

**BOYERTOWN AREA SCHOOL DISTRICT  
2016-2017**

**JUNIOR HIGH SCHOOL HANDBOOK**

East Center  
2020 Big Road  
Gilbertsville, PA 19525  
(610) 754-9550  
Attendance (610) 473-3904

West Center  
380 S. Madison Street  
Boyertown, PA 19512  
(610) 369-7471  
Attendance (610) 473-3714

**This Book is the Property of**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
Telephone                  Locker No.                  Grade-Section

**TABLE OF CONTENTS**

**I. GENERAL INFORMATION** - Assurance of Non-Discrimination, Affirmative Action, School Board Policy, Protected Handicapped Students, Six Day Schedule, Lunch, Dining Room Procedures, Student Pass System/Assignment Book, Study Hall, Morning TV News, Textbooks, Bulletin Boards, Lost and Found Department, Identification Cards, School Store, Lavatories, Field Trips, Field Trip Security Guidelines, Internet Policy, Library, Fitness Class Procedures, Locker Rooms, Use of your Locker/Book Bags/Gym Bags, Searches, Gum, Dress Code, Use of Telephone, Bring Your Own Technology, Charitable Solicitation Law, Prohibited Articles, Cellular Telephones, Prohibited Activities, Distribution of Political Literature, Working Papers.

**II. TRANSPORTATION** - Bus Rules and Regulations, Temporary Bus Pass, Request for Temporary Boarding and Departing at a Designated Stop, Bus Pass - Emergency Situations, Loitering in Bus Area, Cars, Motorcycles, Mini-Bikes, Tractors and Snowmobiles, Transportation Audio/Video Taping.

**III. ATTENDANCE** - Student Absenteeism, Tardiness and Absence, After Any Absence, Early Dismissal, Attendance Office, Unlawful Absence, Guidelines for Excusing Students for Non - School Trips, Moving, and Student Visitors.

**IV. HEALTH & SAFETY** - Accident Insurance, Introduction to the Health Suite, Student Visits to the Health Suite, Immunization Requirements, Mandated

Health Screenings, Dental Examinations, Taking Medication at School, Standing Order Medications, Students Carrying Inhalers or Epi-Pens, Field Trip Forms, School Exclusion, Release of Health Care Information, Reportable Disease, Fire Drill Procedure, Safety in Technology Education Classes.

**V. GRADING**-Report Cards, Academic Reports-Interim/Mid-Quarter Reports, Honor Roll, Homework, Promotion Policy, Promotion and Graduation Standards for 9th Grade, Class Rank, School District Reading Requirement, National Honor Society, and Math Hot Line.

**VI. COUNSELING** - Student Record Policies, School Counseling Services, Student Assistance Program.

**VII. DISCIPLINE** - Discipline Mission Statement, Discipline Code, Dangerous Weapons On School Property, Detention, Suspension, Repeat Offenders, In-School Suspension Program, Drugs, Alcohol, Drug Paraphernalia, Law Enforcement Agencies, Hall Etiquette, Assembly Etiquette, and Building Cleanliness.

**VIII. ACTIVITIES** - Student Council, Athletics, Joint Participation in Music and Athletic Activities.

**IX. - EMERGENCY SCHOOL CLOSING** - Parental Responsibility.

**X. WEST INFORMATION/EAST INFORMATION**

**BOYERTOWN AREA SCHOOL DISTRICT  
SCHOOL BOARD**

Clay Breece .....Member  
 Robert Caso..... Member  
 Jill Dennin..... President  
 Stephen Elsier.....Vice President  
 John Landino .....Member  
 David Lewis..... Member

Christine Neiman.....Member  
 Paul Stengle.....Member  
 Donna L. Usavage..... President  
 TBD\* .....Treasurer  
 David A. Szablowski\* .....Secretary  
 \*Non-member of board

**Board of School Directors  
Board Meetings for the 2016-2017 School Year**

**2016**

September	13	Washington Elementary	Board of School Directors 7:00 p.m.
October	18	Education Center	Board of School Directors 7:00 p.m.
November	15	Pine Forge Elementary	Board of School Directors 7:00 p.m.
December	6	Education Center (Reorganization)	Board of School Directors 7:00 p.m.
	13	Earl Elementary	Board of School Directors 7:00 p.m.

**2017**

January	17	Education Center	Board of School Directors 7:00 p.m.
February	7	Junior High East	Board of School Directors 7:00 p.m.
March	14	Education Center	Board of School Directors 7:00 p.m.
April	18	New Hanover Upper Frederick	Board of School Directors 7:00 p.m.
May	23	Education Center	Board of School Directors 7:00 p.m.
June	13	Education Center (Adoption of Final Budget)	Board of School Directors 7:00 p.m.

**BOYERTOWN AREA SCHOOL DISTRICT  
CENTRAL ADMINISTRATION**

Dr. Richard Faidley	Superintendent
Mr. Robert Scoboria	Assistant Superintendent
Dr. Melissa Woodard	Chief Academic Officer
Dr. Greg Miller	Chief Student Achievement Officer
Mr. David A. Szablowski	Chief Financial Officer
Mr. Stephen Katch	Chief Human Resource Officer

**BOYERTOWN AREA SCHOOL DISTRICT  
SCHOOL CALENDAR 2016-2017**

August 29	First Day for Students
September 2, September 5	Labor Day
September 28	Early Dismissal 11:35 a.m.
September 28 – 7 <sup>th</sup> grade (East)	Back-To-School Night
September 29-8 <sup>th</sup> and 9 <sup>th</sup> grade (East)	Back-To-School Night
September 29 (West)	Back-To-School Night
October 10	Staff Development Day – No School
November 4	Early Dismissal 11:35 a.m.
November 16 & 22 (East and West)	Jr. High Parent Conferences (5:30 - 8:30 p.m.)
November 21, 22, & 23	Early Dismissal 11:35 a.m.
November 24 – November 28	Thanksgiving Holiday - No School
December 23	Early Dismissal 11:35 a.m.
December 26 – January 1	Winter Break – No School
January 16	Martin Luther King Day – No School
January 25	Early Dismissal 11:35 a.m.
February 8	Early Dismissal 11:35 a.m.
February 20	Presidents' Day Holiday – No School
February 22	Early Dismissal 11:35 a.m.
March 29	Early Dismissal 1:35 a.m.
April 11	Early Dismissal 11:35
April 12	Staff Development-No School
April 12-17	Spring Break – No School
May 29	Memorial Day Holiday – No School
June 1, 2, 5, 6	Early Dismissal 11:35 a.m.
June 6	Last Day for Students – Early Dismissal 11:35 a.m.

**Make-up days** – Three inclement weather days are built into the calendar; then Jan. 16, Feb. 20, April 12, 13, & 17, June 7-9, June 12-16. If necessary, additional make-up days will be added to the end of the school year.

## **I. GENERAL INFORMATION**

### **Assurance of Non-Discrimination**

Students and parents are assured that the Boyertown Area School District does not discriminate on the basis of 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 procedures:

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

### **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.

### **School Board Policy**

There are references to various school board policies throughout this book. These policies are available for perusal in the junior high library, and on the BASD website.

### **Protected Handicapped Students**

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

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

### **Integrated Pest Management (IPM)**

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

### **KI (Potassium Iodide) Medicine**

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

### **Limerick Power Plant**

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

### **Military Recruiters**

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 student contact 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 directory information exception. It is the parent's responsibility to annually notify the school of your desire to exclude your child from this directory information.

### **Six Day Schedule**

The Junior High uses a six-day cycle to determine classes for students each day. Our "Day" cycles from "Day 1" through "Day 6". In the event of an emergency school closing (i.e. snow day), we forfeit or lose that scheduled day number and advance to the next number in the cycle. Students should always know which day in the cycle is being used each day.

### **Lunch**

An online payment service is also available called EZSchoolPay.com, which will accept online payments for your child's account. Parents can also view their child's transaction and payments at EZSchoolpay.com. There is a transaction fee of \$1.35 associated with each online payment.

You are required to eat in the dining room, whether you carry lunch or purchase it, and remain there until dismissal. No books may be brought to the dining room during lunch. The dining room serves excellent low-cost meals. Regular platters cost \$2.75 (subject to change). We use a scatter serve system that offers students the opportunity to select a main dish, a side dish, a fruit, a vegetable, a snack and your choice of milk. We will also have a computer pay system that will allow students to place money on their individual lunch accounts. Students can give money to a cashier at lunch, or drop it off at the box during the day in the cafeteria. Parents may request a print out of their student accounts.

