

Bellefonte Area Middle School

*Inspiring and Preparing Today's Learners to
Embrace Tomorrow's Challenges*



Student/Parent/Guardian Handbook 2024-2025

Revised 7/24
www.basd.net



**Bellefonte Area Middle School
Student/Parent/Guardian Handbook
2024-2025
Table of Contents**

<u>WELCOME</u>	p. 4
<u>Non-Discrimination Notice</u>	
<u>SECTION ONE ~ THE SCHOOL DAY</u>	p. 8
<u>Six-Day Cycle</u>	
<u>Daily Time Schedule</u>	
<u>School Calendar</u>	
<u>Two-Hour Delay Schedule</u>	
<u>Three-Hour Delay Schedule</u>	
<u>School Arrival Procedures</u>	
<u>AM and PM Traffic Procedures</u>	
<u>Visitors to School</u>	
<u>Dining Services</u>	
<u>Free/Reduced Lunch/Breakfast</u>	
<u>Breakfast Program</u>	
<u>Cafeteria</u>	
<u>Dismissal</u>	
<u>Parent/Guardian Council</u>	
<u>SECTION TWO ~ SCHOOL ACTIVITIES</u>	p. 17
<u>Extra-Curricular/Athletic Expectations/Guidelines</u>	
<u>Academic Eligibility</u>	
<u>Extra Curricular School Attendance</u>	
<u>Junior High Sports</u>	
<u>Clubs: Chain Reaction, Drama, Snow Sports, Yearbook, Art Club, Student Council, Destination Imagination</u>	
<u>Dances</u>	
<u>End of Year Field Trips</u>	
<u>Assemblies</u>	
<u>SECTION THREE ~ PEOPLE AND RESOURCES AVAILABLE TO HELP STUDENTS</u>	p. 25

Who to Contact

Guidance Services

Scheduling a Guidance Appointment

Website Information

Health Services

Student Assistance Program (SAP)

English Language Learner Services

School Insurance

Learning Media Center (Library)

Lockers

Open Containers

Lost and Found

Office Telephone

Wellness Policy

Education for Homeless Students

SECTION FOUR ~ ACADEMIC INFORMATION.....p. 41

Grading

Academic Integrity

Homework

Honor Roll

Summer School

Textbook Care/Obligations

SECTION FIVE ~ PROCEDURES TO FOLLOW.....p. 42

Daily Attendance Record

Attendance Procedures

Written Excuses for Absences

Unexcused Absences

School Attendance Improvement Plan

Monitoring Student Attendance

Tardiness to Class

Non-Cumulative Absences

Early Dismissal Precautions

Educational/Vacation Tours and Trips

Part-Time Employment

Children of Separated/Divorced Parents/Guardians

Religious Excusal

Assignments for Absent Students

Make-Up Work Guidelines

Crisis Response Team

Evacuation Procedures

Bus Evacuation Drills

[Emergency Closing of School](#)
[Hallways and Hall Passes](#)
[Physical Education Procedures](#)
[Transportation](#)
[School Bus Surveillance](#)
[Permission for Students and Media](#)

[SECTION SIX ~ SCHOOL RULES AND POLICIES](#).....p. 41

[School Rules and “In-Loce Parentis”](#)
[School Wide Positive Behavior Support \(SWPBIS\)](#)
[Raider Cards](#)
[Bomb Threats](#)
[Fighting and Harassment](#)
[Report Harassment/Bullying](#)
[Bullying/Cyber Bullying](#)
[Weapon Policy](#)
[Student Searches](#)
[Electronic Device Searches](#)
[Disciplinary Referral Forms](#)
[Detention](#)
[Suspensions](#)
[Dress Code Policy](#)
[Substitute Teachers](#)
[Acceptable Use Guidelines](#)
[Internet Permission Form](#)
[Student Email Use](#)
[Electronic Device Guidelines](#)
[Electronic Reader Procedure](#)
[One to One Chromebooks](#)
[Gum Chewing Policy](#)
[Smoking/Tobacco Policy](#)
[Video Cameras](#)
[Disciplinary Code](#)
[Disciplinary Infraction Matrix](#)
[Informal Hearing](#)
[Drugs, Alcohol, and Associated Items](#)
[Drug and Alcohol Administrative Guidelines](#)
[FERPA](#)
[Integrated Pest Management](#)
[Pesticide Notification Form](#)
[Personal Electronic Device Permission Form](#)
[Bullying/Cyberbullying Guide for Parent/Guardians](#)
[Special Education Annual Notice](#)

WELCOME

Inspiring and Preparing Today's Learners to Embrace Tomorrow's Challenges

Bellefonte Area Middle School

100 North School Street

Bellefonte, PA 16823

Telephone: (814) 355-5466 Fax (814) 353-5350

Principal: Dr. Sommer Garman

Vice-Principal: Dr. Joseph Eckenroth

Welcome to the 2024-2025 school year at Bellefonte Area Middle School. We hope you had a great summer, and that you are ready to embrace the challenges ahead of you. Beginning a new school year is always exciting, and we look forward to working with you as you pursue academic excellence.

The Student-Parent/Guardian Handbook is a formal document developed to assist you as you progress through middle school. It contains the policies adhered to at BAMS. Please make sure you read through each policy and get to know them very well, because if you are familiar with the policies, you will have a better chance of being a successful middle school student.

You undoubtedly have many goals in life, and we are very happy to be here to guide you towards one of the most important goals for young people: academic excellence. The world is changing; the intellectual borders between countries are less defined. Acquiring an excellent education has never been more important, and you have the opportunity to do so right now at BAMS. What you do in middle school will have a profound impact on whether or not you achieve all of your aspirations throughout the rest of your life, so now is the time to take care of your future.

In addition to making the most of your academic offerings, please make sure to read about the extra-curricular offerings at BAMS. You owe it yourself to get involved, be a member of a team or organization, and to develop your talents. Extra-curricular activities are here for you and they can be a vital component on your journey to self-discovery, so please take advantage of them.

If you have any questions please do not hesitate to contact an administrator, teacher, or staff member at the middle school. Have a great year.

Building Administrators:	Dr. Sommer Garman, Principal Dr. Joseph Eckenroth, Vice-Principal
School Counselors:	Ms. Emily Bunk Ms. Jamiana Miller
Attendance Clerk:	Ms. Justine Berce

Guidance Clerk:

Main Office Secretary:

Ms. Katherine Fisher

Equity, Inclusivity, and Belonging in Bellefonte Area School District

What does Equity mean to us at BASD?

Equity is providing support and resources unique to each person in our school community. It is both the action of addressing systemic inequities and the understanding that some students may need more than others to fully access a high quality education and grow academically, socially and emotionally.

Vision:

The members of the Bellefonte Area School District envision

- Promoting a collaborative culture which allows all stakeholders to challenge each other in an effort to continually improve the way we meet the diverse needs of our students, staff and community.
- Viewing all District processes through the lens of equity and identifying and addressing systemic inequities.
- Providing an educational environment where all students feel safe and valued and are able to access a quality education without barriers.
- Cultivating a collective and constantly evolving awareness of societal and cultural issues with a focus on how we as an educational institution can respond and be proactive.

More information about these topics can be found on the Bellefonte Area School District website by clicking on “Equity, Inclusivity, and Belonging” under “School News” on the front page.

The Bellefonte Area School Board of Directors has also passed a Board Resolution, affirming their commitment to providing a quality and equitable experience for all individuals regardless of race, gender, ethnicity, intellectual or physical disability, sexual orientation or identity, religion or socio-economic standing. This resolution can also be found under the [“Equity, Inclusivity, and Belonging” section of the District Website.](#)

Non-Discrimination Notice

Bellefonte Area School District complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. Bellefonte Area School District does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

Bellefonte Area School District:

- Provides free aids and services to people with disabilities to communicate effectively with us, such as:

- Qualified sign language interpreters
 - Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Provides free language services to people whose primary language is not English, such as:
- Qualified interpreters
 - Information written in other languages.

If you need these services, contact Kenneth G. Bean, Jr., Civil Rights Coordinator.

If you believe that Bellefonte Area School District has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with: Kenneth G. Bean, Jr., Civil Rights Coordinator, 318 North Allegheny Street, Bellefonte, PA 16823, [814-355-4814](tel:814-355-4814), kbean@basd.net. You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, Kenneth G. Bean, Jr., Civil Rights Coordinator, is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at: U.S. Department of Health and Human Services 200 Independence Avenue, SW Room 509F, HHH Building Washington, D.C. 20201 [1-800-368-1019](tel:1-800-368-1019), [800-537-7697](tel:800-537-7697) (TDD) Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

Discrimination/Title IX Sexual Harassment Affecting Students

The district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

The Board declares it to be the policy of the Bellefonte Area School District to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools, including in admission and employment, without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. The Board's policies are publicly available and located on the Bellefonte Area School District's website, including how to submit reports and/or complaints of sex discrimination and the pertinent grievance procedures concerning same.

The Board also declares it to be the policy of the Bellefonte Area School District to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the Bellefonte Area School District may be referred to the Title IX Coordinator, to the Office for Civil Rights of the U.S. Department of Education, or both.

The Bellefonte Area School District is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the Bellefonte Area School District and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

For information regarding non-discrimination policies, civil rights, or grievance procedures, contact the District's Title IX Coordinator:

Tracy Long
318 N. Allegheny Street
Bellefonte, PA 16823
tlong@basd.net
814-355-4814

Nondiscrimination – Qualified Students With Disabilities

The district ensures that all district programs and practices are free from discrimination against all qualified students with disabilities. The district recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

Please refer to Board Policy 103.1 - Nondiscrimination – Qualified Students With Disabilities for more information.

Discrimination/Title IX Sexual Harassment Affecting Staff

The district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

SECTION ONE ~ THE SCHOOL DAY

Six-Day Cycle

Classes at the Middle School follow a six-day cycle rather than a five-day, Monday through Friday cycle. On the six-day cycle, the first day of school will be day "1" followed by days 2, 3, 4, 5, and 6. The cycle will always be followed in this order. For example, if school is canceled due to weather on a Day 2, then the next day of school will resume as Day 2. Each day of the six-day cycle includes an eight-period day.

