

Berlin Brothersvalley Elementary School Handbook

2019-2020



Name _____

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Message from the Elementary Principal

Welcome back to the 2019-2020 school year! We hope that you are excited and ready to begin another great year of learning here at Berlin Elementary School. Please read the information in this handbook. It will answer many questions that you might have about procedures during the school year.

Please read carefully the homework, dress code, and behavior policies. Full district policies can be obtained on the district website @ www.bbsd.com. As always, if you have any questions please call at 267-4623.

Forward

The purpose of this handbook is to allow parents and students to have a better understanding of our school. This understanding will result in creating a team that will insure the best possible education for our children. Please keep this handbook as a reference throughout the year.

Equity

The Berlin Brothersvalley School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs, or employment practices as required by Title VI, Title IX and Sections 504.

For information regarding civil rights or grievance procedures, contact Dr. David Reeder, Title IX and Section 504 Coordinator at 1025 East Main Street, Berlin PA 15530 (267-4621). For accessibility and use of building by handicapped persons, contact Dr. David Reeder, Support Coordinator (267-4621).

Adopted May 2, 1991 - Berlin Brothersvalley School District Board of Directors

Faculty and Staff

Berlin Brothersvalley
Elementary School
1025 Main Street
Berlin, PA 15530
(814) 267-4623

Board of Education

Larry D. Philip, President
Melanie Belcher, Vice President
Cathy E. Webreck, Treasurer
Lori Gindlesperger, Secretary (Nonmember)
Jeremy Broadwater
Donna Dively
Kevin Bruck
Terry Metzgar
Ben M. Scheller
Steven Spochart

Administration

Dr. David Reeder, Superintendent 267-4621
Martin Mudry, Elementary Principal 267-4623

Pupil Personnel

Keith A. Hay, Guidance Counselor K-4 267-4623
Roxanna Ritchey, School Nurse 267-3941

Elementary Office

Jill Marker, Secretary 267-4623

*** A complete faculty listing can be viewed at
BBSD.com***

Attendance

Student Arrival Time

Students who are required to enter school before 8:00 a.m., (as a result of school related activities, tutoring, etc.), will be registered by the appropriate teacher, administrator, etc. As a rule, students should not arrive prior to 8:00a.m. Any student entering the building prior to 8:00 a.m. must report to the building principal's office as would any visitor. The administration of the BBSD requests your cooperation with this procedure in the interest of security and safety of our students, staff and facilities.

Attendance Policy

Regular school attendance is vital to the school's academic achievement. Patterns of regular and faithful attendance that carry over into adult life and post high school responsibilities must be strongly encouraged. Every effort should be taken to schedule medical and dental appointments at times other than during school hours. Lack of continuity disrupts instruction for the individual and the class.

The school laws of PA permit an excused absence for the following reasons: Personal illness, Recovery from an accident, Death or illness in the family, Observance of a religious holiday, Family educational trips with prior approval or other absences approved by building administrator.

NOTE: It is the duty of the Principal to file charges before a magistrate against any parent or guardian whose child has more than the equivalent of 6 illegal days of absence. For more detailed information visit the schools web site at www.bbsd.com.

1. Immediately on the day a student returns to school after an absence, the student should present an excuse signed by his/her parents/guardian, to the building secretary. A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during the school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.
2. If for some reason excuses for absences are not turned in immediately upon a student's return to school, a grace period of three (3) days will be granted. If excuses have not been turned in by the third day, these days of absence will be marked as unexcused or unlawful.
3. When a student accumulates **seven (7) days of cumulative absence without a doctor's excuse, a form letter, "NOTICE OF IRREGULAR ABSENCE TO PARENTS/LEGAL GUARDIANS," WILL BE SENT BY REGULAR OR CERTIFIED MAIL TO THE PARENTS/GUARDIANS.**
4. When a student accumulates **ten (10) days of cumulative absence without a doctor's excuse**, the home is notified by regular or certified mail that a **physician's statement** for each day must accompany all subsequent claims of illness to be ruled excusable.

Unlawful or Unexcused Absences

1. When a student accumulates three (3) days of unlawful absences, the first official notice of unlawful absence will be delivered by regular or certified mail or in person by the principal.
2. If a student accumulates three (3) days (consecutive or nonconsecutive), of unlawful absences following the first notice, a second notice will be delivered by mail.
3. Upon the accumulation of the seventh day of unlawful/illegal absence, a notice is filed with the District Justice for issuance of summons and hearing.

Tardiness

Tardiness and/or unapproved early departure from the school day will accumulate towards unlawful/illegal days. Students arriving after the late bell (8:20 am) but before 8:45 am will be considered tardy. Those arriving after 8:45am will be marked as a half day absent.

Extracurricular Activities

Students must be present for the entire school day in order to participate in a practice, game, or activity that day. Students may be excused for doctor and dental appointments or family emergencies approved by a building administrators.

Educational Travel

Students may be excused from school for educational travel for a period of FIVE SCHOOL DAYS PER YEAR, providing the child has no failures. Assignments should be obtained prior to leaving and the student should study assigned materials so he/she may re-enter classes with minimum education disruption. Parents must fill out an Educational Travel Request form that can be picked up in the elementary office at least 1 WEEK PRIOR to the leave and make arrangements for the student's work to be completed. Students that have failing grades in core subjects will be denied any leave for travel. DO NOT plan Educational Travel during PSSA Testing Weeks in March and April.

Early Dismissal

Early dismissals will be granted upon written request from parent/legal guardian and turned into the building secretary the morning of early dismissal. This request must be signed by a parent or legal guardian and indication must be given of the date, time and purpose of the early dismissal. **PHONE CALLS WILL NOT BE ACCEPTED UNLESS IT IS AN EMERGENCY.** Students will be signed out in the office.

Missed Assignments

When a child misses class work due to absenteeism, efforts should be made to get the assignments and have them completed for the student's return to school. Parents must request homework assignments **BY** 9:00 a.m. In most cases, it is not necessary to request assignments for one day of absence.

