

Berlin Brothersvalley  
Middle School



Student Handbook

2018-2019

*This agenda belongs to:*

*Name*.....

*Address*.....

*City/Town*.....*Zip*.....

*Phone*.....

*Cafeteria No.*.....

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**WELCOME FROM  
ADMINISTRATION AND STAFF**

**Welcome to BBMS!** It is the mission of this school to provide each student with an opportunity and means to acquire knowledge and skills and to develop abilities to become a productive citizen.

This handbook is a general guide to be used as a resource for the student. Any questions regarding the handbook or policies not mentioned in this handbook should be directed to your building principal.

Please read this carefully; keep it with you for ALL classes. It will become part of your daily routine and activities. These policies and procedures may be amended, changed and/or revised through the ongoing review by the Board, Superintendent and/or Building Principal.

**THE MOUNTAINEER PLEDGE**

**Today I will act in such a way that I will have PRIDE in myself,  
Personal Responsibility In Daily Effort.  
I came to school to learn, and I will learn.  
I WILL HAVE A GOOD DAY!**

***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 Section 504.

For information regarding civil rights or grievance procedures, contact the Superintendent, Title IX and Section 504 Coordinator at 1025 Main Street, Berlin, PA 15530 (267-4621). For accessibility and use of building by handicapped persons, contact the Superintendent, Support Coordinator (267-4621). (*Adopted May 2, 1991 – Berlin Brothersvalley School District Board of Directors*)

**ADMINISTRATION AND STAFF**

**Administration**

Dr. David F. Reeder, Superintendent  
Martin Mudry, Middle School Principal

**Director of Special Education**

Maria Murphy, Director

**Pupil Personnel**

Mark Smith, Middle School Guidance Counselor  
Roxanna Ritchey, School Nurse  
Catherine Berkebile, Food Service Manager

**Middle School Faculty**

Please see [www.bbsd.com](http://www.bbsd.com)  
Staff Directory

**Office Secretary**

Kim Farber, Middle School Secretary

## Daily Schedule

Student Arrival Time	8:00-8:20
Period 1	8:20-9:07
Period 2	9:10-9:52
Period 3	9:55-10:37
Period 4	10:40-11:22
Period 5	11:25-1:00
Period 6	1:01-1:43
Period 7	1:46-2:28
Period 8	2:31-3:13
Student Dismissal Time	3:13
Lunch Grades 5/6	11:20
Lunch Grades 7/8	11:55

### STUDENT ARRIVAL TIME

Students will not be permitted in the building until 8:00 a.m. Students required to enter school before 8:00 a.m. as a result of school-related activities, tutoring, etc., will be registered by appropriate teachers, administrators, etc. Any student entering the building prior to 8:00 a.m. must report to the building's foyer, 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.

### STUDENT DROP OFF/PICK UP

Due to limited access to the building during the morning drop off and afternoon pick-up, it is important that students ride the school bus, unless they are designated as walkers. The drop-off point for students arriving to school via car will be at the sidewalk located to the right of the Cassel Drive entrance. Teachers help the flow of traffic and will signal for cars to approach the school from the entrance area of the front parking lot. Arrival time for students traveling by car begins at 8:00 am. **Parents must use the same area when picking students up at the end of the day. Parents are NOT permitted into the bus area from 8:00 a.m. - 8:20 a.m.; or from 3:05 p.m. - 3:25 p.m.**

### ATTENDANCE POLICY AND GUIDELINES (*Note: New policy & guidelines*)

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. Parents are urged to restrict travel, which would result in missed class time. **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 Pennsylvania 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.**
- **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 6 illegal days of absence.**

For more detailed information regarding the district's attendance policy, please visit the "Policy Manual" page under the "Board of Directors" tab located on our website at [www.bbsd.com](http://www.bbsd.com).

#### **RETURNING TO SCHOOL UPON AN ABSENCE**

Immediately on the day a student returns to school after an absence, the student should present an excuse signed by his/her parents/legal guardians, 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.

- 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 for absence have *not* been turned in by the third day, these days of absence will be marked as **unexcused or unlawful**.
- 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 parent/legal guardian.
- 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**

- 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.
- If a student accumulates three (3) additional days (consecutive or nonconsecutive), of unlawful absences following the first notice, a second notice will be delivered by regular or certified mail.
- Upon accumulation of the seventh day of illegal absence, a notice is filed with the District Justice for issuance of summons and hearing.
- Students who accumulate twenty (20) unexcused absences from any year-length course or ten (10) unexcused absences from a semester-length course may be denied credit. The final decision shall be made by the principal after consultation with the counselor and teacher(s).

Note: Students will not receive credit for work missed during unexcused absences.

## **TARDINESS**

- **Tardiness and/or unapproved early departure from the school day will accumulate towards illegal days.**
- At the secondary level, students may be assigned detention for every five (5) tardy days and may be kept from participating in extra curricular events. An accumulation of ten (10) school tardies or unexcused absences will result in the student being ineligible to be excused from class to go to competitions, extra curricular and co-curricular events.
- Students who receive unexcused tardies to school forfeit the opportunity to make up work in those classes they missed due to their late arrival.
- Students arriving after the late bell (8:20) and up to and including the first three hours of school will be considered tardy. A one-half (1/2) day absence will be from three (3) to five (5) hours.

## **PARTICIPATION IN SCHOOL 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 as approved by the building administrator.

## **EARLY DISMISSALS**

Will be granted upon written request from parent/legal guardian and turned in to the building secretary the morning of the early dismissal. This request must be signed by a parent or legal guardian and indication must be given of the date, time, and purpose for the early dismissal. **PHONE CALLS WILL NOT BE ACCEPTED UNLESS IT IS AN EMERGENCY.** An excuse must be signed with the name of the child, time released, reason, and signature of person taking the child.

