonpublic school in this commonwealth, including vocational schools, intermediate units, and special education and home education programs, cyber and charter schools, must show proof of immunization before they can attend school in this commonwealth.

The certified school nurse shall ascertain that a child has been immunized in accordance with the Pa. Department of Health (Department) amended its regulations to school immunizations, 28 Pa. Code Chapter 23, Subchapter C.

Required immunizations for attendance:

- 4 doses of tetanus, diphtheria and acellular pertussis (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after the 4th birthday and at least 6 months after previous dose given)

- 2 doses measles, mumps, rubella (usually given at MMR)
- 3 doses of hepatitis B (properly spaced)
- 2 doses of varicella (chickenpox) or evidence of immunity

For attendance in 7th grade:

- 1 dose of tetanus, diphtheria and pertussis
- 1 dose of meningococcal conjugate vaccine

For attendance in 12th grade:

- 1 dose of meningococcal conjugate vaccine

All students must meet the Pennsylvania School Immunization Regulation and Schedule. These requirements must be met within the first 5 days of school or risk exclusion. In order for your child to attend, you must submit one of the following:

- Provide proof of completed immunization(s). An updated vaccine record or written document provided by a physician will be accepted.
- A signed Medical Certificate/Plan. *A Medical Certificate is the official form furnished by the Pennsylvania Department of Health setting out the immunization plan for a student who is not fully immunized, filled out and signed by a physician, certified registered nurse practitioner or physician assistant, or by a public health official when the immunization is provided (see attachment)*
- A completed and signed statement of exemption to the immunization law.

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

Mandated Health Screenings

The Pennsylvania School Pubic School Code requires the following:

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

Annual Screening Notification Letters will be issued to parents/guardians indicating the results of your child's mandated growth, vision and hearing for his/her grade level. If you have any questions or do not receive your child's screening notification letter by the end of the year, please contact your child's nurse's office.

Dental Examinations

All students in kindergarten/first, third grade, 7th and students with incomplete health records are required to have a dental examination. This mandate can be completed privately or free of charge by a dentist at school.

- If completed by a family dentist, the cost is the responsibility of the parent, it can be completed within one year prior to the start of the school year the exam. A Private Dental Examination form

must be completed by the dentist and brought to the health room. These forms can be found in the nurse's office or printed from the school website.

- If parents choose to have their child examined by the school dentist, please contact the nurse's office for an appointment.

Physical Examinations:

All students in Pre-K, kindergarten/first, sixth and eleventh grades, and students with incomplete health records are required to have a physical examination. This mandate can be completed privately or free of charge by a physician at school.

- If completed by a private physician, the cost is the responsibility of the parent, it can be completed within one year prior to the start of the school year the exam is required, and a Private Physical Examination form must be completed by the family physician and brought to the health room.
- If parents choose to have their child examined by the school physician, please contact the nurse's office.

Medication Policy

The school district has established a medication policy to allow a student to take (or be given) medication at school, on field trips or at extra-curricular activities. For purpose of BASD policy 5142 (a), "medication" shall include all prescription, over-the-counter (OTC) medicines, alternative medicines, or any other substance used for medicinal purposes. Medications are defined as:

- Any prescribed medication
- Inhalers
- EpiPens®
- All over-the-counter medications, vitamins and herbal supplements

The BASD medication policy 210 can be referenced at <https://www.boyertownasd.org>

Guidelines for Medication Administration:

- Complete a **Medication Authorization form**, which needs to be signed by the **parent/guardian AND the prescribing physician**. Forms are available at <https://www.boyertownasd.org>
- All medication must be **hand-delivered** by the parent/guardian or designated adult. Medication will not be accepted without the appropriate documentation.
- All medication, whether over-the-counter or prescription, must be in its original container and labeled with the child's name, drug name, dosage, and time to be given in school.
- It is the responsibility of the student to come to the nurse's office at the time designated for administration of the medication.
- Each time the parent/guardian/adult brings the prescribed medications to school, the number of tablets will be counted and documented by both parent/guardian/adult and school nurse.
- At the end of the school year, a parent/guardian or adult designee must pick up any unused medication. Any unclaimed medication remaining will be destroyed.