Daily Time Schedule
BAMS BELL SCHEDULE
2024-2025

	6th Grade	7th Grade	8th Grade
HR	8:00 – 8:05 Homeroom	8:00 – 8:05 Homeroom	8:00 – 8:05 Homeroom
1	8:08 – 8:57 Core Class	8:08 - 8:57 Core Class	8:08 – 8:57 Specials
2	9:00 -9:49 Specials	9:00 - 9:49 Core Class	9:00 - 9:49 Core Class
3	9:52 – 10:41 Core Class	9:52 – 10:41 Specials	9:52 – 10:41 Core Class
4	10:44 – 11:33 Core Class	10:44 – 11:16 Lunch	10:44 – 11:33 Specials
5	11:33 – 12:08 Lunch	11:19 – 11:53 Skills / Advisory	11:36 – 12:10 Skills / Advisory
6	12:11 – 12:45 Skills / Advisory	11:56 – 12:45 Core Class	12:10 – 12:45 Lunch
7	12:48 – 1:37 Specials	12:48 – 1:37 Core Class	12:48 – 1:37 Core Class
8	1:40 – 2:29 Core Class	1:40 – 2:29 Specials	1:40 – 2:29 Core Class
9	2:32 – 3:15 Tutorial Activity/Choir/Band/Orchestra	2:32 – 3:15 Tutorial Activity/Choir/Band/Orchestra	2:32 – 3:15 Tutorial Activity/Choir/Band/Orchestra

SKILLS	6th Grade	7th Grade	8th Grade
Day 1	Period 1	Period 1	Period 2
Day 2	Period 2	Period 2	Period 3
Day 3	Team Flex Day (HR)	Team Flex Day (HR)	Team Flex Day (HR)
Day 4	Period 7	Period 3	Period 6
Day 5	Period 8	Period 8	Period 7
Day 6	Academic Advisory (HR)	Academic Advisory (HR)	Academic Advisory (HR)

School Calendar

2024-2025 School Calendar Description

Marking Periods

1st – October 29th

2nd – January 22nd

3rd – March 28th

4th – June 5th

Calendar Description

August 6-8 – New Teacher Orientation

August 12 – Staff Opening Day (ALL Support Staff must attend – no school for students)

August 13 – Act 80 Day (no school for students)

August 14 – Teacher Clerical Day (no school for students)

August 26 – Professional Learning Day (no school for students)

August 27 – First Student Day

August 30 – Vacation Day (no school for students)

August 30 – 12-Month Support Staff Work Day

September 2 – Holiday (Labor Day - no school for students)

October 18 – Act 80 Day (no school for students)

November 8 – Staff Professional Learning – Parent/Teacher Conferences (no school for students)

November 27 – December 2 – Thanksgiving Vacation (no school for students)

December 23 – 12-Month Support Staff Work Day

December 23 – January 3 – Winter Vacation (no school for students)

January 2-3 – 12-Month Support Staff Work Days

January 20 – Professional Learning Day (no school for students)

January 27 – Teacher Clerical Day (no school for students)

February 14 – Act 80 Day (no school for students)

February 17 – Snow Makeup Day (no school for students)

February 17 – 12-Month Support Staff Work Day

March 31 – Act 80 Day (no school for students)

April 18 – Spring Vacation (no school for students)

April 21 – Spring Vacation (no school for students)

May 23 – Staff Professional Learning (no school for students)

May 26 – Holiday (Memorial Day – no school for students)

June 5 – Last Student Day

June 6 – Teacher Clerical Day (no school for students)

Two-Hour Delay Schedule

6th Grade			8th Grade		
Period	Start	End	Period	Start	End
HR	10:00	10:05	HR	10:00	10:05
3	10:05	10:45	2	10:05	10:45
4/Skills	10:45	11:20	4/Lunch	10:45	11:20
5/Lunch	11:20	11:55	5/Skills	11:20	11:55
6	11:55	12:30	3	11:55	12:30
1	12:30	1:05	1	12:30	1:05
2	1:05	1:40	6	1:05	1:40
7	1:40	2:15	7	1:40	2:15
8	2:15	2:50	8	2:15	2:50
9	2:50	3:15	9	2:50	3:15
7th Grade			Specials		
Period	Start	End	Period	Start	End
HR	10:00	10:05	HR	10:00	10:05
1	10:05	10:45	3 (6th grade)	10:05	10:45
4	10:45	11:20	4 (7th grade)	10:45	11:20
5/Skills	11:20	11:55	Lunch/Duty	11:20	11:55
6/Lunch	11:55	12:30	6 (6th grade)	11:55	12:30
2	12:30	1:05	1 (8th grade)	12:30	1:05
3	1:05	1:40	PLAN	1:05	1:40
7	1:40	2:15	7 (7th grade)	1:40	2:15

8	2:15	2:50	8 (8th grade)	2:15	2:50
9	2:50	3:15	9	2:50	3:15

Three-Hour Delay Schedule

Schedule A						
	6th Grade				7th Grade	
Period	Start	End		Period	Start	End
HR	11:00	11:05		HR	11:00	11:05
1	11:05	11:45		4/Lunch	11:05	11:35
5/Lunch	11:45	12:15		1	11:35	12:15
3	12:15	12:55		2	12:15	12:55
4	12:55	1:35		6	12:55	1:35
2/Specials	1:35	2:15		7	1:35	2:15
8	2:15	2:55		3/Specials	2:15	2:55
9	2:55	3:15		9	2:55	3:15

	8th Grade				Specials	
Period	Start	End		Period	Start	End
HR	11:00	11:05		HR	11:00	11:05
1/Specials	11:05	11:45		1(8th grade)	11:05	11:45
2	11:45	12:25		5(lunch/duty)	11:45	12:25
6/Lunch	12:25	12:55		6(lunch/duty)	12:25	12:55
3	12:55	1:35		Plan	12:55	1:35
7	1:35	2:15		2(6th grade)	1:35	2:15
8	2:15	2:55		3(7th grade)	2:15	2:55
9	2:55	3:15		9	2:55	3:15

Schedule B						
	6th Grade				7th Grade	

Period	Start	End		Period	Start	End
HR	11:00	11:05		HR	11:00	11:05
1	11:05	11:45		4/Lunch	11:05	11:35
5/Lunch	11:45	12:15		1	11:35	12:15
3	12:15	12:55		2	12:15	12:55
4	12:55	1:35		6	12:55	1:35
7/Specials	1:35	2:15		7	1:35	2:15
8	2:15	2:55		8/Specials	2:15	2:55
9	2:55	3:15		9	2:55	3:15

8th Grade				Specials		
Period	Start	End		Period	Start	End
HR	11:00	11:05		HR	11:00	11:05
4/Specials	11:05	11:45		4(8th grade)	11:05	11:45
2	11:45	12:25		5(lunch/duty)	11:45	12:25
6/Lunch	12:25	12:55		6(lunch/duty)	12:25	12:55
3	12:55	1:35		Plan	12:55	1:35
7	1:35	2:15		7(6th grade)	1:35	2:15
8	2:15	2:55		8(7th grade)	2:15	2:55
9	2:55	3:15		9	2:55	3:15

Lunch Periods								
7th grade	--	11:05 - 11:35	6th grade	--	11:45 - 12:15	8th grade	--	12:25 - 12:55

**When there is a 3 hour delay, we will follow Schedule A the first time, Schedule B the second time, and so on.*

**We will announce the schedule to be followed if/when a 3 hour delay occurs.*

School Arrival Procedures

Prior to 8:00 AM, all students are expected to remain in assigned areas of the school:

- The school doors open at 7:00 am. Students will not be permitted in the building prior to this time.
- As students arrive in the morning, they should report directly to the cafeteria or to their grade's hallway
- Students who have secured a pass from the appropriate teacher may go to only those classrooms using the most direct route from the front entrance.
- Students are not permitted to go to their lockers until 7:55 AM.
- Students are permitted to use their cell phones until 7:55 AM, but they must be locked in their locker and turned off after this time, prior to the start of the daily schedule.

If you choose to go to the cafeteria in the morning before 8:00 AM, the following guidelines apply:

- Once you are in the cafeteria, you must stay there. No wandering back and forth between the hallways and the cafeteria will be permitted.
- You must remain seated except when purchasing breakfast or emptying your tray.
- For dismissal, the teacher on duty will inspect each table for cleanliness and then dismiss students.
- Misbehavior may result in an assigned seat, morning office detention, or other disciplinary measures.
- Any games may or may not be permitted at the discretion of school administration.
- The use of cell phones is permitted until 7:55 AM, provided they are not a distraction to the environment. Students may not take photos or videos of other students or staff members.

If you choose to go to your grade's hallway in the morning before 8:00 AM, the following guidelines apply:

- Once you are in the hallway, you must stay there. No wandering back and forth between the hallway and the cafeteria will be permitted.
- Students should remain in the hallway until a staff member dismisses them.
- Students are expected to follow all school-wide rules and demonstrate appropriate behavior.
- Any games may or may not be permitted at the discretion of school administration.
- The use of cell phones is permitted until 7:55 AM, provided they are not a distraction to the environment. Students should not be taking photos or videos of other students or staff members.

Students are not permitted in other hallways or parts of the building until school officially begins. Once students arrive on BAMS grounds, they must enter the building and they may not leave school grounds until they are officially dismissed. BAMS students are not permitted to exit BASD buses at the Bellefonte Area High School.

AM and PM Traffic Procedures

AM Procedures:

- **Buses:** Buses will drop off students behind the school at the Auditorium/Gymnasium hallway doors. The buses will enter the rear parking lot from Wood Street, follow the road behind the building and drop off students directly in front of the previously noted doors. Buses will continue around the building, through the visitor parking lot to turn left onto North School Street to exit. Wood Street will be ONE WAY exit only from 7:00 a.m. - 8:00 a.m.
- **Parents/Guardians:** Parents/Guardians will use the front loop and park single file in front of the building. Parents/Guardians will pull into the front loop, drop off student(s) at the front door, follow the loop and exit right onto North School Street. Students will enter the front doors.

PM Procedures:

- **Buses:** Buses will pick up students behind the school at the cafeteria doors. As each bus arrives, students will be dismissed from the cafeteria to board the bus. This will keep our students safe, dry, and warm in cold winter months. Buses will continue around the building, through the visitor parking lot to turn left onto North School Street to exit. Wood Street will be ONE WAY exit only for buses only from 2:45p.m. - 3:45p.m.
- **Parents/Guardians:** Parents/Guardians will use the front loop and park single file in front of the building to pick up students. Once the student has been picked up, parents/guardians will drive around the loop and exit onto North School Street.

Visitors to School

All individuals who wish to enter BAMS must enter through the main entrance, check into the main office, and provide appropriate identification. Be advised that not all visits can be accommodated and appointments are required in many situations. Visitors should park in the parking lot in front of the Auxiliary Gym.

Dining Services

The Bellefonte Area Middle School has a computerized lunch system that allows students to deposit money into a declining balance account to be used for all purchases in the cafeteria. All deposits should be made in the cafeteria deposit box or the main office deposit box before first period. Checks should be made payable to “Bellefonte Middle School Cafeteria” and will be deposited in full to the student’s account. Meal tickets are not issued.

Students are permitted to charge only two lunches to their account. Students won’t have the privilege of charging lunches one week prior to the end of the school year.

Free/Reduced Lunch/Breakfast

BASD offers a free/reduced lunch/breakfast program. Please contact the Food Services Director, Ms. Laura Frye, at 814-355-4814 x3010 for qualification information.

Breakfast Program

The Middle School offers a breakfast program, enabling students to purchase breakfast or a la carte items in the cafeteria beginning at 7:30 AM. Students who receive free or reduced lunch are also entitled to free or reduced breakfast. No breakfast charging is allowed.

Cafeteria

Cooperation on the part of the students allows for a smoother process in getting a large number of students through the cafeteria during each thirty-five (35) minute lunch period. Therefore, the following cafeteria rules are in place:

- Students will be escorted to the cafeteria by their classroom teachers.
- Skipping or "butting" in line will result in that student being placed at the end of the lunch line.
- Students must ask permission to leave the cafeteria for any reason.
- Staff on duty will direct students upon entry and exit of the cafeteria and in returning trays to the dish room.
- In an effort to provide a clean dining room for each lunch period, students are expected to assist in the cleaning up of any spills or littering for which they or their table are responsible.
- BAMS students are expected to demonstrate self-control in the cafeteria setting. Therefore, deliberate acts to disrupt the lunch routine, infringe on the rights of others, or engage in immature lunchroom behaviors will result in disciplinary action, such as an assigned seat or removal from the cafeteria.
- Students must get all food items when they go through the line. They cannot return to the food line for extra food items once they sit down.
- Students will not be permitted to go to any other classrooms during lunch without a signed pass from the teacher. No locker passes will be given.