**Pupils who become ill during the school day must report to the Nurse's Office.** Such pupils may not leave the building unless excused by the Nurse or Principal. These pupils must complete the Absence/Tardy Excuse form, or have the nurse notify the school office of the circumstances when the pupil leaves.

**Ill students who request an early dismissal by contacting their parent/guardian without going through the Nurse or Principal will have their early dismissal recorded as unexcused.**

## **EDUCATIONAL TRAVEL**

Upon prior parent/legal guardian request, a student may be excused for purposes of educational travel with his/her family up to a maximum of five (5) 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 educational disruption. An educational travel form must be obtained from the office and be turned in for approval at least **one week** prior to the date of travel. **STUDENTS WILL NOT BE EXCUSED FOR EDUCATIONAL TRAVEL DURING PERIODS OF STATE REQUIRED TESTING.**

### **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. Teacher weekly lesson plans are also on the school's website- [www.bbsd.com](http://www.bbsd.com)- for your convenience in obtaining assignments.

### **BACKPACKS**

Carrying backpacks, book bags, etc. into the classroom, cafeteria, or library is prohibited. Backpacks, book bags, etc. may be carried to school but must be placed in the classroom or in the lockers.

### **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 entrance by ringing the doorbell. The Middle School secretary will release the door lock after visitors have identified themselves.

### **BUS PASSES/TRANSPORTATION**

Please be aware that the Bus Pass Policy will remain unchanged for the current 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.

### **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 bus 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.

### **BUS CONDUCT**

**First Offense:** a verbal warning by bus driver and principal.

**Second Offense:** the parents will be notified by a letter from the office.

**Third Offense:** bus transportation will not be permitted for one full week.

**Fourth Offense:** the child will not be permitted to ride the school bus for the remainder of the school year.

### **FIELD TRIP GUIDELINES**

An adequate number of RESPONSIBLE CHAPERONES will attend. 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. Chaperones may sit throughout the bus for better student control. Parent permission slips for every student must be on file in the office. Liability and school policies do not allow anyone other than students and designated chaperones to ride buses. A roster of all passengers must be available on request.

All Middle School field trips will return all students back to the Middle School building. Buses are not permitted to make stops at various locations along the route home to discharge students. Field trips are the full responsibility of the teachers. Teachers will organize and monitor all activities accordingly. 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.

### **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- no re-sealable bottles. Glass containers of any type are prohibited.

School building – No snacks or beverages are permitted in the building except:

*Packed* lunches, eaten only in the cafeteria at lunchtime. No soft drinks are permitted with lunches.

*Parties* or celebrations under teacher approval and supervision. Office approval is necessary.

*Medical* or students' special needs. Office approval is necessary.

### **CELLULAR PHONES AND ELECTRONIC DEVICES**

Students are not permitted to use personal 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: lap-tops, 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 district buildings. Additionally, any device that provides for a wireless, unfiltered connection to the Internet is not permitted to be used during the school day in 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:

- a. The cell phone must be in the off mode and not visible during the school day.
- b. 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.**

## **CHANGE OF STUDENT INFORMATION**

### **ADDRESS, PHONE, EMAIL, ETC.**

Any change of information should be reported to the Guidance and/or Middle School Offices as soon as possible after the change occurs. Please call 814 -267-6931.

### **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 should be neat, clean, and acceptable in appearance and shall be worn within the bounds of decency and good taste as appropriate for school.

### **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. Spandex or biker's shorts, cut-offs of any types, ragged or holey, skin tight or see-through shorts are not acceptable. All shorts and 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. Coats may not be worn in the building during school hours. 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. Tank tops and tops with less than a two-inch shoulder strap are not permitted.

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 the appropriate levels of consequence.

Upon violation of dress code, the school will issue students clothes for the day, or have parents bring in other appropriate clothing. Second and third infraction will lead to sequential consequences. Petition for Exemption From Compliance to DRESS CODE is available in the office.

### **GUIDANCE**

The middle 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 middle school guidance counselor organizes the schools testing programs and looks at the test results to find children who may have special needs or concerns. The middle school counselor also is available to speak with students and parents who ask for help. Students may ask themselves or be sent

by their classroom teacher or by their parents. The main goals of the middle school guidance program are to help students develop:

- A positive self-image and attitude.
- Their talents and abilities to their fullest.
- The ability to make good decisions.
- The ability to get along well with others.
- Skills and information necessary to be successful in the future.

Any other questions regarding the middle school guidance program or requests for services can be made to Mr. Mark Smith, Middle School Guidance Counselor by calling (814) 267-6931 or by emailing him at [msmith@bbsd.com](mailto:msmith@bbsd.com).

### **Berlin Brothersvalley Bullying Policy**

Bullying is defined as "A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students." Bullying implies an imbalance of power or strength. The student who is bullied has difficulty defending him or herself.

The Berlin Brothersvalley School District has adopted the Olweus Bullying Prevention Program. This program is universal (school-wide effort), systems-oriented and individual oriented, preventive and problem-solving, focused and changing norms and behavior, research-based, and is not time-limited: requires systematic efforts over time.

The Olweus Bullying Prevention Program is a multilevel, multi-component program designed to reduce and prevent schools' bully/victim problems. The school staff is largely responsible for introducing and implementing the program, and their efforts are directed towards improving peer relations and making the school a safe and pleasant place to be. The Olweus Bullying Prevention Program attempts to restructure the existing school environment to reduce opportunities and rewards for bullying behavior.

#### **Program Targets:**

Program targets are students in elementary, middle, and high schools. All students participate in most aspects of the program, while those students identified as bullies or victims of bullying receive additional individual interventions.

#### **Program Content:**

Core components of the program are implemented at the school, the classroom, and the individual levels:

*School-level components* include an anonymous student questionnaire assessing the nature and prevalence of bullying at each school, a school conference day for discussing bullying problems and planning the implementation of the program, the formation of a Bullying Prevention Coordinating Committee to coordinate all aspects of the school's program, and the development of a coordinated system of supervising students during break periods.

