

2026-2027

Bermudian Springs Elementary Student Handbook



EVERYONE BELONGS - EVERYONE MATTERS - EVERYONE GROWS



Bermudian Springs Elementary School

Student Handbook 2026-2027

Dr. Brad Sterner, *Superintendent*

Dr. Shannon Myers, *Assistant Superintendent*

Mrs. Laura McMillian, *Principal*

Mr. Cory Conrad, *Dean of Students*

Mrs. Tanya Gelb, *Guidance Counselor*



Table of Contents

Table of Contents	3
Welcome to Bermudian Springs	6
Bermudian Springs School District Calendar 2026-2027	6
Principal's Prerogative	7
Bermudian Springs School District Board Policy	7
Nondiscrimination Statement	7
Quick Reference Elementary School Contacts	8
Elementary School Phone Numbers	8
Elementary School Office Staff	8
Guidance Office	8
Health Office	8
Bermudian Springs Elementary School Information	9
School Day	9
Building Hours	9
School Colors	9
School Mascot	9
Alma Mater	9
Important Dates 26-27	10
Attendance and Marking Period Dates	12
Report Card Distribution Dates	12
PSSA Testing Windows	12
Staff Phone Extension	13
General Information	14
Address Change	14
Appointments	14
Attendance Policy 204	14
Attendance Notifications	16
School Truancy Law	17
Early Dismissal	17
Tardiness to School	17
Family Trip Approval	18
Cell Phone Procedure Policy 237	18
Classroom Parties	18
Dress Code Policy 221	19

Core Values	19
Emergency Cards	21
Field Trips	21
Food Service Policy 246 & 808	21
Cafeteria	21
Outdoor Recess	22
School Closing/Delays	22
Selling in School	23
Technology and Internet Use Policy 815	23
One to World	25
Visitors Policy 907	25
Classroom Visitations	26
Academics	27
Academic Dishonesty	27
Grading	29
Report Cards	30
Transfer/Withdrawal Procedures	30
Activities	30
Assemblies	30
Student Services	31
Health Services Policies 209 and 210	31
School Nurse	31
Administration of Medication	31
School Counselors	32
Student Insurance	32
Transportation	32
Car Riders	33
District Buses/Vehicles	33
District Policies	36
Pupil Records Policy Policy 216	36
McKinney-Vento Homeless Children/Youth Policy 251	37
Bullying/Cyberbullying Policy 249	40
Controlled Substances/ Paraphernalia Policy 227	42
Discrimination/Harassment Policy 103 & 248	44
Title IX Grievance Procedure	45
Searches Policy 226	45
Smoking or Possession of Tobacco Policy 222	46

Weapons Policy 218.1	46
Student Discipline	47
Discipline Levels	47
Student Discipline Policy 218	49
Articles Prohibited in School	49
Fighting	50
Hall Disturbance	50
Stealing	50
Disciplinary Actions Defined	50
Notifications	51
Bermudian Springs Elementary School:	51
Title I Parent and Family Engagement Policy	51
Elementary School Handbook Signature	54

Welcome to Bermudian Springs

Bermudian Springs School District Calendar 2026-2027

Bermudian Springs School District

7335 Carlisle Pike, York Springs, PA 17372 Phone: 717-528-4113 or 717-624-4231 / Fax: 717-528-7981

2026-2027 Academic Calendar



JULY 2026 	July 4 - Independence Day	January 1 - No School (Christmas Vacation) 15 - 2nd Marking Period Closes 18 - No School (Dr. Martin Luther King Day) Instructional days- 18.5 (111) Teacher days- 19	JANUARY 2027
AUGUST 2026 	August 18, 19, 20, 21 - Teacher Prof. Devel. 24 - First Student Day Instructional days- 6 (36) Teacher days- 10	February 12 - No School (Teachers - Prof. Devel.) 15 - No School (Presidents' Day) Instructional days- 18 (108) Teacher days- 19	FEBRUARY 2027
SEPTEMBER 2026 	September 4 - No School (Labor Day Vacation) 7 - No School (Labor Day Vacation) Instructional days- 20 (120) Teacher days- 20	March 4 - Half-Day Dismissal (Prof. Devel./Parent Conf.) 5 - No School (Prof. Devel./Parent Conf.) 24 - 3rd Marking Period Closes 25, 26, 29 - No School (Easter Vacation) Instructional days- 18 (108) Teacher days- 20.5	MARCH 2027
OCTOBER 2026 	October 9 - No School (Teachers - Prof. Devel.) 12 - No School (Teachers - Prof. Devel.) 27 - 1st Marking Period Closes 30 - Half-Day Dismissal (Prof. Devel.) Instructional days- 19.5 (117) Teacher days- 22	April 16 - No School (Teachers - Prof. Devel.) Instructional days- 21 (126) Teacher days- 22	APRIL 2027
NOVEMBER 2026 	November 5 - Half-Day Dismissal (Prof. Devel./Parent Conf.) 6 - No School (Prof. Devel./Parent Conf.) 25-30 (Thanksgiving Vacation) Instructional days- 15.5 (93) Teacher days- 17.5	May 31 - No School (Memorial Day Vacation) Instructional days- 20 (120) Teacher days- 20	MAY 2027
DECEMBER 2026 	December 21 thru 31 - No School (Christmas Vacation) Instructional days- 14 (84) Teacher days- 14	June 2* - Graduation 2 - Half-Day Dismissal (Last Student Day) 2 - 4th Marking Period Closes 3, 4 & 7 - No School (Prof. Devel.) Instructional days- 1.5 (9) Teacher days- 5	JUNE 2027

PSSA/KEYSTONE EXAM SCHEDULE

*December 7-17	Keystone Exams: Algebra I, Biology, Literature
*January 4-15	Keystone Exams: Algebra I, Biology, Literature
*April 26-May 7	PSSA Grades 3-8 English Language Arts
*May 3-14	PSSA Grades 3-8 Mathematics, Science, and Make-ups
*May 17-28	Keystone Exams: Algebra I, Biology, Literature

Key:

	First Day for Students
	Last Day for Students (Half-Day Early Dismissal)
	Vacation (No School)
	Prof. Devel. (No School)
	Half-Day Early Dismissal
	End of Marking Period
	Graduation

Marking Period End Dates:

- 1st Marking Period - October 27, 2026 (43 days)
- 2nd Marking Period - January 15, 2027 (43 days)
- 3rd Marking Period - March 24, 2027 (44 days)
- 4th Marking Period - June 2, 2027 (45 days)

	Hours	Student Days	Staff Days
August	36	6	10
September	120	20	20
October	117	19.5	22
November	93	15.5	17.5
December	84	14	14
January	111	18.5	19
February	108	18	19
March	108	18	20.5
April	126	21	22
May	120	20	20
June	9	1.5	5
Totals	1032	172	189

Approved: 2/10/2026

Principal's Prerogative

Exceptions to Bermudian Springs Elementary School procedures may be made only by the principal or district administrator.

Bermudian Springs School District Board Policy

All Bermudian Springs School Board Policies can be found [here](#).

Nondiscrimination Statement

The Bermudian Springs School District declares it to be a policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, religious creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

The commitment to nondiscrimination extends to students, employees, prospective employees and the community. This policy is placed here in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 503 and Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990, as well as federal and state executive orders.

If a person with a disability wishes to attend public meetings scheduled in the district and requires an auxiliary aid, service or other accommodation to participate in the proceedings, the superintendent, or his/her designee, should be contacted to discuss how Bermudian Springs School District may best accommodate their needs.

Inquiries regarding affirmative action/equal opportunity should be addressed to: Dr. Brad Sterner, Superintendent, Bermudian Springs School District, 7335 Carlisle Pike, York Springs, PA 17372 Telephone (717) 528-4113 or 624-4231 or to the Director, Office for Civil Rights, Education Department, Washington, DC 20201; or to the U.S. Equal Employment Opportunity Commission, (800) 669-4000 (toll-free) or (800) 669-6820 (toll-free TTY number for individuals with hearing impairments).

Quick Reference Elementary School Contacts

Elementary School Phone Numbers

- Main Office - 717-528-5147
- Elementary School Fax - 717-528-4007
- Guidance Office - 717-528-4113 x2732
- Nurse's Office - 717-528-4113 x2740

Elementary School Office Staff

Principal	Laura McMillian	lmcmillian@bermudian.org
Dean of Students	Cory Conrad	cconrad@bermudian.org
Main Office Secretary	Nicole Ahrens	nahrens@bermudian.org
Main Office Secretary	Terry Shaw	tshaw@bermudian.org

Guidance Office

Guidance Secretary	Erin Friedman	efriedman@bermudian.org
Guidance Counselor	Tanya Gelb	tgelb@bermudian.org

Health Office

School Nurse	Erin Freeman	efreeman@bermudian.org
---------------------	--------------	------------------------

Bermudian Springs Elementary School Information

School Day

- 8:45 AM to 3:30 PM
- Students are tardy after 8:55 AM

Building Hours

- 8:30 AM to 4:45 PM

School Colors

Cherry & Steel

School Mascot

Eagle

Alma Mater

Hail to thee our Alma Mater,
Hail to thee our guide of mind.
Thou hast taught within thy borders
We should serve mankind.

Hail to thee Bermudian Springs
Hail to thee both red and gray.
Here we learn to be courageous,
As you help us on each day.

Thank you for the education
That true concepts do provide,
And for training that's unending
As we meet the world so wide.

And as we go through life's long journey,
To an end we cannot see.
We'll not forget our Alma Mater
In a land so rich and free.