Student Dismissal

Bus students will be escorted by their teachers to the bus parking lot exit. All other non-bus students will report to the elementary gym. Parents should park in the elementary parking lot and wait outside until approximately 3:20. At that time the doors will be unlocked and parents should report to the elementary gym to sign out their child. Walkers will be dismissed last. Please be prepared to show identification the first few weeks of school. **Parents are requested to back in the parking slots to park.** Disabled or physically handicapped students may be exempt from these procedures.

Phone Calls

STUDENTS ARE NOT PERMITTED TO USE THE SCHOOL PHONES TO CALL HOME EXCEPT IN AN EMERGENCY. IE: FORGETTING A TEXTBOOK IS NOT AN EMERGENCY.

Daily Schedule

Student Arrival - 8:00-8:20
Tardy Bell - 8:20
Classes Begin - 8:25
Lunch Periods - 10:55-12:40
Dismissal - 3:13

Visitors

Building Security

All entrances to the school are locked during the school day for the safety and security of our students, staff, and building. Visitors must use the doors at the main entrance by ringing the doorbell. The elementary secretary will release the door lock after visitors have identified themselves.

Adult and Parent Visitors

To insure the protection of students as well as quality education time, visiting parents and other adults must report to the office to secure a visitor's pass. Classes are not to be interrupted and teachers have been instructed to send any unauthorized visitor to the office.

Student Visitors

Berlin Brothersvalley does not permit student visitors in any district school.

Volunteers

Parent volunteers or community members who volunteer their time in the school on a consistent basis must have Act 34 and 151 Clearances. Forms for obtaining these clearances are available in the elementary office. Volunteers must also receive a TB test.

PTSO

The Parent Teacher Student Organization is a group that seeks to strengthen the bond between school and community. PTSO sponsors various activities throughout the school year to raise funds that are used for student activities. Fund raising activities include book fairs, the Christmas bazaar, and a school wide fundraiser. PTSO funds have been used to purchase playground equipment, software for the elementary computer lab, and provide funds for field trips. We will continue to collect Box Tops for Education. All parents are asked to become active members in this organization that does so much for our school.

Dress Code

One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people. Students are to dress and groom themselves so as to meet fair standards of safety, health, school-to-career goals and objectives, so as not to cause disruption to the educational process in the building and classroom. All clothing shall be neat, clean, and acceptable in appearance and shall be worn within the bounds of decency and good taste as appropriate for school.

Guidelines

Inappropriate Dress-Wearing tube tops, halters, see-through items, cut-off tops or jeans, short mini skirts, hats, sunglasses, headsets, wallet chains, tank tops, metal cleats, tops and shirts advertising alcoholic beverages, drugs, gang logo and/or colors, or those with obscene, sexual innuendos, or questionable printing are not permitted in the building. Shorts and skirts are to be of modest length as determined by administration and staff. As a general guideline, shorts and skirts should come to the end of your child's fingertips. Spandex or biker's shorts, cut-offs of any type, ragged or holey, skin-tight, or see-through shorts are not acceptable. All shorts or trousers must be worn at waist level, at the top of the hips. Excessively baggy shorts and trousers, that could be considered unsafe, and/or a disruption to the educational process in the building and classroom, will not be permitted. No undergarments should show. There should be no exposed mid-section or cleavage, and tops must overlap pants, skirts, and shorts when standing or sitting. Elementary students must refrain from wearing flip-flops or high-heels. Students should wear tennis shoes to school. If students do not wear tennis shoes to school, they should bring a pair to change into for recess and gym. They will not participate in gym or recess without proper footwear because of safety reasons.

The administration reserves the right to prohibit any item of clothing or jewelry that is considered potentially dangerous. Also, students who violate the policies on wearing apparel will be punished at appropriate levels of consequence. Upon violation of dress code, students will be issued clothes for the day by the school, or have parents bring in other appropriate clothing. Second and third infractions will lead to sequential consequences.

Petition for Exemption From Compliance to DRESS CODE is available in the office

Student Belongings

Students should **mark** all personal belongings such as coats, lunchboxes, book bags, etc. with their names.

The following personal items are not permitted in school:

- Electronic Personal devices, games, or toys
- Radios or headsets
- Radio controlled toys
- Inappropriate reading material
- Laser pointers
- Beepers
- Hard balls (such as baseballs)
- Trading cards (baseball, pokeman, etc.)
- Paint balls
- Dart guns
- Squirt guns or containers/objects capable of squirting
- Any form of weapon or object that could be construed as a weapon

The final determination of whether an item is permitted in school will be made by the principal

Busing

Please be aware that the Bus Pass Policy will remain unchanged for the 2019-2020 school year. **Bus passes will not be issued.** The only instance when a bus pass will be issued is if there is a confirmed emergency and will require parental contact with the district. Contact Mrs. Lori Gindlesperger at 267-4621.

Bus Safety

All students have the opportunity to ride on a school bus during the school year, either for daily transportation to and from school or during field trips or extracurricular activities. Student safety is a priority for all involved and requires the full cooperation of pupils and parents.

Students should observe the following safety rules:

1. Be at the bus stop on time.
2. Stay away from the street while waiting for the bus.
3. Form a line and use the handrail when entering or exiting the bus.
4. Sit quietly and keep the aisle of the bus clear.
5. Only use the emergency door in an emergency.
6. Always walk away from the bus so the driver can see you and you can see the bus driver.
7. Never pick up items that were dropped near the bus. Ask the bus driver for help.

Backpacks

Backpacks, book bags, etc. may be carried to school but must be placed in the classroom.

Bus Conduct

FIRST OFFENSE: a verbal warning by the bus driver and principal.

SECOND OFFENSE: parent/guardian will be notified by a letter from the office.

