

Student Assignment/Handbook  
2017 – 2018

Boyertown Area Senior High  
120 North Monroe Street  
Boyertown, PA 19512-1299

Phone: 610-369-7435  
Fax: 610-369-7359  
www.boyertownasd.org

“To enable all students to succeed in a changing world.”

Dr. Brett A. Cooper – Building Principal

Mrs. Kelly Mason – Grade Level Principal, Class of 2020/ Class of 2021 “Od-Z”

Mr. Andrew Maoury – Grade Level Principal, Class of 2019/ Class of 2021 “Gp-Oc”

Dr. E. Wayne Foley – Grade Level Principal, Class of 2018/ Class of 2021 “A-Go”

SENIOR HIGH SCHOOL  
TELEPHONE NUMBERS

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

BASH SCHOOL COUNSELORS PHONE NUMBERS

Mrs.	Caitlin Hawkins	A -Crou	(610) 473-3693
Mrs.	Beth Shive	Crow -Go	(610) 473-3696
Ms.	Karen Virtue	Gp - LA	(610) 473-3608
Mrs.	Sandra Gallagher	Lb -Ok	(610) 473-3694
Mrs.	Deborah Donovan	OI - SH	(610) 473-3690
Mrs.	Christy Greener	Si-Z	(610) 473-3692

This Handbook belongs to:

Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

All items listed in this handbook are subject to review and change by the Boyertown Area Senior High (BASH) administration. Some items are stated in greater detail in School Board Policy or District Guidelines. Others are not listed herein but are assumed as part of appropriate decorum and conduct.

### **HOME SCHOOL COMMUNICATIONS**

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

### **ASSURANCE OF NON-DISCRIMINATION**

Students and parents are assured that the Boyertown Area School District (BASD) does not discriminate on the basis of age, race, religion, ethnic heritage, sex, limited English language skills, or handicap, in educational programs or activities offered in the schools. Any complaints alleging such discrimination should be directed to the responsible persons with the following procedure:

1. Complaints alleging discrimination on the basis of race, religion, ethnic heritage, age, limited English language skills, or handicap should be presented in writing to the building principal.
2. Complaints alleging sex discrimination should be presented in writing to the Assistant Superintendent for Administrative and Student Services, Boyertown Area School District, 911 Montgomery Avenue, Boyertown, PA 19512. (610) 369-7403

### **ACADEMIC INTEGRITY**

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

### **Plagiarism**

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

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

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

- The teacher will notify parents and an administrator regarding the plagiarized or cheated assignment
- Administrator will meet with the student and parent (if necessary)
- The student will be referred to Guided Instructional Support (GIS) for plagiarism/cheating review lessons
- The student will receive a maximum of up to 50% credit for the remediated assignment. For example, if the original assignment is worth 100 points, and the student earned 80 points on the remediated assignment, the student would receive 40 points
- The student must continue his/her GIS/remediation sessions until a minimum grade of 70% is attained on the assignment. Remediated scores below a 70% will not be accepted as completed.
- The student must remediate the plagiarized/cheated work through GIS and/or summer school in order to successfully pass the course for the year

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

#### **ATHLETICS**

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

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

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

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

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

1. The student athlete is accountable to the rules and regulations set forth in the section entitled Differentiated Discipline dealing with the athletic program and individual team rules and regulations. These include all rules and regulations set forth by the PIAA and the BASD regarding attendance and eligibility.
2. The student athlete shall attend all practices, contests, team meetings, etc., unless excused in advance by the coach or absent from school.
3. The student athlete who is assigned to detention on a specific date in conflict with a practice/event is ineligible to participate in the practice/event at that time. In the case of suspension, in-school or out-of-school, the student is ineligible to participate in practices or events during the entire suspension period, including weekend participation where applicable.
4. Insubordinate and abusive behavior or profane language will not be tolerated and could result in suspension or dismissal from the athletic team.

5. The possession and/or use of a tobacco product or vaporizer in any form is not permitted and will be cause for immediate suspension from the team, consistent with the provision as set forth in the BASD Athletic Drug and Alcohol Policy.
6. The selling, providing, possession, or use of steroids, other drugs, or alcohol on or off school property, is strictly prohibited and will result in disciplinary action in accordance with the school district's drug and alcohol policy. In addition, any student-athlete determined to be in violation of any of the above rules, on or off school property, will be dismissed from the team or squad for the remainder of the season. The student shall also be referred to the school's Student Assistance Team.
7. Certain serious behavior of a student in the context of the athletic program may subject the student not only to discipline under the school athletic discipline code but also under the general student discipline code, which could include but not be limited to suspension or expulsion from classes and/or police involvement. The decision as to whether or not certain behavior would be serious enough to invoke the student discipline code will be within the sole discretion of the Administration.

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

#### **Eligibility Rules**

Rules of the PIAA govern the eligibility of our students for all interscholastic competition. The following apply:

**Section 1:** To be eligible for interscholastic athletic competition, a student must pursue a curriculum defined and approved by the principal as a full-time curriculum. Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the local school board. The student must maintain an acceptable grade in such approved curriculum, as certified by the principal. Eligibility shall be cumulative from the beginning of a grading period, and shall be reported on a weekly basis. If an athlete is not passing four full credit subjects or the equivalent of, the athlete is ineligible for the following week. **Section 2:** In order to be eligible for interscholastic athletics, a student must have passed at least four full-credit subjects, or the equivalent, during the previous grading period. Back work may be made up, providing it is in accordance with the regular rules of the school. **Section 3:** In cases where a student's work in any preceding grading period does not meet the standards provided for in this article, said student shall be ineligible to participate in interscholastic athletics for the first fifteen (15) school days of the next grading period. **Section 4:** New students must meet eligibility requirements on curriculum. Students, who are enrolled for the first time, must comply with the requirements of the curriculum rules. The standing required for the preceding grading period or previous year shall be obtained from the records of the last school that the student has attended.