Important Dates 26-27

August	11 18 20 24	Kindergarten BTS Night 5:00-6:30 3rd and 4th BTS Night 5:00-6:30 1st and 2nd BTS Night 5:00-6:30 First Day of School
September	4 7 9	<i>No School</i> Labor Day (<i>No School</i>) Picture Day
October	9 12 14 23 26 27 30	Teacher Professional Development (<i>No School</i>) Teacher Professional Development (<i>No School</i>) Picture Day Retakes Race for Education Race for Education (<i>Rain Date</i>) End of 1st Marking Period ½ Day Dismissal
November	3 5 6 10 25-30	Report Cards Distributed ½ Day Dismissal - Parent Teacher Conferences Prof. Dev. and Parent Conferences (<i>No School</i>) 2nd grade Veteran's Day Concert Thanksgiving Holiday (<i>No School</i>)
December	21-31	Christmas Vacation (<i>No School</i>)
January	1 15 15 18 20	Holiday Break (<i>No School</i>) ½ Day Dismissal End of 2nd Marking Period MLK Day (<i>No School</i>) Report Cards Distributed
February	12 15	Teacher Professional Development (<i>No School</i>) Presidents' Day (<i>No School</i>)
March	4 5 18 24 24 25-29	½ Day Dismissal - Parent Teacher Conferences Prof. Dev. and Parent Conferences (<i>No School</i>) 3rd and 4th Grade Choral Concert End of Third Marking Period ½ Day Dismissal (<i>Prof. Dev.</i>) Spring Break (<i>No School</i>)
April	1 16	Report Cards Distributed Teacher Professional Development (<i>No School</i>)
May	13 20 31	1st Grade Choral Concert Kindergarten Choral Concert Memorial Day (<i>No School</i>)
June	2 8	Last Student Day - ½ Day Dismissal Graduation Report Cards Distributed

Attendance and Marking Period Dates

45 TH Day	October 27, 2026
90 th Day	January 15, 2027
135 th Day	March 24, 2027
180 th Day	June 2, 2027

Report Card Distribution Dates

1 st Marking Period	October 27, 2026
2 nd Marking Period	January 20, 2027
3 rd Marking Period	April 1, 2027
4 th Marking Period	June 8, 2027

PSSA Testing Windows

Math	May 3 - May 7, 2027
ELA	April 26 - April 30, 2027

Staff Phone Extension

STAFF PHONE EXTENSIONS					
Name	Grade/Dept.	Extension	Name	Grade/Dept.	Extension
Mrs. Ahrens	Office	4700	Mrs. Nimmon	Special Education	4202
Mrs. Aiello	2nd Grade	4201	Ms. Pequignot	Physical Education	4426
Mrs. Barrick	2nd Grade	4206	Miss Reeder	Kindergarten	4507
Mrs. Beachy	Special Education	4605	Mrs. Reinert	2nd Grade	4205
Mrs. Bishop	Kindergarten	4502	Mrs. Ross	Speech/Language	4420
Mrs. Bosserman	Kindergarten	4506	Mr. Royer	4th Grade	4607
Miss Caruso	4th Grade	TBD	Mrs. Schiel	Special Education	4510
Mr. Castner	Health	1921	Mrs. Schweiger	3rd Grade	4313
Mr. Conrad	Dean of Students	4711	Mrs. Amber Shaffer	3rd Grade	4310
Mrs. Cornwall	Reading Specialist	4138	Mrs. Shambach	Reading Specialist	4606
Mrs. Demsey	Special Education	4307	Mr. Shaw	Office	4701
Mrs. Dowell	4th Grade	4608	Mrs. Singer	Kindergarten	4505
Ms. Fasick	1st Grade	4209	Mrs. Small	Kindergarten	4504
Mrs. Feeser	2nd Grade	4203	Mrs. E. Smith	1st Grade	4208
Mrs. Freeman	Nurse	4740	Mrs. S. Smith	Gifted Education	4612
Ms. Friedman	Guidance	4732	Miss Sporer	1st Grade	4501
Mrs. Gelb	Guidance	4730	Ms. Stambaugh	Kindergarten	4503
Miss Groft	3rd Grade	4311	Mrs. Strumsky	Art	4131
Mr. Hellam	English Language	4109	Mrs. Voegelé	4th Grade	4611
Mrs. Hermes	Reading Specialist	4419	Mrs. Wadsworth	1st Grade	4210
Mrs. Lerew	3rd Grade	4701	Mrs. Will	1st Grade	4508
Mrs. Marriott	4th Grade	4312	Mrs. Wolfe	Special Education	4509
Mrs. McMillian	Principal	4710	Mrs. Woods	3rd Grade	4308
Mrs. Meckley	3rd Grade	4610	Miss Zimmerman	4th Grade	4609
Mrs. Melhorn	Music	4306			
Mrs. Mleczko	2nd Grade	4750			
Mr. Morning	STEAM	4204			

General Information

Address Change

A change of address and/or telephone number is to be reported to the Main Office once established.

Appointments

Common courtesy requires that an individual make an appointment to see any member of the administration or faculty. This appointment will guarantee sufficient time to deal with the purpose of the visit. All teachers are accessible by email as well as phone. However, during an active school day, there may be a delay in responding. Please contact our Main Office if you have any questions.

Attendance [Policy 204](#)

Regular attendance is a very important component of a successful elementary school experience. By regular attendance, a student is developing positive work habits and increasing the likelihood of academic success. Absences will be treated as unlawful until the district receives a written excuse explaining the absence. Students and Parents are encouraged to read District [Policy 204](#). Attendance procedures are based upon this policy.

The following are procedures that all students are expected to adhere to:

- A written excuse must be submitted within five (5) days of the student's return.
- A medical excuse will be accepted within the marking period during which the absence occurred.
- Late arrivals are considered Day 1 of count.

AM TARDY	½ -DAY AM	FULL DAY	½ -DAY PM	PM TARDY
8:56 - 10:00	10:01 - 12:30	Before 10:00 AM/no return	12:30 - 2:45	After 2:45
*Children should not arrive at school before 8:40 AM.				

- After 3 consecutive days of absence, a signed note from the doctor's office may be required.
- Make-up work is the responsibility of the student.
- Any student who has received an Unlawful/Unexcused or Non-medical absence may receive zeros for work that was missed.

Excused	Unlawful
• Illness • Student Doctor/Dental Appointments • Family Emergency (at the discretion	• Missed bus or no transportation • No babysitter • Appointments for other persons

Excused	Unlawful
- of the building administration) • Impassable Roads (as approved by the Superintendent) • Required Court Attendance • Death in the Family • Family Educational Trips (with Prior Approval) • Recovery from an Accident • Any other reason (with Prior Approval)	• Absences without a written excuse after 5 days • Family trips without prior approval • Educational/Family Trips during PSSA or Keystone testing • Not knowing school was in session • Appointments for haircuts or other personal reasons

ATTENDANCE CODES
EXCUSED ABSENCES X ALL DAY Excused Absence B AM Excused Absence - Arrives/Leaves 10:01 AM to 12:30 PM C PM Excused Absence - Leaves 12:31 PM to 2:45 PM UNLAWFUL ABSENCES U ALL DAY Unlawful Absence V AM Unlawful Absence - Arrives/Leaves 10:01 AM to 12:30 PM W PM Unlawful Absence - Leaves 12:31 PM to 2:45 PM MEDICAL ABSENCES M Doctor Excuse or Sent Home by Nurse - 8:56 AM to 10:00 AM O AM Doctor Excuse or Sent Home by Nurse - Arrives/Leaves 10:01 AM to 12:30 PM P PM Doctor Excuse or Sent Home by Nurse - Leaves 12:31 PM to 2:45 PM When using a physician's note, please include the following: the doctor's signature, <u>all</u> dates that the child was absent, and the student's name with the reason(s) for the absence. Parents/guardians are not to add dates or alter the physician's script. TARDIES T AM Excused Tardy - Arrives Between 8:56 AM to 10:00 AM E AM Unlawful Tardy - Arrives Between 8:56 AM to 10:00 AM

D PM Excused Tardy - Leaves Between 2:46 PM to 3:35 PM

Q PM Unlawful Tardy - Leaves Between 2:46 PM to 3:35 PM

FAMILY/EDUCATIONAL TRIP ABSENCES

F ALL DAY Family Trip

FUNERAL

H ALL DAY ABSENCE

Attendance Notifications

1. After three (3) unlawful absences, a notice of Illegal Absences will be issued to the parent/guardian of the student. After a 1st Notice of Illegal Absences has been issued, a Student Attendance Improvement Conference (SAIC) will be scheduled in an attempt to support the family and student with attendance improvement. If after three unsuccessful attempts from the school to schedule a SAIC meeting with a parent or guardian, the school will hold the SAIC with the student in loco parentis and will send the parent the resulting Student Attendance Improvement Plan (SAIP).
2. Students with additional unlawful absences beyond the School Attendance Improvement Plan meeting may be referred to the Advancing School Attendance Program (ASAP). This is an outside agency that helps develop attendance improvement plans so the school can avoid possible further agency involvement.
3. After six (6) unlawful absences, the student and family will receive a Habitual Truancy Notice. At this point, the school may file truancy charges with the district magistrate or make a referral to Children and Youth Services (CYS).
4. Parents will be formally notified when a student obtains ten (10) days of absences (*non-cumulative*) with non-medical excuses. A physician's statement will be required for ALL subsequent medical or health related absences—NO parent excuses will be accepted. Failure to present a physician's statement will result in such absence being marked UNLAWFUL/ UNEXCUSED. All students who have shown a pattern of excessive UNLAWFUL absences may be submitted to the Magisterial Judge for Truancy Violation as per PA School Code.

The [Sapphire Community Portal](#) should be utilized by parents to monitor student attendance.