**Classroom-level components** include establishing and enforcing classroom rules against bullying and holding regular classroom meetings with students to increase knowledge and empathy and to encourage prosocial norms and behavior. Meetings with parents to foster more active involvement on their part are considered highly desirable components both at the classroom and school levels.

**Individual-level components** include interventions with children identified as bullies and victims, and discussions with the parents of involved students.

### **Berlin Brothersvalley School District Rules Against Bullying**

We will not bully other students.

We will try to help students who are bullied.

We will make a point to include students who are easily left out.

When we know somebody is being bullied, we will tell an adult at school and an adult at home.

### **Other Bullying Information**

As the school year gets underway, there will undoubtedly be bullying information that will change or have to be updated from time to time. To keep the staff, students, parents and community members aware of what changes have taken place, we have developed a bullying website. Access the site through the following address: **WWW.BBSD.COM/BULLYING**

### **GRADING**

All major subjects will be graded four times per year.

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 = 0-59% **Failing**

A student will be placed on the high honors honor roll with a GPA of 3.67 or above. A student will be placed on the honors honor roll with a GPA of 3.0-3.66.

### **TESTING**

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

Testing is 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.

The **PENNSYLVANIA SYSTEM OF SCHOOL ASSESSMENT** reading, writing, science and math assessments are given to all students in grades 5 through 8.

### **DISTRICT CLASSROOM RULES**

The following five district-wide classroom rules have been established. These rules will be emphasized in order to promote a more positive and educational setting. The student will:

1. Be seated in the classroom on time.
2. Be prepared daily with appropriate materials.
3. Raise his/her hand and be recognized to speak.
4. Keep hands, feet and objects to oneself.
5. Be dismissed from the classroom by the teacher.

### **BOOK COVERS**

All textbooks should be covered with paper or book covers that do not adhere to the book.

### **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 student will use the same number as long as he/she attends Berlin Schools. Students should bring money or checks (preferable) to be placed in their individual accounts in a sealed envelope marked with the student's name, grade, and PIN. Students may pay weekly, monthly, or for the year 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 has been developed for the 2017-2018 school year. This policy is located on our school website under the Food Services link.

### **USING THE CAFETERIA COMPUTER 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 into a small black number pad. When the cashier brings up the PIN 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. The students will not have to buy tickets. Full paid, free and reduced students go through the line in the same manner. The system knows the student's meal status and charges the correct amount. Account information is kept confidential.

### **BREAKFAST PROGRAM**

Breakfast is offered to all students in the Middle School. Students will be permitted to enter the serving line until 8:15a.m. Parents and students are reminded that this is not to be a social hour and we expect all students to exit the cafeteria immediately after they finish breakfast. Waiting for friends to finish will not be tolerated. It is expected that students will be in homerooms for attendance purposes.

### **STUDENT WELLNESS POLICY**

The Student Wellness Policy has been updated for the 2017-2018 school year. This policy is located on the District website under the Food Services link. A hardcopy is available upon request.

### **COMPLAINT PROCEDURE**

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.

### **DETENTION**

A detention may be issued for the breaking of classroom rules established by the teacher and promulgated through a syllabus sent home for parent notification. A student may also receive detention for breaking rules of the cafeteria, using unacceptable language or gestures, being chronically unprepared for class, using inappropriate language, tardiness or for being disrespectful to a student, teacher or other adult. Detention can also be issued for any Level I misbehavior listed in the student handbook.

### **HALL PASSES**

Students leaving a classroom during class time **MUST** have a signed hall pass in his/her possession.

### **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.

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 should be part of the grading standard.

Principals and teachers are encouraged to work for communication and cooperation between the home and the school regarding homework.

#### **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 school, from kindergarten through grade twelve, the right to "refuse to dissect, vivisection, 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."

#### **LIBRARY SERVICES**

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

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 p.m. and 3:10 p.m. Reserved books are held for one day only.

#### **OVERDUE BOOK POLICY**

1. Library books are due one week from the day they are checked out, except reference books which are OVERNIGHT ONLY.
2. If your library book is not returned by the due date, you'll receive an overdue notice.
3. If your library book is one week overdue, you'll receive a 2<sup>nd</sup> overdue notice.
4. If your library book is two weeks overdue, you'll receive a 3<sup>rd</sup> notice.
5. If the book is not returned the day following the 3<sup>rd</sup> notice, the student will receive lunch detention until the book is returned or until a parent/guardian contacts the librarian.

Accidentally damaged books should be brought to the library for repair. The student will pay for lost and damaged books. 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. A charge will be made for damaged or lost books.

### **MEDICATION ADMINISTRATION**

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 procedure 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.**

#### **ADMINISTRATION OF PRESCRIPTION MEDICATION DURING SCHOOL HOURS:**

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

- A. Date
- B. Child's Name
- C. Diagnosis
- D. Medication
- E. Dosage
- F. Time to be Administered.
- G. Termination date for administering the medication.
- H. Other medication being taken at present (prescription and non-prescription)
- I. Any particular condition or circumstance relating to this patient that should cause school personnel not to administer the medication.
- J. Any particular side effect relating to this patient that school personnel should make special effort to inquire about or to observe.
- K. 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.

#### **DELIVERY OF MEDICATION**

Any medication to be given during school hours must be delivered directly to the school nurse, the school principal or his designee. 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.



**PERSONNEL RESPONSIBLE FOR ADMINISTRATION OF MEDICATION**

- A. The school nurse will be the primary person to administer or supervise the self-administration of all medication.
- B. 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-term 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**

- A. Prescription medication will be kept in a locked cupboard in the nurse's office in the elementary school's health room.
- B. Students in grades 5-12 will be responsible for reporting to the health room or office (in nurse's absence) at the time the medication is to be given. In grades K-4, individualized plans will be made for the administration of medication by the school nurse, the principal or his designee.