THIRD OFFENSE: bus transportation will not be provided for a period of time up to ONE WEEK. If the child is not in school, the parent/guardian will be fined according to the School Code.

FOURTH OFFENSE: the child will NOT be permitted to ride the school bus for the remainder of the school year.

Food and Beverages

School Buses/Daily Routes - If food or beverages are permitted on school buses, students should follow bus rules in the handling and disposal of these items.

School Buses/Field Trips or Extra Curricular - Food and beverages are permitted on school buses during field trips and extra curricular activities only under the prior approval and supervision of chaperones or advisors. Only unopened cans or sealed containers will be permitted. Glass containers of any type are prohibited.

Personal Items

Please refrain from sending flowers or balloons to your child at school. This is a nice gesture, but results in problems in the classroom and in transportation home.

Field Trips

Guidelines

1. An adequate number of RESPONSIBLE CHAPERONES will attend.
2. Students are to maintain a high standard of behavior. Teachers will not hesitate to bring the group back to school if appropriate behavior is not maintained.
3. Chaperones may sit throughout the bus for better student control.
4. Parent permission slips for every student must be on file in the office.
5. Liability and school policies do not allow other than students and designated chaperones to ride buses. A roster of all passengers must also be available on request.
6. All elementary field trips will return all students back to the elementary building. Buses are not permitted to make stops at various locations along the route home to discharge students.
7. Field trips are the full responsibility of the teachers. Teachers will organize and monitor all activities accordingly.
8. Field trips are an extension of the school day and, therefore, all rules, policies and guidelines that apply to in-school activities will be applicable.

P.L.A.N.

PA Legislative Animal Network

On July 9, 1992, Governor Robert P. Casey signed into law Act Number 1992-88, an act amending the Public School Code of 1949. Section 15-1523, Title 24, PA Consolidated Statutes, entitled Pupil's right of refusal: animal dissection, gives all students in public or non-public schools, from kindergarten through grade twelve, the right to "refuse to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of their course of instruction."

The amendment also states that "the school shall notify incoming pupils and their parents or guardians of the right to decline to participate in an education project involving harmful or destructive use of animals and to authorize parents or guardians to assert the right of their children to refuse to participate in those projects. Notice shall be given not less than THREE (3) WEEKS prior to the scheduled course exercise which involves animals."

Cafeteria

Accounts

The cafeteria uses a computerized system for accounting purposes for student meals. Each student will receive a PIN (personal identification number) at the beginning of his/her school career at Berlin for tracking cafeteria accounts. The same number will be used by the student as long as he/she attends Berlin Brothersvalley School.

Students should bring money or checks (preferable) to be placed in their individual accounts in a sealed envelope marked with the student's name and PIN. Students may pay weekly, monthly, or yearly for breakfast and/or lunch. The cafeteria will send a statement of the student's account to parents upon request. **A New Student Debt policy** is located to the school website under the Food Services link, please read this information concerning our new policy for the 2018-19 school year. A hard copy of this policy is available upon request.

The cost of breakfast is \$1.20 full pay and \$.30 reduced. The cost of lunch for students in K-4 is \$1.70 full pay and \$.40 reduced. (Subject to Change!)

Using the Cafeteria Computer System

The cafeteria has a computerized point-of-sale (POS) cashier system. Each student will have money on account ahead of time. After the student goes through the lunch line he/she types in his/her pin number into a small black number pad. When the cashier brings up the pin number on the screen, the student's picture and information is displayed. From this screen the cashier can sell the student a lunch or breakfast. The price of lunch or breakfast will come directly from the student's account. The picture serves as a security measure to prevent students from accidentally charging items to someone else's account. Full paid, free and reduced students go through the line in the same manner. The system knows the student's meal status and charges them the correct amount. Account information is kept confidential.

All students will need to keep money on account if they want to purchase additional food items that are not part of the regular menu. Our system, www.myschoolbucks.com, allows parents to go to the school web page, click on School Bucks and make deposits with a debit or credit card. **CAFETERIA ACCOUNTS MUST BE PAID IN FULL IN ORDER FOR CHILDREN TO PARTICIPATE IN END OF THE YEAR ACTIVITIES.**

Breakfast Program

Breakfast is offered to all students in the elementary school. Students will be permitted to enter the serving line between 8:00 and 8:15 a.m. Students must be in homerooms by 8:20am.

Kindergarten Breakfast Program

All students in kindergarten receive breakfast daily free of cost. Kindergarten students will be served breakfast each morning with their class at 8:35.

Student Wellness Policy

The student Wellness Policy has been updated and is located on the school website under the Food Services link. Please read this update concerning our updated policy for 2019-20 school year.

A hard copy of this policy is available upon request

Guidance Services

The elementary school guidance counselor exists to help students, parents, and teachers. Through the use of classroom guidance lessons, the guidance counselor reinforces those behaviors and character qualities that help students be successful not only in the classroom, but throughout their lives. The elementary guidance counselor organizes the school's testing programs and reviews the test results with the principal to find children who may have special needs or concerns. The elementary counselor also is available to speak with students and parents who ask for help. Students may ask to visit the counselor or be sent by their classroom teacher or by their parents.

The main goals of the elementary guidance program are to help students develop:

- A positive self-image
- Their talents and abilities to their fullest
- The ability to make good decisions
- The ability to get along well with others

Any other questions regarding the elementary guidance program or requests for services can be made to Mr. Keith Hay, Elementary Guidance Counselor by calling (814) 267-4623 or by e-mailing him at khay@bbsd.com.

Bullying Prevention

The Berlin Brothersvalley School District believes that every student has the right to pursue an education in an environment that is free of harassment. It is for this reason that we have implemented the Olweus Bullying Prevention Program. The Olweus Bullying Prevention Program is a comprehensive, systematic, and research based program that has been shown to result in substantial reductions in the frequency with which students report being bullied and significant improvement in the social environment of the school. Core components of the program are implemented at the school, the classroom, and the individual levels. These components include questionnaires and data interpretation, establishing and enforcing classroom rules concerning bullying, classroom lessons and discussions, individual intervention, and faculty training.