School Truancy Law

Any student absent from school without the knowledge or permission of parents or school authorities shall be considered truant. A student who has been truant shall be subject to

disciplinary action. Senate Bill 98, now Act 29, extensively revises the Pennsylvania School Law provisions for truancy. The bill raises the fine on parents for truancy from \$2.00 to \$300.00, plus court costs. The \$2.00 fine has been law since the Public School Code was enacted in 1949. The magistrate may also require parents to complete a parenting program or perform community service as a result of a child's truancy. If the parent can prove that every reasonable step has been taken to get the offending child to attend school, the magistrate may impose the fine on the student (over 12 years old). The law also allows the court to suspend for 90 days the driving privileges of any student adjudicated as truant. For the second or subsequent offense, the student could lose driving privileges for six months. A convicted truant who has not yet applied for or received a learner's permit will be ineligible to apply for a permit during the period of suspension. If the student is under 16 years of age, the period of suspension will begin with his/her 16th birthday. NOTE: This law applies to students from age eight through age sixteen. The penalties outlined in this law are available for use by the court on the first day that a student is illegally absent from school after receiving notice that he/she has accumulated three illegal absences.

Early Dismissal

- Students will be granted early dismissals from school for legitimate reasons only.
- Notes should be provided in advance with the student's full name, teacher, date/time, name of the adult picking up the student, and the reason for dismissal.
- For professional appointments, the parent must put in writing the name of the doctor, dentist, etc. and the office phone number.
- Your child will report to the office for dismissal.
- All adults will be required to show a form of photo id when picking up a student. This will no longer be required once staff are familiar with and recognize the adults who are picking up the student.

Tardiness to School

All students arriving late to school must report to the Main Office first. A note is required for each tardy. Tardies will be marked excused with a doctor's note or a parent note due to illness. Students must be brought to the office with a parent/guardian. Tardies will impact perfect attendance records.

Dismissals from concerts, school events, field trips, or any other classroom activities will result in an unlawful PM tardy. Excessive unlawful tardies (an accumulation of both late arrivals and early dismissals) will be tracked by minutes and may result in a half-day unlawful absence once 65 minutes have been accumulated. ALL late arrivals prior to 9:00 AM are considered tardy to school.

Family Trip Approval

The School District recognizes the value of educational trips taken by families and understands that all such trips cannot be scheduled around the school calendar. It is also recognized that the objectives of the school curriculum cannot be easily met if students are absent from school regardless of the merits of such absence. For these reasons, guidelines have been established to balance curriculum needs with the desirability of planned educational trips.

1. Any length of Family Trip must have prior approval by the Principal to be an excused absence. [The Parent Request Form](#) must be completed. (It can also be found on our school website under the Parents Tab - Forms)
2. Educational trips of 3 days or more must be submitted to the office at least one full week prior to the trip for approval by the Principal.
3. Neglecting to gain prior approval for an educational trip will result in unlawful daily absences for the duration of the trip.
4. Trips taken during PSSA testing will not be approved and will be marked as unlawful absences.
5. You will receive a copy of the form indicating if the absence is pre-approved or unlawful based upon your child's attendance record. The copy of the form will be scanned and sent home via email from the building secretary.
6. Teachers will provide assignments during this period of absence and students will be required to return completed work within a week of returning.

Educational/Family Trips taken throughout the school year may not exceed 10 school days. Days exceeding those 10 will be marked as unlawful.

Cell Phone Procedure [Policy 237](#)

Use of Cell Phones

Students are not allowed to have a cell phone or smart watch on during the instructional day.

If a parent must contact a student during the school day due to an emergency, please call the Main Office and the student will be called to the office. If a student has an emergency during the school day, they may use the phone in the main office.

Classroom Parties

All parties are at the discretion of the classroom teacher.

Parents must contact the classroom teacher in advance and follow our Board Policy Guidelines regarding food choices. All classroom treats must be accompanied by a healthy alternative. For ease of distribution and sanitation, we ask that classroom treats are individually wrapped store-bought items (eg., a pack of fruit snacks and a juice box.)

Please note that candy is not considered a snack. Parents will not be permitted to walk the birthday treats down to the classroom unless the teacher has been notified about the visit.

Birthday Invitations will only be permitted in school if the entire class is invited. Otherwise, they must be handled outside of school. The teacher is prohibited from providing personal information about other students.

Parents can order food for parties through our Food Services Department by contacting Mrs. Judy Sterling at 717-528-4113, ext. 2780. Please place an order two weeks prior to the party.

Dress Code [Policy 221](#)

It is the expectation of the Bermudian Springs School District that each student and their parent/guardian hold the primary responsibility for determining the student's personal attire, hairstyle, jewelry, and personal items (e.g. backpacks, book bags). Schools are responsible for ensuring that student attire, hairstyle, jewelry, and personal items do not interfere with the health or safety of any student and do not contribute to a hostile or intimidating environment for any student.

Core Values

Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against students because of race, racial identity, ethnicity, gender, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity;

- Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming;
- Students and staff are responsible for managing their personal distractions; and
- Students should not face unnecessary barriers to school attendance.

Universal Dress Code

Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, tank, etc.) extending to the waistline on all sides (any top that doesn't, must be covered by a top that does extend to the waistline on all sides);
- Bottom (pants, shorts, skirt, dress, etc.); and
- Footwear.

Students may not wear clothing, jewelry, or personal items that:

- Are pornographic, contain threats, or that promote illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia.
- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups;
- Demonstrate gang association/affiliation;
- Cover the head (hats or hoodies, except on pre-approved days).

The district may require additional student attire protocol requirements when necessary to ensure safety in certain academic settings (e.g. physical activity, science, or Career and Technical Education courses). Attire worn in observance of a student's religion is not subject to this Student Dress Code. Students may wear any religiously, ethnically, or culturally specific head coverings or hairstyles, such as hijabs, yarmulkes, headwraps, braids, dreadlocks, and cornrows.

Enforcement

Elementary school administrators are required to ensure that all staff are aware of and understand the guidelines of the Student Dress Code.

- Adults should not touch students or their clothing to correct dress code violations and should not require students to remove prohibited clothing in public spaces.
- Staff will use reasonable efforts to avoid dress-coding students in front of other students and staff. Dress-coding is the act of issuing detention, being sent home for, calling home for a change of clothes due to, or sending a student to the principal's office for the infraction of breaking the dress code. Further, no student shall be referred to as "a distraction" due to their appearance or attire.
- Students shall not be disciplined or removed from class (i.e. sent to the principal's office without the opportunity to remedy the attire/change clothes) as a consequence for wearing attire in violation of this Student Dress Code unless the attire creates a substantial disruption to the educational environment, poses a hazard to the health or safety of others, or factors into a student behavior rule violation such as malicious harassment or the prohibition on harassment, intimidation, and bullying.
- Typical consequences for a violation of this Student Dress Code include parent/guardian contact or conference and the directive to cover, change, or remove the non-complying attire. Though not disciplinary in nature, a student may be instructed to leave their classroom briefly to change clothes but will be expected to return promptly so as to minimize the loss of instructional time. The Principal or their designee should notify a

student's parent/guardian of the school's response to violations of this Student Dress Code policy. Consequences may be more severe for ongoing violations.

These guidelines are designed to maintain dignity in and around our school, and to eliminate disruptions that so often occur. Keep in mind that good grooming and decency affect student performance. We want the elementary school to be an environment where all students feel safe and free from distractions. Students who violate these guidelines will be subject to disciplinary action.

Emergency Cards

At the beginning of each school year, parents are expected to complete a new emergency card for each child. This information will be completed electronically via the Sapphire Portal. Over-the-counter medicines and treatments cannot be administered until this information is received. If there are any changes to contact information, please contact the Elementary School office to have those updates included or make those changes on the [Sapphire Community Portal](#).

Field Trips

From time to time during the school year, students may attend field trips. These trips are of an educational nature and will be carefully planned to be an extension of a student's learning. Parents will be notified in advance of all field trips, the nature, destination, and pupil requirements. Permission slips will be issued outlining the specifics of the trip. Students must return a signed permission slip in order to participate in the field trip.

Food Service Policy [246](#) & [808](#)

A nutritional school breakfast and lunch are served every day school is in session. Breakfast and lunch are offered free of charge with the exception of extras. The daily menu consists of required meal components that comply with Federal and State regulations.

Cafeteria

- Money can be sent in to the classroom teacher and be clearly labeled with the child's name.
- Checks should be made payable to BSSD cafeteria and include the student's ID on the memo line.
- Online payments are accepted through schoolcafe.com
- No money will be accepted during breakfast or lunch in the cafeteria.
- Fruit-flavored water is available to students at lunch for an additional fee.

- Milk may be purchased separately at lunch and/or breakfast for those who are packing.
- If your child has an allergy, please provide a note from the physician.
- School breakfast will not be served on schedule delays or delays due to inclement weather.
- Sharing of food in the cafeteria or other locations is prohibited unless special permission has been granted (class celebrations, etc.)

Breakfast

Breakfast is served daily and is free for all students. Students who wish to eat breakfast should report directly to the cafeteria upon arrival at school. All students eating breakfast in the cafeteria will be expected to report directly to homeroom after breakfast. There is to be no loitering in the cafeteria or Main Street bathrooms during the morning arrival period. If students are not eating breakfast, they must report directly to their homeroom.

Wholesome lunches are available daily, free of charge to all students, or students may choose to bring in a lunch. Additional a la carte items are available for purchase. If a student's account reaches \$0 or below, no a la carte purchases will be permitted. Parents/guardians will be notified if a student's balance becomes negative. Due to food allergies, students are discouraged from bringing in food to share with others.

Outdoor Recess

- Students will be going outside during the winter months when weather permits. The "feels like" temperature of 28 degrees or above is used as a guideline.
- Students will be expected to go outside unless prevented by an illness and a medical note.
- A child may be excused from recess or PE for 1 school day with a note from the parent. A written excuse from a doctor will need to be provided for more than 1 day.
- Students should wear suitable clothing for outdoor play.