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

#### **Medical Examinations**

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

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

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

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

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

### **ATTENDANCE POLICY**

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 BASD Policy mandate school attendance for students, with exceptions for illness, approved family trips, religious holidays, healthcare and other absences approved by the principal. The following regulations are used by all BASD schools to monitor and address student attendance:

1. Parents/Guardians are required to provide **written notification** to the school for each day their child is not in attendance within three school days of the absence or return to school.
  - o Parents/guardians may send an email to [attendanceBASH@bovertownasd.org](mailto:attendanceBASH@bovertownasd.org) from the email address of the parent/guardian on file with the district by 9:00am on any day that their child will be absent or tardy. This form of communication will not need a phone call or follow-up hand written note.
  - o Parents/guardians may use the district website/app and fill out the absence note by 9:00am on any day that their child will be absent or tardy. This form of communication will not need a phone call or follow-up hand written note.
  - o Parents/guardians may call the attendance line (610) 369-7437 by 9:00am on any day that their child will be absent or tardy. However, absences must still be followed up with a handwritten parent/doctor note or scan the handwritten note and email it as an attachment to the school attendance secretary at [attendance-BASH@bovertownasd.org](mailto:attendance-BASH@bovertownasd.org) within three days of the student's return to school. Failure to submit the appropriate note within three days will result in the absence being coded as unlawful, and this coding cannot be reversed even if a note is handed in after the three day window. Once a student has received three unlawful absences, a truancy elimination plan may be enacted. This plan could lead to a citation from the District Magistrate.
2. Parents/Guardians will receive written notice of the first three absences that are considered unlawful. An unlawful absence is defined as any student absence not documented by a legitimate excuse for students of compulsory age (1st grade through age 16).
3. Parents/Guardians and the local magistrate will receive written notification from the school when a student compiles three (3) or more unlawful absences during one (1) school year.
4. Parents/Guardians may be required to provide signed excuse(s) from a healthcare provider for additional absences if their child has received ten (10) or more days of absence (excused, unexcused, and/or unlawful) during a school year. Absences previously excused through notification by a health care provider or approved family trips will not be included in this total.
5. Students who are age 17 or older will be removed from the district's active attendance rolls if ten (10) consecutive/continuous school days of unexcused absences are recorded.
6. Principals will attempt to facilitate meetings with students and parents/guardians to explore reasons for absence, determine any additional supports the student may need and offer assistance from the school district in an effort to return the student to a pattern of regular school attendance.

7. If the proper written notification is not submitted within three days, the absence will be considered unexcused/unlawful and a zero grade will be given for any work missed.

**Parent/ Guardian Responsibility**

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

**Excused School Absence Defined**

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

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

**Unexcused/Unlawful School Absence Defined**

1. Defined, an unexcused/unlawful school absence is a day of nonattendance in school and occurs whenever:
  - a. A student misses school for any other reason than those approved by state compulsory attendance laws.
  - b. A school absence remains unexcused or unlawful because a written parent/guardian excuse, or signed doctor excuse has not been given to the attendance office within 3 school days of a student's return.
  - c. A student misses school without the knowledge or consent of the parent/guardian.
  - d. Absences/lateness will be recorded as unexcused/unlawful, but not limited to the following reasons (zero for missed work): oversleeping, car trouble, driver's test, personal reasons, missed the bus, job interview, unauthorized trips

**Accumulated Absences**

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

1. Days for which a principal's approval has been obtained for a family trip,
  2. Days for which a signed physician's statement has been provided for an extended illness,
  3. Or other days that in the judgment of the principal were caused by urgent reasons.
- After 10 days absence and/or same class period(s) missed, a doctor excuse is necessary to make up missed assignment(s) for credit. It is the student's responsibility to show teachers the doctor excuse to receive credit for the day's assignment.

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

**Tardiness Defined**

With approximately 2300 students arriving daily at BASH and moving in the hallways between every class, it is crucial for everyone to be on time in order to maintain order and minimize disruptions. For these important reasons, all tardiness is closely monitored in the high school program.

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

Students are considered tardy to school if they do not arrive in homeroom by 7:40 AM. A pass must be obtained from the Attendance Office in order to be admitted to class after 7:40 AM. Students will be given three warnings and parents/guardians will be notified after the third warning. On a student's 4th through 10th tardy, one detention will be issued for each portion of a period missed, up to 3<sup>rd</sup> period. A student arriving during 4<sup>th</sup> period and beyond will receive one evening detention. Should a student be tardy an 11th time and thereafter, additional consequences will be assigned, unless a signed doctor's note is provided.

#### **Truancy**

Any absence of a student who is of compulsory school age for which a valid excuse is not provided to the school within the specified time shall be construed as an unlawful absence. Students who are unlawfully absent are subject to a truancy citation. In such instance, the provisions of notification of the parent/guardian provided in Section 1343 of the School Code shall be observed. Following each of the first three (3) days of unlawful absence, parent/guardian shall be notified in writing of the penalties for violation of the Compulsory Attendance Laws. School officials shall initiate action against parents/guardians of students who have accumulated in excess of three days of unlawful absence.

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

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

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

#### **Being Excused During School**

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

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

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

1. Submit to the attendance office a written request, signed by the parent/guardian, stating the specific reason, **not personal**, and the time the student is to be excused. The request should be submitted one day prior to the date of requested early dismissal.
2. After the request is approved, the teacher(s) from whose classes the student will be absent must then initial the request.

3. At the designated time for the student to leave school, he/she must return the note to the attendance office and scan out.
4. In the case of an emergency, should a parent or guardian wish a student to be excused from school and no note has been sent in advance; the parent/guardian must come to the attendance office in person to request excusal and to sign the student out of school. Parents, too, have the option of forwarding a fax to the attendance office.
5. If the student returns to school the same day, he/she again reports to the attendance office, presents the **signed** physician's note (if applicable), scans in, obtains a pass, and reports immediately to his/her class.
6. Once a student arrives to school, he/she may not leave school property without permission from an administrator.
7. Students may be excused during school hours to go to the doctor, but medical appointments should be made after school whenever possible. A signed doctor's excuse must be submitted to the attendance office verifying the appointment.
8. Students excused from school are responsible for making-up all school work missed within three days upon return. Extended excused absences will be given flexibility at the discretion of the grade level principal, school counselor, and teacher to make up missed work.

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

#### **BULLYING POLICY**

The BASD recognizes that bullying and intimidation have a negative effect on school climate. The Board of School Directors recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students. Students who have experienced or witnessed bullying should report the information to a principal or counselor. Students who are found to commit acts of bullying will be assigned appropriate discipline. Please refer to the BASD Bullying Policy # 249 on the district's website.