Lunch Free Time

Students at BAMS have the opportunity to go outside for approximately fifteen minutes during their lunch period. This opportunity was offered after teachers and administrators worked with other school districts who were offering their students similar opportunities. Students benefit by receiving additional time for physical activity during the school day. They are also able to relieve stress and anxiety and refocus for their afternoon. During lunch, the students are arranged in two groups according to where they sit. Students are sent outside one group at a time on alternating days. If, during lunch, students are not following the established cafeteria rules or leave behind a mess, they may be required to stay inside for that day. Students are to continue to meet all school expectations, especially those that involve their safety and the safety of others while outside. In situations when there is inclement weather, students will not be sent outside that day. As a general guideline, students will be able to go outside if the actual temperature *and* the real feel temperature are both over 20 degrees fahrenheit.

Dismissal

School is dismissed at 3:15 PM each day. At dismissal, students who ride a bus will go to the cafeteria. Students who ride the first set of buses to arrive will be dismissed directly to their buses while the other students go to their assigned bus table to wait. Students that walk or are getting picked up by an adult should exit the front of the building. The expectation of appropriate school behavior remains during these few minutes and throughout the bus ride home. Students who walk home or are transported by parents/guardians are expected to vacate the school grounds as soon as school is dismissed. BAMS students must board their buses at BAMS. Walking to BAHS to board a bus is prohibited and may result in disciplinary actions if caught doing so.

Parent/Guardian Involvement in Schools

BASD invites all parents/guardians to become active participants in our school community through volunteering, joining our Parent/Guardian Council, and/or attending and supporting school events. We believe that communication is the key to a successful education experience. Together, we will continue to improve the quality of our school community. Education is a partnership between the school community. All children are more successful when we work as a team to achieve education goals.

Parent/Guardian Council meets once a month with Administration. The mission of Parent/Guardian Council is to provide an avenue for parents/guardians and administration as stakeholders the opportunity to understand the operations of BAMS including, but not limited to, curriculum and safety, and to engage in professional conversations on ways to optimize the fullest potential of our school. If you are interested in participating in the monthly Parent/Guardian Council meetings, please contact Dr. Garman at sgarman@basd.net.

As a school, we are continuing to support and expand our School-Wide Positive Behavior Interventions and Supports (SWPBIS) program by incorporating a parent/guardian group. This group of parents/guardians will be involved in helping to chaperone, plan and supply various items for school events. Parents/Guardians can also volunteer during school hours and at school events if they have the proper clearances and will have input in planning school events.

SECTION TWO ~ SCHOOL ACTIVITIES

Extra-Curricular/Athletic Expectations/Guidelines

Academic Eligibility

The academic eligibility requirements are applicable to all students in the extracurricular program in grades 6 through 12 in the Bellefonte Area School District.

A. To be eligible for participation in extracurricular activities, a student must be enrolled as a full-time student pursuing a minimum four-year program as outlined in the Bellefonte Area High School Program of Studies or a full-time middle school student pursuing minimal standards for promotion.

B. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis as outlined by the Bellefonte Code of Conduct and the Pennsylvania Interscholastic Athletic Association (PIAA).

C. A student is ineligible to participate if any of the following categories apply:

1. They are currently failing or has failed two or more courses (high school, middle school).
2. They are not passing a minimum of five (5) credits or credit equivalent.
3. A student carrying less than five (5) total credits must be passing all classes.
4. They are not eligible to be promoted to the next grade.

D. The weekly ineligibility begins on the Monday of each week and lasts for seven days. The ineligible student will report to academic tutorial after school Monday through Thursday with materials to study and prepare for class(es) based on the grid of expectations below.

In addition, if the student has failed to meet the requirements mentioned above, at the end of the week, one additional week will be added to the subsequent penalty until all requirements have been met.

Group Category	Definition	Eligibility	Example Groups
Clubs/ Performing Arts	<p>Clubs/groups who meet weekly/monthly either during or outside of the school day; these groups do not fit into the athletic category described below</p> <p>An event is defined to include, but is not limited to the following: practices, meetings, rehearsals, parades, activities, fundraisers, trips, and/or community service</p>	<p><u>1st Ineligible Occurrence:</u> Warning week; student does not have to attend tutorial; can go to all club events as normal</p> <p><u>2nd (and subsequent) Ineligible Occurrence(s):</u> Student is required to attend academic tutorial for the week(s) identified as ineligible; the student may not attend events during the tutorial session; if a tutorial is missed at any time during the ineligibility period, the student</p>	Art Club, Student Council, Drama Club, Intramural Sports, and the like

		<p>may not participate in the next scheduled club event within that week</p> <p>*If tutorial is missed for a non-approved reason, the student must make up that tutorial session. The student must make up the missed session at the next tutorial session offered once the student is eligible.</p> <p>*Excuses, absences, and/or early dismissals from tutorial sessions must follow school attendance guidelines.</p> <p>*Weeks “reset” at the beginning of each marking period. Removal of participation is at the discretion of the advisor/club rules.</p>	
Athletics	Those who adhere to current athletic academic eligibility which is aligned to and/or exceeds PIAA standards	<p><u>1st Ineligible Occurrence:</u> Warning week; student does not have to attend tutorial; student may still practice with the team but may not participate in games because of PIAA rule</p> <p><u>2nd (and subsequent) Ineligible Occurrence(s):</u> Student is required to attend academic tutorial for the week(s) identified as ineligible; student may practice after tutorial is completed; student may not participate in games because of the PIAA rule; student is</p>	PIAA Athletics and Club Sports

		<p>not permitted to travel.</p> <p>*Weeks “reset” at the beginning of each athletic season. Removal of participation is at the discretion of coach/team rules.</p> <p>*If a tutorial is missed for a non-approved reason, the student must make up the tutorial session. The student must make up the missed session at the next tutorial session offered once student is eligible.</p> <p>*Excuses, absences, and/or early dismissals from tutorial sessions must follow school attendance guidelines.</p>	
--	--	---	--

Any student who is not meeting the academic eligibility requirements – as outlined in letter C above – at the end of a marking period, semester, or school year, or who is not eligible for promotion to the next grade level, will not be eligible for the first fifteen (15) days of the next marking period, beginning on the first day that report cards are issued. Ineligibility established in June will carry over into the next school year.

Students in BeLA, Home School and the like adhere to these guidelines and all parameters of school board policy for eligibility.

Extra Curricular School Attendance

If a student is tardy to the first instructional period or is unverified for an entire period, they will not be permitted to participate in the competition, practice, or activity that day. An exception will be made if the student has an approved medical or legal appointment, field trip, or educational trip, in which case, the student must present a signed note from the appropriate party. Excuses signed by parents/guardians are not acceptable in this instance.

If a student is absent the last school day before a competition or event on a non-school day, the student must have administrative permission from the building principal and the club advisor to participate. Acceptable reasons for not being in attendance the last school day before a competition or event on a non-school day include: approved dental, legal, medical appointment, field trip, educational trip, or death in immediate family. Every effort should be made to make prior notification of intended absence well in advance of absence date. The advisor will call the parent/guardian.

Junior High Sports

Junior High sports include football, girls' softball, boys' and girls' basketball, wrestling, boys' and girls' soccer, boys' and girls' lacrosse, cross country, baseball, girls' volleyball and boys' and girls' track and field.

Clubs

Students are encouraged to participate in a variety of clubs scheduled throughout the school year. Students will be given information when clubs are available. Some of these clubs meet during school while others meet after school.

Some of the clubs that will be offered include:

- Chain Reaction Club
- Drama Club
- Snow Sports Club
- Student Council
- Yearbook Club
- Art Club
- Orchestra Club
- Destination Imagination

Chain Reaction Club

Chain Reaction Club is a group of sixth, seventh, and eighth graders who meet to develop new friendships, create camaraderie, and think up ways to encourage a positive climate in our school and community. We do many activities throughout the year that do just that! Some examples include:

- Organizing and running food drives for local food banks
- Organizing and promoting pet food and supply drives for local animal shelters
- Making bird seed cakes to distribute to BAMS neighbors
- Organizing and running blood drives through the American Red Cross
- Participate in the "Buddy Program" with students in the Life Skills class
- Make treats for BAMS faculty and staff to show our appreciation.

Sometimes we eat breakfast together, sometimes we meet after school for special projects. No two meetings are ever the same, and attendance at every meeting is not required. So, bring your breakfast if you get one in the morning! New members are accepted at any time.

Drama Club

The BAMS Drama Club annually puts on a theatrical production. The club involves students of all interests relating to theatre and performing arts. Students can get involved by being an on-stage talent, working as the backstage technical and stage crew, to helping out with the business and advertising side of the club. There is something for everyone in theatre! The club also participates yearly at the PA State Thespian Conference. Students interested in joining the

Drama Club should contact the office.

Snow Sports Club

The Snow Sports Club offers a “Learn to Ski” program for all Middle School students and their families. The cost is paid by each student and includes all equipment, lift tickets, and ski lessons (taught by a professional ski instructor). This is an excellent opportunity for students to learn a life-long recreational sport. The first organizational meeting of ski club is held in November, and all interested students are invited to attend.

Students will be placed in alphabetical order, by grade, on the buses for the ride to the ski slopes. Students will not choose the bus they ride. Chaperones will be able to take attendance quicker, and thus students will arrive at the slopes much faster.

Yearbook Club

A full color, hardcover middle school yearbook is prepared and published every year by a staff of students and its faculty advisor. Students who are interested in becoming a member of the BAMS Memories Yearbook Club should contact the yearbook advisor at the beginning of the school year. Features of the yearbook include: student and faculty photos, as well as photos from special school-wide events, sporting events, band, chorus and orchestra activities, clubs, and much more.

Yearbook orders are taken during the fall sales campaign, usually in October or November, with distribution occurring at the end of the school year.

Art Club

This club provides a meeting place for students who are currently enrolled and not enrolled in art class. Club members will share their interests in the visual arts and artistic creativity. Activities will focus on art experiences that extend or go beyond what is offered in the formal art class. Members will be encouraged to engage in community service opportunities related to art and to attend community or state cultural events. The club will promote the arts in the school and in the community through the development of students’ artistic voices.

Student Council

Student Council functions as a bridge between administration/faculty and the student body. It provides numerous services to students throughout the course of the school year including charity dances, learning how state government functions and tackling concerns from our school community. Students in 7th & 8th grade may apply in the fall to become a part of STUCO. Students in 6th grade will be elected by fellow students in their homeroom class and may also apply to become members if they choose not to run in homeroom. Our executive committee is comprised of our President, Vice-President, Treasurer and Secretary, advisors and one member of the 6th grade STUCO group. Officers are elected at the end of each school year by the STUCO membership to serve for the upcoming year. Meetings are held each Tuesday morning, in the library at 7:30am. Executive committee meets the 1st & 3rd Tuesday. General meetings are held

the 2nd & 4th Tuesday. Exceptions are made due to school delays or closings. Members should listen/read the daily announcements for information about STUCO.

Student Council Dances

School dances are just one activity sponsored by student council and they are held periodically throughout the school year. Parents/Guardians interested in chaperoning dances are encouraged to contact the Student Council Advisers. Information on becoming a volunteer can be found at: <https://www.basd.net/page/volunteer-program>

All eligible students are welcome and encouraged to attend each dance. Students are not permitted to leave a dance until the end of the evening unless a parent/guardian picks them up, showing ID.

Students are considered ineligible to attend a dance or dances if they:

- Have been suspended from school (in-school or out-of-school) since the last dance was held.
- Have received two (2) or more office detentions since the last dance.
- Have four (4) or more lunch detentions since the last dance.
- Were absent from school on the day of a dance.
- Do not attend the Bellefonte Area Middle School.

Students who cause a disruption of a disciplinary nature while at any school dance or who try to attend a dance that they are ineligible for will be excluded from attending dances for the remainder of the school year.