School Closing/Delays

When weather conditions cause the closing and/or the delayed opening of our schools, such announcements will be carried over area radio/TV stations and Sapphire at the earliest possible time. Similar announcements for the benefit of parents will be made in the case of early dismissal. The following radio stations will be contacted to announce school closings or delays:

RADIO: 98.5, 101.3, 107.7

TV: WGAL 8, WHP 21, WHTM 27, WITF 33, & FOX 43

PHONE: Sapphire Notification System

INTERNET: www.bermudian.org

The delayed start time will permit school district officials to better evaluate roads and weather conditions when the forecast is uncertain.

- When a weather-delayed start is initiated all starting times will be delayed by two hours.
- All early dismissals must allow for at least one hour prior to the closing for driver notification and pick-up time. Parents again are advised to listen to local radio, TV or access the school district website.
- The transportation schedule for non-public students and special education students will follow the District weather delays and closings.

Selling in School

Students are not permitted to sell items in school or on the bus to classmates, faculty, or staff. (Examples include: Girl Scout Cookies, Fundraising, Sports Organization Fundraisers)

Technology and Internet Use [Policy 815](#)

The Bermudian Springs School District has many computer systems available for educational use by its students. Responsible and ethical usage of the equipment is required as defined in, but not limited to, District Policy 815. Students should not assume confidentiality when using district equipment or accounts. All accounts and computers are subject to periodic maintenance and review.

Students who do not follow the rules of computer use at the Bermudian Springs Elementary School are subject to:

- Disciplinary action which may include detention, exclusion from use, suspension, expulsion or alternate education placement.

Incidents may be referred to appropriate authorities when laws are broken. Under Pennsylvania law, computer crimes are serious matters and are classified as felonies with serious penalties. (see *Cyber Bullying*)

As per the Federal CIPA (Children's Internet Protection Act) Law, Internet access is filtered with some sites inaccessible. Students will be permitted to use Internet capable systems as long as the student signed the Bermudian Springs School Districts Internet Agreement or unless a parent/guardian notifies the office in writing that their son/daughter does not have permission to use the Internet.

Purpose

The Bermudian Springs School District recognizes the vast, diverse, and unique resources Internet access offers administrators, teachers, and students and how this service can promote educational excellence in schools by facilitating resource sharing, innovation, and communications. The Internet will be used to support the district's curriculum, the educational community, projects between schools, communications and research for district students, teachers, and administrators.

All use of the Internet computer network must be for educational research which is consistent with the goals and objectives of the Bermudian Springs School District.

Definition

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students, teachers, and administrators have potential access to unlimited information and materials. With access to computers and people all over the world also comes the availability of materials that may not be considered to be of educational value in the context of the school setting. The Bermudian Springs School District takes precautions to restrict access to inappropriate materials through web site filtering and supervision. However, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information. We firmly believe that valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure materials that are not consistent with the educational goals of the district.

Authority

The Bermudian Springs School District reserves the right to log Internet use and to monitor fileserver space utilization by district users while respecting the privacy rights of both district users and other outside users. The school reserves the right to deny future access to anyone who abuses the service to prevent further unauthorized or illegal activity.

Users shall not create a "home page" or other site on the World Wide Web, or otherwise transmit electronic information via the Internet, which either states, or implies, that the user is communicating for or on behalf of the Bermudian Springs School District, unless the district administration expressly approves such transmission of information.

Guidelines

Internet access is coordinated through a complex association of government agencies and regional state and local networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here and in the attached user agreement to be signed by all students, teachers, and administrators who use the Bermudian Springs School District Internet Account so that the user is fully aware of the responsibilities of Internet use. In general, this requires efficient, ethical, and legal utilization of the network resources. If a user violates any of these provisions, his/her access will be terminated and future access could possibly be denied. The signature(s) at the

end of this document is (are) legally binding and indicates the party (or parties) who signed has or have read the terms and conditions carefully and understand(s) their significance.

Procedures

All communications and information accessible via the network should be assumed by the user to be school district property and shall be monitored. Network users should not expect the right of privacy.

Teachers responsible for oversight of Internet use and teachers who otherwise use the Internet as a teaching tool shall receive training from time to time as determined by the district administration, as to the proper use of the technology and methods of preventing unauthorized or improper use.

One to World

The [2026-2027 One-to-World Handbook](#) outlines our technology processes and procedures. It is expected that all students and parents/guardians are familiar with its contents.

Visitors Policy [907](#)

The District welcomes and encourages visits to the school and campus by parents/guardians, adult residents and interested educators. To ensure order in the schools and grounds, it is necessary for the Board to establish policy governing visits.

The Superintendent and/or the building Principal or their designees have the authority to permit or prohibit the entry of any person to a school or the grounds of this district in accordance with the procedures listed below. Visitors are defined as any person who is not a member of the student body, district staff member or school Board member.

Visits may be prohibited or restricted when the apparent purpose is not perceived by the Superintendent or building Principal or their designees to serve the best interests of the school, student(s) or staff members.

Persons wishing to visit a school should make arrangements, in advance when possible, with the school office in that building. Upon arrival at the school, visitors must register at the office by signing in stating their reason for visiting and their destination. They will receive and display a Raptor visitor badge while in the building at all times.

Access to the Building

After the start of the school day, only one entrance shall be used by visitors to the school. All other entrances shall be locked.

Classroom Visitations

Classroom visits are welcome and can be a valuable tool in providing parents or guardians a better sense of the instructional program. Such visitations will be permitted upon approval of the building Principal and prior notification of the respective teacher.

The Principal will consider the following factors in deciding whether the visitation will be beneficial:

- Input from the teacher as to the appropriateness of the request
- purpose of the visitation
- classroom activities planned during the observation
- number of previous visitations by the same person and/or the number of visits to that particular class
- the needs of the students in that class
- any other extenuating circumstances which may impact on the learning activity being planned

Authority to Remove Visitor from the Building or Grounds

The superintendent and/or building principal or their designees have the authority to have a visitor removed from a district building or the campus for failure to comply with these guidelines. In addition, any visitor who engages in any loud or disruptive behaviors or fails to comply with any directives issued by the administrative staff will also be removed from the district. Any administrator has the authority to seek police support in the event that a visitor poses a threat to the security of the building or campus or fails to comply with directives.

All visitors are expected to abide by the policies enacted by the School Board.

We wish to support a welcoming and friendly environment. The guidelines below will help us provide additional security in keeping all children safe and providing the necessary climate for teachers to maximize instruction. Anyone wishing to volunteer in or visit a classroom must make arrangements with the teacher PRIOR to coming into school. If these arrangements have not been made prior to your visit, you will not be permitted in the building or classroom. Clearances can be obtained through our website at www.bermudian.org or in the elementary school office.

Visitors	Volunteer
----------	-----------

• Visitors must have prior approval from the classroom teacher. If this contact has not been made, the visitor will not be permitted in the building. • Must check in at the red kiosk and scan your driver's license and print ID badge prior to entering the office. • Identification Badge provided must be worn and visible to others within the building. • Do not need clearances. • Cannot work with students other than the child they are visiting. • Cannot chaperone. • Can only visit areas in the building listed on the badge. • When leaving the building, must check out and scan ID badge at the red kiosk. • Advance notice is necessary for parents wanting to buy lunch in the school cafeteria.	Must have clearances • PA Child Abuse Clearance • PA Criminal Record Check • FBI Federal History Clearance • Negative TB Test • Volunteer Disclosure/Information Sheet • Up to Date Driver's License • Must check in at the ipad stand inside the vestibule and scan your driver's license. Your ID badge will print in the office. • Identification Badge provided must be worn and visible to others within the building. • Can chaperone if all clearances are received two weeks prior to the field trip. You will not be permitted to attend unless all clearances have been submitted to the office. • Can work with small groups of students. • When leaving the building, must check out and scan ID badge at the red kiosk.
--	---

Academics

Academic Dishonesty

BSES values academic integrity very highly and does not permit any form of dishonesty or deception that unfairly, improperly or illegally enhances a grade on an individual assignment or a course grade. We are aware, however, that new forms of cheating, plagiarism and other forms of dishonesty may arise and therefore, we expect every student to interpret the requirement of academic honesty and integrity broadly and in good faith.

The following is a list of behaviors that constitute academic dishonesty. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask a teacher before you do it!

Academic Dishonesty Includes, but is not limited to:

Cheating on Exams

1. Copying from others.
2. Having (*defined as: possession of...*) or using notes, formulas or other information in a programmable calculator or other electronic device without explicit teacher review and permission.
3. Using an electronic device to send or obtain unauthorized information.
4. Taking an exam for another student, or permitting someone else to take a test for you.
5. Asking another to give you improper assistance, including offering money or other benefits.
6. Asking for or accepting money or any other benefit in return for giving another improper assistance.
7. Providing or receiving information about all or part of an exam, including answers (e.g., telling someone in a subsequent period what was on your exam, or being told this information).
8. Having or using a "cheat sheet" (a piece of paper with answers, formulas, information, or notes of any kind) that is not specifically authorized by the teacher.
9. Altering a graded exam and resubmitting it for a better grade without direction from the teacher.
10. Working together on a take-home exam, unless specifically authorized by the teacher.
11. Gaining or providing unauthorized access to examination materials.