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

Standing Order Medications

The school district's physician has authorized the administration of the following medications: Benadryl, Epi-pen, Chloraseptic Throat Spray, Bacitracin ointment, Acetaminophen (generic Tylenol), Ibuprofen (generic Advil), antacid (generic Mylanta), Pepto-Bismol (Bismuth Subsalicylate), and Narcan. In order for the licensed nursing staff to administer any of these medications, a parent/guardian must give consent by completing the electronic student portal.

Naloxone

- As a means of enhancing the health and safety of its students, staff and visitors, the BASD has adopted Policy 823 to obtain, maintain and administer Naloxone, also known as Narcan, for emergency use to assist a student, staff, member or other individual in the BASD secondary schools.
- Naloxone is a medication that can reverse an overdose caused by an opioid drug.
- The symptoms of opioid drug overdoses: an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria or death, which is the result of consumption or use of one or more controlled substances causing an adverse reaction. Under the supervision of the school nurse, Naloxone will be readily accessible

Guidelines for Students Using Inhalers and EpiPens®

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

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

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

Guidelines for Students Taking Medication on Field Trips:

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

- Failure to take such medication would jeopardize the health of the student.

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

If your child needs a particular medication that is NOT already on file in the health suite, then a Medication Authorization Form MUST be completed and submitted prior to the field trip (see above procedure for completing Medication Authorization Form). The medication must be hand delivered to school by the parent/guardian in the original container. All medication must be stored in the nurse's office prior to departure for the field trip.

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

Confidentiality of Medical Information

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

VIII. Activities

Activity Fee

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

After School Activities

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

Athletic Discipline Code

The Boyertown Area School District recognizes the vital role 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.

- The student athlete or cheerleader is accountable to the rules and regulations set forth in the student handbook 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.
- The student athlete shall attend all practices, contests, team meetings, etc., unless excused in advance by the coach or absent from school.
- Each athlete that competes in any sport must acknowledge that all school issued equipment must be returned at the end of its season, regardless of the condition of the equipment. If equipment is not returned, the athlete is responsible for the full price based upon the replacement costs determined by the Athletic Director.
- The student athlete who is assigned to detention on a specific day is ineligible to participate in the practice/event on that day. In the case of a suspension (in-school or out-of-school) that student is ineligible to participate in practices or events during the entire suspension period, including weekend participation where applicable.
- Insubordinate and abusive behavior or profane language will not be tolerated and could mean suspension or dismissal from the athletic team or cheerleading squad.
- The possession and/or use of tobacco/vape products 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.
- The selling, providing, possession, or use of steroids or 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 infractions 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 his or her school's Student Assistance Team.
- Any subsequent drug or alcohol violations will constitute a repeat offense and 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. In the case of extremely serious drug or alcohol related incidents, a student may be immediately suspended from any further participation in the athletic programs offered by the Boyertown Area School District.
- 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.

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

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

- Three cuts (unexcused absences from practice or games) will result in dismissal from the team.
- The first cut is a warning.
- The second cut will be a 1 game or 2 game suspension. This will be specified by the coach at preseason meetings.
- An athlete who receives a detention may not attend practice or a game the day the detention is served. An athlete must attend the next scheduled detention session.
- An athlete who receives a suspension may not participate in a game or practice the day of the suspension.
- A multiple day suspension will count as one cut, but a second multiple day suspension will result in removal from the team.
- Any single incident that is deemed serious enough by the principal, athletic leader, and coach will result in immediate dismissal from the team.

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

All student athletes should be aware of the “**Athletic Drug and Alcohol Guidelines**” adopted by the school board on June 26, 1990. A copy of the guidelines is available in the athletic leader’s office. Coaches will discuss the athletic handbook with athletes prior to each season. Athletes should be in school no later than 10:15 a.m. to participate in a contest or practice that day.