**NON-PRESCRIPTION MEDICATION**

- A. Non-prescription medication for students in grades K-12, 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 or it WILL NOT be given during school hours. Information on the request shall include:
  - 1. Date.
  - 2. Child's name.
  - 3. Reason for giving medication.
  - 4. Name of medication.
  - 5. Dosage.
  - 6. Time to be administered.
  - 7. Termination date for administering the medication.
  - 8. Other medication being taken at present time (prescription and non-prescription).
  - 9. School activity restrictions.

**OTHER GUIDELINES FOR ALL MEDICATIONS**

- A. The parent of the child must inform the school nurse of any change in the child's health or when a change in medication varies from the original written instructions.
- B. In the event the following specific requirements are not met, the Berlin Brothersvalley School District retains the discretion to reject requests for administering medications:
  - 1. Requirement for written authorization by legal parent.
  - 2. Requirement for written authorization by prescribing physician.
  - 3. Requirement that medication be delivered to the school in its original container.
  - 4. Requirement for written indication that initial dosage has been administered either at home, the physician's office, or the hospital-except in life-threatening situations.

5. For long-term medication, written re-authorization by parent and prescribing physician shall be received in school on the first day of each school term.
- C. A copy of this policy will be provided to parents upon request.

#### **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.

#### **HEADLICE “NO-NIT” POLICY**

Due to rapid communicability of headline and the chance of re-infestation, the Berlin Brothersvalley School District has adopted this Headlice 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.

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

#### **PTSO**

The Parent Teacher Student Organization is a group, which seeks to strengthen the bond between school and community. PTSO sponsors various activities throughout the school year to raise funds, which are used for student activities, and to supplement classroom needs. Fund raising activities include book fairs, Christmas bazaar, and a school-wide fundraiser. PTSO funds have been used to purchase playground equipment and provide funds for field trips.

### **BERLIN BROTHERSVALLEY SCHOOL DISTRICT TECHNOLOGY GUIDELINES**

#### **GENERAL PRINCIPLES**

When a student at our school accesses computers, computer networks owned or operated by our school district, he or 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 students’ use of computers provided by this school district will be ethical and will reflect academic honesty. Students must demonstrate respect for intellectual property, ownership of data, system security mechanisms, and rights of 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 file, system, or data without permission; using computer programs to decode passwords or to access control information; attempting to circumvent or subvert system security measure; 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 computer 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.

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

**Each student must turn in completed Internet user contracts to the classroom teacher to be permitted access to the Internet.**

#### **COPYRIGHT MATERIAL**

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 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.

#### **VISITORS**

##### **ADULT/PARENT**

To insure the protection of the students and 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 Middle School office. Volunteers must also receive a TB test.

## **STUDENT CODE OF CONDUCT**

### **GOALS**

The goals of the *Student Code of Conduct* are:

1. To guarantee the rights of all staff and students by providing a discipline code that establishes rules and regulations prohibiting speech or action that is disruptive to the work of the school.
2. To guarantee the rights of each individual through fair and reasonable treatment of violators of the discipline code.
3. To teach self-discipline by clearly communicating to students their rights and responsibilities as outlined in the discipline code.
4. To respect the rights and personal dignity of all students and staff by providing a discipline code that will ensure a safe school environment.
5. To comply with federal, state and local laws.
6. To protect and maintain school property.
7. To ensure all students the right to complete the course of study prescribed by state and local school authorities.
8. To reduce the occurrence of discipline problems through supportive measures to the discipline code by providing:
  - For an atmosphere within the school of mutual respect and productive interdependence.
  - For a Student Support Team (SST) to address issues of children at risk, socially, emotionally and academically.
  - For referral to appropriate personnel for counseling, examination and such other rehabilitative measures as may be necessary.

### **RESPONSIBILITIES**

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome living and learning. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of all whom are involved in the educational process.

Every student should:

1. Be aware of all rules and regulations for student behavior and conduct oneself in accordance with them.
2. Be willing to volunteer information and cooperate with school staff should he or she have important information concerning a violation of school rules.

3. Assume that a rule is always in effect unless everyone has been notified that it has been changed.
4. Assist the school staff in running a safe school for all students.
5. Attempt to complete all scheduled courses.

### **CAFETERIA RULES**

**Expected Behavior:** Breakfast and lunch provide time for students to relax, enjoy a nourishing meal, and socialize with friends. In order to maintain an orderly atmosphere, it is expected that students follow these rules:

1. Be polite and use proper table manners.
2. Talk quietly.
3. Ask to use the restroom or leave the cafeteria.
4. Walk at all times.
5. Clean up after eating.

### **Student misuse of lunchtime may result in the following consequences:**

1. Verbal reprimand by cafeteria personnel.
2. Change in seating assignment or assignment of cafeteria clean-up duty.
3. Assignment of Lunch Detention.
4. Parent contact and/or conference.
5. Loss of cafeteria privileges.
6. Other consequence as determined by the principal.

### **CHEATING**

Cheating is any attempt by a student to represent someone else's work as their own, knowingly aid in an attempt by another student to misrepresent personal assignments, projects or tests. Students cheating shall be subject to appropriate academic penalties by the classroom teacher. Plagiarism is one form of cheating. Plagiarism occurs when anyone copies another writer's language or ideas without giving that person credit.

**First Offense:** Handled by teacher;

1. Documentation to be kept by teacher with copy sent to building principal.
2. Zero (0) grade to be given assignments projects or tests where cheating occurred.
3. Parent must be notified by teacher.

**Second Offense:** Notification of building principal by teacher;

1. Conference held with parent, teacher and administrator.
2. Student receives failing grade for the grading period.
3. Additional penalties may be imposed by the building principal.

### **DISMISSAL PROCEDURES**

Student dismissal occurs at the front of the building and procedures begin daily at approximately 3:13 PM. All students will exit through the main doors by the office or through the doors by the Agricultural classroom/Greenhouse. There are two waves of buses. All buses are dismissed via the PA system. Student walkers and those riding in cars will be dismissed as a third and last wave.