Plagiarism in Papers and Assignments

1. Giving or getting improper assistance on an assignment meant to be individual work. (When in doubt, ask.)
2. Including, in any assignment turned in for credit, any materials not based on your own research and writing. This includes:
 - a. Using the services of a commercial term paper company.
 - b. Using the services of another student.
 - c. Copying part or all of another person's paper and submitting it as your own for an assignment.
 - d. Use of AI.
3. Acting as a provider of paper(s) for a student or students.
4. Failing to acknowledge paraphrased materials via textual attribution, footnotes, endnotes and/or a bibliography.
5. Making up data for an experiment ("fudging data").
6. Citing nonexistent sources (articles, books, etc.).

Other

1. Misrepresenting your academic accomplishments, such as by tampering with computer records.
2. Deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or an extension for an exam or paper.

3. Failing to promptly stop work on an exam when the time allocated has elapsed.
4. Forging a signature.
5. Hoarding or damaging library materials.
6. Attempting academic dishonesty, even if unsuccessful, is still academic dishonesty.

Consequences for Academic Dishonesty

Although individual violations of academic honesty are significant, it is the intent of consequences that the student should learn from his/her mistakes and not exhibit such behavior in the future; therefore, academic dishonesty will be cumulative throughout the school year.

All teachers and administrators are expected to uniformly enforce the rules and consequences of the code, based on the nature of the assignment/assessment

1st Offense

- Conference with teacher and student
- Parent contact
- May lose up to 50% on the test, paper, or assignment
- May be assigned additional work or re-testing
- Disciplinary referral for documentation

2nd & subsequent Offenses

- Grade of zero (E) for the assignment
- Conference with teacher, parent, student, and Principal
- May result in disciplinary action

NOTE: Instances of clearly premeditated attempts at cheating, or schemes that reveal attempts of coordination beyond an individual level may warrant treatment of first offenses as second offenses.

Grading

Grades K-2 utilize a standards-based report card that uses a 1-4 scale. A score of a 3 is the end-of-year goal, indicating a student has achieved the end of grade-level expectation.

Online grades are available for grades 3 and 4 and are updated bi-weekly. The grading scale they will use is as follows:

100 - 92	"A"	Excellent
91 - 83	"B"	Good
82 - 74	"C"	Average
73 - 65	"D"	Danger
64 - Below	"F"	Failing

Parents will be notified in the event of a failing grade prior to the report card being issued.

Report Cards

- Report Cards are provided quarterly and are posted on the Sapphire Community Portal.
- Report Cards will not be printed.
- Parent Conferences are held in the Fall following the 1st marking period and in Spring.
- Parents are encouraged to reach out to classroom teachers with questions regarding grading or student progress.
- Grades K-2 will receive a Standards-Based Report Card and Grades 3-4 will receive a Grade Based Report Card.

Transfer/Withdrawal Procedures

Families withdrawing shall present a written withdrawal request to the main office and include:

- Date of Withdrawal
- New Address
- Name of New School

Parents are responsible for the following prior to the withdrawal date:

- Textbooks and library books must be returned.
- Lunch account must be paid if there is a debt.

Activities

Assemblies

Students should report directly to the designated location when called and sit in their assigned area.

Students will be grouped by classes and teacher(s).

All persons attending assemblies will be expected to behave in a manner appropriate to the occasion/program. After the program has been completed, students will be dismissed by an administrator or designee.

Student Services

Health Services Policies [209](#) and [210](#)

School Nurse

If you become ill during the school day, our nurse is available. If it is necessary for you to go home, the nurse will call your parents. Students are not permitted to call parents to make such arrangements. When the nurse is not in, please report to the main office. Students must not leave the building because of illness without authorization. Leaving school without proper authorization will result in the time being marked unexcused and a possible disciplinary action. All absences or early dismissals will require an excuse upon returning to school. Students are required to secure a pass from their teacher before reporting to the nurse's office. Students failing to follow this procedure will be considered cutting class and dealt with accordingly. Communicable disease will require student to bring the certificate when returning to school

Administration of Medication

Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. No prescription medication may be administered without written authorization from the physician and the parent/guardian. When students are delivering medications to the nurse they are to do so immediately in the morning. Do Not carry any prescription or over the counter medications on you during the school day. When medication absolutely must be taken during school hours, the parent or guardian must submit a written request to the school nurse in order for your child to take any medication. The appropriate form and related letter can be found in the nurse's office.

If your child should require the use of an inhaler for a respiratory condition such as asthma, you will need to have your child's physician fill out our form entitled "Medication Permission Form for Self-Administration of Asthma Inhalers." This will allow students to carry his or her inhaler with them while on school property and/or keep them in the nurse's office. All of the medication administration forms can be obtained from the school nurse.

Handling and Storage of Medication in the School

The medication needs to be brought to school in the original dispensed and properly labeled container (not glass). The medication and the written request will be delivered directly to the school nurse, school Principal, or his/her designee. The amount of medication stored by the school should be limited and based on the length of the time medications are to be taken. All

medication will be kept in a locked cabinet in the health room. Medications requiring refrigeration will be stored in the health room refrigerator.

Administration of Medications during School Hours

Students will be responsible for reporting to the office at the time the medication is to be taken.

- The school nurse, Principal or his/her designee will supervise the taking of medication by the child.
- Prescription drug logs will be kept for any child receiving prescription medicine on an ongoing basis.
- Unused medications should be returned to parents for disposition.
- Any change in dosage of medication will be recognized only on receipt of written notice of change from physician and the parent.

School Counselors

The Elementary School Counselor supports the academic, social, emotional, and behavioral development of all students in grades K–4. The counselor works collaboratively with staff, families, and community agencies to create a safe, supportive, and inclusive school environment where young learners can thrive.

The counselor provides counseling services, coordinates interventions, and implements age-appropriate programs that promote student well-being, positive decision-making, and lifelong learning skills.

Student Insurance

Student insurance is available from the office at a nominal fee. Athletes should consider the purchase of this insurance to cover any accidents incurred. Information is available from the office concerning student insurance.

Transportation

We respectfully request that if a change must be made to a student's dismissal plan, please do so before 11:00AM the day of the change. If daily changes in transportation are sent via email, please communicate with the front office secretaries. If an emergency change must be made after 11:00 AM, do not leave a message or send an email. You must speak to an administrative assistant or changes cannot be guaranteed.

Car Riders

Students will not be permitted in the building prior to 8:35 AM. Please do not drop your child off unless an adult is standing at the side door.

Drivers should report to the side parking lot entrance closest to Baltimore Road to drop off and pick up their child.

Students will be dismissed at 3:30 PM.

Drivers must stay in the car rider line and may not park to pick up a student.

Parents/guardians of car-rider students will be provided with a car rider tag to display in their front window. All adults will be required to show the car rider tag when picking up a student.

In addition, all adults will be required to show a form of photo ID when picking up a student. This will no longer be required once staff are familiar with and recognize the adults picking up.

If an adult other than the student's parent/guardian is picking the student up, a note must be provided with the student's full name, date, and name of the other adult picking the child up in the PM.

District Buses/Vehicles

District transportation is a privilege, not a right which is granted by the school district. If a student misbehaves on the bus, an official bus referral will be filled out by the bus driver and forwarded to the school administration. Students will be given warnings and guidance toward more appropriate behaviors. Continued misbehavior may result in suspension of district transportation privileges. At all times, students should exercise caution, good manners and consideration towards others.

General Transportation Information

Bus Stops

1. Students shall be at the bus stop five (5) minutes prior to the bus arrival. Habitual tardiness to the bus may result in a loss of transportation privileges.
2. Students in grade K-2 must have someone greeting them at the bus stop. If no one is there to greet the student, the student will be brought back to school.
3. A calendar must be provided to the administrative assistant in the front office for a student who rides multiple buses.
4. Students shall wait a safe distance from the road while waiting at the bus stop.
5. Students shall remain at assigned stops paying special attention to the rights of property owners. Parents/Guardians are responsible for students at the bus stop.
6. Students shall board the bus only when given the proper signal by the driver as the bus stops and the red lights activate.

7. When leaving the bus at home, the student shall go directly to the side of the road where they live or have to walk, keeping a safe distance (12 feet) from the bus.
8. When leaving the bus at school, the student shall go directly to their assigned bus.
9. It is the responsibility of the parent/guardian to transport any student who misses their bus.
10. There is a limit of three (3) bus stop changes per year.

Bus Stop Changes

The District will allow for a total of three (3) bus stop changes per school year. The request for a school bus stop change must be in writing and approved by the Transportation Director. Please allow 24 hours for approval. The Transportation Director will inform the bus driver of additions and deletions to the roster. The driver is responsible for keeping an accurate up-to-date route sheet and bus roster in the bus at all times.

NOTE: Students will not be dropped off or picked up at a stop that does not already exist. New stops will not be created to accommodate a change in drop off or pick up. As a school district we do not honor requests for: birthday parties, sleepovers, Cub Scouts, Brownies, students going home with friends, or other requests deemed for entertainment purposes.

Extra-Curricular Transportation

The District will provide transportation to extra-curricular events via school bus or district-owned vehicle. When the District provides transportation, only school personnel and chaperones approved by the Principal and/or Athletic Director will be allowed to travel on the bus. Any trips involving students must receive prior approval by the District Superintendent. Students requesting alternative transportation from Extra-curricular events must have prior written approval from the Athletic Director.

Route Preparation

The Assistant Business Manager is responsible for preparing the routes during the summer months. Every effort will be made, but not guaranteed, to meet individual needs and be part of an efficient and economical transportation system.

The following considerations are made in preparing each route:

- Following PA State Law 1362, bus stops may not exceed a one and a half (1½) mile walking distance from residence for all district students. Driveways and privately owned roads are not calculated in that mileage. The district will strive to keep those stops to be no more than one-half (½) mile when possible.
- Maintaining the PA Department of Transportation's rule that a bus must have 300-150 feet for amber light activation at all stops.

