



BOYERTOWN AREA SCHOOL DISTRICT
Senior High Student Handbook
2019-2020

Boyertown Area Senior High
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www.boyertownasd.org

Senior High Student Handbook 2019-2020

Administration

[Dr. E. Wayne Foley](#), Principal

[Mr. Andrew T. Maoury](#), Grade Level Principal Class of 2020, Od-Z Class of 2023

[Mrs. Karen E. Evans](#), Grade Level Principal Class of 2021, Gp-Oc Class of 2023

[Mr. Jared Sparks](#), Grade Level Principal Class of 2022, A-Go Class of 2023

[Mrs. Dulcie Rothermel](#), Director of Secondary Special Education

[Mr. Nick Palladino](#), Director of Athletics

School Counselors

Mrs. Caitlin Hawkins	A-Crou	(610) 473-3693
Mrs. Beth Shive	Crow-Go	(610) 473-3696
Ms. Karen Virtue	Gp-Lat	(610) 473-3608
Mrs. Sandra Gallagher	Lau-Oc	(610) 473-3694
Ms. Christen Stricker	Od-Sh	(610) 473-3690
Mrs. Christy Greener	Si-Z	(610) 473-3692

Senior High Telephone Numbers

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

www.boyertownasd.org

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

General Information

Affirmative Action

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

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

Food in Classrooms

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

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

Safe2Say Program

In 2018, the General Assembly passed Act 44 mandating the establishment and use of the “Safe2Say Something” (S2SS) anonymous reporting system by every Pennsylvania school entity.

S2SS is a life-saving and changing school safety program that teaches students, educators, and administrators how: (1) to recognize the signs and signals of individuals who may be at risk of hurting themselves or others and (2) to anonymously report this information through the S2SS app, website, or 24/7 Crisis Center Hotline.

S2SS works through 5 easy steps:

1. A tip is submitted via mobile app, website, or by calling the PA based 24/7 Crisis Center at 1-844-SAF2SAY
2. The tip is then triaged by the Crisis Center to gather enough information to act on it
3. The tip is delivered to the impacted school and, as needed, local law enforcement via 911 County Dispatch
4. The school and, as needed, local law enforcement assess and intervene with the at-risk individual
5. The school then closes out the tip and reports actions taken as a record for their school

Academic Integrity

Academic Integrity involves honesty in the research, preparation, and 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.

Academic Dishonesty

Academic Dishonesty / 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 evening detentions, GIS, in-school suspension, and/or summer school; at the discretion of administration, 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 the 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.

Student Eligibility for 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 provisions 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 dance 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

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.
 - a. Parents/guardians may send an email to 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 handwritten note.

- b. 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 handwritten note.
 - c. 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's note or scan the handwritten note and email it as an attachment to the school attendance secretary at attendanceBASH@boyertownasd.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 (Age 6-18).
 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 18 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 support 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

- Defined, an unexcused/unlawful school absence is a day of nonattendance in school and occurs whenever:
 - A student misses school for any other reason than those approved by state compulsory attendance laws.
 - 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.
 - A student misses school without the knowledge or consent of the parent/guardian.
 - 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 consequences 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:

- Days for which a principal's approval has been obtained for a family trip
- Days for which a signed physician's statement has been provided for an extended illness
- 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.

Homeless Students

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

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

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

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

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

What if there is a disagreement regarding school placement? The parent, guardian or unaccompanied youth (a youth not in the physical custody of a parent or guardian) may appeal the placement decision if the district makes a placement in a school other than the school of origin or a school requested by the parent, guardian or unaccompanied youth. The student will be immediately enrolled in the school in which enrollment was requested by the student or parent while an appeal is pending. The district homeless liaison will provide information and assistance

regarding such an appeal. No Child or Youth Should Be Denied Access to a Free and Appropriate Public Education.

Questions should be directed to:

Student Services Office: 610-473-3488

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

Tardiness Defined

With approximately 2200 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 extracurricular 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 3rd period. A student arriving during 4th 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 instances, 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 one - three days upon return. If a student misses one day, he or she is expected to turn in assignments and make-up the missed work the next day. If a student misses two days, he or she has two days to make-up the work. For additional days, the student must complete the missed work in three days. 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](#).

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

Lunch – Cafeteria – Secondary

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

The following procedure will be implemented in coordination with [School Board Policy 808](#).