Immediately after completing your meal return your dishes to the dish return window then take your seat and await dismissal.

### **Dining Room Procedures**

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

1. Display your best manners.
2. Do not bring books to the dining room.
3. Stand in line quietly and choose food quickly. (Checking the posted menu before lunch helps to accomplish this.)
4. Have money ready; unfold bills; count your change.
5. Do not cut in either the lunch or pizza lines.
6. Have your student ID number ready to punch in the computer pay system.
7. Do not take food or drink out of the dining room.
8. Do not bring lunches to class.
9. All foods, candies and drinks are to be confined to the dining room.

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

### **Student Pass System/Assignment Book**

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

### **Study Hall Procedures**

Students are expected to bring school work or reading for the entire period. No talking or walking around is permitted once the bell has rung. Stay in your seat until a call for passes has been made. Passes to lockers or lavatory are at the discretion of the S. H. monitor. Teachers or aides are available in most study halls to assist students with their studies when needed.

### **Morning TV News**

At 7:35 each morning all television sets will be turned on by the homeroom teachers. The sets should be tuned only to Channel 4 (East) & Channel 2 (West) for the morning news program. The program will last approximately seven minutes each morning and will provide students with current information for the day.

### **Textbooks**

The textbooks you use are school property. You will be expected to return every book which was loaned to you. Books which are lost or not returned in good condition must be paid for by the student to whom they have been charged. You are responsible for keeping protective covers on all of your school books throughout the year.

### **Bulletin Boards**

Bulletin boards are located at various places in the halls. Each classroom also has a bulletin board. The bulletin boards in the halls are used to post notices of special events. These notices may be posted only by the faculty or student council. Pupils wishing to have notices posted should submit them to the secretary in your school office.

### **Lost and Found Department**

The lost and found department is located in the cafeteria. If you find articles in the building or on school grounds bring them to the school store or office immediately. To recover lost articles the student must prove that the article belongs to him.

### **Identification Cards**

Each student will be issued a picture identification card with their most recent (2015-2016) school picture. This ID card is a necessity for Internet use as well as entrance to all school dances. It is the responsibility of each student to retain this card for the entire school year. If the ID is lost, a new ID can be created at the office at a cost of **\$5.00**. There will be no replacement ID requests honored on the day of a dance. Please keep your previous year's ID card until you receive the new one.

### **Lavatories**

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

### **Field Trips**

Field trips are a special part of school life at the junior high school. Students are expected to follow all school rules, and conduct themselves in an appropriate manner at all times. A student's discipline record and attendance history will be considered when determining if he/she is to be allowed to go on any school trips or attending school functions including dances.

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

### **Field Trip Security Guidelines**

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

#### **Trip Arrangements**

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

#### **Homeland Security Alert System**

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

### **Internet Policy**

The Boyertown Area School District has added Internet connectivity to its instructional program. In order to permit individual access to the Internet, students must receive instruction in accordance with the district's "Acceptable Use Policy" and "Administrative Guideline." No student will be permitted individual access to the Internet without having had that training, without a signed parental consent form, or without a similar signed document attesting to the fact that they have received the instructions outlined above. Students who violate the Internet guidelines may be denied future access for a prescribed period of time, and will be subject to disciplinary action as set forth by the Internet policies and/or the Student Guidelines.

### **Library**

Hours: 7:30 a.m. – 2:55 p.m.

The Junior High Library includes the library/media materials, the electronic reference center with Internet accessibility, and the TV studio. It is the objective of the library to provide a balanced, relevant collection of materials that support the school curricula and provide for the individual needs, interests, maturity levels, and cultural backgrounds of all students.

Passes: Passes are required when you visit the library from a class or study hall. Library passes from study halls are issued in the library prior to the homeroom period. Students may also request a pass any time before the end of fifth period.

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

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

-Circulation of Materials: Reference and audiovisual materials may be borrowed overnight. They must be returned before the first period the next day.

-Books, back issues of magazines and vertical file materials are borrowed for two weeks and may be renewed when necessary.

-Borrowed books and materials may be returned to the circulation desk or returned through the two book-deposit-drops outside the library.

-There is a charge of \$.10 per day on regular (2week) circulated materials and a charge of \$.25 per day for overnight items. Fines and overdue materials must be paid when they are returned.

-A coin-operated photocopier is available for your use. There is a charge of \$.10 per page for this service. Computers are available for student use.

-Books may be reserved by students if they are checked out. When the library does not own the material you need, every effort will be made to obtain them through interlibrary loan.

-Behavior: Students are expected to use the library in a quiet, orderly manner. Any student who misbehaves will be sent back to class or study hall immediately.

-All Boyertown Area School District computer policies and procedures will be enforced for computer usage and accessing the Internet.

-Homework is to be done in study hall unless library materials are needed to do the work.

-Materials are to be returned to their proper place after their use. If you are unsure where they belong, ask the librarian.

-Any student who is found in possession of a book or any type of material from the library that has not been checked out, will be subject to immediate disciplinary action.

### **Physical Education Class Procedures**

Dress: Physical education attire for girls and boys will consist of any combination of the following colors; black, red, white, or gray.

Students will be required to change into required clothing for class; a pair of athletic shorts, a T-shirt, athletic socks and lace-up sneakers.

Students may not wear phys. ed. clothing to and from school; they will be expected to change clothing prior to and following class. No cut-off shorts, shirts or tank tops allowed. Any lettering on shirt must be Boyertown related. All students must be in above described phys. ed. clothing unless excused by a doctor's note. All students must tie sneakers in a traditional lacing fashion for physical education and intramural classes.

Jewelry: The wearing of jewelry, which includes earrings, necklaces, watches, rings, bracelets and other body piercing accessories during physical activity, is a safety hazard for those wearing it and for others who may come in contact with those wearing such items. It is the position of the National Association for Sport and Physical Education that jewelry be removed before participation in physical education, interscholastic and intramural sports. Students may tape a new stud earring for six weeks. A note must be sent with the student specifying the piercing date.

Protecting Personal Belongings During Physical Education: Each student must be responsible for the security of their personal belongings during phys. ed. classes. **THE SCHOOL CANNOT ASSUME LIABILITY FOR LOST OR STOLEN ARTICLES.** Students are instructed to follow the procedures outlined below to protect their personal belongings while in fitness class:

1. Individual lockers will be available to students during phys. ed. classes. Students should lock their belongings in the locker with a combination lock which will be supplied by the phys. ed. instructors. The padlock or combination lock must be removed at the end of the period before the student leaves the locker room.
2. "Valuables" (other than clothing) can be placed in the instructor's office for safekeeping during the period. No valuables should be kept in the lockers. Clothing should be locked in the locker.

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

Eye Glasses: Physical Education teachers, elementary classroom teachers, intramural teachers, and coaches will take every safety precaution possible to prevent accidents of students who participate in the programs of fitness, sports, and recreation. It is recommended that students remove glasses for activity.

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

### **Locker Rooms**

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

### **Use of Your Locker/Book Bags/Gym Bags**

Each year the school provides each pupil with a hall locker. When you receive your combination, memorize it and **tell it to no one**. Your locker is your responsibility. Keep it neat and clean, and keep it locked at all times. The school does not take the responsibility for lost or stolen articles. Students are not permitted to share lockers. Students opening any locker but their own are subject to immediate suspension. Students are not permitted to place gummed stickers inside their lockers. Students may go to their lockers before school, between classes, and following dismissal. **However, being at your locker is not an excuse for being late to class.** Students are not permitted to use a book bag at any time during the school day. Book bags should be kept in your locker. Gym bags are permissible. If you elect to use a gym bag it is for gym class only, not a substitute for a book bag.

### **Searches**

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

## **JUNIOR HIGH DRESS CODE**

### **Section I. General**

1. Torn or ripped clothing is not permitted.
2. 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.
3. Clothing that poses a safety hazard is not permitted.
4. Undergarments should not be exposed in any way.