If a student chooses ISS instead of a detention or parent/guardian requests ISS for their child instead of a detention, this will prohibit the child from going to the upcoming dance.

Destination Imagination

Destination Imagination (DI) is an educational nonprofit dedicated to inspiring the next generation of innovators, leaders, and creative problem solvers. Each year they develop STEAM-based challenges and host competitions for kids of all ages. After spending months preparing a solution to one of the challenges, teams present their solution at the state level. Teams that win at states are invited to attend Global Finals—the world’s largest celebration of creativity! Interested in joining DI? Look for an announcement during the first few weeks of school. Depending on advisor availability, participation may need to be limited.

End-of-Year Field Trips

It is the intent of the Bellefonte Area School District to provide enriching academic experiences beyond the confines of the school building walls. When visiting places on school related trips, students are representatives of our school and thus, good behavior is important.

Administration can permit or deny a student their ability to attend the field trip based on individual circumstances.

All students will be permitted to attend curriculum-related field trips throughout the year as long as the student is not a serious behavior problem and does not present as a safety risk. Students in educational placements outside of BAMS are not eligible for end-of-year field trips.

Assemblies

At various times throughout the year, students may have the opportunity to view or participate in assemblies that are held in the auditorium or gymnasium. These programs provide enrichment experiences and information on many topics, as well as enjoyment for all. Examples of assemblies may include student-faculty sporting events, guest speakers, packaged assemblies, and/or previews of student concerts or drama productions.

SECTION THREE ~ PEOPLE AND RESOURCES AVAILABLE TO HELP STUDENTS

Who to Contact

Too often, parents/guardians/students are not sure who should be contacted at the school regarding a particular question, concern, or complaint. In order to assist you, the following has been prepared for your reference:

Concern/ Question	Classroom (academic)	Guidance	General	Discipline	Special Education
1st Contact	Classroom Teacher	Guidance Office	Main Office	Classroom Teacher	Classroom Teacher
2nd Contact	Guidance Counselor	Dr. Eckenroth	Dr. Eckenroth	Dr. Eckenroth	LS/ES Case Manager
3rd Contact	Dr. Eckenroth	Dr. Garman	Dr. Garman	Dr. Garman	Dr. Eckenroth
4th Contact	Dr. Garman	Dr. Rakszawski	Dr. Rakszawski	Dr. Rakszawski	Dr. Garman
5th Contact	Dr. Rakszawski	School Board President	School Board President	School Board President	Mrs. Butterworth
6th Contact	School Board President				Dr. Rakszawski

Guidance Services

The Bellefonte Area Middle School has two school counselors that are available to meet with students and parents/guardians and assist in a successful middle school experience. Students are assigned to a specific counselor for the school year, as noted below:

Last names A-L:	Ms. Jami Miller - jmiller5@basd.net
Last names M-Z:	Ms. Emily Bunk - ebunk@basd.net

Students are encouraged to meet with their assigned counselor when necessary, but a student must get a pass from the appropriate teacher in order to be released from class or homeroom.

Scheduling a Guidance Appointment

You may schedule an appointment by emailing your child's school counselor or calling the guidance clerk at 355-5466 (x5006) if you need to schedule an appointment with your child's school counselor. Please contact individual teachers as needed by phone or email if you would like to schedule a team meeting. The [Faculty Directory](#) is located on the district website. You will find phone extensions and email addresses there. Each team has a common plan period which is available for conferences.

Student Services

Services offered by community agencies in district schools shall be coordinated by and be under the general direction of the school district.

The following categories of services shall be provided by the district and included in the student services plan:

1. Developmental services that address students' needs throughout their district enrollment, which include: guidance counseling, psychological services, health services, home and school visitor services, and social work services that support students in addressing academic, behavioral, health, personal and social development issues.
2. Diagnostic, intervention and referral services for students experiencing problems attaining educational achievement appropriate to their learning potential.
3. Consultation and coordination services for students who are experiencing chronic problems that require multiple services by teams or specialists.

The district shall plan and provide for a Student Assistance Program (SAP) in accordance with applicable law and regulations.

The district shall be responsible to develop, implement and monitor a student services plan that complies with state regulations and is available to all students.

The district shall ensure that all persons delivering student services are specifically licensed or certified as required by law or regulations.

Migrant Students

The district has developed procedures regarding the development, implementation and evaluation of the district's program for migrant students. For more information, contact the building principal.

Website Information

Many of the teachers at the Middle School maintain websites that include information about the classes they are teaching. To access these websites, please follow the instructions listed below:

- Go to <https://www.basd.net/o/bams/staff>
- Search for the teacher's name
- Under your teacher's name, a link to their site is available if the teacher maintains a site.

Review of Instructional Materials by Parents/Guardians

School Board Policy 105.1 provides the information listed below regarding requests to review instructional materials.

Parents/guardians and students have an opportunity to review instructional materials and have access to information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

Instructional material means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). For purposes of this policy, the term does not include academic tests or academic assessments.

Upon request by a parent/guardian or student, the district will make available existing information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques. The following conditions shall apply to any request:

1. To assist the school district in providing the correct records to meet the needs of the requesting party, the request must be in writing, setting forth the specific material being sought for review.
2. The written request will be sent to the building principal.
3. The district will respond to the parent/guardian or student within ten (10) school days by designating the time and location for the review.
4. The district may take necessary action to protect its materials from loss, damage or alteration and to ensure the integrity of the files, including the provision of a designated employee to monitor the review of the materials.

No parent/guardian or student shall be permitted to remove the material provided for review or photocopy the contents of such file. The taking of notes by parents/guardians and students is permitted.

Student Surveys

Per School Board Policy 135, all surveys and instruments used to collect information from students shall relate to the district's educational objectives.

The parent/guardian shall be informed of the nature and scope of individual surveys and their relationship to the educational program of their child and the parent's/ guardian's right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Such requests shall be in writing and submitted to the building principal.

No student shall be required, without written parental consent for students under eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years, to submit to a survey, analysis, or evaluation that reveals information concerning:
Political affiliations or beliefs of student or parent/guardian.

Mental and psychological problems potentially embarrassing to the student or family.

Sexual behavior and attitudes.

Illegal, antisocial, self-incriminating and demeaning behavior.

Critical appraisals of other individuals with whom respondents have close family relationships.

Legally recognized privileged and comparable relationships, such as those with lawyers, physicians, and ministers.

Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Religious practices, affiliations, or beliefs of the student or parent/guardian.

However, such survey, analysis or evaluation may be conducted on a voluntary basis, provided that the student and parent/guardian have been notified of their rights and of their right to inspect all related materials and to opt the student out of participation.

The district shall implement procedures to protect student identity and privacy when a survey contains any of the restricted subject areas listed above.

The parent/guardian has the right to inspect the material and opt out the student from participating in any activity that results in the collection, disclosure or use of personal information for purposes of marketing or selling that information. This does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students.

Health Services

Students who need to see the nurse must secure a pass from their teacher. Please remember the school nurse should not be used in place of regular doctor visits or for diagnostic purposes. The

school nurse must contact a parent/guardian before a student can be released from school because of illness. A student should not call or text home prior to seeing the nurse. If the school nurse is unavailable, students should report to the main office.

The district requires students to submit to health and dental examinations, screenings and health monitoring in order to protect the school community from the spread of communicable disease and to ensure that the student's participation in health, safety and physical education courses meets the student's individual needs and that the learning potential of each student is not lessened by a remediable physical disability. The district shall maintain for each student a comprehensive health record which includes a record of immunizations and the results of tests, measurements, regularly scheduled examinations and special examinations. Staff members shall continually observe students for conditions that indicate health concerns or disability and to promptly report such conditions to the school nurse or designated staff. The district will notify all parents/guardians regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP). All students at the Middle School will be scheduled to see the school nurse for various screenings throughout the year. Screening will be conducted with minimal classroom disruptions. Height, weight, and vision screenings are conducted in all grades, scoliosis screening in 6th and 7th grade, and hearing screening in 7th grade. Sixth grade students must have a physical exam and 7th grade students must have a dental exam. It is recommended that the student have these exams with their private health care provider and submit a copy of the exam report to the school nurse. However, these exams are provided at school if necessary.

All medications must be brought to school by a parent/guardian, or responsible adult. School Board policy specifically restricts students from carrying any medications except epinephrine pens and bronchodilator inhalers. Violations may result in an extended suspension from school and/or other disciplinary action. Any medications that need to be taken while at school MUST be brought to the health room in the original container labeled by a pharmacist or the original manufacture packing and MUST include the following: 1) student's name, 2) name of physician, 3) date of prescription, 4) name and telephone number of pharmacy, 5) name of medication, dosage, route, and frequency of administration, and 6) a signed order from the physician or dentist. Any medications that are not in properly labeled containers will not be administered by the school nurse. All medications brought into school by parents/guardians will need to be picked up prior to or on the last day of school. Any medications not picked up will be disposed of.

BASD Policy 210.1 addresses Student Self-Administration of Asthma Inhalers and Epinephrine Auto-Injectors. Please reference that policy or contact your School Nurse if you need more information. Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the district shall require the following:

1. A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant.
2. A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its

employees of responsibility for the benefits or consequences of the prescribed medication.

3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:
 - a. Name of the drug.
 - b. Prescribed dosage.
 - c. Times medication is to be taken.
 - d. Length of time medication is prescribed.
 - e. Diagnosis or reason medication is needed, unless confidential.
 - f. Potential serious reaction or side-effects of medication.
 - g. Emergency response.
 - h. Indication from health care provider on the order that student is capability and permitted to self administer said medication

Please contact the school nurse for more guidance.

A selection of over the counter medications which have been ordered by the school health care provider may be administered by the school nurse with a signed parent/guardian permission form. Over the counter medications not on this list will require an order from the student's health care provider and parent permission.

The disclosure of medical information to teachers without explicit consent from the parent/guardian is prohibited (Parents/Guardians desiring teachers to have specific information regarding health conditions of their children should contact the school nurse).

Physical education excuses provided by a physician must be turned in to the school nurse. All other physical education excuses from parents/guardians are given directly to the student's physical education teacher.

The school requires that each student must have emergency information on file. It is very important that schools have information readily available in the event that a student should become ill or have an accident. Please return the emergency information form at the beginning of the school year and notify the school of any changes to parent/guardian contact information.

In order to safeguard the school community from the spread of certain communicable diseases, the district requires that guidance and orders from state and local health officials, established district policy and administrative regulations, and district-approved health and safety plans be followed by students, parents/guardians and district staff. See Board Policy 203 for details or contact the School Nurse.

Diabetes Management

An effective program of diabetes management in school is crucial to:

1. The immediate safety of students with diabetes.
2. The long-term health of students with diabetes.
3. Ensure that students with diabetes are ready to learn and participate fully in school activities.
4. Minimize the possibility that diabetes-related emergencies will disrupt classroom activities.

For more information, please contact your school nurse or refer to School Board Policy 209.2.

‘Student Assistance Program (SAP)

The Pennsylvania Department of Education mandates the establishment and operation of a Student Assistance Program (SAP) in Pennsylvania’s public schools. At the Bellefonte Area Middle School, the SAP is made up of teachers, school counselors, and building administrators. SAP provides an integrated framework that mobilizes school resource to remove non-academic barriers to a students' success. The role of the specially trained members of the SAP team is to provide support and resources to students beyond Tier I level for certain behaviors, mental health or drug and alcohol abuse. A referral to SAP may be made by school personnel, parents/guardians, and/or students, when they are concerned about a student's behavior. Students are encouraged to refer a classmate who seems seriously worried, cannot sleep, uses drugs, tobacco, or alcohol, has eating problems, is always angry or crying, threatens to run away, or talks about bringing harm to others or to themselves. Students can also self refer to this team. Additionally, there is an electronic form that can be accessed by visiting the Guidance section of the BAMS Website. The processing of referrals and the SAP process is handled with the utmost confidentiality.