- No student who requests a meal will be denied a main lunch option, unless the student’s parent or guardian has provided written permission to withhold a school lunch.
- A student’s tray is to never be taken away from them after being served due to the student’s inability to pay for the meal or the amount owed. The meal will be charged to the student’s account.
- Ala cart sales will not be allowed if a student carries a negative balance. A student will be informed that they can only purchase a meal. An ala cart item will be removed from a student’s tray at the register if they carry a negative balance.
- Parents are strongly encouraged to enroll in Ezschoolpay.com to set up notification alerts and view their child’s account. Emails can be set to notify a low or negative balance. It is recommended to be set at \$5.00. If you prefer, you have the option to make online payments through this website with a fee of \$1.35 per transaction. We will still accept checks and cash in an envelope marked with your child’s name, homeroom and ID number. You also have the option to make restrictions or limits on ala cart purchases. Requests must be made in writing or emailed to your child’s building Food Service Manager.

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

Insufficient Funds Fee: There is a **\$45.00 charge** for Checks returned for insufficient funds. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This is an equal opportunity provider and employer.

Career Portfolio (Graduation Requirement)

The graduation requirement will be a career portfolio for the students at BASH. Students will utilize Smartfutures a web-based program designed to provide meaningful career oriented experiences. The portfolio process will provide every student with 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. The homeroom teacher will meet with the students throughout the year to assess progress toward completion of yearly goals. Incomplete portfolios will result in loss of privileges the following school year and a failing homeroom grade. For Information please use the following link to the BASH website:
<https://www.boyertownasd.org/site/Default.aspx?PageID=86> .

Cell Phones and 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 Study Hall, 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.

BYOT

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 <https://www.boyertownasd.org/Domain/1224> . Here you will find all the document as well as the [1:1 HANDBOOK](#).

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 solicitation 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.

Cutting Class

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 class, 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 the administration. Guest passes may be revoked at any time based on newly provided information with no refunds. **All** student obligations must be cleared in order 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 on the day of the dance in order to attend. Students who must leave school early for other reasons may not attend the dance.

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, Saturday Community Service, restricted lunch, in-school suspension, out of school suspension, expulsion, or placement of the student in an alternative educational setting. In certain cases, notification of the local police department may also be warranted. When consequences are issued, the administration will consider a student's intent, cooperation, past behavior, and honesty. Students who are dishonest will receive more severe consequences than students who are cooperative and honest. In addition, students who repeatedly violate the same rule(s) will receive more severe consequences.

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.

Recording / Video Surveillance

Video Surveillance In accordance with Board Policy 709.1, the use of video monitoring may occur on school grounds. Video monitoring and recording may be used as a basis for any disciplinary action for any violation of law and/or school rules. Further, video monitoring and recordings may be furnished to law enforcement regarding possible criminal violations. The use of video monitoring and recording devices by the district shall in no way create any duty on the district to regularly monitor live images and/or videotapes and it shall not create any additional duty regarding providing a safe facility.

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 the principal or grade level 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 grade level 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 school rules 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.

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 Assistant Superintendent.

Dress Code

Section I: General

1. Excessively revealing spandex or skin-tight outfits of any type or material are not permitted unless an accompanying top covers the hips, buttocks and cleavage in appropriate manner.
2. Excessively baggy clothing that poses a safety hazard is not permitted.
3. Excessively torn or ripped clothing that exposes undergarments and/or is revealing 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 the 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 shoulder shirts/tops, midriffs, and backs are not permitted to be exposed.
2. The following are unacceptable school attire:
 - a. Tank tops/muscle shirts; Spaghetti strap/halter/mesh tops; Fishnet stockings; See-through blouses or shirts; Tube tops/crop tops; Any top that is skin tight 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 without administrative permission.

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 outerwear 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, and backpacks are not permitted if they:
 - a. 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 shoes 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

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

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

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

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

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

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.

Course Assessments - Midterms and EOAs (final exams)

Midterms and EOAs are administered as part of the BASD assessment plan to measure what we want students to know and be able to do at the middle and end of each course. Midterms will be administered in January near the semester break during their regularly scheduled classes. Midterms will count as 10% of the overall course grade with the exception of Algebra I, Biology and ELA 10. EOAs 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 10% of the overall course grade with the exception of Algebra I, Biology, and ELA 10 where the Keystone will count for 20% of the overall 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 \$6.00 deposit that will be refunded when an elevator key is returned.
3. Students should report to the nurse with the doctor's note and \$6.00 to obtain an elevator key. The student's teachers will be contacted to notify them the student may leave class 3 minutes early or arrive late. Students using the elevator without permission will receive consequences.