District Rules Against Bullying

1. We will not bully other students.
2. We will try to help students who are bullied.
3. We will make a point to include students who are left out.
4. When we know somebody is being bullied, we will tell an adult at school and an adult at home.

Grading and Testing

The purpose of the school testing program is to determine overall strengths and weaknesses in the education program in order to plan for instruction.

Testing is also a tool used in diagnosing the student's strengths and weaknesses in school-related tasks. Tests, along with other pertinent data, are a means of identifying where the child is currently functioning academically (i.e. his/her instructional level) and how he/she is progressing academically in comparison with his/her peers.

Students in Grades K, 1, 2, 3 and 4 are assessed in the fall, winter and spring with DIBELS NEXT: Dynamic Indicators of Basic Early Literacy Skills.

Students in Grades 3 and 4 will take the Class Diagnostic Test in Reading and Math in the fall, winter, and spring. They will also take the Math and Reading PSSA. Grade 4 students also take the Science PSSA.

Placement tests and diagnostic tests, which accompany the reading and math series, are given as needed throughout the school year.

GRADING (K-4)

Grading Scale for Grades 1, 2, 3 & 4

A+	=	98 - 100%
A	=	96 - 97%
A-	=	94 - 95%
B+	=	91 - 93%
B	=	87 - 90%
B-	=	84 - 86%
C+	=	81 - 83%
C	=	73 - 80%
C-	=	70 - 72%
D+	=	67 - 69%
D	=	63 - 66%
D-	=	60 - 62%
E	=	50 - 59% (passing with extraordinary effort)
F	=	0 - 58%

Student progress reports will be sent home at the end of each **nine** week grading period.

Title I Services

Berlin Elementary School is considered a Schoolwide Title I School. All students can be provided with services through supplemental instruction by the Title I teacher and/or assistance in the regular classroom by a district Title I aide or classroom teacher.

Home and School Involvement Compact

The Berlin Brothersvalley Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2019-2020.

School Responsibilities

The Berlin Brothersvalley Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.
2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.
3. Provide parents with frequent reports on their children's progress.
4. Provide parents reasonable access to staff.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

1. Monitoring attendance.
2. Making sure that homework is completed.
3. Monitoring amount of television my children watch.
4. Volunteering in my child's classroom.
5. Participating, as appropriate, in decisions relating to my children's education.
6. Promoting positive use of my child's extracurricular time.
7. Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

1. Return neatly completed homework on time.
2. Attend school unless I am sick and be on time.
3. Pay attention, try my best, and ask for help when needed.
4. Show respect for myself, my school, and other people.
5. Be responsible for my work and my behavior.

Library Services

The goal of our school library is to support our curriculum, meet teachers' and students' needs, implement and familiarize students with library media technology and provide recreational reading.

No child should be in the library to exchange books during lunchtime.

Overdue Book Policy

Circulation of materials: Library books (except reference materials) will be checked out for one week and may be renewed twice. Reference books such as encyclopedias will be checked out for overnight use. Reference books may be renewed once. Overnight materials should be checked out between 3:00 p.m. and 3:10 p.m. Reserved books are held for one day only.

Library Fines: No fines will be charged for overdue books or magazines. A fine of twenty-five cents a day is charged for each day a reference book is overdue. Allowance will be made for absenteeism. Library materials will not be checked out to students who have books or magazines overdue, or if any overdue fine has not been paid. Circulation privileges will be limited for students who habitually return library materials late.

Accidentally damaged books should be brought to the library for repair. Lost and damaged books will be paid for by the student. If a book or magazine is lost, report it at once to the librarian. If the student is unable to locate it, he/she will be asked to pay for it.

***ALL library books must be returned or paid for in order for your children to participate in end of the year activities.**

Copyright Materials

The Board recognizes that it is illegal for anyone to duplicate copyrighted materials without permission. The Board further realizes that severe penalties are provided for unauthorized copying of audio, visual, or printed materials unless the copying falls within the bounds of the "fair use" doctrine. As an extension of this policy, regulations and guidelines are available from the principal's office.

Homework Guidelines

Homework is an important and integral part of the educational program of the school district. It is an extension of daily instruction for the purpose of reinforcement, enrichment and practice of skills and concepts developed in the classroom. As such, the following guidelines have been developed with student, teacher, principal and parent input and are an effort to represent a uniform approach to homework across the district.

Homework assignments may be assigned for any subject area. Emphasis is placed on mathematics, language arts (English, reading, spelling), science and social studies at the elementary level. As such, homework in these areas should be assigned on a regular basis. A minimal amount of homework may be assigned for weekends or holidays for elementary students. Homework assignments are intended for work at home; therefore, students should not expect to use class time to complete homework.

Teachers have a right to expect that homework assignments be completed promptly; teachers also have a responsibility to inform parents and to solicit their help when homework assignments fall below the expectations of the teacher. Completion and quality of homework is part of the grading standard. If students do not have homework complete, the teacher has the right to keep those students in from recess or from attending specials. Homework, as independent practice, is a crucial component of high quality instruction. Principals and teachers are encouraged to work for communication and cooperation between the home and the school regarding homework.

Time Guidelines for Homework

The amount of time actually spent on homework varies from grade to grade and student to student. The following are approximate time recommendations for daily homework assignments:

KINDERGARTEN - Specific daily assignments and time spent reading with your child.

FIRST GRADE - 10 minutes and reading with your child.

SECOND GRADE - 20 minutes and reading with your child.

THIRD GRADE - up to 30 minutes

FOURTH GRADE - up to 40 minutes

Complaint Procedures

It is the desire of this school district to keep teachers involved in the decision making process as much as possible. Therefore, any complaint/concern regarding a teacher should be brought first to the attention of the teacher by the party issuing the complaint/concern.