- Maintaining minimum consolidation at bus stops wherever possible, while keeping safety factors of the stop location, road and volume of traffic in mind.
- Maintaining efficiency by keeping the number of miles to a minimum. Bus loads will be maintained to the highest capacity whenever possible.

The district cannot consider factors that are associated with individual family or parental situations. Such concerns are expected to be resolved by the family or parent/guardian, not the school district. Examples are:

- Parent/Guardian not being able to see the child walking to the bus stop and/or waiting at a bus stop.
- Neighborhood feuds or conflicts with nearby residents.
- Unrestrained pets in the neighborhood.
- Individual family circumstances.

All route changes must be approved by the Assistant Business Manager. No driver shall be permitted to change a route without authorization. Drivers are only permitted route deviations for emergencies such as accidents, road closures, hazardous conditions, etc.

New Student Transportation

All new students requesting transportation must get approval from the building office. Please allow up to 24 hours for approval. The building office will inform the bus driver of new students being added to the roster. The driver is responsible for keeping an accurate up-to-date route sheet and bus roster in the bus at all times.

Pupil Behavior on District School Buses

The following outlines Student Expectations on Bermudian Springs School District vehicles. Abuse of these rules may result in the loss of District transportation.

School District Transportation Expectations

Improper behavior jeopardizes the safety of all passengers. The following regulations will be strictly enforced:

1. Students shall be at the bus stop five (5) minutes prior to the bus arrival. Habitual tardiness to the bus may result in a loss of transportation privileges.
2. Students must board and leave the bus at their assigned stop location. No temporary changes or accommodations will be made despite parent/guardian permission.
3. The driver has the right to assign seats. Students may be required to sit three (3) to a seat. Students shall remain seated at all times while the bus is in motion. The aisle should remain clear.

4. Students shall keep their hands, head and arms inside the bus at all times. Windows shall remain closed unless the driver gives permission to lower them.
5. There shall be no drinking any liquid or eating food on the bus.
6. There shall be no littering from the vehicle or in the vehicle. The bus is to be as clean at the end of the run as the beginning of the run.

Discipline Policy

1. It is the responsibility of the administration, teachers, parents, bus drivers and students to know all rules and regulations concerning student behavior. All students must abide by the Student Code of Conduct.
2. Students transported by the District are under the authority of and responsible to the driver of the vehicle.
3. If a student is suspended or expelled from the bus, it is the responsibility of the parent/guardian to transport him/her to/from school. They will not be permitted to enter any vehicle controlled by the District during the suspension period.
4. All consequences for misconduct on any district vehicle subject to the Student Code of Conduct Handbook.

Extra-Curricular Trips

The above regulations also apply to all school-sponsored trips.

Problems

Students having issues in any area of transportation should report these problems to the:

1st Bus Driver – Student should make the driver aware of the issue.

2nd School Principal – All concerns require a written statement.

3rd Transportation Director – All concerns require a written statement.

4th District Superintendent – If one feels the issue has not been resolved one may send a written letter of concern to the District Superintendent.

Allow five (5) days for the issue to be resolved at each of the above steps.

District Policies

Pupil Records Policy [Policy 216](#)

Student records are an inherent part of a student's formal education in a public school setting. The records are, by nature, confidential and privileged; therefore, administrators, counselors, specialists, teachers, and members of the secretarial staff shall abide by the district's policy

pertaining to the collection of data, maintenance of student records, and the dissemination of information.

This policy of student records for the Bermudian Springs School District is in compliance with the Pennsylvania State Board of Education's Regulations and the Family Educational Rights and Privacy Act of 1974, the confidentiality section of P.L. 94-142, and the Confidentiality Standards for Special Education (Pa. Code 22, ch. 341).

The student and/or his/her parent(s) or guardian(s) or a legal representative shall have the right to inspect the student's permanent record upon written request to the appropriate building Principal. Copies of this policy may be reviewed in the office of any District Building Principal or on the district website under [School Board Policies](#).

Parents who wish to file any complaints with regard to compliance with the policy may do so by contacting the District Superintendent of the Bermudian Springs School District as well as reviewing [Policy 216](#). If further appeal is necessary, you may contact the [Student Privacy Policy Office](#).

McKinney-Vento Homeless Children/Youth [Policy 251](#)

[McKinney- Vento Act Educational Rights of Homeless Children and Youth](#)

The Board recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. The Board shall identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless

students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

Definition:

The McKinney-Vento Act defines “homeless children and youth” as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled-up”);
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters or;
- Sleeping in places unfit for human habitation (e.g. park benches)
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, etc.

Unaccompanied Youth – Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

Core Provisions:

Designated District Liaison:

Every local education agency (LEA) must designate a liaison for students experiencing homelessness whose key duties include:

- Ensuring that homeless children and youth are identified and enrolled in school, and have a full and equal opportunity to succeed in school.
- Assisting with enrollment, arranging for transportation and free meals, monitoring school attendance.
- Providing school supplies and other related items so they can fully participate.
- Assist with accessing support services, such as, tutoring, Special Education, English Language Learning, and other resources. Assist students so they can participate in school activities, field trips, sports, etc.
- Ensuring that homeless children, youth, and families receive referrals to health, dental, mental health, housing, substance abuse, and other appropriate community services.

- Ensuring that unaccompanied homeless youth are informed, and receive verification, of their status as independent students for college financial aid.

Student Rights

School Stability:

- Children and youth experiencing homelessness can remain in their school of origin for the duration of homelessness and until the end of an academic year in which they obtain permanent housing, if it is in their best interest.
- LEAs must make best interest determinations that presume that staying in the school of origin is in the best interest of the child or youth; consider specific student-centered factors; prioritize the wishes of the parent, guardian, or unaccompanied youth; and include a written explanation and right to appeal if the LEA determines that school stability is not in the best interest of the child or youth.
- Transportation to the school of origin is required, including until the end of the academic year when a student obtains permanent housing.

School Enrollment and Full Participation:

- Children and youth experiencing homelessness have the right to be enrolled in school of residence immediately, even if they lack documents normally required at time of enrollment or have missed application or enrollment deadlines.
- LEAs must develop, review, and revise policies to remove barriers to the identification, enrollment, and retention of homeless students in school, including barriers due to fees, fines, and absences. This includes procedures to ensure that homeless children and youth do not face barriers to accessing academic and extracurricular activities.
- If a dispute arises over eligibility, school selection or enrollment, the child or youth must be immediately enrolled in the school in which the parent, guardian or unaccompanied youth seeks enrollment, pending resolution of the dispute, including all available appeals.

Additional Rights:

- Free lunch and breakfast (if applicable).
- Free school supplies and uniforms (if applicable).
- Educational resources and support services to help children and youth experiencing homelessness reach academic success.

The district's homeless liaison is Dr. Brad Sterner, they can be reached at the following email address: bsterner@bermudian.org and phone number: 717-528-4113

Bullying/Cyberbullying [Policy 249](#)

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying, via any form of electronic communication including, but not limited to, phone, Internet, e-mail, text messaging, chat rooms, and/or instant messages. Cyberbullying may also constitute the crime of cyber harassment and as such may be subject to criminal prosecution. Where appropriate, the Board directs that instances of bullying or cyberbullying be referred to law enforcement.

The Board encourages students who believe they or others have been bullied or are aware of bullying to promptly report such incidents to the building principal, Mrs. McMillian, or another trusted adult in order for the complaint to be properly investigated per board policy.

Reporting Bullying/Cyberbullying

All complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying. Employees who witness acts of bullying shall respond appropriately to ensure observed acts of bullying cease and to teach students that bullying is not acceptable behavior.

Complaint Procedure- Student/Third Party

Step 1 – Reporting

- A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to a teacher, nurse, counselor or administrator.
- A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of District Policy 249 shall immediately report the incident to the building Principal.

Step 2 – Investigation

- Upon receiving a complaint of bullying, the Principal shall immediately begin the investigation.
- The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

Step 3 – Investigative Report

- The Principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of District Policy #249, and a recommended disposition of the complaint.
- The findings of the investigation shall be provided to the complainant, the accused, and the Superintendent.

Step 4 – District Action

- If the investigation results in a finding that the complaint is factual and constitutes a violation of District Policy #249, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.
- Disciplinary actions shall be consistent with the school's Discipline Code, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.
- If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

CONFIDENTIALITY

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint, and the investigation shall be handled in accordance with applicable law, regulations, this policy, and the District's legal and investigative obligations. The privacy of the complaining student, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with Family Educational Rights and Privacy Act (FERPA) and any discovery or disclosure obligations. As limited by FERPA protections, the building Principal/program supervisor may inform the complaining student/parents/ guardians of the outcome of the investigation.

REPRISAL

Any student who retaliates against another student for reporting bullying or extortion or for assisting or testifying in the investigation or hearing shall be subject to disciplinary action.

- School Code – 24 P.S. Sec. 1302-A, State Board of Education Regulation

- BSSD Board Policies – 000, 218, 233, 236

Controlled Substances/ Paraphernalia [Policy 227](#)

The Bermudian Springs School District recognizes the misuse of drugs and/or alcohol at every level of society presents a threat to the health and well-being of those involved in such activities. Since the school is one environment where drug and alcohol abuse manifests itself, guidelines are established to assist school personnel with prevention and intervention activities aimed at combating such abuse. The general objective for this policy is to involve all staff members working toward a drug and alcohol-free environment.

Specific objectives addressed by the policy include the following:

- To provide guidelines for the education of all students in the area of drug and alcohol misuse.
- To provide a clear set of rules prohibiting the use of drugs and alcohol by students during regular school hours and while attending any school related activities.
- To establish firm guidelines for dealing with students who violate the rules and regulations of the schools as promulgated by the school board and administration.
- To provide guidelines for assisting those students who admit to dependence on drugs and/or alcohol.
- To create an awareness of a problem which must be addressed by the joint efforts of parents and school staff members. Those students found in violation of provisions of the Drug and Alcohol policy shall be subject to be disciplined according to the following prescribed penalties in accordance with procedures established in Section 227 of the Policy Manual.