Eligibility Rules

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

Section 1.

- To be eligible for interscholastic athletic competition, a pupil 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 pupil 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, the athlete is ineligible for the following week.

Section 2.

- In order to be eligible for interscholastic athletics, a pupil must have passed at least five 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 pupils must meet eligibility requirements on curriculum. Pupils 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 which the pupil has attended.

Section 5.

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

Joint Participation in Music and Athletic Activities

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

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

Medical Examinations

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

Physical Examination necessary Before Pupil Begins Practice.

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

The PIAA has changed the rules concerning sports physicals for the 2009-2010 school year. Only one physical is required for the entire the year. As a district we will only be offering physicals in June. We are no longer offering physicals during the school year. PIAA rules require that the comprehensive physical done at school or by your family physician shall not be given earlier than June 1, 2017. A student-athlete that participated in a fall sport will still need to complete a Parent/Guardian Recertification Packet for winter and/or spring sports. These packets can be downloaded from the school district's website or the forms will be available in the main office before the winter and spring seasons. However, the student-athlete will not need to get a doctor's signature unless he/she answered "yes" to the questions listed under the Supplemental Health History (on Section 5 PIAA Re-Certification by Parent/Guardian).

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

in any form of sports should immediately subscribe to the insurance when the dates for enrollment are announced.

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

Requirements for Awards

Varsity Recognition: To earn varsity recognition in football, boys or girls basketball, and soccer, a player must have played at least one-half the quarters. To earn varsity recognition in wrestling, one must have wrestled in at least one-half of the dual meets and won one match. To earn varsity recognition in baseball, players must have played in one-half the innings or pitched in three games. To earn varsity recognition in track, one must have participated in 50% of the meets and scored at least ten team points. To earn varsity recognition in field hockey and lacrosse a player must have played in at least half of the halves.

If an extenuating situation warrants, the coach may issue recognition to a player though participation is less than required. This allowance will be used with discretion and requires prior approval from the school principal.

Varsity Squad Award: All varsity participants who do not meet the above requirements will receive a certificate of participation.

Junior Varsity Squad: A certificate of participation will be given to all participants who compete for the duration of the season in all sports. Only seventh and eighth grade athletes are eligible.

Managers: All managers of any sport team who have served two years in a given sport will receive recognition. All others will receive a certificate of participation.

Statisticians and scorekeepers who have served three years in a given sport will receive recognition.

IX. Emergency School Closings & Delays

Blackboard Connect®

BASD has implemented the *Blackboard Connect*® service which will be used to convey emergency messages including weather delays or closings to parents and guardians with one recorded phone message. It is important your school has your current telephone numbers, so you will not miss any important communications. We are utilizing your phone numbers from our student information system. If you change your telephone numbers anytime throughout the school year, please remember to update them with your child's building secretary.

Hazardous Conditions Developing During the Day

When weather conditions warrant doing so, a decision to close schools will be made as soon as possible. Middle school students will be dismissed first, followed by the senior high school students. Elementary school students will be dismissed as soon as the buses arrive.

When school is closed, all school and community activities in district buildings are canceled.

Hazardous Conditions Developing During the Night

Heavy snowfall or other serious weather conditions may make it necessary to close schools, delay openings or dismiss early. In such cases, the following media locations will broadcast the information.

Radio	Television	Internet
WPAZ 1370 – AM	WCAU – NBC10	www.nbc10.com
WEEU 830 – AM	WPVI – 6ABC	www.6abc.com
WIOV 1240 – AM	WFMZ – 69	www.wfmz.com
WRAW 1340 – AM	WTFX – FOX29	www.myfoxphilly.com
KYW 1060 – AM	KYW – CBS3	www.cbsphilly.com/schools
WBYN – 107.5 – FM		www.readingeagle.com
WIOV – 105.1 – FM		
WRFY 102.5 – FM		

Parental Responsibility

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

Reminders

- If there is no announcement from Blackboard Connect, the previously listed radio and television stations or on the district website, parents can be assured the schools will remain open.
- Please limit phone calls to the school so the telephone lines may remain open for emergency use. The BASD Information Line (610-369-7669) and district website will have current information regarding the schedule for the day.
- When schools are closed for emergency reasons for one day, they will reopen the next day unless the radio, television stations, and/or district website carry information that schools will remain closed.