If a satisfactory solution of the problem cannot be reached with the teacher, parents and students, you may contact the building principal for a solution.

If the building principal is unsuccessful in proposing a satisfactory solution to the student or parent problem, the concern may be taken to the superintendent.

Whenever the superintendent cannot resolve the matter to the satisfaction of the student or parent, policy matters may be taken to the Board of Education providing that the request to be heard by the Board has been made to the superintendent five days before the next regularly scheduled board meeting.

All appeals of administrative procedures and non-policy matters stop at the superintendent level and may not be appealed to the Board of Education.

Federal Educational Rights and Privacy Act (FERPA)

Parents/guardians and eligible students (18 years of age)

1. Have the right to inspect and review a student's education record and the procedure to do so.
2. Can seek to amend inaccurate or misleading information contain in a student's education record and how to do that.
3. Must consent to the disclosure of personally identifiable information except as otherwise authorized by stature.
4. Have the right to file a complaint with the Family Policy Compliance Office (FPCO) at the Department of Education. Additional information is available on FPCO's web site- www.edgov/policy/gen/guid/fpc.

Protection of Pupil Rights Amendment (PPRA)

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

1. Political affiliations or beliefs of the student or student's parents;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility

A more comprehensive report of your rights under FERPA or PPRA is available, upon request, at Berlin Brothersvalley School District office. If you have any questions on these policies, please contact Christy McMillen, Counselor-grades 9-12 at 267-4622, Mark Smith, Counselor-grades 5-8 at 267-6931, or Keith Hay, Counselor-grades K-4 at 267-4623.

Revised 2/19/04

Medication Administration

(REVISED 1/10/89)

The school district recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school.

Physicians should be made aware of the problem associated with giving medications in school and arrange for medication to be administered before and/or after school hours whenever possible. When medication must be administered during school hours, the following procedures shall be followed in order to insure the student's safety, to prevent mistakes, illegal acts or subjection to possible liable situations for school nurses, administrators and the school district.

ALL FORMS SHALL BE SUBMITTED AND PROCEDURES FOLLOWED REGARDING THE DISPENSING OF MEDICATION.

Epinephrine Auto-Injector:

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

Delivery of Medication

Any medication to be given during school hours must be delivered directly to the school nurse. The medication must be brought to the school in the original pharmaceutically dispensed and properly labeled container. Consent forms for prescription medication should be signed and accompany the medication.

Administering Prescription Medication During School Hours

Only a written request signed by the parent and the prescribing physician will be accepted and must include:

1. Date
2. Child's Name
3. Diagnosis
4. Medication
5. Dosage
6. Time to be administered
7. Termination date for administering the medication
8. Other medication being taken at present (prescription and non-prescription)
9. Any particular condition or circumstance relating to this patient that should cause school personnel not to administer the medication
10. Any particular side effect relating to this patient that school personnel should make special effort to inquire about or to observe
11. Physician's phone number

The initial dosage of medication shall have been administered either at home, the physician's office, or the hospital except in life threatening situations. In this case, the initial dosage may be administered in school. "Initial dosage" refers to the first dosage administered from the prescription.

Medication Administration Continued

Non-Prescription Medication

Non-prescription medication for students in grades K-4 that must be given during school hours must be sent in its original properly labeled container and accompanied by a written request signed by the parent or guardian and a medication order signed by a licensed prescriber or it WILL NOT be given during school hours. Medication may NOT be sent on the bus or in student backpacks. Information on the request shall include:

1. Date
2. Child's name
3. Reason for giving the medication
4. Name of the medication
5. Dosage
6. Time to be administered
7. Termination dates for administering medication
8. Other medication being taken at present time (prescription and non-prescription)
9. School activity restrictions

Head Lice "No Nit" Policy

Due to rapid communicability of head lice and the chance of re-infestation, the Berlin Brothersvalley School District has adopted this Head Lice No-Nit Policy.

STUDENTS HAVING LICE OR NITS SHALL BE EXCLUDED FROM SCHOOL UNTIL THEY ARE ABSOLUTELY FREE OF BOTH LICE AND NITS. UPON EXCLUSION, INFORMATION FOR TREATMENT WILL BE PROVIDED BY THE SCHOOL NURSE. STUDENTS WILL NOT BE PERMITTED IN SCHOOL WITH NITS IN THEIR HAIR EVEN THOUGH PARENTS CLAIM THEY HAVE BEEN TREATED.

Absences beyond 3 days will be considered unlawful.

Upon returning to school, it is recommended that a parent accompany the child for examination by the school nurse for re-admission into school.

Personnel Responsible for Administering Medication

1. The school nurse will be the person to administer or supervise the self-administration of all medication.
2. A prescription drug log will be kept on any student receiving medication during school hours.

Supply of Medication

A single day's supply may be sent for short-time illnesses. One two-week supply for long-term illness or medication that is given on a daily basis throughout the school year may be sent.

For long-term medication, a written re-authorization by parent and prescribing physician will be required on the first day of each school term.

Storage of Medication

1. Prescription medication will be kept in a locked cupboard in the nurse's office in the elementary school's health room.
2. In grades K-4, individualized plans will be made for the administration of medication by the school nurse.

Technology Guidelines

General Principles

When a student at our school accesses computers and computer networks owned or operated by our school district, he/she assumes certain responsibilities and obligations. All access of this type is subject to school policies and to local, state and federal laws. Berlin Brothersvalley expects that student use of computers provided by this school will be ethical and will reflect academic honesty. Students must demonstrate respect for intellectual property, ownership of data, system security mechanisms, and rights to privacy.

Guidelines

As a student, you are expected to make appropriate use of computer resources provided by Berlin Brothersvalley. You must:

1. Use computer resources only for authorized purposes following established procedures.
2. Be responsible for all activities on your assigned computer.
3. Access only files and data that are your own, which are publicly available, or to which you have been given authorized access.
4. Use only legal versions of copyrighted software.
5. Be considerate in your use of shared resources.
6. Abide by the acceptable Internet use policy.