Any violation shall constitute an offense under this policy. Offenses will be cumulative from year to year while attending any school in Bermudian Springs School District. All violations will be documented for the student's record with copies sent to the parents and the superintendent. All information and/or evidence secured in connection with violations listed above shall be submitted to the proper local or state law enforcement agencies for possible criminal investigation and prosecution.

POSSESSION AND/OR USE

- 1st Offense = Suspension of ten (10) school days to be served in-school, out-of-school, or a combination thereof based on the severity of the violation. Following the issuing of the suspension, the student will be referred by the Principal or designee to the Student Assistance Team. Subsequent to the suspension, the student will be readmitted to school following evidence of participation in a recognized drug and alcohol program.

- b. 2nd Offense = Assignment to the Alternative Education program for a period of ninety (90) school days. Following the issuing of the suspension, the student will be referred by the Principal or designee to the SAP Team. The SAP Team will refer the student for a licensed drug/alcohol agency assessment and will comply with the recommendations made by the agency.
- c. 3rd Offense = Expulsion from school with consideration for re-admission in the following school year.

DISTRIBUTION

- a. 1st Offense = Assignment to the Alternative Education program for a period of ninety (90) school days. The student will be referred by the Principal or designee to the Student Assistance Program (SAP). The (SAP) Team will refer the student to a licensed drug/alcohol facility for an agency assessment. Subsequent to the suspension, the student will be readmitted to school following the establishment that evidence exists that the student has participated in the drug/alcohol agency assessment and is complying with the recommendations made by the agency.
- b. 2nd Offense = Expulsion from school with consideration for re-admission in the following year. Following the issuing of the expulsion, the student will be referred by the Principal or designee to the SAP Team. The SAP Team will refer the student to a licensed drug/alcohol facility for an agency assessment. Subsequent to the expulsion, the student will be readmitted to school provided evidence exists that the student has participated in the drug/alcohol agency assessment and is complying with the recommendations made by the agency.
- c. 3rd Offense = Permanent expulsion expelled from school. Any violation shall constitute an offense under this policy. Offenses will be cumulative from year to year while attending any school in the District. All violations will be documented for the student's record with copies sent to the parents and the superintendent. All information and/or evidence secured in connection with violations listed above shall be submitted to the proper local or state law enforcement agencies for possible criminal investigation and prosecution.

Recognizing that substance abuse often leads to substance dependency, the school district shall assist those seeking help to obtain counseling. This counseling can be provided in any or all of the following ways:

- A referral to the Student Assistant Team
- A peer counseling program sponsored by the district
- The district's counseling program
- A counseling program established or recognized by the local Drug and Alcohol Abuse council

Discrimination/Harassment Policy [103](#) & [248](#)

The Bermudian Springs School District is committed to providing a safe, positive learning environment free of discrimination and harassment based on race, color, religion, age, sex, national origin, disability, or any other protected status. All students should enjoy a school environment free from all forms of discrimination and harassment. Offensive or harassing behavior will not be tolerated against any student. No student of the School District is exempt from this policy. Those students found to be in violation of these guidelines will be subject to disciplinary actions.

Offensive conduct or harassment may include but is not limited to:

- Offensive physical action, written or spoken language, and graphic communications.
- Any type of physical contact when the action is unwelcome by the recipient.
- Expectations, requests, demands, or pressure for sexual favors.
- Slurs, jokes, posters, cartoons and gestures that are offensive.

Any such offensive conduct will be considered a prohibited form of harassment when any of the following are true:

- There is a promise or implied promise of preferential treatment or negative consequence regarding academic achievement or status.
- Such conduct has the effect of creating an intimidating, hostile, or offensive learning environment, or unreasonably interferes with a student's learning performance.
- The sexual conduct or communications of others offends a third party.

Harassment is considered a form of student misconduct. Disciplinary action consistent with the student discipline code, up to and may include educational activities and/or counseling services related to unlawful harassment, will be taken against any student engaging in this type of behavior. Administrators, Teachers, or Advisors are responsible for taking proper action to end such behavior. Anyone who believes they have been harassed is encouraged to report promptly, orally and in writing such incidents to the designated administrators. Complaints will be investigated promptly, and corrective action shall be taken when allegations are verified. If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action consistent with the student discipline code. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations. Under no circumstances will a student be penalized for reporting what they believe to be harassment under this policy.

Title IX Grievance Procedure

Any person who has a complaint about discriminatory practices or policies in violation of Title IX of the Education Amendments of 1972 or Section 504 of the Rehabilitation Act of 1973 may contact the Compliance Officer for the District or the Title IX Coordinator, Dr. Brad Sterner.

The following procedures will be followed:

- A. Discuss the grievance informally with the person against whom the grievance is felt.
- B. If the grievance is not resolved in this fashion, the pupil is encouraged to discuss it with his/her counselor.
- C. If this procedure thus far has not resulted in an adjustment of the student grievance,
- D. It shall be submitted in writing to the Elementary School Administration within two school days.
- E. The Principal or Assistant Principal will have a meeting with the student to discuss the grievance, where every effort will be put forth to solve the matter equitably.
- F. If the grievance is not resolved to the satisfaction of the student, he/she may appeal the Principal's decision in writing to the Superintendent of Schools.
- G. The Superintendent or his/her designee will meet with the student as soon as possible; the decision of the Superintendent shall be final and binding upon all parties, subject only to judicial review.

Searches [Policy 226](#)

The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the district's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning. School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

Students that do not consent to reasonable searches can be disciplined for willful defiance, per our Code of Conduct

Smoking or Possession of Tobacco [Policy 222](#)

Smoking is not permitted by students on school property or at school sponsored activities. Tobacco in any form is not to be carried by students on the buses or on school property.

Offenses will be cumulative from year to year while attending any school in Bermudian Springs School District. All violations will be documented for the student's record with copies sent to the parents and the superintendent. Notification of each violation listed above shall be made to the student and to his/her parents by certified letter.

- 1st Offense: the temporary suspension (3 days) from classes.
- 2nd Offense: a full suspension (5 days) from classes and a fine through the District's Justice Office. Reinstatement for the second violation will be permitted after a conference is conducted between the parents, student, and the elementary school administration.
- 3rd Offense: a full suspension (10 days) from classes and a fine through the District's Justice Office with reinstatement permitted after a conference between parents, the student, elementary school administration and the superintendent of schools.
- Subsequent Offenses: Any additional smoking violations will result in the student being referred to the school board for possible expulsion from school

Weapons [Policy 218.1](#)

The Bermudian Springs School District is committed to providing a safe environment in which all students can benefit from the education program that is provided. Weapons on school property or at school functions, present a danger to those present and a direct disruption to a safe and orderly environment; therefore, the following policy guidelines have been established. Students will not be permitted to possess, distribute, or use any weapon at any time on school district property or at any school district function. Students found to be in violation of the weapon policy will be subject to being disciplined according to prescribed penalties that may include: immediate suspension from school for up to ten days; a meeting with the superintendent, building administrators, parents, and student; notification of the local law enforcement agency and filing of criminal charges; a possible recommendation to the school board for expulsion. Expulsion may be permanent or with consideration for re-admission in the following school year. Students charged with possession of a firearm will be permanently expelled from school; the local law enforcement agency will be notified; and criminal charges will be filed.

Per Act 44 of PA School Code, the district is required to notify parents, guardians, and school employees of incidents involving the possession of a weapon on any school property. A

“weapon” shall include but not be limited to any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury.

Unless the circumstances of the incident necessitate otherwise, the required notification must be made within 24 hours of the incident occurring and must be made using a method of communication likely to reach parents, guardians, and school employees. Notification must be sent even in cases where a threat assessment determines there is no threat.

Student Discipline

All students enrolled in the Bermudian Springs School District are expected to conduct themselves in accordance with the rules of the district and individual schools. Such rules require proper conduct, regular attendance, acceptable quality of scholarship, appropriate relationships with others, and acceptable standards of dress and grooming. It is also expected that parents will cooperate with school authorities in helping students to maintain such conduct (6200.1). The following table is the listing of how infractions are related to their corresponding disciplinary actions.