#### **CAFETERIA**

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

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

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

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

#### **CAREER PORTFOLIO (GRADUATION REQUIREMENT)**

The graduation requirement will be a career portfolio for the students at BASH. Students will utilize Career Cruising, a web-based program designed to provide meaningful career oriented experiences. The portfolio process will provide every student maximum opportunities to research careers and come to an educated, informed decision as to what next steps need to be taken to ensure success beyond high school. In order to assist in the process, high school staff members will be assigned to groups of students as portfolio advisors. The advisor will meet with the students throughout the year to assess pro-

gress toward completion of yearly goals. Parents/guardians will be informed of student progress toward completion of the yearly goals. Incomplete portfolios will result in loss of privileges the following school year.

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

Cellular telephones and electronic devices may be used responsibly in the common areas of the building at any time. In the classroom and LGI, students must receive direct permission from the teacher/monitor. Students not following teacher/monitor direction will be subject to device confiscation. Confiscated devices will be returned to the student at the end of the day with a warning after the first offense. Subsequent offenses will require a parent/guardian to pick-up the device and may warrant additional school consequences.

#### **BRING YOUR OWN TECHNOLOGY (BYOT)/ 1:1**

The BASD 21st Century Learning Initiative is designed to provide students with a learning environment that promotes “anytime, anywhere” learning. Students at BASH will have the opportunity to bring in their own personal computer (laptop, netbook or tablet) for educational use throughout the school day. BASH students will receive a school issued laptop computer to be used in the classroom as well as at home for educational purposes. Teachers will be using computer technology for instruction, assignments, projects, research and assessment. We truly want our students to be able to compete in a global market by utilizing the 1:1 program. For more information on BYOT or 1:1 visit the district website at <http://www.boyertownasd.org/1to1>.

#### **CONSEQUENCES FOR MISUSE OF BYOT**

Any students who are using a personal device during class inappropriately (i.e. playing games, using social media, inappropriate use of camera/video recording, when not directed by instructor) is subject to disciplinary action. Consequences may vary depending on the use of the device and the disruption to instruction. Students using their own technology inappropriately will receive a warning on their first offense. If the use of the device is a violation of another school rule, a student may receive additional consequences and potentially loss of BOYT use. On the second offence the BYOT permission will be revoked and other school discipline will be assigned.

#### **CHANGE OF ADDRESS**

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

#### **CHARITABLE SOLICITATION**

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

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

The 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:

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

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

#### **CLASS CUTTING POLICY**

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

#### **DAMAGED CLOTHING/PROPERTY**

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

#### **DANCES**

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

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

Students who withdraw from school will be prohibited from attending school dances, including the prom. Students must be in attendance the day of the dance in order to attend. Except for the Senior Prom, students may not leave school early to prepare to attend any dance. Students who must leave school early for other reasons may not attend the dance. Permission to leave school early on the day of the Prom will be considered only with a note from a parent/guardian and only after 11:56 a.m. The permission note **MUST** be provided to the attendance office by the established due date – NO EXCEPTIONS.

#### **School Dance Regulation**

Dances are only for BASH students and their approved guests. Guests may have to present themselves in person in order to gain approval during regular business hours prior to the day of the event. The guest will be approved or disapproved by a BASH principal only if a completed guest pass, completed and approved by the guest's school administration, is presented to the BASH administration prior to the announced deadline. If the approval is granted for a guest, the principal will forward the guest pass to the advisor/chaperone prior to the date of the dance. All school rules, including those pertaining to behavior, dress, and smoking/drinking, will be in effect and are applicable to everyone attending a school dance. The advisor/chaperone will not permit individuals to enter the dance if their dress does not comply with school regulations. Example: Torn/cut off clothing, hats, etc. BASH students must have their current student I.D. card with them to be admitted. Students are not permitted to leave the dance and then return. Individuals leaving a dance early must scan out at the door and immediately leave school property. Scan-out sheets include the time of departure and will be kept on file. Students may not be admitted to a dance after the first hour. Students are reminded that laws covering junior driver's licenses are in effect and must be observed. Individuals not attending the dance will not be permitted to loiter on school property.

#### **DIFFERENTIATED DISCIPLINE**

It is the goal of BASH to foster good work habits and promote self-discipline. In order to do so, the administration will respond to inappropriate student behaviors through one or more of the following: denial of any privileges, school service, guided study hall, evening detention, AM or PM detention, Satur-

day Community Service, restricted lunch, in-school suspension, out of school suspension, expulsion, or placement of the student in an alternative educational setting. In certain cases, notification of the local police department may also be warranted. When consequences are issued, the administration will consider a student's intent, cooperation, past behavior, and honesty. Students who are dishonest will receive more severe consequences than students who are cooperative and honest. In addition, students who repeatedly violate the same rule(s) will receive more severe consequences. Other examples of behavior which could warrant discipline are: abusive language, being in an unauthorized area, disruptive behavior, repeatedly unprepared for class, leaving an area without permission and loitering in the building. According to Board Policy 218, the following are examples of behaviors, which may result in 1 – 10 days of suspension: Habitually cutting class(es), possessing any type of weapon on school property or while on school-sponsored activities, possessing, using and/or under the influence of alcoholic beverages on school property or while on school-sponsored activities, possessing, using and/or under the influence of mood-altering substances or illegal chemical substances (or substances represented as mood-altering or illegal chemical substances) on school property or while on school-sponsored activities, selling or distributing alcoholic beverages, mood-altering substances or illegal chemical substances (or substances represented as alcoholic beverages or illegal chemical substances) on school property or while on school-sponsored activities. These lists are not meant to be comprehensive. The administration reserves the right to issue student discipline, withhold activities, and/or suspend students that commit any inappropriate act while under school jurisdiction. This may include, but is not limited to, dances, school trips, and any other school related functions. This model is designed to become progressively more severe and to attempt to find a successful consequence. For this reason, students are encouraged to take responsibility for their actions and learn from their mistakes as they develop into productive citizens.

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

**Detention** is offered Monday – Friday in the morning (6:45 – 7:30 in Room 615) and after school (3:00 – 4:00 in ISS Room). PM Career Tech Center students must report to detention within five minutes after the bus has returned to the high school and remain for one full hour. Students are required to serve all detentions assigned and report with academic work to study/read. Failure to serve assigned detentions will result in a three-hour evening detention for each assigned detention not served. Students with an early dismissal pass must report to the 9th period originally assigned study hall. **Evening detention** is held in the in-school suspension room from 3:00-6:00 or 4:00-7:00 on Monday & Thursday evenings. Students are expected to report with 3-hours of academic work. One day ISS or one Saturday Community Service and the evening detention will be rescheduled for each evening detention not served by the assigned date. Three days of ISS will be assigned for not serving any rescheduled evening detention in addition to maintaining the assigned three hour detention.