### **Section II. Tops**

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

### **Section III. Pants/Shorts/Skirts/Skortts**

1. Pants, shorts, and skortts must be secured and worn no lower than the hip. Low riding/sag style is not permitted.
2. Length of pants should not extend beyond the bottom of the shoe and should not drag on the floor.
3. Tear-away pants (snap pants) and boxer shorts worn as outerwear are not permitted.
4. All shorts, skirts, skortts and slits in skirts must touch the bottom of the fingertips with arms fully extended.
5. Cut-offs of any type are not permitted.
6. Pajama pants are not permitted.

### **Section IV. Offensive Dress**

1. Clothing, patches, buttons, pins, jewelry, back packs are not permitted if they:
  - a. Have sexually suggestive writing/pictures
  - b. Advocate violence
  - c. Advertise or promote the use of tobacco, alcohol or drugs
  - d. Have double meaning wording or obscene language
  - e. Are disrespectful
2. A tattoo must be covered if it:
  - a. Has sexually suggestive writing/pictures
  - b. Advocates violence
  - c. Advertises or promotes the use of tobacco, alcohol or drugs
  - d. Has double meaning wording or obscene language
  - e. Is disrespectful

### **Section V. Footwear**

1. Some sort of shoe must be worn at all times.



2. Any shoe that poses a safety hazard is not permitted.
3. Shoes with laces must be tied.
4. Slippers are not permitted.

#### **Section VI. Jewelry**

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

#### **Section VII. Head Wear**

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

#### **Section VIII. Health and Hygiene**

1. Any apparel that is judged to be unhealthy or unsanitary (e.g., clothing that is dirty and/or gives off a foul odor) 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.

#### **Use of Telephone**

The school recognizes that, on rare occasions, a student may need to use the phone. If the need arises, students should obtain a pass to the ISS room from his/her classroom teacher to make the call.

#### **Charitable Solicitation Law**

The raising of moneys by students is for the sponsoring school organization, not for the individual students 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 permits it.

#### **Prohibited Articles**

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

#### **Bring Your Own Technology (BYOT)**

The Boyertown Area School District 21st Century Learning Initiative is designed to provide students with a learning environment that promotes "anytime, anywhere" learning. Students at the Junior High schools will have the opportunity to bring in their own personal computer (laptop, netbook or tablet) for educational use throughout the school day. For more information on BYOT visit the district website. Please note this does not include the use of cell phones or ipods during the school day.

Consequences for misuse of personal devices:

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. 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 offense the BYOT permission will be revoked and other school discipline will be assigned.

#### **Cellular Telephones, Smart Devices, Electronic Devices, and Ipods**

Cellular telephones, Smart Devices, Electronic Devices and Ipods must be turned off and kept in the student's locker upon arrival to school and remain there until dismissal except for school directed activities with approval of your teacher.

#### **Prohibited Activities**

Students are not permitted to gamble in any way in school or on buses. Students who are caught gambling may be subject to detention or suspension. Students are not permitted to sell anything that has not been authorized by the principal.

#### **Distribution of Political Literature**

1. Students may distribute (hand out) political literature on the school premises as long as they do not interfere with the operation of the school program or classes.
2. Students do not have the right to post the same literature on school property or use school facilities (mailboxes) to distribute that literature.
3. Students may wear political buttons that do not violate school policy (obscene, drug or alcohol theme).

#### **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 paper work to a Notary and sign it in front of them. No facsimiles accepted.
- Verification of age must be supplied by use of birth certificate, baptismal certificate, passport or driver's license. Upon issuing Working Papers a second time to the student, no evidence of age is required.
- The Employment Certificate must be taken by the minor, parent or legal guardian to the employer who must complete Section C as explained on the certificate.
- State law requires that before issuance of the first Employment Certificate the student must have a physical examination and have Section D signed by the examining physician. If there is a hardship which prevents a student from getting a physical, a form is available to fill out and receive permission to get a physical through the school district Physician for free.
- The completed application must be returned to the Working Papers office at the Education Center. Signatures of the Employer and Doctor must be legible to read. If not, print the name so it can be read.
- The issuing officer will process the completed Employment application for the ages of 14 and 15 and forward a certificate to the employer. Students ages 16 and 17 will receive a Blue Transferable card which they have to sign in front of the issuing office. The Blue card will be their working papers for any job/s until they reach the age of 18 or graduate. After that, under state law, they no longer need working papers. When the application is completed and returned, students are then able to begin work.

## **II. TRANSPORTATION**

### **School**

#### **Bus Riders Rules and Regulations**

##### **I. General Information**

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

##### **II. 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 bus clean, do not damage bus, no eating, drinking or smoking.
6. Hot beverages are not permitted on the bus.
7. All school rules apply.

##### **III. 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 student's actions.
2. Should any student violate any of these rules it may be reported by the bus driver 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. Parents are then responsible for getting the students to school. If a student is reported misbehaving a second time, he/she can be suspended from riding the bus for an indefinite period of time.
5. Bus driver will not discharge at places other than the authorized school bus stop.
6. Students are not permitted to exchange bus stops without written permission of parent and principal.

#### **Bus Deviation Form**

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

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

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

### **Bus Pass - Emergency Situations**

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

### **Loitering In Bus Area**

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

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

Students are not permitted to drive any motorized vehicle to school at any time without the written permission of the principal.

### **Transportation Audio/Video Taping**

The safety of students is of utmost importance to the Boyertown Area School District. The use of an audio/video system on District vehicles will assist in safety by attempting to identify undesired behavior and will enhance the effectiveness of discipline by identifying offenders. To that end, the Transportation Supervisor is authorized to randomly place audio/video cameras and equipment on District vehicles. Additionally, the transportation supervisor may place audio/video recording equipment on buses at the request of District administrators. Please reference Board Policy #3541.35 for more details. (Policy scheduled to be updated Fall of 2016)

## **III. ATTENDANCE**

### **Student Absenteeism / Attendance Regulations**

Regular school attendance is necessary to ensure that students receive the instruction and support needed to demonstrate progress towards their academic, social and physical development at school. The Pennsylvania Compulsory Attendance Law and Boyertown Area School District Policy mandate school attendance for students, with exceptions for illness, approved family trips, religious holidays, healthcare and other absences approved by the principal.

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

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

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

### **Tardiness and Absence**

All students must be seated in their homeroom areas by 7:35 each morning. Homeroom advisors will take attendance at this time. Anyone arriving to homeroom or school after 7:35 a.m. is considered "late" and needs to obtain a late pass.

After 7:35 a.m., if a parent accompanies you into school, you and your parent must report directly to the main office. A secretary will have your parent fill out a late pass. You, the student, must then report to the Attendance/ISS Room (17-West and 209-East).

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

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

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

#### **After Any Absence**

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

#### **Early Dismissal**

If at any time you find it necessary to leave school before the end of the day, a note signed by your parent or guardian must be presented to the office before homeroom. The note must state the time and the reason for leaving. The principal or assistant principal will sign the note. Before you leave, show the note to the teachers of the classes from which you will be absent. Sign in and out of school at the school office.

#### **Attendance Office**

Parents should call the attendance office to report student absence from school. The number to call is 610-473-3904 for East and 610-473-3714 for West.

#### **Unlawful Absence**

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

Students who are unlawfully absent are subject to arrest by the school district attendance officers. In such instance, the provisions of notification of parents (guardians) provided in Section 1343 of the School Laws shall be observed.

Following four days of unlawful absence, parents (guardians) shall be notified in writing by the principal of the penalties for violation of the Compulsory Attendance Laws (Section 1333) if further unlawful absences should occur. 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 Non-School Trips of an Educational Nature Provided by Parents**

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

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

#### **Educational Trips During Mandatory Testing Dates**

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

Dec. 5-16	Grade 9	Keystone State Algebra I Exams
April 3-7	Grades 7 & 8	PSSA ELA
April 24-28	Grades 7 & 8	PSSA Math
May 1-5	Grade 8	PSSA Scienc
May 15-26	Grade 9	Keystone State Algebra I Exams
June 1-5	All Grades	District End of Course Assessments

## **Moving**

If a pupil moves to another residence within our school district or moves to a place where he will attend another school, he should notify the secretary in the office immediately. The parents of the pupil must come into the school to withdraw the student.

## **Student Visitors**

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

## **IV. SCHOOL SAFETY AND HEALTH**

### **Accident Insurance**

The school cannot accept responsibility in the event of accidents or injuries to pupils or patrons on school property, or in the case of injuries received by pupils during the school activities or athletic contests.

The board of directors is, however, very interested in providing protection for accidents. They are offering to you a group policy at a very low cost. This plan will be explained by your teacher shortly after the start of the school year.