English Language Learner Services

The district shall provide an effective Language Instruction Educational Program (LIEP) that meets the needs of English Learners. The goal of the LIEP shall be to demonstrate success in increasing English language proficiency and student academic achievement so that EL students can attain the academic standards adopted by the district and achieve academic success. EL students shall be identified, assessed and provided appropriate instruction in accordance with the LIEP, and shall be provided an equitable opportunity to achieve their maximum potential in educational programs and extracurricular activities, consistent with federal and state laws and regulations. See policy 138 for more information.

School Insurance

A student accident insurance program is approved yearly by the Bellefonte Area Board of Education and made available to students and faculty. Students and their parents/guardians are encouraged to take advantage of this program by purchasing protection. It is understood that such insurance covers participants in the school instructional program, all school activities, and school-sponsored social and athletic events. Parents’/Guardians’ current insurance policy may

already cover their children at school and while involved in school activities. Parents/Guardians should consult their policy or their insurance agent to determine if additional coverage through the student accident insurance program is necessary and/or desired.

Learning Media Center (Library)

The Bellefonte Area Middle School Learning Media Center is open every day from 7:45 AM until 3:15 PM, to meet the needs of students and teachers. The Media Center offers a wide variety of interesting books for all reading levels, plus many reference and educational materials in print and non-print format. Also available for student and teacher use is a computer research lab. Students and teachers are encouraged to utilize the Media Center before school, during classroom research periods, and during tutorial. A permission form signed by a parent/guardian is required in order to sign out materials marked as mature as well as the eReaders and fine/lost or damaged book policies. The form is available on the Media Center website. All fines/lost or damaged book costs remaining on a student's account at the end of eighth grade will be added to their high school library accounts.

Computers in the Media Center and in the middle school computer labs have a filtering system to assist in eliminating access to inappropriate websites. Parents/Guardians who would like their child to utilize the internet in the school setting must fill out the Internet Acceptable Use Policy/Permission Form and return it to the Media Center at the beginning of the 6th grade school year or when a new student enters the school. A student will not be granted access to the internet until this form has been signed and returned to the school.

Learning Media Center (Library) Tutorial Guidelines

To make the most effective use of tutorial time, students:

- Must arrive promptly with the tutorial group. Those who arrive late may be written up for being late or skipping.
- Are not to stop at the restroom on the way to the lab or the Media Center. Permission will be granted upon arrival in case of an emergency.
- Must bring all necessary materials along; passes will not be given to retrieve forgotten items.
- Need permission from their teacher to stop at their lockers on the way to the lab or Media Center.
- Are to work only on the assignments noted on their passes; students failing to do so will be reported to their teachers and face a possible loss of lab or Media Center privileges.

Lockers

Students are assigned a locker for storage of school supplies and personal items. Sixth graders just coming to the middle school sometimes have difficulty with locker combinations and should seek assistance from a teacher or building staff member. Despite this initial difficulty, it's critical for students to keep their lockers locked at all times for the protection of themselves and their belongings.

Students must adhere to the following locker rules:

- Opened containers of food may not be kept in lockers.
- Drinks must follow the guidelines in the next section titled “Open Containers”.
- Lockers may not be shared with another student.
- Students are not permitted to give their combinations to another student.
- Students are not permitted to place their own lock on a locker.
- It’s the responsibility of the student to keep his or her locker clean.
- Students are permitted at lockers before/after school, during tutorial, and during scheduled locker stops.
- For medical reasons, the use of perfume or deodorant sprays in or around lockers, in hallways, and anywhere else in the school is prohibited.
- Students should not bring items of value to school and store them in their lockers. They are taking a risk that these items may be lost or stolen.

District policy permits school authorities to check a student’s locker and seize any illegal materials or any materials that violate school policy. Such materials may be used as evidence against the student in disciplinary proceedings. An individual student locker may be checked without previous notice.

Students must remember that school lockers are considered school property. Because of this, they are subject to periodic inspection without prior notification.

Lockers are subject to search based upon reasonable suspicion for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object that the possession is illegal, or any material that poses a threat to the health, welfare, or safety of the school population or violates school policy.

Open Containers

In addition to drinking water from the various fountains located around the school, students are permitted to carry water bottles during the school day. The water must be in a sealable water bottle (glass containers will not be permitted). If the water bottle becomes a disruption to the educational process, the privilege to carry the water bottle from class to class may be revoked.

Students are only permitted to drink water during the school day, unless granted permission by a teacher for a special classroom event. The only other time beverages other than water will be permitted is in the morning during breakfast and in the cafeteria during lunch. The beverage must be packed as part of the student’s breakfast/lunch.

Lost and Found

Lost and found items are turned into the main office. Students should check with the staff in the main office to provide a description of the item. The office staff will then check to see if such an item was turned in. If not, the student can record the item on the office clipboard and include their name and description of the item. If it is found, the student will be notified.

Please do not bring valuable personal possessions to school. If you do bring something valuable to school *by mistake*, please ask a teacher or the office to hold it for you. In physical education class, ask your physical education teacher to hold jewelry or valuables for you.

If an item is lost or stolen, we will assist your child in trying to find the missing article. The school is not financially responsible for your child's personal or school issued property.

Office Telephone

Students are permitted to use the office phone before and after school for emergency reasons. Those needing to use the office phone during the school day must present a pass from their teacher. Only emergency phone calls should be made from the office. Parents/Guardians who have an urgent message for their child should call the main office and the secretaries will give the information to the student.

Wellness Policy

Bellefonte Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement. A detailed list of snacks not permitted and acceptable snack foods is listed on the district's website.

Education for Homeless Youth

In 1987, Congress passed the Stewart B. McKinney Homeless Assistance Act, (subsequently renamed the McKinney-Vento Homeless Assistance Act) to aid homeless persons. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence.

1. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
2. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
4. "migratory children" who qualify as homeless under federal law because the children are living in circumstances described in clauses (i) through (iii) above. The term

"migratory children" means children who are (or whose parent/guardian(s) or spouse(s) are) migratory agricultural workers, including migratory dairy workers or migratory fishermen, and who have moved from one school district to another in the preceding 36 months, in order to obtain (or accompany such parent/guardians or spouses in order to obtain) temporary or seasonal employment in agricultural or fishing work; and,

5. "Unaccompanied homeless youth" including any child who is "not in the physical custody of a Parent/Guardian." This includes youth who have run away from home, been thrown out of their home, been abandoned by parents/guardians or guardians, or separated from their parents/guardians for any other reason.

Title I, Part A Services

BASD ensures that children and youth experiencing homelessness are eligible for Title I, Part A Services by:

- a. Assessing all students and offering academic services to meet their needs.
 - b. Homeless Students are automatically eligible for Title I services.
 - i. Items of clothing, particularly if necessary to meet a school's dress code or uniform requirement.
 - ii. Clothing and shoes necessary to participate in physical education classes.
 - iii. Student fees that are necessary to participate in the general education program.
 - iv. Personal school supplies such as backpacks and notebooks.
 - v. Food
 - vi. Please contact Mr. Dan Park for additional student needs.
 - c. Services are provided in all schools.
2. The Title I, Part A reservation for students experiencing homelessness is determined by the Homeless Liaison and the Director of Federal Programs. The set-aside amount is based on the prior year's usage.
 3. Title IA homeless set-aside funds can be used for the following:
 - a. Clothing items
 - b. Food items
 - c. Gift cards
 - d. Academic services and supports
 - e. Hygiene items
 - f. School supplies/backpacks
 - g. Transportation
 - h. Wifi/hotspots for students
 - i. Please contact Mr. Dan Park for additional student needs that may be covered with Title I, Part A funds.

4. Any unspent Title IA homeless set-aside funds divert to the Title I budget.
5. The Homeless Liaison and the Director of Federal Programs meet to ensure the coordination between Title 1A and ECYEH services in order to meet the needs of students experiencing homelessness.
6. BASD provides basic supports for students experiencing homelessness in the following ways:
 - a. Clothing closets in schools.
 - b. Community donations
 - c. Local Food Bank
 - d. Supplies provided by the Regional Office
 - e. School staff fundraisers/donations

Rights of Homeless Children and Youth

Students identified as McKinney Vento Scholars are afforded certain rights. These rights include:

1. Continuing their education at their current school, and providing transportation to that school, (if feasible)
2. Immediate enrollment in the school district where they are temporarily housed
3. Assistance with obtaining school records
4. Participation in all applicable school programs, including supplementary instructional programs, field trips, and other enrichment activities, as well as after school recreational programs, etc.
5. Assistance with school-related expenses, such as supplies, clothing, uniforms, meals, etc.

Family Engagement/Involvement:

Parental and family involvement shall be defined as an ongoing process that assists parents/guardians and families to meet their basic obligation as a child's first educator, promotes clear two-way dialogue between home and school, and supports parents/guardians as leaders and decision-makers concerning the education of their children at all levels. (Policy 917, Parent/Family Involvement)

Families are a valued member of our community and an essential part of a child's success. Opportunities for participation in school and building sponsored events are communicated in a variety of ways throughout the school year. If you need assistance to participate, please contact your respective building principal.

Centre County Community Partnerships:

www.findingyourwayinpa.com - Resources for children and youth experiencing homelessness. This resource is also available through Google Play and the App Store as a phone app.

www.211.org - Resource for paying bills or mental health.

Click [here](#) to visit the Centre County PA Official Website for local information and important updates.

<u>Food</u>		
Centre Hall-Potter Township Food Pantry.	Operating under normal hours 3rd Tuesday of each month 12:30-4:00pm	(814) 531-6151 <i>Grace United Methodist Church 127 S. Pennsylvania Ave. Centre Hall PA 16828</i>
FaithCentre Food Bank	Bellefonte - human and pet food available. Wednesdays 10:00am-2:00pm and Thursdays 1:00pm-4:00pm. Temporarily waiving territory restrictions.	(814) 355-0880 or (814) 355-4400 (FC) <i>131 S. Allegheny St. Bellefonte PA 16823</i>
Food Bank of State College	Mondays 1:00pm-4:30pm; Wednesdays and Fridays 1:00pm-3:30pm.	(814) 234-2310 <i>1321 S. Atherton St. State College PA 16801</i>
Penns Valley Family Service Center	Tuesdays 8:00am-12:00pm BY APPOINTMENT ONLY.	(814) 349-5850 <i>337 E. Aaron Sq. Aaronsburg PA 16820</i>
Penns Valley Area School District	Monday through Friday the PVASD is providing a breakfast and a lunch bag service that is available to any child 18 or younger as long as one child in the home attends PVASD. It is delivery only, no pick up. The delivery occurs between approximately 9:00am and 12:00pm (time of day is dependent on location).	Directions and the form for signing up are found on the PVASD website .
State College Area School District	Meals are provided each Wednesday for all children under the age of 18 while schools are closed.	Click here for details.
Snow Shoe/Mountaintop Food Pantry	2nd Thursday of each month from 4:00pm-6:00pm.	(814) 387-6230 <i>Snow Shoe United Methodist Church - 501 S. Moshannon Ave. Snow Shoe PA 16874</i>
YMCA Lunch Programs -	Centre Hall is providing food 12:00pm -1:00pm every weekday and providing backpacks of food for weekends.	https://www.ymcaofcentrecounty.org/ programs/youth-development/feeding- our-children/