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

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

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

#### **Loss of Privileges**

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

lost due to violating the conditions of the privilege. The privileges afforded to our students include (but are not limited to) the following:

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

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

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

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

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

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

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

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

#### **Restricted Lunch**

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

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

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

#### **Law Enforcement Agencies**

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

#### **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.

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

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

#### **DRESS CODE**

##### **SECTION I GENERAL**

1. Spandex or skin-tight outfits of any type or material are not permitted unless an accompanying top covers the hips, buttocks and cleavage in appropriate manner.

2. Excessively baggy clothing that poses a safety hazard is not permitted.
3. Excessively torn or ripped clothing is not permitted.
4. Male or female undergarments should not be exposed. Pajamas/night clothes are not permitted.
5. 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

1. Tops may not be "low cut" or exposing. Off the shoulders shirts/tops, midriffs, and backs are not permitted to be exposed.
2. The following are unacceptable school attire:
  - 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.
3. Coats, jackets or garments designed for protection from the outside weather are not to be worn in school.

#### SECTION III PANTS/SHORTS/SKIRTS/SKORTS

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

#### SECTION IV OFFENSIVE DRESS

1. Clothing, tattoo(s), patches, buttons, pins, jewelry, back packs 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

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

#### SECTION VI JEWELRY

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

#### SECTION VII HEADWEAR

1. Hats, caps, bandanas, sunglasses\*, visors, sweatbands, and other head coverings are not permitted. \*May not be worn unless a physician's note deems it necessary via the student's medical healthcare provider. A doctor's note must state the length of time the student needs to wear the sunglasses.

#### SECTION VIII HEALTH AND HYGIENE

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

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

#### **DIRECTORY INFORMATION NOTICE/notification of rights for secondary school students**

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

child's education records in certain school publications. For additional information, please contact your grade level principal.

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

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

#### **End of Course Assessments - EOCAs (final exams)**

EOCAs are being administered as part of the BASD assessment plan to measure what we want students to know and be able to do at the end of each course. EOCAs will be administered in math, English, world language, social studies, and science during the last week of school following a specially designed schedule. EOCAs for the related studies will be administered during regular class periods. EOCAs will account for 20% of the overall course grade. Educational trips will **NOT** be approved during EOCAs.

#### **ELEVATORS**

The elevator is available to students who are unable to climb the stairs due to a medical injury or illness. In such situations, the following procedures are to be followed: 1) A note from the doctor indicating the length of time the elevator will be required. 2) A \$5.00 deposit that will be refunded when the elevator key is returned. Students should report to the nurse with the doctor's note and \$5.00 to obtain the elevator key. The student will also be issued a note giving permission to leave class early. Students using the elevator without permission will receive consequences.

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

#### **FIELD TRIPS**

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

##### **Trip Arrangements**

- If possible, trips are to be arranged with a guarantee that monies will be refunded if the trip is cancelled.
- Parents will be notified in writing if there may be a loss of money due to trip cancellation.
- Due to circumstances beyond the control of district officials, field trips may be postponed or cancelled at the discretion of district or building administration.

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

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

1. Students will leave in an orderly fashion.
2. The students that are seated in the row along the windows will close all windows before leaving.
3. In case any exit is blocked, please go directly to the nearest exit.

4. As the students leave the room, all talking must cease. Exit quickly & quietly.
5. The first students to approach an exit will hold the doors open.
6. The teacher is the last person to leave the classroom.
7. Teachers should take an accurate roll call outside the building and report anyone not accounted for to the principal immediately.
8. Students will return to the building in an orderly fashion.

**FOREIGN EXCHANGE PROGRAMS**

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

**GAMBLING**

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

**GRADING SYSTEM**

**Letter Grade and Quality Points**

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

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

**Honor Roll**

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

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

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

**Weighted Grades for Honors and Advanced Placement Courses**

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

**Class Rank**

Official class rank is calculated at the end of each school year. The final grade in each subject is used to determine total quality points and total credits accumulated by each student. After a student's grade

point average (GPA) is calculated the student will be ranked with students in the same class. Accumulated GPA is the average a student has achieved during his/her tenure in grades 9-12.

#### **SCHOOL COUNSELING SERVICES**

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

#### **Testing**

In order to ensure the integrity of all tests and to decrease distraction during testing, all electronic devices and cell phones must be turned off and placed on the teacher's desk. Any students who do not comply will be subject to a search of the electronic device and other school disciplinary consequences.

#### **College Entrance Tests**

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

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

##### **ACT**

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

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

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

##### **PreACT**

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

##### **Keystone Exams**

The Keystone Exams are end-of-course assessments designed to evaluate proficiency in the subject areas of Algebra I, Biology, and Literature. The Keystone Exams are continually being evaluated and refined. The state assessments are conducted upon the completion of the aforementioned courses. Beginning with the Class of 2019, Proficiency on all Keystone Exams is required for access to a BASH diploma. Any student scoring Below Basic or Basic will be scheduled to retake the exams or a project based assessment until proficiency is reached. Educational trips **WILL NOT** be approved during testing dates within the Keystone Exam testing window.

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

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

Scholarships fall into three general groups:

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

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

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

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

#### **HALL CONDUCT**

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

#### **HALL PASSES**

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

#### **HAZING**

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

#### **HEALTH SERVICES**

##### **School Health Services**

School health services are an important part of our school system because students' ability to learn depends on their physical well-being. Parents/guardians have the first responsibility for our students' health but, during school hours, a certified school nurse or licensed staff nurse provides health services. School health services include administering authorized medication(s), responding to medical emergencies, providing first aid treatment\*, notifying parents of illness or injury that may require immediate or continued care at home, completing mandated health screenings, maintaining student health records and providing education on health related matters. *\*First aid services are provided for accidents and/or illnesses that occur during the school day. For illness or injury that occur before or after school, par-*

*ents/guardians should contact their healthcare provider to determine if the student can attend school and have further medical evaluation and/or treatment after school.*

#### **Child Abuse Reporting**

All BASD employees that come in contact with children in the course of their employment are mandated reporters of suspected child abuse which is an act or failure to act which causes bodily or mental injury to a child. These responding agencies have the legal right to interview students at school without parental consent.