Discipline Levels

Level 1 <i>Defined as:</i>	
<i>Minor misbehavior(s) which impedes orderly classroom procedures or interferes with the orderly operations of the school.</i>	
Infractions	Possible Actions
• Disruptive/horseplay behavior (campus, classroom and bus) • Dress code violation • Noncompliance • Leaving class without permission • Public display of affection • Inappropriate language • Tardy to class/school • Possession of prohibited articles • Failure to follow school bus rules • Loitering • Littering • Misuse of instructional materials (minor) • Dishonest	• Verbal/written reprimand • Teacher-family contact • Teacher-student conference • Parent contact by telephone • Parent/administrator conference • Loss of privileges, including transportation • Item confiscated and if appropriate, returned to parent/guardian • Detention

Level 2 <i>Defined as:</i>	
<i>Misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level 1 misbehaviors, require the intervention of personnel on the administrative level because the execution of Level 1 disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective actions on the part of the administration.</i>	
Infractions	Possible Actions

• Continuation of Level I • Aggressive or provoking behavior • Leaving school property without permission/Truancy/ Cutting class • Profanity • Failure to serve assigned office detention/ violation of detention rules • Possession of stolen property/stealing • Improper or negligent operation of a motor vehicle • Using forged notes/excuses/school forms • Abusive/Obscene writing or drawings • Violation of STAP • Petty theft • Academic dishonesty • Misuse of instructional materials (major) • Destruction of school property (minor) • Disrespect (minor) • Destruction of school property(minor) • Possession/use of tobacco	• Detention • Suspension • Parent/administration meeting • Referral to outside agency/IST • Law enforcement referral • Loss of privileges, including transportation • Group/Individual counseling • Enrollment in a mandatory program
---	--

Level 3 <i>Defined as:</i> <i>Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. These acts might be considered criminal. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediation of the situation in the best interests of students.</i>	
Infractions	Possible Actions
• Continuation of Level II offense • Bullying, Cyber-bullying, Harassment, Discrimination, Intimidation • Possession/use of tobacco products and paraphernalia (lighters, matches, etc). • Obscene gestures/indecent acts or photographs • Fighting • Gambling • Unauthorized entry into the building • Defacing/damaging school or private property • Disrespect to school personnel (cursing, vulgarity, etc.) • Technology abuse	• Suspension • Expulsion • Parent/Administrator meeting • Referral to an outside agency • Law enforcement referral • Loss of privileges, including transportation • Restitution of property or damages • Enrollment in a mandatory program

Level 4 <i>Defined as:</i> <i>Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they require administrative action which result in the immediate removal of a student from school, the intervention of law enforcement, and actions by the Board of School Directors.</i>	
Infractions	Possible Actions
• Continuation of Level III • Unauthorized use of computer/ computer trespassing • Assault, battery and /or stalking of school personnel • Assault, battery and/or stalking peers • Arson • Extortion • Theft • Hazing • Fireworks • Felony • Fire Alarm (setting off, tampering with, etc.) • Bomb threat • Possession/Use/Sale of alcohol • Possession/Use/Sale of illegal or look-alike drugs/controlled substances/Paraphernalia • Possession/Use/Sale of a weapon • Terroristic threats – verbal/ written	• Suspension • Expulsion • Parent/Administrator meeting • Referral to outside agencies • Alternative Education • Law enforcement referral • Loss of privileges, including transportation • Enrollment in a mandatory program

Student Discipline [Policy 218](#)

As an educational institution, the school requires that a certain standard of behavior be maintained for the welfare of the majority. BSES, in the interest of fostering good citizenship, has compiled a discipline code.

The Board finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

The purpose of this discipline code is to establish high expectations and suitable learning conditions for ALL students and teachers of the elementary school. The term discipline or discipline code is not meant to be used synonymously with the word "punishment." In the interest of maintaining a consistent discipline code which meets the needs of the school community, BSES will review the code annually.

OBJECTIVES:

1. To ensure the safety of all individuals.
2. To promote an atmosphere conducive to learning and teaching.
3. To assure the extension of common courtesies.
4. To manifest a healthy school climate (*physically, emotionally, socially, and morally*).
5. To enforce the provisions of the discipline code and those regulations mandated by law.
6. To provide direction for disruptive students.

Articles Prohibited in School

Problems arise from time to time because students bring articles to school which interferes with the learning process and safe operation of the school.

The following is a sample list of undesirable items which may be confiscated should they be brought to school:

- Toys/non-educational items;
- Fireworks and any items deemed possible weapons;
- Medication, drugs without registration at Nurse's office;
- Any article that may cause a disruption to the educational process.

Students and guardians should familiarize themselves with the following district policies for an exact list of items prohibited:

- Weapons, Policy #218.1
- Tobacco, Policy #222
- Drug & Alcohol Abuse & Paraphernalia, Policy #227

NOTE: The district will not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

Fighting

An evaluation of the incident by the Principal will determine whether suspension for up to ten (10) days shall be assigned in school or out of school.

Student fighting shall be as follows:

- Altercation – shall mean an argument between students with minimal physical confrontation.
- Fight – shall mean when students gather, punches shall be thrown with the intent to harm and the incident has to be quelled.
- Assault – shall mean a student physically attacking another student causing bodily harm or injury.

Factors considered include motivation, environment and physical injury.

School Administration reserves the right to contact law enforcement officials and/or social agencies when individuals engage in fighting.

Hall Disturbance

Behaving improperly in halls, running, pushing, tripping, shouting, rigging lockers, etc. will result in disciplinary action taken. A student may receive up to three (3) days of In School Suspension if determined to be disruptive in the hallways.

[Form to report Harassment](#) (Policy 248)

Stealing

Taking another person's property or borrowing without permission is considered to be stealing. This act is considered to be a violation of respect and proper conduct to all in our school community. All suspected cases or losses should be reported to the administration as soon as they are detected.

Disciplinary Actions Defined

In-School Suspension

In-School Suspension (ISS) is designed to assist students who are experiencing problems in the classroom and to provide a setting to improve the behavior of disruptive students without disturbing their education by suspending them out of school. The program is designed to reduce the rate of out-of-school suspensions, and to modify student behavior.

Students will be placed in ISS for disciplinary reasons by the authority of the administration. The length of time will be according to the nature of the offense and the student's record. Any

student assigned to the program will be provided with class work assignments by the classroom teacher. These assignments will be returned to the classroom teacher at the termination of the suspension, and the student will be given full credit for class attendance and work completed.

Out of School Suspension

Some circumstances may warrant out-of-school suspension for the student. During the period of a student's out-of-school suspension, he/she is not permitted on school property or to participate in extracurricular activities. If a student is on school property while suspended out-of-school, trespass charges will be filed. A parent conference will be required before the student will be allowed to return to regular classes. Students suspended out-of-school will be permitted to make up their work.

Alternative Education

Alternative Education is a program that will serve the purposes of removing disruptive students from the mainstream of the educational system and, at the same time, provide high quality education for these students. Alternative Education classrooms are located outside the District.

AUTHORITY The provisions of this §12.2 amended under section 2603-B of the Public School Code of 1949 (§24 P.S. 26-2603-B).

Notifications

Bermudian Springs Elementary School: Title I Parent and Family Engagement Policy 2026-2027

Purpose

At BSES, we believe that meaningful engagement with families and the community is essential for student success. In alignment with the Every Student Succeeds Act (ESSA), Section 1116, we are dedicated to fostering strong partnerships with families to promote academic growth and achievement for all students.

I. Policy Involvement

1. Development and Review

This Parent and Family Engagement Policy was developed jointly with and agreed upon by the parents and family members of participating Title I students. Based on feedback, it will be reviewed annually and revised as necessary.

2. Annual Title I Meeting

BSES will hold an annual Title I meeting to inform parents about:

- The school's participation in Title I
 - Parents' rights to be involved
 - Timely information about Title I programs
3. Opportunities for Input
- Parents will be provided:
- Opportunities for regular meetings, upon request, to participate in decisions relating to their child's education
 - Prompt responses to any suggestions or questions
 - A platform to submit comments if the schoolwide plan is not satisfactory to them

II. Curriculum and Academic Information

BSES will provide parents with:

- A description and explanation of the curriculum in use
- An overview of academic assessments used to measure progress, including State and local assessments
- Information about the achievement levels students are expected to meet on challenging State academic standards

These will be shared through:

- Back-to-School Night
- Parent-teacher conferences
- School and classroom newsletters
- The school website and parent portal

III. Communication and Accessibility

To ensure strong home-school communication, BSES will:

- Communicate information about programs, meetings, and events in a clear, timely manner
- Provide all communication in a format and, to the extent practicable, in a language that parents and family members understand
- Ensure full participation of parents with limited English proficiency, disabilities, and migratory children

IV. Shared Responsibility for Student Achievement

A School-Parent Compact has been jointly developed with parents and outlines shared responsibilities among school staff, families, and students to improve student academic achievement. The compact:

- Describes how parents, staff, and students will work together for success

- Is reviewed annually with parents and teachers
- Is discussed during conferences and school events

V. Building Capacity for Engagement

BSES will support parents in understanding:

- State academic standards and achievement expectations
- Local and state academic assessments
- How to monitor their child's progress
- How to work with teachers to improve outcomes

We will offer:

- Parent workshops and trainings
- Resources for at-home learning
- Digital tools and tech support for virtual learning

VI. Supporting Educators and Staff

With help from families, the school will educate teachers, specialized instructional support personnel, and other staff on:

- The value of parent and family contributions
- Strategies to effectively partner with families
- Building respectful, collaborative relationships with families as equal partners

Professional development opportunities and collaboration sessions will support this effort.

VII. Coordination and Integration

To the extent feasible, BSES will coordinate and integrate parent and family engagement activities with:

- Federal, State, and local programs
- Public preschool and early childhood programs
- Community organizations that support family literacy and student learning

VIII. Materials and Support for Families

To help families support their children's academic achievement, BSES will:

- Provide materials such as books, educational games, and access to digital learning resources
- Offer training in literacy, math support, and the use of technology
- Organize events that promote learning at home and school involvement

Elementary School Handbook Signature

The rules, regulations and guidelines included in this handbook, including the One to World Handbook, are meant to encourage and promote a successful school year. As part of this sign off, you are agreeing you have read this handbook, and the Student Code of Conduct.

Failure to sign this form does not exempt students or families from the expectations outlined in this handbook.

SCHOOL RESPONSIBILITY

As a school, we will provide:

- High quality effective learning environments
- High quality curriculum and instruction
- Opportunities for Parent/Teacher Conferences
- Opportunities for open communication to support student learning

PARENT/GUARDIAN RESPONSIBILITY

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

- Monitoring attendance
- Supporting my child's learning at home
- Participating in decisions related to my child's education
- Communicating with teachers and administrators about my child's progress

STUDENT RESPONSIBILITY

As a student, I will:

- Respectfully follow the behavior expectations
- Put forth my very best effort and work hard everyday
- Come prepared each day ready to learn
- Communicate my needs with my teachers and parents/guardians

By signing this document, I state that I have read and understand the rules, expectations, and responsibilities in this handbook.