Please note: A student that helps a physically disabled 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.

True Emergencies, Emergency Drills & Fire Drills

Intruder or Run–Hide–Fight Drills and Fire Drills are a very important practice in any school. The signal for an Intruder Alert will be by a PA announcement with a location of the intruder with staff then deciding how to move forward. In the case of an Intruder Alert Drill a follow up announcement will be made giving notice of it being a drill. During a drill all students shall conduct themselves in the same manner as they would during a true emergency by listening and following all staff instructions.

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 BUT shall do so only after checking the corridor for possible intruders or other safety concerns.

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 nearest to the windows shall close all windows prior to exiting the room.
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 or staff is the last person to leave the classroom, closing the door behind them.
7. In the event of a non-ambulatory student being in the classroom that student shall shelter in the nearest tower with their teacher or another evacuating staff member.
8. Teachers or staff should take an accurate roll call outside the building and report anyone not accounted for to the principal per the Emergency Response binder.
9. Students will return to the building in an orderly fashion when instructed to do so.

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, Concurrent Enrollment, and Advanced Placement Courses

- .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.
- .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, phone caddy or teacher designated area in the classroom. 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.

SAT I and SAT II

The SAT I: Reasoning Tests and the 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.

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.

Hallway 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, and 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.

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, parents/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 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:

- Persistent nausea, vomiting, diarrhea.
- 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.

- Unusual skin eruptions or rashes; chills; discharge or redness of eye(s); persistent cough.
- 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 nurses' office.

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 multi-dose 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:

- 4 doses Diphtheria, Tetanus, and Acellular Pertussis (1 dose on or > age 4)
- 4 doses Polio (1 dose on or > age 4)
- 2 doses Measles, Mumps, Rubella
- 3 doses Hepatitis B
- 2 doses Varicella (Chicken Pox) or written evidence of disease or immunity

FOR ATTENDANCE IN GRADES 7th -12th:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
- 1 dose of meningococcal conjugate vaccine (MCV)

FOR ATTENDANCE GRADE 12th or 16 YEARS OLD:

- 2 doses meningococcal conjugate vaccine (MCV)

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 by clicking [here](#).

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 extracurricular activities. Per policy 210 medications are defined as and /all 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.

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 [here](#).
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 students**: Acetaminophen (generic Tylenol®); Antacids (TUMS®); Anti-diarrhea medicine (Kaopectate®); Epinephrine*; Ibuprofen (Motrin® or Advil®); Chloraseptic® throat

spray; Naproxen (Aleve®); Visine. In order for the school nurse to administer any of these medications, a par-ent/guardian must give consent when completing the health update and medication portion of the Annual Student Information Verification.

*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 extracurricular 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 extracurricular 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 [here](#). 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 11th 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. With written consent, parents/guardians may choose to have their child examined by the school physician. Pennsylvania State Physical Examination forms can be found in any health room or printed from the school website at 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 by clicking [here](#):

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).

Campus Parent Portal (CPP)

Campus Parent Portal provides the opportunity for parents to view grades and assignments online. 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 by clicking [here](#). Registration is completed by following the directions provided. Any questions should be directed to Ms. Kim Kern via email at kkern@bovertownasd.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 notice of the district's "[Acceptable Use Policy](#)" and "[Administrative Guidelines.](#)" No student will be permitted individual access to the Internet without having access to 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, 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 time frame. 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.

Off-Campus Lunch Privilege

Students are not permitted to leave BASH during their 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 their 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.

Ninth, 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 privileges 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 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. 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 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.
- InterLibrary Loan: The High School Library is a member of ACCESS PA. Materials can be requested from other schools and universities across the state.
- Using the library during flex and open campus:
 - Students must be working productively completing homework, studying, collaboratively and productively working/studying in quiet voices, and/or utilizing library resources.
 - Students who are not working productively completing homework, studying, collaborative-ly and productively working/studying in quiet voices will be asked to return to their previous location by library staff.

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, in 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 - Scanning

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

- Students must scan in for Open Campus. Students may scan out to one allowable destination and remain there.
- Individual eligible students must personally and legibly sign-out on the Open Campus sign-out sheet.
- 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.
- If any student abuses open campus privileges, the student will be subject to discipline including, but not limited to: loss of privileges, assignment to 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 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.