#### **Confidentiality of Medical Information**

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

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

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

#### **Illness or Injury at School**

Students who become ill or injured at school are to be evaluated by the school nurse. Students are to obtain a pass from a teacher or staff member and report directly to the health room. The school nurse will evaluate the illness/injury and provide services according to the district's First Aid Procedures. Parents/guardians will be contacted regarding any illness or injury that may require outside medical attention or when students must be sent home. The following conditions determine when a student should stay at home or be sent home:

1. Persistent nausea, vomiting, diarrhea.
2. Fever: a temperature  $> 100^{\circ}$  or above without the use of fever reducing medication. The student's temperature should remain normal without the use of fever-reducing medication for 24 hours prior to returning to school.
3. Unusual skin eruptions or rashes; chills; discharge or redness of eye(s); persistent cough.
4. 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: Bed bugs, Chickenpox, Conjunctivitis (pink eye), Diphtheria, Haemophilus influenza, Head lice\*, Impetigo, Measles, Meningitis, Mumps, Ringworm, Rubella/German measles, Scabies, Scarlet fever, Shingles, Strep throat, Trachoma, Tuberculosis, Whooping cough (Pertussis).

**\*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 and are deemed non-contagious by the school nurse. 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> – Departments – Student Services – Health – Communicable Diseases – Lice or from the school nurse.

**Immunizations**

The 28 PA Code Ch. 23 immunization requirements, effective August 2017, are intended to ensure that children attending school in the Commonwealth are adequately protected against potential outbreaks of vaccine preventable diseases. The Certified School Nurse is required to ensure all students’ immunization records are in compliance with regard to minimum dose requirements, scheduling, and proper spacing.

**For attendance in ALL Grades, a child must have a single dose of all required vaccines on the first day of attendance or risk exclusion (see chart below). In the case of multidose vaccines, if a final or additional doses are necessary and appropriate during the first 5 days of school, the child must either provide proof of the final dose or the next scheduled dose along with a medical certificate signed by a licensed healthcare provider with the dates the remaining doses have been scheduled. School administrators are required to review the medical certificate at least every 30 days and may exclude any child who does not comply with the dates in the submitted medical certificate.**

Written proof of the following immunizations are required as a condition of attendance in all grades, including public, private, parochial, non-public, including vocational, intermediate-units special education and home education students and students of cyber and charter schools in the PA commonwealth:

PENNSYLVANIA REQUIRED CHILDHOOD IMMUNIZATION SCHEDULE	
FOR ATTENDANCE IN ALL GRADES K-12:	FOR ATTENDANCE IN GRADES 7 <sup>th</sup> -12 <sup>th</sup> :
<ul style="list-style-type: none"> <li>· 4 doses of diphtheria, tetanus, and acellular pertussis (1 dose on or after age 4)</li> <li>· 4 doses of polio (4<sup>th</sup> dose on or after age 4, &gt; 6 months after last dose)</li> <li>· 2 doses of measles, mumps, rubella</li> <li>· 3 dose of hepatitis B</li> <li>· 2 doses of varicella (chickenpox) vaccine or evidence of immunity.</li> </ul>	<ul style="list-style-type: none"> <li>· 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)</li> <li>· 1 dose of meningococcal conjugate vaccine (MCV).</li> </ul> <p style="text-align: center;">FOR ATTENDANCE GRADE 12<sup>th</sup> Grade or 16 years of age:</p> <ul style="list-style-type: none"> <li>· 2 Doses of meningococcal conjugate vaccine (MCV)</li> </ul>

Exemptions to the school laws for immunizations: medical exemption (requires a written statement from a licensed healthcare provider) and religious/strong moral exemption (requires a written statement from a parent/guardian). If a student is exempt from immunizations, the student may be excluded from attending school during an outbreak. Detailed information about Pennsylvania’s school immunization requirements can be found at <http://www.health.pa.gov/My%20Health/Immunizations/Pages/General-Information.aspx#.WJ4AYGYo7IU>

**Mandated School Health Program**

The Pennsylvania Public School Code requires certain school health services for all children of school age, regardless of the school setting. The program includes health screenings (growth, hearing, scoliosis, TB and vision) as well as a private or school physical exam upon original entry, sixth grade and 11th grade, and private or school dental exam upon original entry, 3rd grade and 7th grade.

The following health screenings are to be recorded annually:

1. A growth Screening (Height/Weight/Body Mass Index (**BMI**) Percentile): all students in grades K-12 will have their height and weight measured. Based on these measurements, students' BMI and BMI percentiles will then be calculated and all data will be recorded on their individual health records.
2. Hearing Screenings: each year, all students in special ungraded classes, grades 7, and 11 shall be given a hearing screening test.
3. Vision Test: all students will be screened for near and far vision on a yearly basis.

Annual "Screening Notification Letters" will be mailed to parents/guardians with the results of your child's annual mandated health screenings. If you have any questions or do not receive your child's screening notification letter by the end of the school year, please contact the BASH health room at 610.473.3670.

### **Medication Policy**

Boyertown Area School District policy 210 allows students to take (or be given) medication(s) at school, on field trips or at extra-curricular activities. Per policy 210 medications are defined as all any prescribed medication(s) including inhalers and EpiPens®, all over-the-counter medications, vitamins, herbal supplements, birth control, alternative medicines, and/or any other substance used for medicinal purposes. The BASD medication policy 210 can be referenced at <http://www.boyertownasd.org/Page/4402> - Administration of Medication and Provision of Emergency Care to Students

Procedures for Medication(s) Administration at School:

1. Parent/guardian AND a prescribing healthcare provider complete a Medication Authorization form. Forms are found in all health rooms and/or can be downloaded at <http://www.boyertownasd.org/domain/45> under Parents/Community - Forms.
2. The completed medication authorization form and medication(s) shall be **hand-delivered** by a parent/guardian or designated adult. In no case will medication be kept in the school building available for administration without accompanying authorization forms.
3. 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.
4. It is the responsibility of the student to come to the nurse's office at the time designated for administration of the medication.
5. Each time the parent/guardian/adult brings more prescribed medications to school, the number of tablets will be counted and documented in the health suite by both parent/guardian/adult and school nurse.
6. At the end of the school year, a parent/guardian or adult designee must pick up any medication left in the health suite. Any unclaimed medication remaining in the health suite 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 medication to **secondary** (Grades 7 – 12). In order for the school nurse to administer any of these medications, a parent/guardian must give consent by checking the appropriate box on side 2 of the Student Emergency Contact Sheet that is distributed yearly to each student. Acetaminophen (generic Tylenol®); Antacids

(TUMS®); Anti-diarrhea medicine (Kaopectate®); Epinephrine\*; Ibuprofen (Motrin® or Advil®); Chloraseptic® throat spray; Naproxen (Aleve®); Visine.