Students staying for extra-curricular activities, detention or tutoring must wait until the third dismissal. Walkers must exit through the Middle School from or rear doors by the cafeteria hallway.

### **EMERGENCY DRILLS**

Approximately once each month, each school will conduct a fire drill in compliance with state law. During the drill, all persons must leave the building and remain outside until given permission to return. Parents are encouraged to support the school in emphasizing the importance of these drills and the need for cooperation and compliance. In addition, bus evacuation drills are conducted twice each school year, and each spring our students participate in a weather emergency drill.

### **FALSIFYING INFORMATION**

Any secondary student supplying false information on passes, library slips, parental excuses, phone calls, etc. shall be subject to missing school events for a period of one month. False information would include but not be limited to altering or forging parental excuses, signatures on report cards, quizzes and exams.

### **FIGHTING**

Any secondary student who is involved in the act of fighting will be suspended. A student that strikes or becomes physical with another will be disciplined for fighting and **local law enforcement will be contacted.**

### **HOMEBOUND INSTRUCTION**

Homebound instruction may be provided for any student who is unable to attend school for a period to exceed two weeks because of his/her physical condition. A request for instruction should be made through the school district central office. A doctor's statement specifying the nature of the illness and the anticipated duration of absence must accompany this request.

### **HOMEROOM/ATTENDANCE**

Students arriving after the tardy bell at 8:20 AM **must** sign in at the Main Office and will be considered tardy to school. The accumulation of four (4) or more tardies will result in the consequence of an after-school detention.

### **LEAVING SCHOOL BUILDING WITHOUT PERMISSION**

Any middle school student leaving the building after arrival and prior to their assigned dismissal time without permission will be receive in or out of school suspension.

### **PUBLIC DISPLAY OF AFFECTION**

Students are not permitted to demonstrate public displays of affection on school grounds or at school activities. This includes, but is not limited to, kissing, embracing or other inappropriate physical contact. Violations shall result in parental contact and if need be, detention.

### **SCHOOL PROPERTY**

Students are responsible for all items assigned to or used by them. They will be required to reimburse the Berlin Brothersvalley School District for anything lost, damaged, or defaced. This includes textbooks, library books, school materials, facilities, computers, and school property.

## **STUDENT RESPONSIBILITIES**

It will be the duty of the administration of the Berlin Brothersvalley Middle School Principal School to inform the members of the student body and their parents or guardians of the Student Responsibilities as outlined in this policy. Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to learning and living. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process. Students must express their ideas and opinions in a respectful manner so as not to offend or slander others. It is the responsibility of students to:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom so as to meet standards of safety and health, and not to cause substantial disruption to the educational process.
4. Assume that until a rule is waived, altered or repealed in writing, it is in effect.
5. Assist the school staff in operating a safe school for all students enrolled therein.
6. Comply with state and local laws.
7. Exercise proper care when using public facilities and equipment.
8. Attend school daily, except when legally excused, and be on time to all classes and other school functions.
9. Make up work when absent from school in a timely manner.
10. Pursue and attempt to complete satisfactorily the courses of study.

## **TARDINESS**

A. Each secondary classroom teacher will keep a record of how many times the student is tardy to that particular class. The fourth (4th) time the student is tardy, classroom/team detention will be assigned.

B. Any tardiness thereafter will result in additional detention, loss of privileges including participation in activities and/or suspension.

C. Tardiness can be defined as excusable and non-excusable. Any student whose tardiness to school is excusable will be designated as a late arrival. Tardiness not deemed excusable by the building administration will result in detention after the fourth time. If the tardiness continues, additional detention and/or suspension will be assigned and privileges will be lost. See Attendance Policies.

## **TELEPHONE USAGE**

**Students cannot be called to the telephone during the school day EXCEPT for emergency situations.** Important messages from parents/guardians will be conveyed to the student as soon as possible. There is a telephone in the Main Office for students to use only if permission is granted by the principal or secretary.

## **VANDALISM**

Any student who destroys damages or defaces school property (such as writing on the walls, seats, chairs, etc.) will be required to repair, to replace or to compensate for the damages. The student will also be subject to suspension.

## **EXPECTATIONS AND CONSEQUENCES**

### ***LEVEL I BEHAVIORS***

Berlin Brothersvalley Middle School students shall not:

- Interfere with the education of another student, the orderly operation of the school or a function.
- Exhibit disruptive behavior.
- Speak in a way that teases, hurts or harasses others.
- Fail to follow all classroom rules.
- Bring electronic equipment to school, such as radios, CD players and other musical devices, tape recorders, beepers.
- Disobey adult directions.
- Be late to school, class or regular assignment without a written excuse.
- Be absent from school without a signed note from parent/guardian.
- Dress in a manner that jeopardizes the health or safety of others.
- Dress in a manner that interferes with the educational process or causes disorder.
- Wear clothes that exhibit sexual content, or show a controlled or illegal substance.
- Wear brief or loose fitting tank tops, muscle shirts, running shorts, bare midriff tops, or exposed underwear.
- Use inappropriate language.
- Eat outside the cafeteria without permission.

### ***CONSEQUENCES OF LEVEL I MISBEHAVIOR***

*One or more of the following:*

- Teacher warning or reprimand.
- Teacher detention.
- Peer mediation.
- Parent notification.
- Parent conference.
- Administrative warning or reprimand.
- Behavior contract.
- 1-3 day detention.
- Loss of privileges.
- Move seat.
- Academic restructure.
- Guidance referral.
- **ALL** decisions on appropriateness of student dress will be at the discretion of the building principal.

### ***LEVEL II BEHAVIORS***

Berlin Brothersvalley Middle School students shall not:

- Fail to follow the *Computer/Technology Guidelines*.
- Act in a disrespectful or defiant manner toward any school personnel.