Students must not make inappropriate use of computer resources provided by our school. The following are non-exhaustive actions that are considered inappropriate:

Using another person's password; using another person's programs to decode passwords or to access control information; attempting to circumvent or subvert system security measures; engaging in any activity that might be harmful to systems or to any information stored thereon, such as creating viruses, damaging files or disrupting service; making or using illegal copies of copyrighted software, storing such copies on school systems or sending them over networks; using mail service to harass others; wasting computing resources; engaging in any activity that does not comply with the general principles listed at the beginning of this document, violating the regulations of the Berlin Brothersvalley School District regarding appropriate use of the Internet.

Our school considers any violation of appropriate use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information that may suggest that a student is using school computer systems inappropriately. Violators are subject to disciplinary action by school officials following the district discipline policy that may include in-or-out-of-school suspension. Offenders may also be prosecuted under laws including, but not limited to the Privacy Protection Act of 1974, the Computer Fraud and Abuse Act of 1986, the Computer Virus Eradication Act of 1989 and the Electronic Communications Privacy Act.

The Berlin Brothersvalley School District will observe all copyright restrictions applicable to computer use.

District Webpage

The district web page is available on the Internet at www.bbsd.com. The following information can be found on the web page:

School Bulletins	Staff e-mail
Calendars	Teacher Lesson Plans
Menus	PTSO Information
Alumni Page	Administration/Business
Excuses	Office Information

Each student must turn in a completed Student Internet User Contract to the classroom teacher to be permitted to access the internet.

Berlin Brothersvalley Elementary Code of Conduct

Student Rights and Responsibilities

The staff of the Berlin Brothersvalley Elementary School believe that all children and adults have certain rights and responsibilities. Given positive learning experiences, reinforcement, and consequences, we believe that children can learn to make responsible decisions and take appropriate action. We believe that parents, staff members and community members have a responsibility to model and teach appropriate behavior to our students.

We realize that some types of student behavior will require disciplinary procedures. Discipline, however, is not the same as punishment. Because the dictionary defines discipline as "training that develops self-control, character, or orderliness and efficiency," we believe that discipline should be viewed as a teaching opportunity to help train our students to develop the self-control and character needed to make responsible decisions about their actions.

Objectives, Principles, and Goals

The objectives of the Berlin Brothersvalley Elementary School Code of Conduct Plan are:

1. To promote belonging
2. To define limits
3. To develop responsible behavior
4. To develop skills in recognizing and resolving conflict
5. And to support instruction.

The principles guiding rule development in the elementary school are:

1. All students and staff have a right to a safe, peaceful, and healthy environment.
2. All students have the right to learn and all teachers have the right to teach.
3. Students and staff will be respectful of one another, school property and the property of others.

Our goal is to provide students with an appropriate learning climate as well as the tools for successful living, both as children and, later, as adults.

General Rules and Expectations

Students learn more and develop a sense of pride when they are a part of a productive, orderly, safe learning environment. Each student in our school will be made aware of general school rules and expectations and will be held accountable for his/her actions, behavior, and conduct at school and school sponsored events. Appropriate behavior is expected, and inappropriate behavior will be subject to established consequences.

Scope of Plan

The Code of Conduct is designed to allow teachers and students flexibility in developing classroom behavior management systems that meet individual classroom needs. Commendable behavior will be recognized by classmates, staff, district, and community members. Inappropriate behavior will be addressed at the classroom, building, or district level.

Berlin Brothersvalley Elementary Code of Conduct Continued

General School Rules

Students shall:

1. Show respect to self and others.
2. Be considerate and courteous to other students and adults by not swearing, making inappropriate gestures, or engaging in verbal, physical, or unlawful harassment, or any form of physical confrontation.
3. Follow the directions given by school personnel and other authorized adults.
4. Follow all adopted rules for the cafeteria, bus, playground, and classrooms.
5. Help keep our school clean and orderly.

Classroom Rules

Students throughout the Berlin Brothersvalley School District are expected to follow seven basic rules of behavior in the classroom. These rules have been established to promote a positive, educational setting for students.

Students will:

1. Obey all teachers and authorized adults.
2. Be seated in the classroom on time.
3. Be prepared daily with appropriate materials.
4. Raise his/her hand and be recognized to speak.
5. Keep hands, feet, and objects to oneself.
6. Be dismissed from the classroom by the teacher.
7. Show respect for self, others, and the school and the property of self, others, and the school.

Cafeteria Rules

Students shall:

1. Obey all teachers and authorized adults.
2. Remain seated until directed to empty trays.
3. Talk softly and not disturb others.
4. Clean up all trash and food on, under, and around the seating area.
5. Use good manners.
6. Not throw food or other objects.

Disciplinary responses to inappropriate behavior in the cafeteria will be determined by staff members monitoring breakfast and lunch.

Berlin Brothersvalley Elementary Code of Conduct Continued

Playground Rules

Students shall follow these rules:

1. Obey teachers at all times.
2. No fighting or physical confrontations.
3. Stay within playground boundaries.
4. Use appropriate language.
5. No name calling.
6. No throwing of rocks, snowballs, or other objects.
7. Swings-One person on a swing at a time; sit correctly; no twisting, standing, or swinging sideways; no jumping out of swings.
8. Bars-everyone goes the same way; no standing or sitting on top of bars.
9. Slides-One person on ladder, One person on slide at a time.
10. No tackle football.
11. No spitting.
12. Soccer, basketball, kickball, and other team games must be played responsibly without roughhousing. Teachers have the discretion to limit the number of students participating in activities if necessary.
13. Show respect for self, others, and the school and the property of self, others, and the school.
14. Appropriate footwear must be worn (ie. tennis shoes). Footwear such as flip-flops and high heels will not be permitted.