\*The Pennsylvania Public School Code, Section 1414.2 (g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, parents/guardians must contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.

#### 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. The above medication procedures need to be followed. In addition, these steps are also required:

1. An asthma and/or allergy emergency care plan needs to be completed and filed in the health suite.
2. The physician and parent must agree the student is able and responsible to carry and self-administer his/her inhaler/EpiPen® during school activities.
3. The student must be able to demonstrate to the school nurse the proper technique for inhaler and EpiPen® administration prior to being allowed to carry his/her inhaler/EpiPen®.
4. If a student uses his/her inhaler or EpiPen® during the school day, it is necessary the student notifies the school nurse as soon as possible.
5. 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.

#### Naloxone

1. As a means of enhancing the health and safety of its students, staff and visitors, the BASD has adopted Policy Naloxone 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.
2. Naloxone is a medication that can reverse an overdose caused by an opioid drug.
3. 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.
4. Under the supervision of the school nurse, Naloxone will be readily accessible to employees who have completed the required training to administer it.

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

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 and/or 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:

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

If your child needs a particular medication that is NOT already on file in the health suite, then a Medication Authorization Form MUST be completed and submitted prior to the field trip (refer to above Medication Administration Procedures). **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 <http://www.boyertownasd.org/domain/45> under Parents/Community - Forms. A copy of the Authorization for School Medication Administration Form will be completed and kept in the health suite.

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

#### **Physical Examinations**

In accordance with the Pennsylvania School Act, all students in 11<sup>th</sup> grade and students with incomplete health records are required to have a physical examination. This mandate can be completed privately or free of charge by a physician at school. If completed by a private physician, the cost is the responsibility of the parent, it can be completed within one year prior to the start of the school year the exam is required, and a Private Physical Examination form must be completed by the family physician and brought to the health room or a parent/guardian note which states: the date the examination was completed and the name of the healthcare provider. Parents/guardians may choose to have their child examined by the school physician with written consent must be given for the school physical by checking the appropriate box on the **Student Emergency Contact Sheet** form which is distributed to all students yearly or by completing a consent form prior to the physical exam. Pennsylvania State Physical Examination forms can be found in any health room or printed from the school website at [www.boyertownasd.org](http://www.boyertownasd.org) under Departments – Student Services - Health.

#### **Reportable Diseases**

School staff are **required** to report specific diseases to the Pennsylvania Department of Health by contacting their county State Health Center, County Municipal Health Department, or by calling 1-877-PAHEALTH. The school nurse will notify the parent/guardian, 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 disease can be accessed at

<http://www.health.pa.gov/My%20Health/School%20Health/Documents/Communicable%20Diseases/DISEASES%20TO%20BE%20REPORTED%20TO%20DEPARTMENT%20OF%20HEALTH.pdf>

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

#### **Home access center**

Home Access Center provides the opportunity for parents to view grades and assignments on-line. Parents must set up an account in order to view information. In order to set up an account, parents must visit the district web page at [www.boyertownasd.org](http://www.boyertownasd.org) click "Senior High" under the Our Schools tab, and click the "Home Access Center" link on the left of the page. Registration is completed by following the directions provided. Any questions should be directed to Ms. Kim Kern via email at [kkern@boyertownasd.org](mailto:kkern@boyertownasd.org) or by calling 610-473-1777. Students will receive their own User ID and

password with their schedules. Student accounts should not be used by parents, as the information provided will be different.

#### **ILLEGAL CHEMICAL SUBSTANCES**

BASD Board Policy #227 refers to action to be taken in case of a student possessing and/or using illegal chemical substances, drugs or alcoholic beverages, including look-alike drugs or alcoholic substances, or paraphernalia associated with their use on school property, on buses, or while attending school sponsored activities. Criminal charges may be categorized into The Controlled Substance, Drug, Device, and Cosmetic Act. All students should become familiar with Board Policy #227.

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

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

#### **INTERNET POLICY**

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

#### **Flex period/intervention /Enrichment**

All students will have time built into their schedule for academic support/enrichment. Any student having difficulty grasping concepts in class or consistently showing an inability to complete homework in a timely manner will be assigned to one of three intervention centers. Students will be notified of the referral, the purpose of the intervention and the assigned timeframe. Students may be referred for disciplinary action for refusal to comply with assigned interventions.

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

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

#### **Leaving School AT LUNCH**

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

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

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

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

#### **Senior High Library: LIBRARY SERVICES**

##### **Hours:**

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

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

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

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

- Students that wish to use the Library, during an Open Campus period, should go directly to the Library to have their **current** ID scanned.
- Students assigned to the LGI Study Hall must have a teacher-signed, special (green) pass, before they may use the Library. The LGI student must be working on a teacher assigned project and they must need the Library resources to work in the Library.
- Students that want to use the Library during FLEX time, must visit the Library before Second Period to sign and receive a pink pass. The pink pass is signed by the FLEX teacher and delivered to the Library, by the student.
- Students wishing to use the library during their lunch period, must have a teacher-signed pass. Students must be working on a teacher assigned project during their time in the library.
- Internet: The District's Acceptable Use Policy is in effect. Students who are creating documents or searching the internet must have a purpose that is based on a teacher assignment or a graduation requirement.
- Inter Library Loan: The High School Library is a member of ACCESS PA. Materials can be requested from other schools and universities across the state.

#### **LOST AND FOUND**

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

#### **LIMERICK POWER PLANT**

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

#### **LOCKERS**

A hall locker will be provided for each student at BASH. The hall lockers will have either keys or built in combination locks. Students are not permitted to share lockers. If a student loses his/her key, a photo identification card must be shown and \$5.00 paid for a replacement. Students are responsible for the

contents of their lockers. They may not display stickers, obscene pictures, or items related to drugs, alcohol or tobacco. The school can assume no responsibility for lost or stolen articles. School lockers are considered part of school property and, therefore, subject to inspection by school officials. School officials may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, a student shall be notified and given an opportunity to be present at the search. If, however, school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, and safety of students in the school or school environment, a student's locker may be searched without prior warning. ALL LOCKERS ARE TO BE KEPT LOCKED AT ALL TIMES.