- Lie, cheat, destroy the work of others or commit forgery.
- Cut class or be absent from a school function without the permission of a staff member.
- Physically fight or harass another student.
- Commit minor theft of school property or personal property (restitution included with any consequence).
- Cause minor vandalism to school property or personal property (restitution included with any consequence).
- Participate in any gambling activity.
- Carry or handle a dangerous object.
- Act in a way that endangers the safety of themselves or others.
- Use profanity; abusive language, racial, ethnic, religious, or sexually derogatory terms: or obscene gestures.
- Use school facilities or property without permission.
- Threaten to harm another student.
- Repeated (in excess of 5) violations of *Level I* behaviors may result in *Level II* consequences.
- Violate *Level I* behaviors or other stated rules while attending a class trip, other field trip or school program.
- Violate the *Level I* behaviors while being supervised by a substitute teacher.
- Miss a scheduled school detention.

***CONSEQUENCES OF LEVEL II - misbehavior or continued Level I misbehaviors***

Parent notification and one or more of the following actions shall be taken for misbehavior of Level II:

- Assignment of detention.
- 1-3 day in-school suspension.
- 1-3 day out-of-school suspension.
- Behavior contract.
- Community service.
- Guidance referral.
- Payment of damages.
- Loss of privileges.
- Repeated violations of *Level II* may result in assignment to alternative education or expulsion.

***LEVEL III BEHAVIORS***

Berlin Brothersvalley Middle School students shall not:

- Threaten or strike a staff member.
- Endanger the safety of others with a bomb threat, make threatening or illegal telephone calls, or make unauthorized use of fire alarm equipment.
- Cause significant vandalism to school or personal property.
- Possess or use tobacco products on school grounds or at school functions.
- Possess or use controlled or illegal substances such as alcohol or other drugs on school grounds or at school functions.
- Possess or use any weapon on school grounds or at school functions.
- Perform or attempt to perform arson.
- Exhibit lewd indecent exposure.

- Commit major theft of school or personal property (Restitution shall be included with any consequence).
- Commit aggravated assault, which causes injury to another person.
- Break into any school district building or vehicle.
- Repeated violations of *Level III* may result in assignment to alternative education or expulsion.

**CONSEQUENCES OF LEVEL III - misbehavior or continued Level II misbehaviors:**

- 3-10 day out-of-school suspension.
- Permanent loss of privileges.
- Expulsion.
- Referral to law enforcement authorities.
- Referral to the district justice.

## **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** – 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 the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act.

### **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. The School Board believes that education has a central role in establishing patterns of behavior related to good health and shall take measures to help its students to resist tobacco possession and use.

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.

The School Board is concerned about the health of its employees and also recognizes the importance of adult role modeling for students during formative years. Therefore, the Board shall promote a smoke free environment and tobacco free environment among staff, students and citizens.

**Policy** – 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.

**Students** – 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 or Questioning Students – School Board Policy 225**

1. Any outside agency may not meet with or question any student without the notification and approval of the building administrator.
  2. Under law, CHILDREN AND YOUTH have authority to question students on suspected abuse but are required to notify the building administrator.
  3. 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 – School Board 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 searchers and seizures as provided in Policy 226 will be considered grounds for disciplinary action.

### **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.

### **Hazing Policy – School Board Policy 247**

The practice of “hazing” by and of students in any manner is not permitted. Any student involved in a hazing incident will incur disciplinary action by the District. In addition, charges may be filed with the police department and/or local magistrate. Students who have been subjected to any form of hazing should promptly report such incidents to the building principal. Please contact the Middle School Office for a copy of the complete hazing policy.

### **Video Surveillance – School Board Policy 709.1**

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.”

## **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 contained 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 statute.
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 website – [www.ed.gov/policy/gen/guid/fpcO](http://www.ed.gov/policy/gen/guid/fpcO).

## **Protection of Pupil Rights Amendment (PPRA)**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S. C. § 123h, 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 privileges relationships, such as with 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 the 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.

## **Annual Public Notice of Special Education Services and Programs Services for Gifted Students and Services for Protected Handicapped Students**

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, including children with disabilities attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Act Amendments of 2004 (IDEA '04).

The IDEA '04 requires each state educational agency to publish a notice to parents, in newspapers or other media, before any major identification, location, or evaluation activity. The IDEA '04 requires this notice to contain certain information. Another federal law, the Family Educational Rights and Privacy Act of 1974 (FERPA), which protects confidentiality, requires educational agencies to notify parents annually of the confidentiality rights (FERPA regulations have been amended 9 times). Pennsylvania special education regulations require each school district to fulfill the IDEA '04 notice requirement by providing an annual public notice. To comply with the above requirements, following is the annual public notice for the school districts in the accompanying list.

The school districts in the accompanying list are required by the IDEA '04 to provide a free appropriate public education to children with disabilities who need special education and related services. (Note: The duty to identify, locate, evaluate and provide special education services to school-age individuals incarcerated in local correctional institutions rests with the school district within whose boundaries such an institution is located.) School age children who need special education and related services are identified as children with disabilities. These students have been identified as being in need of specially designed instruction and have one or more of the following physical or intellectual disabilities:

- \*Autism**
- \*Emotional disturbance**
- \*Deafness**
- \*Hearing impairment**
- \*Specific learning disability**
- \*Intellectual disability**
- \*Multiple Disabilities**

- \*Other health impairment
- \*Orthopedic Impairment due to chronic or acute health problems
- \*Speech and language impairment
- \*Visual impairment including blindness
- \*Deaf-blindness
- \*Traumatic Brain Injury
- \*Developmental Delay

### Early Intervention

The IDEA '04 requires the provision of a free appropriate public education to children with disabilities between 3 years of age and the school district's age of beginners. In Pennsylvania, a child between 3 years of age and the school district's age of beginners who has a developmental delay or one or more of the physical or intellectual disabilities listed above may be identified as an "eligible young child."