It is expected that any pupil participating in athletic or musical activities be covered by this insurance plan.

Costs:	School Time Coverage	\$ 36.00
	24 Hour Coverage	\$131.00
	Extended Dental	\$ 20.00
		* rates are subject to change

## **School Health**

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

Health service is an important part of our school system. How well your child learns depends on his/her wellbeing. Parents have the first responsibility for their child's health. A certified school nurse with the assistance of a licensed staff nurse supervises health services. All school health rooms are staffed during school hours to handle the routine administration of medication and medical emergencies. The school nurse will help by giving first aid, administering prescribed medication, notifying parents of illness or injury that may require continued care at home, and providing education on health related matters. **These services are rendered for accidents and illnesses that occur during the school day, not those that occur at home.**

### **Student Visits to the Health Suite**

Students who become ill or injured during the school day need to get a pass from their teacher to go to the nurse. A certified school nurse with the assistance of a licensed staff nurse supervises health services. All school health rooms are staffed during school hours to handle the routine administration of medication and medical emergencies. The school nurse will evaluate the concerns of students and provide services as needed. Parents will be notified by the school nurse in the event of any illness or injury that may require outside medical attention or if students are being sent home due to illness/injury. **Students are not permitted to use a cell phone or to text message a parent during the school day related to their illness or injury.** To be sent home due to illness or injury, students must first be evaluated by the school nurse.

Occasionally, it may be necessary for a student to remain home from school due to illness. The following guidelines should be followed when determining if he/she should stay at home.

- Following a nighttime bout of nausea, vomiting, diarrhea or fever; student should stay at home and be watched for further symptoms. Fever is defined as a temperature 100° 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.
- It is also advisable for the student to stay home from school if any of the following symptoms are exhibited: unusual skin eruptions, chills, discharge or redness of eye(s), or persistent cough.

**A student should not be sent to school to be evaluated by the school nurse with an illness or injury that occurred at home. Any serious illness or injury occurring at home must be evaluated by the student's healthcare provider.**

### **Immunizations**

The intent of immunization regulations is to keep children healthy and in school and to minimize the chance of disease outbreaks which can cause death; seriously impair a child's learning ability; cause mental and physical disability; and cost millions of tax dollars for life-time care and special education. 28 Pa. Code, Chapter 23, Subchapter C requires attendance at a grade, or special classes, kindergarten through 12th grade, including public, private, parochial, vocational, intermediate unit and home education students, and students of Cyber and Charter schools must show proof of immunization before they can attend school in the Commonwealth.

The certified school nurse is required to ensure all student's immunizations are in compliance with 28 Pa. Code, Chapter 23, Subchapter C in regard to minimum requirements, scheduling, and proper spacing. All students must have a completed proof of immunizations for entry. Only one dose is needed in the following exceptions: moving into PA from out-of-state; original entry to PA school or entering Kindergarten.

**immunization requirements shall be completed within eight months of entrance to school. If the requirements are not met, the school administrator shall undertake suspension procedures.**

The requirements starting are as follows:

- 4 doses of tetanus\* (1 dose on or after the 4<sup>th</sup> birthday) \* Usually given as DTP or DTaP or DT or Td
- 4 doses of diphtheria\* (1 dose on or after the 4<sup>th</sup> birthday) \* Usually given as DTP or DTaP or DT or Td
- 3 doses of polio
- 2 doses of measles\*\* \*\* Usually given as MMR
- 2 doses of mumps\*\* \*\* Usually given as MMR
- 1 dose of rubella (German measles)\*\* \*\* Usually given as MMR
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) vaccine or history of disease

**Children ATTENDING 7<sup>th</sup> grade need the following:**

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) (if 5 years has elapsed since last tetanus immunization)
- 1 dose of meningococcal conjugate vaccine (MCV)

**Information about Pennsylvania's school immunization requirements can be found in 28 Pa. Code CH. 23 at [http://www.portal.state.pa.us/portal/server.pt/community/immunizations/14141/school\\_children\\_immunizations/557995](http://www.portal.state.pa.us/portal/server.pt/community/immunizations/14141/school_children_immunizations/557995)**

**Mandated Health Screenings**

**In accordance with the Pennsylvania School Health Code and the Department of Health Regulations**

- Growth Screening (Height/Weight/Body Mass Index or BMI Percentile): all students in grades K-12 will have their height and weight measured. Based on these measurements, student's BMI and BMI percentiles will then be calculated and all data will be recorded on their individual health records and Parent/Guardian Notification Letters will be sent home with the growth screening results for their child.
- Hearing Screenings: each year, all students in kindergarten, first, second, third grades, and special education classes are tested for hearing loss. Parent/Guardian Notification Letters will be sent home with the hearing screening results for their child.
- Vision Test: all students will be screened for near and far vision on a yearly basis. Additionally, students are tested for color vision and hyperopia in first grade and depth perception in second grade. A Parent/Guardian Notification Letter will be sent home with the vision screening results of their child.
- Scoliosis: all sixth grade students are screened for scoliosis during their mandated 6th grade physical examination.
- **Annual "Screening Notification Letters" will be mailed to parents/guardians indicating the results of your child's mandated growth, vision and hearing for his/her grade level. If you have any questions or do not receive your child's screening notification letter by the end of the third quarter, please contact the health room at the school where your child attends.**

**Dental Examinations**

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

- If completed by a family dentist, the cost is the responsibility of the parent, it can be completed within one year prior to the start of the school year the exam is required, and a Private Dental Examination form must be completed by the dentist and brought to the health room.
- If parents choose to have their child examined by the school dentist, consent must be given to the school by checking the appropriate box on the Emergency Contact form which is distributed to all students yearly or by completing a consent form prior to the dental exam.
- Pennsylvania State Dental Examination forms can be found in any health room or printed from the school website at [www.bovertownasd.org](http://www.bovertownasd.org) under Parents/Community-forms

**Physical Examinations**

In accordance with the Pennsylvania School Act, all students in kindergarten/first, sixth and eleventh grades, and students with incomplete health records are required to have a physical examination. This mandate can be completed privately or free of charge by a physician at school.

- If completed by a private physician, the cost is the responsibility of the parent, it can be completed within one year prior to the start of the school year the exam is required, and a Private Physical Examination form must be completed by the family physician and brought to the health room.
- If parents choose to have their child examined by the school physician, consent must be given to the school by checking the appropriate box on the Emergency Contact Form which is distributed to all students yearly or by completing a consent form prior to the physical exam. ( School physicals are only provided at the elementary and high schools; therefore we strongly encourage all parents to complete this requirement during the grades that are mandated.)

- Pennsylvania State Physical Examination forms can be found in any health room or printed from the school website at [www.boyertownasd.org](http://www.boyertownasd.org) under Parents/Community-forms

### **Medication Policy**

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

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

The BASD medication policy 210 can be referenced at <http://www.boyertownasd.org/UserFiles/5142%20Policy%205142%20-%20Administration%20of%20Medication.pdf>

### **PROCEDURES:**

1. Complete a **Medication Authorization form**, which needs to be signed by the **parent/guardian AND the prescribing physician**. Forms are found in all health rooms and/or can be downloaded at [www.boyertownasd.org](http://www.boyertownasd.org) under Parents/Community-form
2. All medication shall be **hand-delivered** by the 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.
7. **PLEASE NOTE: Medication Authorization Forms are active for the current school year only.** A new Medication Authorization Form must be completed yearly for ALL medication administered in school or on field trips. If the above procedures are not followed, the nurse will not be able to administer the medication at school.

### **Standing Order Medications**

The school district's physician has authorized the administration of the following medications to secondary students. These medications include: Acetaminophen (generic Tylenol), Aleve, Ibuprofen (generic Advil), antacid (generic Mylanta), Chloraseptic throat spray, Epi-Pen, Visine, Kaopectate. In order for the school nurse to administer any of these medications, a parent/guardian must give consent by checking the appropriate box on the Annual Health Update Form / Emergency Contact Form that is distributed yearly to each student.

### **Guidelines for Students Using Inhalers and EpiPens®**

In compliance with the PA Health Bill 1113 (2003), ALL students at the elementary and secondary level, may carry and use his/her prescribed inhaler or EpiPen® during the school day. 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. If a student uses his/her inhaler or EpiPen® during the school day, the student must notify the school nurse as soon as possible.
4. 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.