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

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

- Student's Name; Participation in officially recognized activities/sports; Address, telephone listing, grade level; Weight & height of members of athletic teams; Electronic mail address; Photograph; Degrees, honors, and awards received; Date and place of birth; Major field of study; Dates of attendance; Grade level; The most recent educational agency or institution attended.

#### **MUSICAL ORGANIZATIONS**

##### **Instrumental Music**

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

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

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

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

##### **Choral Groups**

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

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

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

#### **OPEN CAMPUS REVIEW DUE TO SCANNING**

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

1. Students must scan in for Open Campus. Students may scan out to one allowable destination and remain there.

2. Individual eligible students must personally and legibly sign-out on the Open Campus sign-out sheet.
3. Students may go to the library or teacher's classroom with prior permission only if the teacher will remain in the room for the period. The cafeteria is not an option during lunch periods.
4. If any student abuses open campus privileges, the student will be subject to discipline including, but not limited to: loss of privileges, assignment to LGI study hall, and detention.

## **PHYSICAL EDUCATION**

### **Safety**

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

### **Physical Education Lockers**

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

Medical Excuse for Physical Education Procedures (see page 17)

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

### **Extracurricular Activities EXCLUSION**

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

### **PROHIBITED ITEMS**

The following items are not permitted on school property: gambling devices, water pistols, laser devices, weapons of any nature, roller blades/skateboards, and like items. This is not a comprehensive list. These are not permitted from 7:45 a.m. - 2:45 p.m. without prior permission from the school principal.

### **PROMOTION POLICY**

Students entering BASH from ninth grade should have earned a minimum of 6 credits including 0.5 credits in physical education and one credit in each of the following areas: English, Math, Science, and Social Studies. In order to be eligible to graduate within 4 years (9-10-11-12) at BASH, it is required that you carry and pass the following minimum number of credits, accumulating them as follows:

- 9th Grade - 6 credits
- 10th Grade - 12 credits
- 11th Grade - 17 credits
- 12th Grade - 24 credits

A student is eligible for graduation at the end of his/her twelfth grade school year when all graduation requirements are fully completed.

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

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

#### **GRADUATION CEREMONY**

Graduation practice is held the morning before or the morning of the graduation ceremony. Student attendance at the practice is MANDATORY. Students will NOT be permitted to participate in the graduation ceremony if they are not in attendance at the practice.

The graduation ceremony is a time to celebrate years of hard work in a respectful and dignified manner. Proper decorum relative to behavior and attire is expected. A dress or skirt and top, dress pants, shirt and tie are required. Sneakers, shorts, or jeans are unacceptable.

In addition to the traditional cap and gown that must be worn by all graduates, only certain regalia are acceptable for adornment during the ceremony. The National Honor Society Sash, FBLA Sash, Green Cord Service Award, and Active Militaty are permitted. **All** student credit requirements must be met as well as all obligations must be cleared to participate in the commencement ceremony.

#### **PROTECTED HANDICAPPED STUDENTS**

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

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

#### **PUBLICATIONS**

##### **Accent**

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

##### **The Bear**

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

##### **Cub**

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

### RESTRICTED AREAS

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

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

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

### SCHOOL BUS RIDERS’ RULES AND REGULATIONS

- I. General Information
- II. Infofinder will be utilized to communicate bus assignments. **Postcards will not be sent.**
- III. Be at authorized school bus stop five minutes before designated time and wait one half-hour after designated time.
- IV. Wait until the school bus comes to a complete stop before attempting to enter the school bus.
- V. Bus drivers will not pick up students at places other than authorized bus stop.
- VI. Exchanging buses is prohibited, except in emergency situations upon request of parent with written approval of the principal.
- VII. Students are not permitted to exchange bus stops without written permission of parent and principal.
- VIII. Code of Conduct
- IX. Follow the driver’s direction - first time
- X. Stay properly seated
- XI. No swearing or loud talking
- XII. No fighting, pushing, shoving or teasing
- XIII. Keep your bus clean, do not damage bus, no eating, drinking or smoking
- XIV. No hot beverages on the busses.
- XV. All school rules apply
- XVI. Bus Disciplinary Procedure
- XVII. The bus driver is in full charge of the bus and students and, therefore, has the authority to take initial disciplinary action as required by student’s actions.
- XVIII. The bus driver may report any student who violates bus rules to the appropriate principal.
- XIX. 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.
- XX. Students misbehaving on buses and reported to the principal through a written bus report may be suspended from riding the bus for up to three days. Parents are then responsible for getting the students to school. If a student is reported misbehaving a second time, he/she can be suspended from riding the bus for an indefinite period of time.
- XXI. Bus driver will not discharge at places other than the authorized school bus stop.
- XXII. Written permission of the principal and parent/guardian is mandatory to exchange bus stops in an emergency.

### Loitering In Bus Area

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

### Transportation Video Taping

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

the transportation supervisor may place video recording equipment on buses at the request of District administrators. Please reference Board Policy #3541.35 for more details.

#### **SCHOOL BOARD POLICY**

There are references to various school board policies throughout this book. These policies are available for review on the BASD website @ <http://www.bovertownasd.org/domain/32> .

#### **SCHOOL STORE**

The school store is open in the morning before homeroom from 7:30-7:40 as well as other timed TBD. The store sells a variety of school related needs.

#### **SEARCHES**

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

#### **SECURITY DRILL**

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

#### **SEXUAL HARASSMENT POLICY**

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

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

Sexual harassment, as defined here, may include, but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; unwelcome touching; suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning: one's grades, academic standing, and/or extracurricular participation, etc. Any person who alleges sexual harassment by any staff member or student in the district may use the district's complaint procedure or may complain directly to his/her immediate supervisor, building principal, school counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future grades or participation in educational programs. Given the nature of the type of discrimination, the district also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. Therefore, false accusations will result in the same severe disciplinary action applicable to one found guilty of sexual harassment. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. A substantiated charge against a staff member in the district shall subject such staff member to disciplinary action, including discharge. A substantiated charge against a student in the school district shall subject that student-to-student disciplinary action including suspension or expulsion, consistent with the student discipline code.

### **Smoking Policy**

Act 145 of 1996 amends the Crimes Code to include language-prohibiting students from possessing or using tobacco in a school building, a school bus or on school property. School districts are granted the authority to initiate prosecution for any such offense. Upon conviction, a student will be found guilty of a summary offense and subject to a fine, penalties, and court costs. The court may admit the student to an adjudication alternative in lieu of the fine. Such a summary offense is not reportable as a criminal act. Refer to Board Policy #222. This is in addition to disciplinary action taken by the school. All vaporizers and e-cigarettes will be treated as a violation and subject to school discipline.