Eligible young children are afforded the rights of school age children with disabilities, including screening, evaluation, individualized education program planning, and provision of appropriate programs and services.

Potential signs of developmental delay and other risk factors that could indicate disabilities and the possibility that a child is an eligible young child could include: **By the age of 3:** not saying many words; not using 2 or 3 word phrases and sentences; not walking; awkward gait (walking); drooling; not able to answer "who" or "what" questions; not using utensil to feed self; **By the age of 4 (all of the above included):** not toilet trained; difficulty with directional words (in, on, under, out); not playing with other children; not able to draw a circle, cross or imitate a vertical line; not able to understand the child's speech most of the time; difficulty following simple two-step directions (pick up the paper and put it in the garbage); **By the age of 5 (all of the above included):** unable to answer "where" questions; unable to recall details from a story; not drawing a person with at least 6 parts; immature speech patterns (me instead of I); not able to hop forward with one foot without support; **Other warning signs-at any age:** Little or no eye contact; over/under sensitivities to pain, light, noise; hand flapping; no awareness of space-always bumping into other people or things; awkward hand or foot positioning; won't touch or eat certain textures; child no longer can do things he/she used to do; developed normally, then stopped; echoes what is said; plays with toys inappropriately (watches wheels spin on the car but doesn't play with the car).

The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention

Services System Act. The Berlin Brothersvalley School District provides programs and services to eligible young children on behalf of the Pennsylvania Department of Education. For more information, contact the District Office at (814) 635-3670.

### **Screening**

The Berlin Brothersvalley School District and Intermediate Unit 8 has established and implemented procedures to locate, identify, and evaluate students and young children suspected of being exceptional. These procedures include screening activities which include but are not limited to: review of group-based data (cumulative records, enrollment records, health records, and report cards); hearing screening (at a minimum of kindergarten, special ungraded classes, first, second, third, seventh, and eleventh grades); vision screening (every grade level); motor screening; and speech and language screening. In schools which have a Pre-Referral, Child-Study, Early Intervening or Instructional Support Team, the above screening activities may lead to consideration by the teams to move the next level of screening activities. The Tussey Mountain School District and Intermediate Unit 8 has an established an annual schedule to conduct screening activities. The screenings are conducted at specific times during the school year in designated school buildings and community sites. Screening may also be conducted in the student's home school unless other arrangements are necessary.

**Parents, guardians or surrogate parents may contact the Berlin Brothersvalley School District or Intermediate Unit 8 contact person if they wish to learn more, have questions, believe their child may need to be identified or to obtain specific information about the times and locations of screening activities.** The contact person for each school district and their phone number is listed at the end of this notice.

Except as indicated above or otherwise announced publicly, screening activities take place in an ongoing fashion throughout the school year. Each educational agency has a system for annually evaluating the effectiveness of its screening process.

### **Evaluation**

When screening indicates that a student may be a child with a disability, the school district will seek parental consent to conduct an evaluation. Evaluation means procedures used in the determination of whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and do not mean basic tests administered to or procedures used with all children.

This evaluation is conducted by a multidisciplinary team (MDT) that includes the parent



and a group of qualified professionals. The process must be conducted in accordance with specific timelines and must include protection-in-evaluation procedures. For example, tests and procedures used as part of the evaluation may not be racially or culturally biased.

The evaluation process results in a written evaluation report. This report specifies a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction. The evaluation report also makes recommendations for educational programming. Once parental consent for evaluation is obtained, the school district has timelines and procedures specified by law, which it must follow.

Parents who think their child is exceptional may request that the school district conduct an evaluation. This request should be made in writing to the contact person in the accompanying listing. If a parent makes an oral request for an evaluation, the school district shall provide the parent with a form for that purpose. Pre-Referral, Child-Study, Early Intervening, or Instructional Support Team activities do not serve as a bar to the right of a parent to request, (at any time, including prior to or during the conduct of instructional support activities, an evaluation.)

Parents also have the right to obtain an independent educational evaluation. The school district must provide to parents, on request, information about where an independent educational evaluation may be obtained. Under certain circumstances, such an independent educational evaluation may be obtained at public expense.

### **Educational Placement**

The IEP team develops a written education plan called an IEP. The IEP is based on the results of the evaluation. Required members include at least one regular education teacher of the child (if the child is, or may be, participating in the regular education environment), at least one special education teacher, or where appropriate, at least one special education provider, a local educational agency, the child, whenever appropriate, or beginning at age 14. Parents may agree, in writing, to excuse a team member or members.

An IEP describes a student's current educational levels, goals, objectives (when required), and the individualized programs and services that the student will receive. IEP's are reviewed on an annual basis. The IEP team will make decisions about the type of services, the level of intervention, and the location of intervention. Types of services include:

1. Autistic Support
2. Blind and Visually Impaired Support
3. Deaf and Hard of Hearing Support

4. Emotional Support
5. Learning Support
6. Life Skills Support
7. Multiple Disabilities Support
8. Physical Support
9. Speech and Language Support

Level of support options include:

- \* Itinerant – Special Education supports and services provided by special education personnel for 20% or less of the school day.
- \* Supplemental – Special Education supports and services provided by Special Education personnel for more than 20% but less than 80% of the school day.
- \* Full-time - Special Education supports and services provided by Special Education personnel for 80% or more of the school day.

Placement must be made in the least restrictive environment in which the student's needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

### **Services for Protected Handicapped Students**

Students who are not eligible to receive special education programs and services may qualify as “protected handicapped” students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that “protected handicapped” students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for each individual student. In compliance with state and federal law, the school district will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be of school age with a physical or intellectual disability that substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for “protected handicapped” students may be distinct from those applicable to exceptional or thought-to-be exceptional students. The school district or the parent may initiate an evaluation if they believe a student is a protected handicapped student. For further information on the evaluation procedures and provision of services to protected handicapped students, parents should contact the Special Education Contact in the accompanying listing.