### **Guidelines for Students Taking Medication on Field Trips:**

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

1. Failure to take such medication would jeopardize the health of the student.
2. The student would not be able to participate in the field trip or extra-curricular activity if the medication was not made available.

If your child requires medication on a field trip, please check the appropriate box on the Field Trip Permission Form given to your child by the teacher. The completed Field Trip Permission Form requires:

1. A parent/guardian signature
2. Emergency contacts
3. Medical concerns
4. A list of medications - necessary during the length of the trip.

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

In certain situations for field trips or extra-curricular activities, the student may self-administer his/her prescription or over-the-counter medication with approval of parent, physician, and the Certified School Nurse in compliance with the BASD medication policy.

**Medication Authorization form**, which needs to be signed by the **parent/guardian AND the prescribing physician** can be obtained from all health rooms or downloaded at [www.boyertownasd.org](http://www.boyertownasd.org) under Parents/Community-forms. A copy of the Authorization for School Medication Administration Form will be completed and kept in the health suite. The physician and parent will indicate on the form the student is responsible and able to self-administer the medication. The District bears no responsibility for ensuring the medication is taken.

### **School Exclusion**

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

Bed Bugs	Impetigo	Scabies
Chickenpox	Meningitis	Scarlet fever
Conjunctivitis (pink eye)	Measles	Shingles
Diphtheria	Mumps	Strep throat
Haemophilus influenza	Ringworm	Trachoma
Head Lice*	Rubella/German measles	Tuberculosis
Whooping cough (Pertussis)		

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

### **Reportable Diseases**

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

### **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.

### **Confidentiality of Medical Information**

Student medical information is only shared with school district personnel directly involved with your child's education. Due to the enactment of the Health Insurance Portability and Accountability Act (HIPAA) in April 2003, many medical offices will not fax forms and medical information to the school. It will be the parent's responsibility to bring it to the school.

## **V. GRADING**

### **Report Cards**

Report cards will be posted to Home Access Center four times throughout the year. Marking period ending dates, barring closing of school because of inclement weather, are November 4, January 22, April 1, and June 7. The approximate dates of report cards being posted should be within 1 week of each marking periods ending. The final report card is mailed approximately one week after the last day of school. Parent/guardian conferences are scheduled for November 18 and 24, 2013, 5:30 p.m.- 8:30 p.m.

### **Academic Reports–Interim/Mid-Quarter**

Interim Reports/Mid-Quarter Notices are posted on Home Access Center for all students at the midpoint of a quarter. Teachers will send a report if a student is in danger of failing, or if they want to communicate progress or concerns to parents.

### **Honor Roll**

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



## Letter Grade and Quality Points

93	-	100	A	4.00
90	-	92	A-	3.67
87	-	89	B+	3.33
83	-	86	B	3.0
80	-	82	B-	2.67
77	-	79	C+	2.33
73	-	76	C	2.0
70	-	72	C-	1.67
67	-	69	D+	1.33
63	-	66	D	1.00
60	-	62	D-	0.67
0	-	59	F	0.00

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

Course	Grade	Grade Points	Credits	Grade Worth
1	A	4	1	4.0000
2	B+	3.33	1	3.3300
3	A	4	1	4.0000
4	B+	3.33	1	3.3300
5	B-	2.67	1	2.6700
6	C+	2.33	0.5	1.1650
7	A	4	0.5	2.0000
8	A-	3.67	0.34	1.2478
9	B	3	0.5	1.5000
10	C	2	0.5	1.0000
11	blank	0	0	0.0000
12	blank	0	0	0.0000
		7.34	24.2428	
		<b>GPA</b>	<b>3.303</b>	

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

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

## Determination of final grade:

**7<sup>th</sup> Grade Core Subjects** - The final grade will be calculated by averaging the four quarterly grades, each counting as 25% of the final grade. A final exam will be held in a separate session, but will count as one test score in the fourth marking period.

**8<sup>th</sup> Grade Core Subjects** - The final grade will be calculated by averaging the four quarterly grades, each counting as 25% of the final grade. A final exam will be held in a separate session, but will count as a double test score in the fourth marking period.

**7<sup>th</sup> & 8<sup>th</sup> Grade Related Subjects** - The final grade will be calculated by averaging the quarterly grades, each counting as 25% of the final grade (FCS/TE = two marking periods, 50% of final grade). There is no final exam administered in these courses.

**9<sup>th</sup> Grade Core Subjects** - The final grade will be calculated by averaging the four quarterly grades and the final exam, each counting as 20% of the final grade. The final exam will be held in a separate session.

**9<sup>th</sup> Grade Related Subjects** - The final grade will be calculated by averaging the four quarterly grades and the final exam, each counting as 20% of the final grade. The final exam will be administered during class time.

## Homework

It is the pupil's responsibility to acquire and make-up any class work or assignments missed while absent from school or while participating in any school sponsored activity. If a student is out three days in a row, his/her parent may request homework assignments by calling the school office or the attendance office before 11:00 a.m. Assignments will be gathered and held in the school office for parent pick-up after 2:00 p.m. but before 4:00 p.m. It is the parent's responsibility to go to the locker for his/her student's books. Any absence less than three days will require students to gather assignments on their own. Each student should pre-plan to get assignments from a "buddy" in their classes. As you can imagine, parent requests for assignments on one or two day absences would be overwhelming. Thank you in advance for your cooperation.

## Promotion Policy

Each child's progress is judged on an individual basis by the teachers, the school counselor and ultimately, the administration. Occasionally a child has not made sufficient progress to be promoted to the next highest grade. In some cases attendance at a summer school may be required to be promoted.

If Boyertown says NO to summer school for a student we will not allow credit for that course from another summer school program.

Students in seventh grade must pass math, ELA, science, and social studies in order to be promoted to eighth grade.  
Students in eighth grade must pass math, English, science, social studies in order to be promoted to ninth grade.

If a student fails English or Social Studies in 9th grade, they should attend summer school to complete that course. They cannot double up in the failed subject in senior high because the Senior High does not offer 9<sup>th</sup> grade Social Studies or English. Also, if a student wishes to attend the career and technology center, they must pass English in 9th grade or they will not meet the graduation requirements.

### **Promotion and Graduation Standards for 9th Grade**

All students who graduate from Boyertown Area Senior High School need 24 credits accumulated in grades 9 - 12. **It is recommended that 6 credits be obtained in 9th grade with a minimum of 5.5 credits necessary for promotion to 10th grade.** Summer school may be used to remediate two credits; however, only the four major academic courses are offered in summer school. The Boyertown Area School District's Strategic Plan, adopted by the Board of School Directors in 2000, has established that four requirements must be met in order for a student to qualify for a high school graduation diploma. These requirements are known as Graduation Requirements. The requirements are:

1. Demonstration of having mastered the Pennsylvania Academic Standards
2. Completion of a student project
3. Earning 24 credits in grades 9-12 from a specific list of planned courses

As students select classes for ninth grade, it is important to know that these credits will count toward high school graduation requirements. Graduation from Boyertown Area Senior High School involves the accumulation of the following credits.

**Minimum** number of courses/credits needed for graduation:

**English** 4.0 credits  
The equivalent of 4 year-long courses in grades 9-12

**Social Studies** 4.0 credits  
The equivalent of 4 year-long courses in grades 9-12

**Science\*** 3.0 credits  
3 year long courses in grades 9, 10, 11, or 12

**Mathematics\*** 4.0 credits  
The equivalent of 4 year-long courses in grades 9-12

**Health** .59 credits  
2 planned courses, one each in grades 10 and 12

**Physical Education** 1.66 credits  
4 planned courses, one in each grades 9-12

### **Electives**

**Arts and Humanities** 1.0 credit

**Other Electives** 5.92 credits

**TOTAL CREDITS IN GRADES 9 - 12**

**MUST EQUAL OR EXCEED 24.0 credits**

**NOTE:** Students who are considering the Career and Technology Center must take an Arts and Humanities and a Computer Applications course in 9th grade in order to be able to fulfill the graduation requirements.

\* Students who plan on attending a four year college/university are encouraged to take four courses.

### **Class Rank**

Official class rank is calculated at the end of each school year beginning in tenth grade. The final grade in each subject is used to determine total quality points and total credits accumulated by each student. After 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 ninth through twelfth grade. Please note that the weighting factor for Honors Courses is only added when a grade of "B" or higher is earned.