### **STUDENT ACTIVITIES AND SERVICES**

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

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

By making the decision to join any school-sanctioned extracurricular or co-curricular club, group, or organization or to accept any position of class or school leadership, a student also agrees to abide by a higher standard of behavior than those students who do not make the commitment to represent their school. Students who aspire to represent their school either in clubs or activities or to lead their fellow students in school government positions also agree to accept the greater responsibilities for the privilege and trust they have been accorded. If a student compromises the trust and responsibility he has been given, it is understood that he or she may lose the privilege of involvement or leadership that has been extended to him or her. At no time shall a member of a school-sanctioned extracurricular or co-curricular group conduct himself/herself in a manner that brings discredit to the school organization. Any student involved in a school-sanctioned extracurricular or co-curricular activity found to be in violation of selling, providing, possessing, using or being under the influence of drugs or alcohol at any time or found to have seriously discredited the school or organization shall be suspended from participation in that activity for a period of 30-45 days. Subsequent violations will then result in a longer suspension consistent with the code of conduct for all participants in extracurricular and co-curricular activities adopted by the Board of Education. In the case of student leadership positions, such as class or Student Council officers, a student may be removed from office at any time for misconduct and/or academic reasons that seriously compromises that student's ability to effectively provide leadership for his fellow students. The decision to suspend a student from participating in an extracurricular or co-curricular activity or to remove a student in compliance with this policy is to be made by the building administration in consultation with the activity advisor or director. This decision especially when involving a student's out-of-school behavior is not to be made lightly and must be based on definite evidence or testimony and not on hearsay. Students and/or parents who desire to appeal a decision made on the building level can do so by contacting the Superintendent of Schools or his designee.

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

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

#### **STUDENT IDENTIFICATION CARDS**

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

#### **STUDENT PARKING**

According to School Board Policy #223 students who hold a valid driver's license shall be permitted to drive to and from school provided school regulations are obeyed. In the event of inclement weather, students are urged to take the transportation offered to them by the school district. Parking spaces, offered exclusively to 11th and 12th graders on school property, are limited in number. They are issued on a first come first serve basis starting with seniors. As a result, students who want to drive to school and park on school property must obtain a parking permit tag by completing the appropriate application form and returning it as soon as possible to security. There will be a fee for the parking permit tag which is determined at the beginning of the school year. Parking permits are non-transferable as well as non-refundable. All vehicles must be family owned and registered with the school, even those used on a temporary basis. The school resource officer will assign permits up to the number of spaces available for student use. When students receive a permit, they will park in their assigned space. Parking permits must be displayed by hanging the tag face out on the rear view mirror. Students may not park in spaces designated for faculty, visitors or handicapped. Handicapped spaces will be available for students with a valid BASH permit and approved documentation due to medical problems. Those students should see the school resource officer for more information. Students should only use the Montgomery Avenue entrance to access the BASH student parking lots. Students are not permitted to drive through the faculty parking lots via Madison Street at any time or the bus loop. The use of sound amplification devices which create a disturbance will not be permitted. Students who repeatedly violate noise rules will be subject to loss of privileges.

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

#### **STUDENT RECORD POLICIES**

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

#### **STUDY HALL - LGI**

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

- Arriving on time; Being prepared with work; Sitting in your assigned seat; Working independently; Following directions; Staying awake; Not talking without permission.

#### **SUMMER SCHOOL**

According to school policy, only recommended students may register for failed courses at summer school. Such recommendations are based on classroom performance and school attendance and are

made after teacher and administrator review. If a student is ineligible for summer school, he/she will not be allowed credit for that course from another summer school program.

#### **WEAPONS ON SCHOOL PROPERTY**

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

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

#### **WHEELCHAIRS**

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

#### **WITHDRAWING FROM SCHOOL**

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

#### **EMERGENCY SCHOOL CLOSING**

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

#### **Connect-Ed®**

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

#### **BASH 2017 – 2018 SCHOOL CALENDAR**

2017

23

Staff Development Day (No School for

August	24	Students)
August	28	First Student Day
September	1-4	Labor Day Holiday
September	27	Early Dismissal
October	9	Staff Development Day (No School for Students)
October	18	Early Dismissal
November	1	1 <sup>st</sup> Quarter Ends*
	20	Early Dismissal
	21	Early Dismissal
	21	Parent Conferences (5:30 PM – 8:30 PM)
	22	Early Dismissal
	23-	Thanksgiving Break
	27	
December	4-15	Winter Keystone Assessment Window**
	22	Early Dismissal
	25-	Winter Break
	31	
<b>2018</b> January	1	Winter Break
	15	M. L. King Day (School Closed)
	19	2 <sup>nd</sup> Quarter (1 <sup>st</sup> semester) Ends*
February	1	Parent Conferences (5:30 PM – 8:30 PM)
	7	Early Dismissal
	21	President's Day Holiday
	19	No School
March	27	3 <sup>rd</sup> Quarter Ends*
	28	Staff Development Day (No School For Students)
	28-	Spring Break
	30	
April	2	Spring Break
May	4	Early Dismissal
	14-	Spring Keystone Assessment Window**
	25	
	28	Memorial Day Holiday
	31	EOCA Early Dismissal
June	1-6	Early Dismissal
	1-6	EOCA Week**
	6	4 <sup>th</sup> Quarter ends*
	6	Last Day for Students, Graduation
Possible Snow Days		January 15; February 19; March 28,29; April 2; June 6-8; June 11-15

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

\*\*Educational trips will **not** be approved for testing students during BASH standardized, Keystone, or EOCA testing dates

#### BASH 2016 – 2017 Bell Schedule

Period	Start	End
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Homeroom	7:40	7:47
1	7:51	8:31
2	8:35	9:15
Flex	9:15	9:40
3	9:44	10:24
4 (Lunch)	10:28	11:08
5 (Lunch)	11:12	11:52
6 (Lunch)	11:56	12:36
7 (Lunch)	12:40	1:20
8	1:24	2:04
9	2:08	2:48

- 4-Minute Passing Time
- AM BCTC Students will receive Flex during 5<sup>th</sup> Period upon their return to BASH (11:20 – 11:52)
- PM BCTC will receive Flex during the common Flex time (3<sup>rd</sup> Period)