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

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 in each grade to be successfully promoted. By the end of:

- 9th Grade - 6 credits in a planned course sequence including English, Math, Science, Social Studies, and Physical education outlined in the Program of Academic Studies;
- 10th Grade - 12 total accumulated credits in planned courses outlined in the Program of Academic Studies;
- 11th Grade - 17 total accumulated credits in planned courses outlined in the Program of Academic Studies; and

- 12th Grade - 24 total accumulated credits in planned courses outlined in the Program of Academic Studies to meet ALL the graduation requirements. 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 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.

Commencement Ceremony

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

The commencement 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 Military are permitted. **All** student credit requirements must be met and all obligations must be cleared in order to be eligible 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.

The 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

General Information:

1. Infofinder will be utilized to communicate bus assignments. **Postcards will not be sent.**
2. Be at authorized school bus stop five minutes before the designated time and wait one half hour after designated time.
3. Wait until the school bus comes to a complete stop before attempting to enter the school bus.
4. Bus drivers will not pick up students at places other than authorized bus stop.
5. Exchanging buses is prohibited, except in emergency situations upon request of parent with written approval of the principal.
6. Students are not permitted to exchange bus stops without written permission of parent and principal.

Code of Conduct:

1. Follow the driver's direction - first time
2. Stay properly seated
3. No swearing or loud talking
4. No fighting, pushing, shoving or teasing
5. Keep your bus clean, do not damage bus, no eating, drinking or smoking
6. No hot beverages on the busses.
7. All school rules apply
8. Bus driver will not discharge at places other than the authorized school bus stop.
9. Written permission of the principal and parent/guardian is mandatory to exchange bus stops in an emergency.

Bus Disciplinary Procedure:

1. 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 the students actions.
2. The bus driver may report any student who violates bus rules to the appropriate principal.
3. 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.

4. 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.
5. Parents are then responsible for getting the students to school.
6. If a student is reported misbehaving a second time, he/she can be suspended from riding the bus for an indefinite period of time.

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 Videotaping

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 [#810.2](#) 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. Click [here](#) for details.

School Store

The school store is open in the morning before homeroom from 7:30-7:40 as well as other times throughout the day. The store sells a variety of school related needs. The school store is not a valid reason for being late to homeroom, class or Flex. Please plan accordingly.

Screening or Evaluation Procedures (District) for Possible Child Find

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

Parents may also request a formal evaluation, if they believe their child has a disability or is gifted. To obtain a formal evaluation, parents should submit a request in writing to the principal. No student may receive a formal evaluation for the purpose of determining eligibility for special education services without the written authorization of the parents. A referral to a multidisciplinary evaluation does not constitute eligibility for special education services or assurance that special education services will be provided. Eligibility for services is based on fulfilling the criteria for specific special education exceptionalities established by the Pennsylvania Department of Education.

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.

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 communication(s) 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 communication(s) 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 / Vaping 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. Students found to be vaping / in possession of a vape pen or like device will be charged a \$50.00 fine. Additionally, each vape will be tested and will constitute a \$10.00 testing fee per vape.

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 Participates in Extracurricular and Cocurricular 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 served 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; please contact 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

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. Students are assigned to study hall for one or more of the following reasons: any course grade below 70%, incomplete career portfolio by a given timeline, any obligation not fulfilled by a given timeline, or by request of a student. Records are reviewed for each student at the end of each marking period. Students are placed in study halls for a full marking period. Study halls are to enable students to complete class work, homework, and to study in an environment conducive to learning by:

- Students may bring water, however, food is not allowed
- Cell phones must be off and out of sight
- Students are not allowed to sign out to the school store

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](#), 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.

Working Papers

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

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

Steps to follow:

- Request for Working Papers must be made by the parent or legal guardian. Minors cannot make the request on his/her own behalf. It is not necessary for the minor to be with the parent when the request is made.
- Application for Employment Certificate is issued to the parent or legal guardian who must sign the application in the presence of the issuing officer. If the parent or legal guardian cannot sign for the working papers in front of the issuing officer, they must agree to take the paperwork to a Notary and sign it in front of them. No facsimiles accepted.
- Verification of age must be supplied by the use of birth certificate, baptismal certificate, passport or driver's license. Upon issuing Working Papers a second time to the student, no evidence of age is required.
- The Employment Certificate must be taken by the minor, parent or legal guardian to the employer who must complete Section C as explained on the certificate.
- State law requires that before issuance of the first Employment Certificate the student must have a physical examination and have Section D signed by the examining physician. If there is a hardship which prevents a student from getting a physical, a form is available to fill out and receive permission to get a physical through the school district Physician for free.
- The completed application must be returned to the Working Papers office at the Education Center. Signatures of the Employer and Doctor must be legible to read. If not, print the name so it can be read.
- The issuing officer will process the completed Employment application for the ages of 14 and 15 and forward a certificate to the employer. Students ages 16 and 17 will receive a

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

BASH 2019 – 2020 SCHOOL CALENDAR

August	20-22	Staff Development Day (No School for Students)
August	26	First Student Day
August/September	30-2	Labor Day Holiday
September	25	Early Dismissal
October	14	Staff Development Day (No School for Students)
October	23	Early Dismissal - Senior Career Portfolio Presentations
October	31	1 st Quarter Ends*
November	25	Early Dismissal
	26	Early Dismissal / Parent Conferences (5:30 PM – 8:30 PM)
	27	Early Dismissal
	25-29	Thanksgiving Break
December	2	School Closed
	2-13	

		Winter Keystone Assessment Window**
	20	Early Dismissal
	23-31	Winter Break
January 2020	1	Winter Break
	20	M. L. King Day (School Closed)
	17	2 nd Quarter (1 st semester) Ends*
January 2020	29	Early Dismissal
	30	Parent Conferences (5:30 PM – 8:30 PM)
February	12	Early Dismissal
	17	President's Day Holiday (School Closed)
March	18	Early Dismissal
	25	3 rd Quarter Ends*

April	6	Early Dismissal
	7-13	Spring Break Early Dismissal
May	1	Early Dismissal / Senior Prom
	11-22	Spring Keystone Assessment Window**
	25	Memorial Day Holiday
June	2-4	Early Dismissal
	2-4	EOCA Week**
	5	4 th Quarter ends*
	5	Last Day for Students
	6	Commencement

Possible Snow Days January 20; February 17; June
8-12

*Electronic Report cards will be available 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 Bell Schedules

BASH 2018 – 2019 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 5th Period upon their return to BASH (11:20 – 11:52)
- PM BCTC will receive Flex during the common Flex time

BASH AM Assembly Bell Schedule

Class	Start	End	Length
HR	7:40	7:47	0:07
FLEX	7:47	8:12	0:25
1	8:16	8:56	0:40
2	9:00	9:40	0:40
3	9:44	10:24	0:40
4 (Lunch)	10:28	11:08	0:40
5 (Lunch)	11:12	11:52	0:40

6 (Lunch)	11:56	12:36	0:40
7 (Lunch)	12:40	1:20	0:40
8	1:24	2:04	0:40
9	2:08	2:48	0:40

- Please dismiss assembly students (graduation class/classes specific) to the assembly program immediately upon taking AM homeroom attendance.
- 4-Minute passing; 40-minute lunch
- AM BCTC students (graduating class/classes specific) will have their BCTC bus held until the conclusion of the assembly program
- AM BCTC students will receive FLEX 5th period upon their return to the building (11:20-11:52)
- PM BCTC will receive FLEX during the common flex time.

BASH 2-Hour Delay Bell Schedule

Class	Start	End	Length
HR	9:40	9:47	0:07
1	9:51	10:20	0:29
2	10:24	10:53	0:29
3	10:57	11:26	0:29
4 (Lunch)	11:30	12:00	0:30
5 (Lunch)	12:04	12:34	0:30
6 (Lunch)	12:38	1:08	0:30
7 (Lunch)	1:12	1:42	0:30
8	1:46	2:15	0:29
9	2:19	2:48	0:29

THERE WILL BE NO COMMON FLEX (BETWEEN PERIOD 2 & PERIOD 3) ON A 2-HOUR DELAY

- 4-Minute passing; 29 minute classes; 30-minute lunch
 - AM BCTC will NOT report to their BCTC assignment today.
 - AM BCTC students in attendance this morning will report to open campus for periods
- HR - 3

- AM BCTC students will eat lunch during period 4
- AM BCTC students will FLEX (as per regular bell schedule) period 5
- PM BCTC students are to be excused at their regularly scheduled time (11:08AM), early from their period 3 class and excused from their period 4 class assignment.