	<p>Bellefonte Area grab and go meals are served at the following locations Monday through Friday 12:00pm - 1:00pm:</p> <p>Bald Eagle area grab and go meals are served at the following locations Monday through Friday 12:00pm - 1:00pm:</p>	<p><i>YMCA in Bellefonte</i> <i>Logan Fire Company</i> <i>Beaver Farms</i> <i>Governor's Gates Apt buildings</i> <i>Pleasant Gap Elementary School</i> <i>Continental Courts (playground pavilion)</i> <i>Marion-Walker Elementary School</i></p> <p><i>Citizen's Fire Company</i> <i>Pine Glen Fire Company</i> <i>Snow Shoe EMS</i> <i>Wingate Elementary</i></p>
YMCA Soup Drive-Through for Seniors and Veterans	<p>Bald Eagle Valley Community United Methodist Church every Monday from 12:00pm to 1:00pm</p> <p>Trinity United Methodist Church every Monday from 12:00pm to 1:00pm</p>	
<u>Safety & Mental Health</u>	If you or someone you know is in immediate danger, please call 911	
988 Suicide and Crisis Lifeline.	Available 24 hours. Languages: English and Spanish	
Center for Community Resources	(Walk-In, Phone, and Mobile services remain unchanged) Open 24/7	<p>Call: 1-800-643-5432</p> <p>Text: 63288</p> <p>2100 E. College Ave. State College PA 16801</p>
National Domestic Violence Hotline	Available 24/7	<p>Call: 1-800-799-7233 or 1-800-799-7233 for TTY</p> <p>Web: https://www.thehotline.org/</p>
National Helpline - Substance Abuse and Mental Health Services Administration	Available 24/7	Call: 1-800-662-HELP (4357)
Centre Safe, formerly Women's Resource Center	(counseling, advocacy, shelter, and other support related to domestic violence or assault) Available 24/7	<p>Call: 814-234-5050</p> <p>Web: www.centresafe.org</p>
Centre Helps	(24 hour hotline and basic needs case management) Available 24/7	<p>Call: (814)-237-5855</p> <p>Web: https://www.centrehelps.org/</p>

<u>Childcare</u>		
<ul style="list-style-type: none"> • YMCA of Centre County (Available for children of essential employees) 	Bellefonte and Moshannon Valley Branches	<p>If you are an essential employee and are interested in utilizing this type of service or would like more information about it, please contact Liz Toukonen at ltoukonen@ymcaocc.org.</p> <p>In your message, please specify the age(s) of the child(ren) in need of care and when you would need care to begin.</p>
<u>Housing & Utility Assistance</u>	<p>Due to COVID-19, the Federal Government has instituted the CARES Act, which includes a temporary moratorium on eviction filings. See the HUD COVID-19 FAQs for Public Housing Agencies or the CARES Act itself for direct information.</p>	
Centre Safe, formerly Women's Resource Center	(counseling, advocacy, shelter, and other support related to domestic violence or assault) Available 24/7	<p>Call: 814-234-5050</p> <p>Web: www.centresafe.org</p>
Centre House Homeless Shelter		<p>Call: 814-237-5508</p> <p>217 E Nittany Ave, State College, PA 16801</p>
Housing Transitions		<p>Call: 814-237-5508</p> <p>217 E Nittany Ave, State College, PA 16801</p>
Out Of The Cold	Provides shelter to individuals and families	<p>Call: 814-852-8864</p> <p>Web: http://www.ooc3.org/</p>
Centre County Youth		<p>Call: 814-237-5731</p> <p>Web: https://ccysb.com/services/</p> <p>325 West Aaron Drive State College, Pennsylvania 16803</p>
Centre County Adult Services	WRAP or housing and rental assistance is first-come, first-served.	Please call: 814-355-6768 and press option 1 to leave a message with your name, contact information, and housing need details.
Salvation Army	Continuing to assist Centre County residents with utility and rental assistance.	Call 814-861-1785 and leave a message for Social Service Coordinator, Elin. The message should include name, contact information, and need details (e.g.

		which utility is needed). Check “The Salvation Army State College” Facebook page for up-to-date information.
Penns Valley Hope Fund	Applications are online and an individual and/or family can ask for funding for most things related to maintaining a home and family. Helping fund food for Grange and YMCA.	http://pennsvalleyhopefund.com/
<u>Transportation</u>	Click here for CATA Bus Schedules	

School Resource Officers

The Bellefonte Area School District contracts with Bellefonte Borough Police Department to provide two School Resource Officers (SRO’s) for our schools. Officer Shawn Luse and Officer Mike Lyons are certified School Resource Officers by the National Association of School Resource Officers (NASRO). Their primary focus is to build positive relationships with students and families while offering an added layer of protection for our schools. At the elementary level, our SRO’s teach classes to students about internet safety. Officer Lyons has an office at Bellefonte Area High School and is also primarily responsible for coverage at Marion-Walker Elementary and Benner Elementary. Officer Luse has an office at Bellefonte Area Middle School and also covers Bellefonte Elementary and Pleasant Gap Elementary. Both officers pride themselves on connecting with our students and their families and being proactive in helping students learn and grow into productive citizens.

Email addresses for our SRO’s are listed below:

Officer Shawn Luse: sluse@basd.net

Officer Mike Lyons: mylons@basd.net

SECTION FOUR ~ ACADEMIC INFORMATION

Grading

Grade reports at the Bellefonte Area Middle School are issued every nine weeks. Students are provided grading criteria by their teachers at the beginning of the semester or year. In most classes, the following grading scale will be used:

A = 90-100	D = 60-69
B = 80-89	F = 59 and below
C = 70-79	

Academic Integrity

Bellefonte Area Middle School expects students to follow ethical academic standards. Academic dishonesty is a serious matter. Academic dishonesty encompasses, but is not limited to:

Cheating – Cheating includes, but is not limited to, a student copying an assignment or tests and submitting it as their own; use of artificial intelligence; math solution apps; allowing someone to copy an assignment or test and submit it as their own; unauthorized use of or communication with notes, calculators, computers, textbooks, cell phones, etc during an exam or project; telling other students what is on a test or quiz or providing specific questions or answers.

Plagiarism – Plagiarism includes, but is not limited to, a student intentionally or negligently uses someone else's ideas, words or artistic creations without crediting the source.

Fabrication or Forgery – Fabrication/forgery includes, but is not limited to, a student using invented information in assignments; using imitations or copies of images, documents, signatures, etc.

Obstruction – Obstruction includes, but is not limited to, a student preventing other students from getting their work done or limiting their access to educational resources.

Multiple Submissions – Multiple submissions includes, but is not limited to, a student submitting the same work in two or more courses without permission from the teacher(s).

Consequences for Academic Integrity Violations are listed in the disciplinary chart/guidelines of this handbook.

Homework

Bellefonte Area School District advocates the concept of homework to provide an additional positive learning opportunity that enhances home/school communication. The Board of Education has established a homework policy (#130) available in the school office for your review.

Honor Roll

Students who excel in their academic studies are recognized by achieving honor roll status each marking period according to the following criteria:

Distinguished Honor Roll: 100 – 95% in all of the courses listed on the report card

High Honor Roll: 94 – 91% in all of the courses listed on the report card

Honor Roll: 90 – 85% in all of the courses listed on the report card

Any grade of F excludes students from honor roll consideration.

Summer School

Each summer, the Bellefonte Area Middle School offers a summer school program for those students who have failed one, two, or three courses during the school year. Summer school is typically a three to four week program that is held in July. Students who earn failing grades in three or more courses, and do not attend summer school, will be retained in the same grade the following year.

Textbook Care/Obligations

Students at Bellefonte Area Middle School are expected to take the utmost care of their textbooks and class materials. Students and parents/guardians will be charged for all missing and damaged textbooks and class materials.

SECTION FIVE ~ PROCEDURES TO FOLLOW

Daily Attendance Record

Attendance at Bellefonte Area Middle School is taken on a period by period basis. The student day is divided into eight sections which is equal to eight periods. A full day's absence is recorded after a student misses eight total periods (lunch is exempt from the total count). The periods are cumulative and do not have to occur on the same school day. If the student misses eight periods for a non-excusable reason, this will be recorded as an illegal absence.

The entire attendance policy #204 can be found at

<https://go.boarddocs.com/pa/bellasd/Board.nsf/Public?open&id=policies#> .

Attendance Procedures

The Board requires that all students enrolled in the district schools attend school regularly in accordance with the laws of the state. The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational

progress. The regular contact of students with one another in the classroom and participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Attendance shall be required of all students enrolled in schools during the days and hours that the school is in session, except that a principal or teacher may excuse a student for temporary absences when they receive satisfactory evidence of such mental, physical, or other urgent conditions which may reasonably cause the student's absence.

Reasonable cause for absence from school:

- Illness
- Quarantine
- Recovery from an accident
- Death in the family
- Impassable roads and/or natural disasters
- Family emergencies
- Other reasonable causes as permitted by Board policy

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. Medical excuses must be submitted within ten (10) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parent/guardian notification may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.

The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.

The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments that cannot be scheduled outside the school day, court appearances, family emergencies, and other urgent reasons.

School attendance is compulsory from the time the child enters the lowest grade of an elementary school above kindergarten, which shall be no later than at the age of eight (8) years, until the age of eighteen (18), or graduation from a regularly accredited senior high school.

Written Excuses for Absences

Parents/Guardians are required to submit a written explanation for the legal absence of their child within three (3) days from the date of the child's return to school. Medical excuses must be submitted within ten (10) days of the absence in order for it to be considered medically excused. Failure to provide such written explanation or failure of the child to present the excuse to the principal and/or designee will result in the absence being declared unexcused and/or unlawful, as provided in law. The mere fact that a parent/guardian provides a written explanation does not

qualify the absence as excused. The absence must be for a legal reason as determined by law.

Excuses may be emailed to msatt@basd.net or faxed to 814-353-5350. Any attendance related questions can be directed to the attendance clerk, Ms. Justine Bercel, either by email at jbercel@basd.net or phone at 814-355-5466 ext 5001. Although a phone call is appreciated when your student will be absent, written documentation is still required.

Unexcused Absences

Examples of unexcused absences are listed in the table below. This list is not all-inclusive and does not preclude the classification of other absences as illegal or unexcused.

Unexcused/Illegal Absences:

- Attendance at non-sponsored sporting events
- Absence for PERSONAL reasons (EX: needed at home)
- Babysitting
- Overslept/Car would not start
- Gainful employment
- Hunting and Fishing
- Missing the school bus or personal transportation
- Shopping
- Trips not approved in advance (example: going out of town)

After each of the first three (3) unexcused days:

- Contact by Attendance Officer or the Attendance Clerk
- First, Second and Third offense letter sent
- Upon the third unlawful absence, a School Attendance Improvement Plan will be developed cooperatively with all stakeholders through a school family conference

On the 6th unexcused day:

- Contact by Attendance Officer or the Attendance Clerk
- First arrest notice sent by certified mail
- Student referred to any combination of the following: District Magistrate, Office of Children and Youth Services, Office of Probation

On subsequent illegal absences, additional referrals to District Magistrate, Office of Children and Youth Services, Office of Probation may be made.

Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program.

School Attendance Improvement Plan

Pennsylvania state attendance laws mandate that before any legal proceedings to address truancy

take place a School Attendance Improvement Conference must be held. This is simply a meeting that takes place between the student and their parents/guardians and representatives from the school. This meeting may take place in person or over the phone if the parent/guardian prefers. It is not mandatory that students or their parents/guardians attend this meeting if they do not wish to, though they will still be invited and encouraged to attend. If the school does not receive a response after multiple attempts to schedule this meeting, the meeting will be held regardless and the accompanying paperwork will be mailed home to the parent/guardian.