## Confidentiality

Each school district protects the confidentiality of personally identifiable information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws, policies, and regulations.

Education records means those records that are directly related to the student, including computer media and videotape, which are maintained by an educational agency or by a party acting for the agency. Educational agency, for purposes of this notice, means the local school district and/or the Intermediate Unit 8. For all students, the educational agency maintains education records that include but are not limited to:

- Personally identifiable information - confidential information that includes, but is not limited to, the student's name, name of parents and other family members, the address of the student or student's family, and personal information or personal characteristics which would make the student's identity easily traceable.
- Directory information - information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is **not limited** to, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. They are:

1. Parents have the right to inspect and review a child's education record. The educational agency will comply with a request to inspect and review education records without unnecessary delay and before any meeting regarding an IEP or any due process hearing, but in no case more than 45 days after the request has been made. Requests should be submitted in writing, indicating the records the parents wish to inspect, to the school principal or other appropriate school official. Parents have the right to a response from the educational agency to reasonable requests for explanations and interpretations of the records. Parents have the right to request copies of the records. While the educational agency cannot charge a fee to search for or to retrieve information, it may charge a copying fee as long as it does not effectively prevent the parents from exercising their right to inspect and review the records. Parents have the right to appoint a representative to inspect and review their child's records. If any education record contains information on more than one child, parents have the right

only to inspect and review the information relating to their child.

2. If parents think information in an education record is inaccurate, misleading, or violates the privacy or other rights of their child, they may request amendment of the record. Requests should be in writing and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. The educational agency will decide whether or not to amend the record and will notify the parents in writing of its decision. If the educational agency refuses to amend a record, it will notify the parents of their right to a hearing to challenge the disputed information. Additional information regarding the hearing procedures will be provided to the parents or student when notified of the right to a hearing.

3. "Destruction" of information means physical destruction or removal of personal identifiers so the information is no longer personally identifiable. Whenever information is no longer needed to provide educational services to a child or six (6) years after graduation, the information in their education record will be destroyed by the educational agency, if there is not a current request to inspect and review or a request for copies. However, a permanent record of a former student's name, telephone number, grades, achievement, attendance, classes attended, grade level completed, year completed, Evaluation/Re-evaluation Reports, last three (3) IEP's, and last Notice of Recommended Educational Placement may be maintained in an electronic form without time limitation.

Information no longer needed to provide educational services must be destroyed if requested by a parent. However, a permanent record of a student's name, address, phone number, grades, attendance, classes attended, grade level completed, year completed may be maintained in an electronic form without time limitation.

4. The educational agency will provide, upon request, a listing of the types and locations of education records maintained, the school officials responsible for these records, and the school personnel authorized to see personally identifiable information. Such personnel receive training and instruction regarding confidentiality. The educational agency keeps a record of parties obtaining access to education records, including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

5. Parents have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. "Consent" means: the parent(s) have been fully informed regarding the activity requiring consent, in their native language or other mode of communication; they understand and agree in writing to the activity; and they

understand that consent is voluntary and may be revoked at any time. Information may be disclosed without consent to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); person or company with whom the educational agency has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Directory information may be released without parent consent unless the parent has exercised their right to opt out of disclosure of directory information. Parents have the right to refuse to let an agency designate any or all of the above information as directory information.

Upon request, the educational agency discloses education records (including disciplinary records) without consent to officials of another school district in which a student seeks or intends to enroll.

6. Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by an educational agency to comply with the requirements of FERPA. Complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

7. NDAA of 2002 also requires districts to give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and provide students' names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information.

### **Mode of Communication**

The content of this notice has been written in straightforward, simple language. If a person does not understand any of this notice, he or she should contact the Berlin Brothersvalley School District or Intermediate Unit 8 and request an explanation.

The educational agency will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language, the educational agency will arrange for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication).

## **Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or 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 with 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.

*Receive notice and an opportunity to opt a student out of—*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect, upon request and before administration or use—*

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who has graduated from high school, or is 18 years old, or an emancipated minor under State law, or has reached the age of majority in Pennsylvania. The educational agency will develop and adopt policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The educational agency will directly notify parents of these policies at least annually at the

start of each school year and after any substantive changes. The educational agency will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The educational agency will make this notification to parents at the beginning of the school year if the educational agency has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

Collection, disclosure, or use of personal information for marketing, sales or other distribution.

Administration of any protected information survey not funded in whole or in part by ED.

Any non-emergency, invasive physical examination or screening as described above.

A parent may file a written complaint alleging that the rights described in this notice were not provided:

Pennsylvania Department of Education  
Bureau of Special Education  
Division of Compliance  
333 Market Street  
Harrisburg, PA 17126-0333

Berlin Brothersvalley School District  
Maria Tuthill Murphy, Director of Special Education  
1025 Main Street  
Berlin, PA 15530

Appalachia Intermediate Unit 8  
Amy Woomer, Contact Person  
4500 Sixth Avenue  
Altoona, PA 16602  
1-800-228-7900 ext. 1320

**PARENT SIGN-OFF PAGE**

**Berlin Brothersvalley Middle School  
Student Handbook**

**Please complete this form and have your homeroom teacher initial. Please do not remove from your handbook.**

I have read the Berlin Brothersvalley Middle School student handbook and reviewed it with my child.

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Grade \_\_\_\_\_

Date \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

**Berlin Brothersvalley School District  
Permission to Photograph**

From time to time we will be using pictures of Berlin Brothersvalley students in class, on field trips, and at play for school publications and press releases. For privacy reasons student names will not be used on the website.

Berlin Brothersvalley School District has my permission to use photographs of my child/children for the school website, and other school related publications, as well as in press releases or media coverage.

Student Name (print) \_\_\_\_\_

Parent Name (print) \_\_\_\_\_

Parent Signature \_\_\_\_\_