X. 2019-2020 District Calendar



Boyertown Area School District 2019-2020 School District Calendar

Adopted by the Board of School Directors
January 8, 2019 / June 18, 2019

JULY 2019							AUGUST 2019							SEPTEMBER 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	★	27	28	29	30	31	29	30					
											S=4	T=7							S=20	T=20

OCTOBER 2019							NOVEMBER 2019							DECEMBER 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	★	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
					S=22	T=23						S=19	T=19						S=14	T=14

JANUARY 2020							FEBRUARY 2020							MARCH 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	1	2	3	4	5	6	7	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28
26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31				
					S=21	T=21						S=19	T=19						S=22	T=22

APRIL 2020							May 2020							JUNE 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2						1	2	1	2	3	4	5	6	7
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
					S=17	T=17	31					S=20	T=20						S=5	T=5

- Key**
- ★ First/Last Student Day
 - Yellow box Schools and Offices Closed
 - Blue box Schools Closed-No Classes/Offices Open
 - White box with diagonal line Early Dismissal - K/12
 - Red box Staff Development - No Classes

- Other Information**
- 26, 27, 30, 31 Dec and 10 Apr - 1502 Local Holidays
 - 20 Jan, 17 Feb, 8-12 Jun - Possible Snow Make Up Day(s)
- Evening Conference Dates**
- 26 Nov and 30 Jan - 5:30-8:30 p.m. High School
 - 20 Nov and 29 Jan - 5:30-8:30 p.m. Middle School
 - 21 Nov and 25 Nov - 4:30-7:30 p.m. Elementary

- 4-5 Jul July 4th Holiday - Offices Closed
- 20-22 Aug Staff Development
- 26 Aug 1st Student Day
- 30 Aug Schools Closed-No Classes/Offices Open
- 2 Sep Labor Day - Schools & Offices Closed
- 25 Sep Early Dismissal - K/12
- 14 Oct Staff Development - No Classes/ Offices Open
- 23 Oct Early Dismissal - K/12
- 25-27 Nov Early Dismissal - K/12
- 28-29 Nov Thanksgiving - Schools & Offices Closed
- 2 Dec Thanksgiving - Schools Closed-No Classes/Offices Open
- 20 Dec Early Dismissal - K/12
- 23-31 Dec Winter Break - Schools & Offices Closed
- 1 Jan Winter Break - Schools & Offices Closed
- 20 Jan Martin Luther King Day - Schools Closed-No Classes/Offices Open
- 29 Jan Early Dismissal - K/12
- 12 Feb Early Dismissal - K/12
- 17 Feb Presidents' Day - Schools Closed-No Classes/Offices Open
- 18 Mar Early Dismissal - K/12
- 6 Apr Early Dismissal - K/12
- 7-9 Apr Spring Break - Schools Closed-No Classes/Offices Open
- 10 & 13 Apr Spring Break - Schools & Offices Closed
- 1 May Early Dismissal - K/12
- 25 May Memorial Day - Schools & Offices Closed
- 29 May Early Dismissal - K/12
- 2-5 Jun Early Dismissal - K/12
- 5 Jun Last Student Day / Early Dismissal - K/12

IMPORTANT DATES

- 20 Apr - 8 May PSSA Testing
- 2-13 Dec Keystone Exams Assessments (Algebra I, Biology, Literature)
- 11-22 May Keystone Exams Assessments (Algebra I, Biology, Literature)

XI. Steps for Opening a Locker

How-To: Combination Lock

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