The purpose of this meeting is to meet as a team and identify what barriers are preventing the student from regular school attendance and work together to address them. The finished product is formally referred to a School Attendance Improvement Plan and will outline the specific steps necessary to help the student as well as the parents/guardians improve school attendance. The ultimate goal of this process is to work together and avoid any further proceedings involving the District Magistrate and/or Children and Youth Services (CYS).

Monitoring Student Attendance

The Superintendent or designated administrator develops procedures for the attendance of students which:

1. BASD attendance clerk or officer will notify the parent(s)/guardian(s) of the first and second unlawful absences, or when a student accumulates five (5) tardies to school/homeroom.
2. BASD building principal or designated administrator will notify the parent(s)/guardian(s) of third unlawful absence, or ten (10) tardies to school/homeroom.
3. Following the third unlawful absence or ten (10) tardies the District will coordinate a School Attendance Improvement Conference to discuss the truancy and develop a mutually agreed upon School Attendance Improvement Plan.
4. On the 6th unlawful absence or the 15th unexcused tardy to school/homeroom the student will be referred to either the Office of Children and Youth, Juvenile Probation Office, and/or the District Justice.

For every absence, the parent(s)/guardians(s) will be contacted at home or work by the Attendance Officer or the Attendance Clerk.

- After five (5) total days absence (dependent on nature of absence), a letter will be sent to the home
- After five (5) total days or three (3) consecutive days and no parent/guardian contact, a home visit may be made by the Attendance Officer and possibly by the school nurse
- After ten (10) total days:
 - Letter to parent/guardian; doctor's excuse for future absences may be required
 - May be referred to SAP Program

Tardiness to Class

Tardiness includes being late to homeroom, class, and other obligations. Unexcused tardiness

will result in disciplinary action may include suspension from school and/or referral to the District Justice.

Tardiness to homeroom or class is reported to the office. If a student accumulates a total of five tardies (lates), a discipline referral will be completed and given to the vice-principal. For disciplinary actions/consequences, refer to the disciplinary matrix in the back of the handbook.

All tardies of five (5) minutes or more will result in a cut to class and the consequences that follow for a class cut.

Non-Cumulative Absences

Non-cumulative absences include:

- Death in the immediate family
- Subpoenaed court appearance
- Verified acute or chronic medical condition as documented by the parent/guardian and physician, and medical or dental appointments that cannot be scheduled at a time other than during school hours; a physician's note related to a chronic condition must state that the severity of the condition will prohibit the student from attending school as specified by the physician
- Pre-approved absences from school such as excused educational tours and trips, approved college visitation day, and excused religious observance or instruction

When a student accumulates seven (7) days of absence not attributable to the aforementioned conditions or is absent for five (5) consecutive days, a referral to the attendance officer shall be made and a letter will be sent to the student/parent/guardian. The purpose of the letter shall be to review the student's absences and to state clearly to the student and parent/guardian the consequences of ten (10) absences. Attendance verification shall be the parents'/guardians' responsibility.

Absences of five (5) or more consecutive days require a doctor's note or a medical excuse upon return.

Early Dismissal Precautions

No student is allowed to leave school early except at their parents'/guardians' request. Either a request must be received from the parent/guardian in writing, or the parent/guardian must appear at the school office requesting that the child be dismissed in their care.

Requests by telephone must be verified by the building principal or designee. All requests for early dismissal must be for proper and legitimate reasons.

Educational/Vacation Tours and Trips

In accordance with basic Board policy, it is necessary that family trips for educational purposes

be considered within the context of school purpose and the law.

Upon receipt of a written request from the parents/guardians of the students involved, students may be excused from school attendance to participate in an educational tour or trip in accordance with state regulations. Such travel shall be at the expense of the parent/guardian and shall be subject to direction and supervision by a parent/guardian.

Approval of these trips shall be requested, in writing, on forms provided by the district. Requests must be submitted 1 week before the date of departure and should be completed in detail. Forms will not be accepted after the trip. Forms are available on the Middle School Website under Site Shortcuts-Attendance Information.

Submission of the form does not constitute approval. These requests will be evaluated on the following criteria:

- Length of trip – number of school days the student will miss
- Only ten (10) days per year shall be considered
- Trips will not be approved during the PSSA tests, Keystone Exams, Mid-term Exam and Final Exam testing windows
- If Take Your Child to Work day falls during the testing window, this absence will not be approved.
- The number of absences accumulated prior to the scheduled trip
- The purpose, itinerary, and supportive educational aspects must be clearly explained for justifying such an experience beyond the classroom
- Approval will be contingent upon the student's academic progress, attendance record, discipline record, and on the student's responsibility for keeping up with assignments during the trip

If approval is granted before the trip is taken, the student's absence will be excused. If prior approval is not received, the absence will be classified as an unlawful and/or unexcused absence. Should the student's absence extend beyond the approved time, such days will be classified as unlawful and/or unexcused. If approval is denied, the absence will be classified as an unlawful and/or unexcused absence unless a doctor's excuse is provided.

All students are responsible for making up school work and tests missed during an approved trip. All missed assignments must be turned in within 5 school days of returning from the trip.

Part-Time Employment

Students fourteen (14) to seventeen (17) years of age who are employed during vacation periods or part-time jobs during the school year must obtain an employment certificate. If the part-time employment interferes with school attendance and achievement, the certificate may be revoked.

Any parent/guardian of a student who fails to comply with compulsory attendance requirements shall be reported to the District Justice and fines could be imposed.

Children of Separated/Divorced Parents/Guardians

In the event that a separated/divorced parent/guardian having custody of a child desires that the child not be released in the care of the other parent/guardian, the school will comply with their wishes, provided they file with the school a copy of the court order authorizing their custody.

Religious Excusal

All absences occasioned by the observance of religious holidays, as designated by the Department of Education, of the student's religion shall be excused. No student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Assignments for Absent Students

Upon the request of a parent/guardian, every attempt will be made to contact the teachers in order to obtain assignments for any student who has been absent for multiple days. Assignments, for the days requested, will be sent to the office so that a parent/guardian may come into the school and pick them up for their child. Allow 24 hours from the time the request has been made to receive the work. Please call 814-355-5466 and check to see if assignments have been brought to the office prior to coming into the school.

Make-Up Work Guidelines

Students must be given the opportunity to make up missed work and tests after any absence. The following guidelines should be used for make-up work:

- It is the responsibility of the student, upon returning to school, to contact the teacher for make-up work and to complete that work.
- It is the responsibility of each teacher to provide make-up work for an excused absence.
- Students will be given a reasonable amount of time for make-up work, unless they were already aware of the assignment. A student will be given one day after each day's absence. (Example: 3 days of absence = 3 days of make-up time)
- Teachers may use their discretion to further extend the amount of time for make-up work.
- If a student fails to complete a test/assignment that has been rescheduled by a teacher due to an absence, the grade automatically becomes a zero.
- If a student arrives late to school, he or she is responsible for contacting the teacher that day to take any test scheduled or submit work due that day.
- Students may make up all work missed during a suspension from school within the allotted time established above.

Crisis Response Team

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to know that the Bellefonte School District, and more specifically, the Middle School, has made preparations to respond to such situations. Should a major crisis occur during school hours, your child will be cared for at the Bellefonte Area Middle School.

Your assistance and cooperation is necessary in any emergency. Please follow the procedures

listed below:

- Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.
- Do not telephone the school. Telephone lines may be needed for emergency communication.
- Check the middle school website for Crisis Information. Turn on your radio or television for emergency announcements.
- In the event of a serious emergency, students will be kept at the Middle School or taken to a secure alternate site until they are picked up by an identified adult who has been listed on the child's Emergency Card. Please consider the following criteria when you authorize another person to pick up your child at school:

The person should be:

- 18 years of age or older
- Usually home during the day or generally available during school hours
- Known to your child
- Aware and able to assume this responsibility

The decision of what to do during crisis situations is based on the safety of the children. Please discuss these matters with your immediate family. Planning ahead will help all of us.

Questions or Concerns may be addressed to the Bellefonte Area Middle School Crisis Response Team (CRT):

- Dr. Garman, Principal - Team Coordinator – Incident Command Center
- Dr. Eckenroth, Vice-Principal – Staff Notification Coordinator
- Ms. Fisher and Ms. Bercel – Communications and Transportation
- Ms. J. Miller and Ms. E. Bunk – Student and Family Services
- Mr. Welker – Buildings and Grounds Coordinator
- Ms. Griel, School Nurse – Triage Coordinator
- Mrs. Frye/Ms. Snyder – Food Service Staff Coordinators

Evacuation Procedures

Evacuation (fire) drills are held once a month and are unannounced. At the sounding of the fire alarm, students will leave the building quickly and quietly at the direction of their teacher or appropriate staff person. Direction signs are found above the doors or on the bulletin board in each room. In the event of an actual emergency during which students must vacate the building and will not be permitted to return to the Middle School, they will proceed to the high school auditorium or gymnasium where they will wait for their bus or other transportation.

Throughout the school year a variety of emergency drills take place. Fire drills or lockdown drills are held each month. Severe weather drills are also practiced periodically. The drills are designed to instruct students and staff in procedures that are specific to the drill. The purpose of the drills is to ensure the safety of all students and staff.

School security drills are designed to practice procedures to respond to other emergency situations such as an act of terrorism, armed intruder situation or other violent threat. School security drills are conducted in accordance with Policy 805 and 24 P.S. §15-1517 with one (1) drill being held within ninety (90) days of the start of the school year.

Bus Evacuation Drills

Bus evacuation drills are held twice a year. Students are typically informed the day before to ensure appropriate dress. During the drill, the driver assists students as they utilize emergency exits on the bus and shows them where first aid kits and fire extinguishers are located.

Emergency Closing of School

The need to close school due to the weather or an emergency will be announced on the Thrillshare notification system and following radio stations: WBLF, 3WZ, WMAJ or WRSC. Stations will announce school closings at regular intervals. The school district website will also contain information on a school delay or cancellation.

Hallways and Hall Passes

Appropriate hallway behavior includes walking on the right hand side of the hallway, using a quiet voice, using appropriate language, and being respectful of the rights of ALL students and staff. Violations of school rules that occur in the hallways will result in disciplinary referrals.

Hall passes are important to maintaining accountability of students and a quality academic environment.

- Students may only be in the hallways during class periods with a valid pass card signed by school staff. Students must take the most direct route to their destination. Students can expect teachers, principals, and other school officials to ask for a hall pass at any time they are in the hallways during class time. Anyone without a pass will be escorted to their class or taken to the main office.
- Students must sign out and then back in on the classroom sign out sheet prior to leaving the room for a destination.
- Students who abuse the pass privilege will lose pass privileges. Students who attempt to circumvent the system could face additional disciplinary action or be placed on hallway restriction.

Physical Education Procedures

Physical education classes are scheduled three times per cycle. Since physical education grades are based on active participation, students are only excused from participating in physical education for medical reasons. Students experiencing health problems are expected to dress and participate to the best of their ability. Serious health problems that are physically debilitating must be documented by an attending physician, with specific notes as to the extent of the student's ability to participate. Physician's notes are to be given to the school nurse.

Detailed expectations for physical education class will be provided on the first day of class by

the teacher. One such expectation is that students will come prepared to dress in clothing appropriate for physical education class, other than that which is worn to school that day. Teachers will define what is considered appropriate clothing for class.