### **National Honor Society**

National Honor Society is a prestigious organization at the senior high school. Membership is by a rigorous selection process. The selection committee considers the following items when reviewing applications:

Scholarship, Character, Service, and Leadership

The applicant must be strong in all four areas. Ninth grade students should be aware that their ninth grade records in these areas will be considered along with their senior high records. Additional information is available in the senior high handbook.

## **VI. SCHOOL COUNSELING**

### **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.

### **School Counseling Services**

The school counseling department in our school is staffed by two professionally trained counselors. The counselors are available to all students and are especially concerned with those things that are of interest and concern to the individual student.

Essentially, counseling services deal with helping individuals understand themselves and the world in which they live. It is our purpose to help students recognize their strengths and interests and improve upon their weaknesses.

The school counseling office makes available resources that will aid each student in acquainting him/herself with educational requirements and career opportunities so that he/she can plan realistically for the future. Students are encouraged to see their counselor for helpful career tools and resources

Students may request a conference with a counselor by stopping in the school counseling office to make arrangements. Parents may arrange conferences by calling the Junior High School.

The counselors administer and interpret individual and standardized group tests. The Group Testing Programs used are: Comprehensive Test of Basic Skills, and The PA Assessment Test (PSSA). Other tests are administered as needed.

### **Student Assistance Program (SAP)**

Each Junior High has a Student Assistance Team in place. The team, composed of teachers, counselors, and administrators, assists students experiencing school-related problems due to chemical abuse or serious mental health problems. The team provides access to professional counseling and treatment facilities for these youngsters.

Although the incidence of such problems is not a frequent occurrence in our school, we do know that some students are coping with these issues. If you would like to speak with or write to 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 student assistance team members.

## **VII. DISCIPLINE**

### **Discipline Mission Statement-To create a safe, orderly, and productive learning environment by:**

- teaching students to manage their behavior
- assigning appropriate consequences for behavior

### **DISCIPLINE CODE**

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

School rules apply to all school functions throughout the district.

## **BASD Cyber Program**

Students enrolled in the BASD Cyber Program must adhere to all components of this handbook where applicable when participating in district/school programs, services, and events. An additional handbook will be shared with students enrolled in this program.

**NOTE: Any infractions not listed will be handled by the principal or assistant principal through an analysis of the offense and the setting of a reasonable consequence. The principal reserves the right to make additional rules during the school year deemed necessary for the running of the school.**

The following list of discipline situations reflects what the consequences will be to the student.

### **Level I: Minor Infractions**

#### **Teacher Discipline Options:**

1. Warning
2. Confiscation
3. Counseling
4. Teacher-parent contact
5. Special assignment
6. Apology to offended party
7. Verbal reprimand
8. Assigned seating
9. Detention
10. Lunch Detention
11. Community Service
12. Referral to office.

#### **Being in an unauthorized area before, during, or after school.**

**Cheating:** Copying another's homework, class work, or quiz, or allowing someone to copy your work. Changing answers on a quiz or assignment after it has been graded and then trying to present the changed answers for credit. (There will also be loss of credit for the assignment and parent contact.)

#### **Defacing another student's property or school materials.**

#### **Displays of affection.**

**Disruptive behavior:** The student disrupts a class in such a manner that he/she significantly undermines the educational environment established by the teacher and has to be removed from the class.

**Failure to follow dress code:** Refer to administration.

#### **Failure to return any school related documents on time.**

**Failure to return signed excuses (absent and tardy) within three days:** The student must return a signed excuse within three days after it was issued. If the excuse is not returned within the forty-five day attendance period, the day(s) are counted as unlawful absences.

**Food:** Food is not permitted outside the cafeteria.

**Improper assembly conduct:** Removal from assembly and referred to administration.

**Improper use of pass:** The student misuses the pass by going to a place not indicated, roaming the halls or staying away from class too long.

#### **Inappropriate use of the Internet and computers.**

**Minor damage to school property:** The student who damages school property in a minor way that the property may be cleaned by the offender and restored to its original condition. This includes writing on lockers, desks, walls and books. The teacher should supervise the restoration of the damaged school property.

**Misbehavior:** The student acts in an unacceptable manner or violates school rules. Some examples include: throwing food and cutting in the line during lunch, possession of inappropriate pictures, throwing or shooting things, flipping chairs, running, roughness, hitting, pushing, littering, gambling, and eating food or candy in class, misuse of Internet.

**Plagiarism:** To present an idea, product, or research as new or original, derived from an existing source, without crediting the source. (Student may be asked to redo the assignment to demonstrate proficiency in the skill. There is potential for loss of credit for the assignment.)

**Possession of prohibited item:** Items include laser pointer, bandana, video game, pager, playing cards, water pistol, food/drink, tape recorder, roller blades and skateboard.

**Refuses to return overdue library materials or pay fines:** This includes the student who refuses to return overdue library materials or pay fines despite receiving overdue notices.

**Swearing:** This includes the student who swears in such a manner that a reprimand from the teacher is not sufficient.

**Unexcused lateness for class:** This includes the student who reports to class without a pass more than three minutes after the end of the last class. The teacher reports each infraction after the first and second infractions via the discipline report.

**Unexcused tardiness for school:** The student who is not in the homeroom area by 7:35 a.m. and is illegally tardy for school.

**Unprepared for class:** This pertains to the student who refuses or continually forgets to bring required books, materials, or equipment to class.

**Violation of cafeteria procedures:** See page 4

### **Level II: 1 to 3 Day Suspension**

- **Continuation of unmodified Level I offenses.**
- **Class Cutting:** The student did not attend class.
- **Defiant Behavior:** The student does not follow the instructions of any staff member.
- **Did not attend scheduled detention:** The student does not report to a scheduled detention. In addition to suspension, the detention will be rescheduled.
- **Forgery of school related documents:** If a student signs his parent's name or a teacher's name or initials to excuses, permission slips or passes, he/she has committed forgery.
- **Inappropriate language or pictures concerning drugs, including alcohol.**
- **Laser Pointer:** Students are not to possess laser pointers in school or on school property or transportation.
- **Leaving school property without permission of the principal.**
- **Major (Serious) Misbehavior.**
- **Obscene language, pictures, or actions.**
- **Opening or entering another student's locker:** Students are not permitted to share lockers.
- **Pictures or Videos on Personal Devices:** Students may not take video or pictures of students on their personal devices during the school day or on school property.
- **Possession of library materials not signed out.**
- **Possession of lighters or matches.**
- **Truancy:** A student is truant if absent without the knowledge and consent of his/her parent/guardian.
- **Smoking/possession of electronic cigarette:** Any Infraction: Three days suspension.

- **Smoking/possession of tobacco:** Any Infraction: Three days suspension.

**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 of up to \$50 plus court costs. Fines collected will benefit the student's school district. 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

**Level III: Up to 10 Day Suspension; Removal from School Activities**

- **Continuation of unmodified Level I/II offenses.**
- **Fighting/Assault.**
- **Fighting/Provocation of a fight.**
- **Involvement in any threats, harassment, physical altercation, intimidation, fighting, or other inappropriate aggressive behavior.**
- **Major (Serious) Defiant Behavior.**
- **Stealing.**
- **Talking, drawing pictures of or writing about possession of a weapon or use of a weapon against another person.**
- **Vandalism of school or others property:** Student and his/her parents must also pay for the cost of the damages.

**Level IV: Up to 10 Day Suspension with Possible Expulsion; Removal from School Activities**

**Illegal Chemical Substances:** Possession, purchase, attempt to purchase, transfer of and/or under the influence of narcotics, mood altering substances, look alike drugs, paraphernalia, illegal chemical substance, or intoxicants on school property, buses, or during school sponsored functions or activities.

**Major (serious) Inappropriate use of internet, electronic devices, and computers.**

**Reporting by telephone, electronically, in writing, or in person, a threat known to be false.**

**Participating in initiations or hazing activities unauthorized by the school.**

**Performing actions, physical, verbal, written, that are racially or sexually injurious to others.**

**Performing actions which constitute a hazard to self and/or others, or create a severe disruption to the school program.**

**Performing sexually immoral or degrading acts on school property, buses, or during school sponsored activities or functions.**

**Possession/use of counterfeit money.**

**Striking, threatening, or attempting to assault school personnel.**

**Setting fires:** Any Infraction: Ten days out-of-school suspension plus the student and his/her parents must pay for the cost of damages. Possible expulsion.