Acts of Misconduct Requiring Disciplinary Action

The following types of behavior may require disciplinary action by the classroom teacher or the principal depending on the severity of the behavior:

1. Refusal to follow directions or complete assignments.
2. Verbal, physical, or unlawful harassment.
3. Disruptive behavior- any act which interferes with the teaching/learning process.
4. Lying.
5. Use of inappropriate or vulgar language/gestures.
6. Stealing.
7. Defiance.
8. Using forged notes or excuses.
9. Fighting.
10. Vandalism-damaging school property or equipment.
11. Threatening another student or teacher.
12. Physical or verbal attacks on students or school personnel.
13. Extortion-obtaining money or possessions from other students under duress.
14. Leaving school grounds without permission.
15. Use of drugs and/or alcohol.
16. Possession of weapons or objects that could be construed as weapons.
17. Cutting school.
18. Bullying.

Disciplinary Responses and Procedures for Student Misconduct

Behavioral Guide

Level	Behaviors	1 st Incident	2 nd Incident	3 rd Incident
I	<ul style="list-style-type: none"> • Lack of Effort • Classroom Disruption (ex. speaking loudly, not speaking in turn, playing in desk) • Rough Play • Exclusion of Friends from Group • Improper Use of Playground Equipment or Educational Tools • Name Calling • Teasing and Putdowns • Spreading Rumors • Throwing Objects 	<ul style="list-style-type: none"> • Teacher Warning • Student Conference with Teacher 	<ul style="list-style-type: none"> • Second Teacher Warning • Complete • "Think Form" 	<ul style="list-style-type: none"> • Loss of Mountaineer • Note or discussion with parents • Loss of Recess (classroom teacher)
II	<ul style="list-style-type: none"> • 4 or more incidents from Level I • Swearing • Disrespectful Behavior and/or Language • Refuse to follow adult directions • Refusal to do work • Throwing object at someone • Damage School Property • Mean Notes • Pushing, tripping, or like behavior • Stealing 	<ul style="list-style-type: none"> • Loss of Mountaineer • Conference with Principal • Phone call home • Loss of Recess or socialization time at breakfast or lunch 	<ul style="list-style-type: none"> • Loss of Mountaineer • Conference with Principal • Phone call home • Complete "Think Form" • Loss of Recess or socialization time at breakfast or lunch 	<ul style="list-style-type: none"> • No Mighty Mountaineer Program • Conference with Parents • Behavior Plan • After School Time
III	<ul style="list-style-type: none"> • Repetitive Level II Behaviors • Bullying • Fighting • Major destruction of property • Dangerous object at school • Threatening Harm 	<ul style="list-style-type: none"> • Sent to office immediately • Principal's Discretion of Severity of Punishment based on severity of behavior and past incidents • Possible consequences could be suspension, behavior plans, multiple infractions could be alternate placement. 		

Other consequences may be imposed as appropriate such as missing a class field trip, party, etc.

This document is meant to be used as a guide. Decisions regarding specific consequences may be tailored to individual circumstances and student needs.

Berlin Brothersvalley Elementary Office Discipline Form

Student _____ IEP: Y or N Date _____ Grade: K 1 2 3 4

Time of Incident: _____ Classroom Teacher _____ Referred by _____

Location of Incident: (please check)

- Restroom Library Playground Hallway Special event (field trip/assembly)
 Bus area On bus Cafeteria Classroom Other _____

REASON(S) FOR THE REFERRAL: (Please attach narrative of the incident if necessary.)

LEVEL I OFFENSE	LEVEL II OFFENSE	LEVEL III OFFENSE
<input type="checkbox"/> Lack of effort <input type="checkbox"/> Classroom disruption (ex. speaking loudly, not speaking in turn, playing in desk) <input type="checkbox"/> Rough play <input type="checkbox"/> Exclusion of friends from group <input type="checkbox"/> Improper use of playground tools or equipment <input type="checkbox"/> Name calling <input type="checkbox"/> Teasing and putdowns <input type="checkbox"/> Spreading rumors <input type="checkbox"/> Throwing objects <input type="checkbox"/> Minor inappropriate language	<input type="checkbox"/> 4 or more level I offenses <input type="checkbox"/> Defiance/disrespect <input type="checkbox"/> Swearing <input type="checkbox"/> Throwing objects at someone <input type="checkbox"/> Damage school property <input type="checkbox"/> Mean notes <input type="checkbox"/> Pushing, tripping, hitting, or like behavior <input type="checkbox"/> Stealing <input type="checkbox"/> Other _____	<input type="checkbox"/> Repetitive level II behaviors <input type="checkbox"/> Bullying <input type="checkbox"/> Fighting <input type="checkbox"/> Major destruction of property <input type="checkbox"/> Dangerous object at school <input type="checkbox"/> Threatening harm <input type="checkbox"/> Other _____

POSSIBLE MOTIVATION:

- Attention from peers(s) Avoid work
 Attention from adult(s) Obtain item
 Avoid peer(s) Don't know
 Avoid adult(s) Other _____

OTHERS INVOLVED:

- None Substitute
 Peers Unknown
 Staff Other: _____
 Teacher

TEACHER ACTION TAKEN PRIOR TO REFERRAL

<input type="checkbox"/> Changed student's seat <input type="checkbox"/> Consulted Counselor <input type="checkbox"/> Sent previous report home <input type="checkbox"/> Conferred privately with student	<input type="checkbox"/> Consulted Principal <input type="checkbox"/> Time out in the classroom <input type="checkbox"/> Met with Student Assistance Team	<input type="checkbox"/> Telephoned parent/guardian <input type="checkbox"/> Other (Please specify) _____
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TYPE OF DISCIPLINE ASSIGNED BY ADMINISTRATOR:

Number of previous Referrals: Level I _____ Level II _____ Level III _____

LEVEL I DISCIPLINE	LEVEL II DISCIPLINE	LEVEL III DISCIPLINE
<input type="checkbox"/> Counselor referral <input type="checkbox"/> Time out in office <input type="checkbox"/> Conference with student <input type="checkbox"/> Complete "Think Form" <input type="checkbox"/> Loss of recess <input type="checkbox"/> Loss of Mountaineer	<input type="checkbox"/> Time out in office <input type="checkbox"/> Loss of privilege _____ <input type="checkbox"/> Conference with student <input type="checkbox"/> Restitution <input type="checkbox"/> In-school detention <input type="checkbox"/> Loss of Mountaineer <input type="checkbox"/> No Mighty Mountaineer Reward <input type="checkbox"/> Parent conference <input type="checkbox"/> Behavior plan	<input type="checkbox"/> Sent home <input type="checkbox"/> Out of school suspension (____ days) <input type="checkbox"/> Agency referral <input type="checkbox"/> Other: _____

PARENT CONTACTED: (Check one) Call Mail Message Email Conference

Comments: (see reverse side)

Principal's Signature: _____

CC: _____

District Policies

Violation of the following district policies will result in disciplinary action as described in the policy.

Dangerous weapons - School Board Policy 218.2

Weapons and replicas of weapons are forbidden on school premises. For the purposes of this policy, school premises means the school, school grounds, or any premises, grounds, or vehicles used for official school purposes.

Weapons shall include, but not be limited to firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure, forfeiture, and further disciplinary and/or legal action.

Action- Policy 218.2

The school district shall expel, for a period of not less than one year, any student who brings a weapon onto any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity. The Superintendent may recommend discipline short of expulsion on a case-by-case basis. In case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act.

Drug and Alcohol Policy and Administrative Guidelines - School Board Policy 227

Through the use of an up-to-date curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Berlin Brothersvalley School District will work to educate, prevent and intervene in the use and abuse of all drug, alcohol and mood-altering substances by the entire student population. As an extension of this policy, regulations and guidelines are available from the principal's office

Cheating—218.1

Students caught cheating (including un-permitted talking) during tests or other graded school work will receive an "F" and can receive no higher than a "C" as a final year grade. The student will also be suspended one to three days at administrative discretion for the above. (This guideline also includes "deliberate destroying/sabotaging test results" such as standardized tests.)

Electronic Devices and Cellular Phones

Students are not permitted to use electronic devices in school, on school property, at school-sponsored field trips and on buses or other vehicles provided by the school district. These include, but are not limited to: laptops, radios, tape and CD/DVD players, MP3 and iPod players, video games, headphones, universal remotes, laser pens, pagers, beepers and other portable devices. Cellular phones that have the capability to take photographs or record audio or video are not permitted to be used during the school day in the district buildings. The use of cellular phones is prohibited during school hours. In an effort to accommodate students involved in after-school activities, possession of a cell phone will be permitted under the following stipulations:

1. The cell phone must be in the off mode and not visible during the school day.
2. The use of cell phones will be allowed after the close of the school academic day

Students in violation of this rule will surrender the item and can pick it up at the end of the school day. A second offense will require a parent or guardian to sign a parental notification of the offense to pick the item up. A third offense will warrant detention.

District Policies Continued

Tobacco Policy and Regulations—School Board Policy 222

The Berlin Brothersvalley School district is dedicated to providing a healthy, comfortable and productive environment for staff, students, and citizens.

Curriculum related to tobacco use prevention will be developed and introduced to the elementary grade levels and given greater depth concentration at the secondary level.

Smoking and the use of tobacco products shall be prohibited in the school district buildings and on school property. The use of tobacco by students and/or personnel shall not be permitted within the school buildings, on school buses or on the school grounds, adjacent to the buildings, which shall include the parking lot and athletic fields.

The penalty for a student caught using tobacco products on school property shall be:

First offense - In-school suspension of one day and penalty according to state laws.

Second offense - In-school suspension of two days and penalty according to state laws.

Third offense - In-school suspension of three days and penalty according to state laws.

Students with three offenses will be required to participate in a smoking cessation program. The Board of Education will hold an INFORMAL HEARING with the student and parent or legal guardian as a result of repeated violations when requested by the Principal and the Superintendent.

Students are not permitted to carry cigarettes or tobacco products to/in school or on school property.

First offense- Suspension of one day.

Second offense-Suspension of two days.

Third offense- Suspension of three days.

Police and Agencies Conferencing with or Questioning Students - School Board Policy 225

Any outside agency may not meet with or question any student without the notification and approval of the building administrator. Under law, CHILDREN AND YOUTH SERVICES, have authority to question students on suspected abuse but are required to notify the building administrator.

State or local police in an outside investigation may not question a student without parent permission and the approval of building administration.

In a school initiated investigation involving the police, the building administrator will be present during questioning.

School Search and Seizure Policy-226

School authorities may search a student, his/her personal effects, lockers and vehicles, based on reasonable suspicion, and may seize any illegal, unauthorized, or contraband materials discovered in the search.

Searches conducted by the administrator may include, but not be limited to, utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population. A student referral or failure to permit searches and seizures as provided in Policy 226 will be considered grounds for disciplinary action.

VIDEO SURVEILLANCE

The Berlin Brothersvalley School District believes that schools and other work sites in the district should be safe and secure to protect individuals and their property from harm. To this end, the Board supports the controlled use of video surveillance systems in the district. The Board also believes that the privacy of individuals should be protected; and, therefore, the use of video surveillance must be strictly monitored and controlled to ensure the protection of individual rights and compliance with federal and state laws addressing issues such as wiretapping/electronic surveillance and the privacy and disclosure of student records.

The purpose of this policy is to authorize the limited use of video surveillance systems in furtherance of the district's efforts to protect school property and the health, safety and welfare of the students and employees. When using video monitoring systems, the district must balance its need to protect persons and property with the privacy rights of students and employees. For more information on video surveillance, please see BBSD Policy #709.1."