**Sexual Harassment:** Students are to treat each other with respect at all times. Sexual Harassment shall consist of unwelcome sexual advances, request for sexual favors, and inappropriate verbal or physical conduct of a sexual nature. All complaints shall be investigated and all information gathered shall be handled in a manner which preserves confidentiality to the maximum practical extent. Recognizing that the thoroughness of the investigation is not to be compromised. (Refer to Board Policy #248)

**Weapons:** Possessing any type of dangerous weapon - refer to Board Policy # 218 and 218.1 - suspension with possible expulsion. The Berks County Court System has a policy of **zero** tolerance for weapons in school, this policy is supported by the Boyertown School System. If you mistakenly bring something to school which is not permitted, tell a teacher right away or come right to the office.

## **Dangerous 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.

### **Detention**

Detention will be conducted by a teacher on:

JHEAST - Monday & Wednesday afternoon 2:45 – 4:00 p.m. and Tuesday & Thursday morning 6:30 – 7:30 a.m.

JHWEST – Tuesday & Thursday afternoon 2:45 – 4:00 p.m. and Wednesday & Friday morning 6:30 – 7:30 a.m.

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

### **Suspension**

There are two types of suspension at the junior high school:

1. In-school suspension - students are confined to an assigned area in the school during school hours.
2. Out-of-school suspension - students are at home under the control and supervision of their parents.

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

According to School Board Policy #218, the following types of behavior may result in suspension or expulsion:

1. Assaulting other students or any employees of the school district.
2. Harassment of or attempting personal gain through intimidation of others.
3. Being habitually late for school.
4. Danger to the welfare of others or, in extreme cases, to the welfare of self.
5. Forging parent(s)' names on school related documents.
6. Habitually cutting class(es).
7. Harassment including sexual, ethnic, or religious.
8. Incurability as evidenced by inability to abide by specified school rules in spite of previous disciplinary or rehabilitative efforts.
9. Making a bomb threat (or other similar threat of disaster) by telephone, in writing, or in person.
10. Manifesting behavior which is disruptive of the school program, especially where such disruption interferes with the educational program of other students.
11. Opening or entering another student's locker without his or her permission.
12. Performing actions which constitute hazard to self and/or others.
13. Possessing and/or using illegal or look-alike chemical substances on school property or while on school-sponsored activities.
14. Possessing any type of dangerous weapon or look-alike weapon.
15. Possessing and/or using alcoholic beverages on school property or while on school sponsored activities.
16. Selling alcoholic beverages or illegal chemical substances (or substances represented as alcoholic beverages or illegal chemical substances).

17. Smoking.
18. Starting fires in or around school buildings or on school buses.
19. Stealing of any property belonging to the school, faculty or other students.
20. Willfully damaging walls, furniture, equipment, textbooks, or any property belonging to the school, faculty or other students.

The length of suspension to be imposed out-of-school or any recommendation for expulsion by the administration will be based upon the severity of the offense(s). An informal hearing with the principal will be held following any suspension over 3 days. This hearing will be held within the first five days of the suspension.

### **BULLYING POLICY**

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

The Board of School Directors and staff shall not tolerate any bullying on District grounds or at any school activity on or off campus by any district student. Students or parents/guardians with concerns related to bullying should contact their principal. Students who are found responsible for acts of bullying will receive punishment which may include loss of privileges, suspension, expulsion, and/or referral to law enforcement authorities.

### **Repeat Offenders**

A repeat offender is a student who has demonstrated repeated school-related misbehaviors and has accumulated consequences of detention and/or suspensions. Repeat offenders by definition are students who demonstrate an inability to consistently follow rules in a structured school setting and accordingly need to be restricted from less structured school activities.

The following point system will identify repeat offenders of the school discipline code:

- 1 point for each lunch detention
- 2 Points for each detention / bus suspension
- 3 Points for each day of suspension (Maximum of 9 points per incident)

Any student who accumulates twelve points at any time during the school year will be restricted for six weeks from attending school district activities as **spectators**, such as sporting events and musical performances, field trips, assemblies, dances. **Any fees paid for activities will not be refunded.** The administration reserves the right to waive these restrictions when it is in the best interest of the student. Upon successful completion of the six-week restricted period, the offender's point total is reduced to nine points.

Students who violate these restrictions will be considered defiant and dealt with according to current policies and procedures. Any infraction that occurs during the six-week period will result in a "restart" of the six-week restriction.

Students may reduce the restricted period from six weeks to four weeks through participation in 10 hours of community service, parent/student education programs, behavior contracting, and other programs approved by the administration.

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

### **In-School Suspension Program**

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

### **Drugs, Alcohol, Drug Paraphernalia**

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

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



### **Law Enforcement Agencies**

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

### **Hall Etiquette**

A few rules to observe in the halls:

- 1 - Walk - do not run.
- 2 - Keep noise and talking at a minimum.
- 3 - Keep the halls clean - use the wastebaskets and keep hands and markings off the walls.
- 4 - Keep to the right when moving in the halls.
- 5 - Form lines for drinking fountain along the wall.
- 6 - Keep moving toward your assigned locations.

### **Assembly Etiquette**

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

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

Students misbehaving may be removed from the auditorium.

### **Building Cleanliness**

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

## **VIII. ACTIVITIES**

### **Student Council**

The student council is your voice in school affairs. Support it, choose good representatives, and participate in council activities. The student council discusses many things that affect your general school life, helping to make your school a better place.

During the school term you will choose a representative to student council. The duty of the representative is to inform you about council activities, and to take your suggestions and complaints to the student council meetings for discussion. Be careful in selecting your representative. He/she should have a definite interest in student council.

Student council officers are elected by members of the student body in the spring of each year and take office the following year. All candidates for office should have good scholastic standing with at least a "C" average overall and be good school citizens with very few discipline infractions.

## **ATHLETICS**

### **Athletic Discipline Code**

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

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

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

- A. The student athlete or cheerleader is accountable to the rules and regulations set forth in the student handbook dealing with the athletic program and individual team rules and regulations. These include all rules and regulations set forth by the PIAA and the Boyertown Area School District regarding attendance and eligibility.
- B. The student athlete shall attend all practices, contests, team meetings, etc., unless excused in advance by the coach or absent from school.
- C. Each athlete that competes in any sport must acknowledge that all school issued equipment must be returned at the end of its season, regardless of the condition of the equipment. If equipment is not returned, the athlete is responsible for the full price based upon the replacement costs determined by the Athletic Director.
- D. The student athlete who is assigned to detention on a specific day is ineligible to participate in the practice/event on that day. In the case of a suspension (in-school or out-of-school) that student is ineligible to participate in practices or events during the entire suspension period, including weekend participation where applicable.
- E. Insubordinate and abusive behavior or profane language will not be tolerated and could mean suspension or dismissal from the athletic team or cheerleading squad.
- F. The possession and/or use of tobacco products in any form is not permitted and will be cause for immediate suspension from the team or cheerleading squad, consistent with the provision as set forth in the Boyertown Area School District Athletic Drug and Alcohol Policy.
- G. The selling, providing, possession, or use of steroids or other drugs or alcohol on or off school property is strictly prohibited and will result in disciplinary action in accordance with the School District's Drug and Alcohol Policy. In addition, any student/athlete determined to be in violation of any of the above infractions on or off school property will be dismissed from the team or squad for the remainder of the season. The student shall also be referred to his or her school's Student Assistance Team. Any subsequent drug or alcohol violations will constitute a repeat offense and be subject to disciplinary action as set forth in the Boyertown Area School District Athletic Drug and Alcohol Policy, including one year or permanent suspension from participation in athletics or cheerleading. In the case of extremely serious drug or alcohol related incidents, a student may be immediately suspended from any further participation in the athletic programs offered by the Boyertown Area School District.
- H. 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.
- I. **Athletic Team Discipline Code - Junior High East and Junior High West:** Students will be removed from their respective athletic teams for the following reasons:
  - 1. Three cuts (unexcused absences from practice or games) will result in dismissal from the team.
    - A. The first cut is a warning.
    - B. The second cut will be a 1 game or 2 game suspension. This will be specified by the coach at preseason meetings.
    - C. An athlete who receives a detention may not attend practice or a game the day the detention is served. An athlete must attend the next scheduled detention session.
    - D. An athlete who receives a suspension may not participate in a game or practice the day of the suspension.
  - 2. A multiple day suspension will count as one cut, but a second multiple day suspension will result in removal from the team.
  - 3. Any single incident that is deemed serious enough by the principal, athletic leader, and coach will result in immediate dismissal from the team.

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

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

### **Eligibility Rules**

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

#### Section 1.

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

#### Section 2.

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

#### Section 3.

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

#### Section 4.

New pupils must meet eligibility requirements on curriculum.

Pupils who are enrolled for the first time, must comply with the requirements of the curriculum rules. The standing required for the preceding grading period or previous year shall be obtained from the records of the last school which the pupil has attended.

#### Section 5.

At the end of the school year, the student' 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**

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

#### Section 1: Physical Examination necessary Before Pupil Begins Practice.

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

The PIAA has changed the rules concerning sports physicals for the 2009-2010 school year. Only one physical is required for the entire the year. As a district we will only be offering physicals in June. We are no longer offering physicals during the school year. PIAA rules require that the comprehensive physical done at school or by your family physician shall not be given earlier than June 1, 2016. A student-athlete that participated in a fall sport will still need to complete a Parent/Guardian Recertification Packet for winter and/or spring sports. These packets can be downloaded from the school district's website or the forms will be available in the main office before the winter and spring seasons. However, the student-athlete will not need to get a doctor's signature unless he/she answered "yes" to the questions listed under the Supplemental Health History (on Section 5 PIAA Re-Certification by Parent/Guardian).

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

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

### **Requirements for Awards**

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

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

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

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

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

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

### **Joint Participation in Music and Athletic Activities**

A student may participate in after-school musical activities at the same time he/she is participating actively as a candidate for or a member of a varsity or junior varsity team provided: 1. the director agrees, 2. the coach agrees, 3. the student agrees, 4. the student is able to discharge his duties to both activities in the manner expected.

## IX. EMERGENCY SCHOOL CLOSING DELAYS

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

<b>Boyertown Radio</b> WBYN-FM (107.5)	<b>Pottstown Radio</b> WPAZ (1370)	<b>Reading Radio</b> WEEU (830) WRAW (1340) WIOV (1240) WIOV-FM (105.1) WRFY-FM (102.5)	<b>Philadelphia Radio</b> KYW (1060) District #893  <b>Television</b> Channel 6 Channel 10	<b>Allentown Television</b> Channel 69
---	---	--	--	---

**The Connect-Ed service (telephone messaging system) will be used to complement our emergency preparedness procedures to communicate emergency delays or closings to parents and guardians.**

**You may also call the Boyertown Area Information line at 610-369-SNOW (7669)**

**Please check the home page "Latest Announcements" for updates.**

### Parental Responsibility

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

## X. JUNIOR HIGH WEST INFORMATION ONLY

### Bicycles, In-Line Skates, Skateboards, Scooters and Minibikes

Bicycles must be parked in the bicycle racks that are provided in the rear of the north parking area. Use the bicycle path when entering and existing the school grounds. Be careful when riding to and from school on your bicycle. Students who do not follow bike safety rules will not be permitted to ride their bike on school property. Skateboards, in-line skates, scooters and minibikes should not be brought to school, stored in lockers, or used on school parking lots.

### Dance Information

The following code was drawn up by the Student Council and approved by the faculty and administration:

Dances will be held from 7:00 p.m. to 9:30 p.m. in the Junior High School dining room. Students should be picked up no later than 9:45 p.m.

Attendance: Attendance at dances will be limited to students who attend Junior High West. Students will be required to show identification cards before entering. Pupils wishing to leave the dance before its conclusion must have written permission from their parents. Students on the Restricted List, and students suspended or absent on the day of the dance will not be permitted to attend. Parents are always welcome at the dances.

Chaperones: Faculty members will chaperone dances. Members of sponsoring organizations will assist the chaperones.

Dress Code for Dances: The dress code for the dance is as follows: NO SNEAKERS, WORK BOOTS or DENIM. Student dress should be in good taste – neither too showy nor too provocative. **BOYS:** A shirt and tie OR a collared shirt (polo, dress; long or short-sleeved) must be worn, tucked in, with pants/slacks and shoes. **GIRLS:** Dress, nice dress pants or skirt and blouse, shoes. Strapless, single strap and open back dresses are not permitted. Shirt/blouse must have two straps with widths of at least two inches. Skirts and dresses must be at least fingertip length. Spaghetti straps are only permitted on dresses.

Conduct: All actions and conduct must reflect good social behavior. Students refusing to cooperate or to conduct themselves in an orderly manner will be required to contact parents and will be ejected immediately from the dance. They will also lose the privilege of attending future dances.

### Supportive Services

The staff at Boyertown Junior High West has developed extensive supportive services for our students. In addition to the academic support provided by the team concept, Junior High West has the following tutoring opportunities available:

**Flex period-** Every day from 2:05 – 2:40 we will have Flex period. If students need extra help with their schoolwork, or have not completed assignments, they will be scheduled for tutoring during Flex period.

**After-school tutoring** – Offered on Wednesdays for math after school until 3:30 PM, and Tuesdays to Thursdays for other subjects after school until 3:55 PM. Teachers stay after school to tutor students.

**Math Lab** – Instructional Aides are available in room 11 for students who need help with Math.

**Sports and Extra-Curricular Bus Pass** – This pass may be used if a student needs afternoon transportation to the Senior High School for a sport, which is in season at the time, or a school related class, with prior consent from the transportation department. To obtain this pass the student needs to go to the office with a note from the parent requesting such a pass.

## JUNIOR HIGH EAST INFORMATION ONLY

### **Student Pass System/Assignment Book: How does the pass system work?**

- At the beginning of the school year each student is given an assignment book containing student passes
- Assignment books are non-transferable under any circumstances
- Students are eligible to request pass privileges 2 times each school day
- When requesting excusal from class, student presents his/her assignment book pass to teacher for review
- If permission to leave is granted, student fills in information, teacher signs the pass entry
- If a student loses his/her assignment book they must:
  - a. Report to the office to pick up a handbook recovery form.
  - b. Visit each class to check if your handbook look for your book.
  - c. Take the form home to get signed by a parent/guardian
  - d. Report to the office-turn in the signed form and \$5.00 for a new handbook.
- These parent letters will be kept on file along with a master log of the dates and students that have been issued new books.

### **Use of Telephone**

The school recognizes that, on rare occasions, a student may need to use the phone. If the need arises, the student should obtain a pass to ISS from his/her classroom teacher to make the call.

### **Use of Your Locker/Book Bags/Gym Bags**

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

Students are not permitted to use a book bag at any time during the school day. Book bags should be kept in your locker. Gym bags are permissible. If you elect to use a gym bag it is for gym class only, not a substitute for a book bag.

### **Bicycles and Walking**

Because of excessive traffic on Route 73, which poses serious danger to cyclists and walkers, students are not permitted to ride bicycles or walk to or from school.

### **Entering the building**

Students who enter the building before 7:30 a.m. must report to the gym or auditorium. At 7:30 a.m. a bell will ring permitting students to go to their locker and homeroom. At 7:38 a.m. a warning bell will ring reminding students that homeroom begins in 2 minutes. Students must be in homeroom at 7:40 a.m.

### **Dance Code**

Time and Place: Dances will be held several times during the school year from 7:15 p.m. to 9:30 p.m. in the cafeteria, gym or tennis courts. Students must be picked up promptly at 9:30 p.m.

Attendance: Attendance will be limited to students who attend Junior High East. Students will be required to show his/her student identification card and permission slip before entering. Pupils wishing to leave the dance before its conclusion must have written permission from their parents. Requests to leave early must be submitted to the assistant principal prior to the dance. Students suspended or absent on the day of the dance will not be permitted to attend.

Chaperones: Faculty members will chaperone dances. Student council members will assist the chaperones. **Parents/guardians are always welcome to chaperone.**

Dress: Dress code varies per dance. Most dances are casual. For dress up dances, students will be notified about appropriate attire. For all dances All school dress code rules DO apply and are expected to be followed.

Conduct: All actions and conduct must reflect appropriate social behavior. Students refusing to cooperate or to conduct themselves in an orderly manner will be required to contact parents and will be removed immediately from the dance and may lose the privilege of attending future dances.