Students will not be assigned a locker, but students may use one during class to hold clothing and books. Students should never bring items of value into the locker room and items should never be left in the locker room overnight. Any valuables should be given to the teacher to be locked in the office during class. The use of perfume or deodorant aerosol sprays is prohibited in locker rooms and the building in general. Roll-on deodorants are recommended.

Transportation

Safety is an issue of critical importance in regard to school bus transportation. Appropriate behavior of students goes a long way to ensure the safety of those on the bus and of others in its proximity. Bus drivers have the same authority as school personnel and in order to enforce safety and social standards, they will determine the degree of talking and activity permissible. Riding the bus is a privilege, not a right. Any violation of bus rules will result in disciplinary action. Serious and/or continued violations may result in students being banned from riding the bus, thus requiring parents/guardians to provide alternative transportation to school.

Another issue of safety is to ensure that students are being transported to their home or another parent/guardian designated location. Students will not be permitted to ride an alternate bus to or from school without approval from the Director of Transportation. If an emergency situation is approved by the Transportation office, a Bus Boarding Pass will be issued. This pass is signed by a building administrator and given to the student by the end of the school day. Students must present the Bus Boarding Pass to the driver of the alternative bus upon entering. Absence of a pass will prohibit the student from riding an alternative bus. Requests to ride an alternate bus can only be permitted if seats are available on that bus.

The school district's bus policy is made available at the beginning of each year to parents/guardians and students when bus routes are announced. Students and parents/guardians should familiarize themselves with this policy to ensure safe travel to and from school. For questions or concerns about transportation, contact Karen Moore at 814-355-4812, ext 3033 or by email: kmoore@basd.net

School Bus Surveillance

For the safety of students and to maintain proper standards of conduct, a video surveillance system is in use on district school buses. This system is intended to assist the administration, bus contractors, and drivers in observing behavior and preventing violation of bus rules and regulations. Student behavior may be recorded and disciplinary action may be taken based on the behaviors recorded.

Pursuant to Section 5704 (18) of Title 18 of the Pennsylvania Consolidated Statutes, The Bellefonte Area School District reserves the right to and may incorporate the use of audio recording equipment on school buses and district owned vehicles to help ensure the safety of our

students. These recordings may be used to provide evidence when disciplinary actions are imposed by the district. This shall only apply when a school bus or school vehicle is used for a school related purpose.

Permission for Students and Media

Periodically, we have television stations and newspaper reporters who come to our schools for different events. They almost always ask to take photographs of our students, and sometimes they also want to interview children. That means that when we're doing something truly exciting, we want to have our students interviewed and photographed. We also like to include student pictures on the district website (www.basd.net), our BAMS Facebook page, and Twitter account. There are many exciting activities and events that we're proud to share with the community using the internet. We would like the opportunity to include more children in those exciting news stories on the district website. This allows us to promote the great and exciting happenings in our school.

Parents/Guardians who object to having photos or names of their child(ren) published to a website or any other form of media must notify their student's building administrator in writing and/or via email.

SECTION SIX ~ SCHOOL RULES AND POLICIES

The successful and effective operation of any organization and institution requires that certain structures, procedures, and rules are in place. The Bellefonte Area Middle School is no exception. It's necessary that students and parents/guardians become familiar with the major rules at the middle school. A claim that one did not know that something was against the rules is not a valid excuse. The School Board recognizes that there may be situations where disciplinary actions/consequences may require administrative discretion.

School Rules and "In-Loco Parentis"

From the time students leave home each morning to the time they return home each afternoon, school officials are responsible for their well-being. This authority is called *in loco parentis*, meaning "in place of the Parent/Guardians." Because of *in loco parentis*, it is the school's responsibility to ensure the rights and well-being of all students, as well as take measures necessary to provide a positive and safe learning environment.

At the Bellefonte Area Middle School, we have four school-wide rules:

- Be Respectful
- Be Kind
- Be Safe
- Be Here and Ready

These basic guidelines encompass the many specific rules and regulations that typically are enforced in schools. The Disciplinary Code in this handbook details specific infractions and their subsequent consequences. Students and parents/guardians are advised to become familiar with this code as a preventive measure against poor judgment and inappropriate behavior on the part

of students.

School-Wide Positive Behavior Support (SWPBIS)

As an extension of our School-Wide Positive Behavior Intervention and Support (SWPBIS) initiative, students have come together to form a team that will lead students to be part of the “Raider Revolution”. The “Raider Revolution” is designed to motivate students to follow the school-wide rules which will create a better school community by bringing fun and excitement that creates effective learning environments and positive attitudes. These rules include: Be Respectful, Be Kind, Be Safe, and Be Here and Ready.

Raider Cards

In an effort to recognize our student’s outstanding efforts in their school community, students will be rewarded with Raider Cards. These rewards can be used to purchase items at the school store. Students may also choose to enter their Raider Cards in drawings for special rewards. Students should not trade raider cards with other students.

Bomb Threats

Communicating a bomb threat in any way is strictly prohibited at the Bellefonte Area Middle School. This is a matter that is taken very seriously and the following action will be taken:

- The police will be contacted immediately.
- Parents/Guardians will be notified and asked to come into the school.
- The superintendent/school board will be notified.
- That student will be suspended out-of-school immediately for a period of ten (10) days.
- In addition to the ten (10) day OSS, a student will be placed in an alternative education school or be expelled permanently from school at the discretion of the superintendent/school board.

Fighting and Harassment

Two major rules of the Middle School that need to be detailed involve the physical and emotional safety of students. While violation of these rules could likely result in harm to others, assuredly, a violation will result in disciplinary action.

- Physical fighting is prohibited at the Bellefonte Area Middle School. If one student hits, slaps, kicks, pushes, bites, or chokes a second student, the second student is to move away and report the incident to a school staff person. While students may take actions to protect themselves (i.e., putting hands or arms up to block attack), under no conditions is retaliation permitted. Any act of hitting, kicking, etc. back is construed as retaliation. Consequences will be a minimum of one (1) day in-school suspension for any physical contact.
- Verbal intimidation, sexual harassment, or harassment is forbidden at the Bellefonte Area Middle School. Students may not make statements that are hurtful, that threaten, that lead to feelings of discomfort, or that are racist or sexist in nature. If one student verbally intimidates or harasses a second, the second student is to report the incident to a staff member. Under no conditions is retaliation permitted. Complaints of harassment

will be investigated promptly and corrective action will be taken when allegations are verified.

In certain cases of physical attack or verbal harassment, legal authorities may be notified and the student responsible for such may be required to undergo psychological evaluation before returning to school.

Report Harassment/Bullying

If a student of BAMS is being bullied or harassed, please contact the appropriate school counselor or building administrator at 814-355-5466.

Ms. Miller	Guidance	x 5007
Ms. Bunk	Guidance	x 5008
Dr. Eckenroth	Vice-Principal	x 5004
Dr. Garman	Principal	x 5003

Students are also encouraged to fill out an online incident report when instances of bullying are occurring. The form can be found on the BAMS website.

Bullying/Cyberbullying/Hazing

BAMS is committed to providing a safe, positive learning environment for all students. BAMS 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.

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, or during any school related/sponsored activity, that is severe, persistent or pervasive and has the effect of doing any of the following:

- Substantial interference with a student's education
- Creation of a threatening environment
- Substantial disruption of the orderly operation of the school

Bullying, as defined in this policy, includes cyberbullying.

BAMS encourages students who have been bullied to promptly report such incidents to the classroom teacher, guidance counselor, building principal or any member of the faculty/staff.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

- Parent/Guardian conference
- Loss of school privileges

- Transfer to another school building, classroom or school bus
- Exclusion from school-sponsored activities
- Detention
- Suspension
- Expulsion
- Referral to law enforcement officials

A Bullying/Cyber bullying parent/guardian guide is available on our website and in the back of this handbook to help parents/guardians handle bullying situations with their children.

The district prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours. No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing. The district encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.

Weapon Policy

State legislation has a “zero tolerance” policy regarding the possession of weapons on school property or on the bus. In compliance with the law, the following rules and guidelines apply:

- Weapons are not permitted anywhere on school grounds or on buses that transport students to school.
- Examples of weapons include: any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to: any firearm, whether loaded or unloaded; pneumatic guns, including but not limited to, pellet, BB, airsoft and paintball guns; knives; blades; clubs; metal/brass knuckles; nunchucks; throwing stars; explosive, incendiary or poisonous gas; any combustible or flammable liquid; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; objects that have been modified to serve as a weapon; or any other item which is used to threaten, strike terror, or cause bodily harm or death even though it is normally considered to not present a danger to others.
- Items that can be considered weapons, and subject to confiscation/discipline include:
 - Chains, as jewelry or on wallets
 - Razors and blades
 - Cap guns

Should a knife or other implement be brought to school by mistake, the student **MUST** bring it to the office immediately and explain the situation. It is extremely important for students to refrain from making this mistake, as “zero tolerance” requires harsh punishment that could result in a one-year expulsion from school. See Board Policy 218.1 for more information.

Student Searches

Searches are outlined in Board Policy 226. Student searches must be justified at their inception by reasonable suspicion that policy or law has been violated or is being violated and that evidence of the violation will be disclosed by the search, and the search actually conducted must be reasonably related in scope to the circumstances which justified the search at its inception.

School district administrators are authorized, under circumstances justifying such a search as described above, to require students or other persons under the administrator's jurisdiction to submit to a thorough search of their person and personal belongings including, but not limited to, clothing, shoes, handbags, backpacks and wallets to seize any unauthorized materials. If a school district administrator is not present, School Resource Officers are authorized to conduct searches of students and/or their property using reasonable suspicion as a School District Administrator would. This includes circumstances that occur both during and outside of the school day at any school affiliated event. A metal detecting wand may be used during the search.

Any individual/student who refuses to comply or cooperate with these expectations will result in parent/guardian and local law enforcement contact, as well as possible suspension from school and subject to other disciplinary action. If a more extensive search is required, it will be conducted by local law enforcement.

Lockers can also be searched based upon the above criteria and held to the same expectations.

Electronic Device Searches

Electronic Device searches must be justified at their inception by reasonable suspicion that policy or law has been violated or is being violated and that evidence of the violation will be disclosed by the search, and the search actually conducted must be reasonably related in scope to the circumstances which justified the search at its inception.

School administrators are authorized, under circumstances justifying such a search as described above, to require students or other persons under the administrator's jurisdiction to submit to a thorough search of their electronic device. Electronic Devices are defined in Board Policy 237.

Any individual/student who refuses to comply or cooperate with these expectations will result in parent/guardian and local law enforcement contact, as well as possible suspension from school and subject to other disciplinary action. If a more extensive search is required, it will be conducted by local law enforcement.

Disciplinary Referral Forms

Disciplinary referrals are write-ups that help keep the office informed of behavioral difficulties that arise. If a student behaves inappropriately, any school staff member or bus driver may complete a referral form and hand it in to the office.

Students meet briefly with either the principal or vice principal to review and receive a copy of

the referral form. Students also have the opportunity to reflect on the inappropriate behaviors for which they've been cited. Consequences for referrals may include a warning, lunch detention, detention, in-school suspension, and/or out-of-school suspension. In each case, parents/guardians will be contacted by mail, email and/or telephone informing them if a consequence is given.

Students receiving numerous referrals can begin to lose privileges afforded to their classmates such as field trips, school assemblies, dances, or other programs.

Detention

At the Bellefonte Area Middle School, a system of issuing detentions is in place to reinforce the rules and procedures identified for the effective operation of the school. Detentions are issued by an office administrator.

Office detentions:

- Are held on Monday, Tuesday, Wednesday and Thursday afternoons from 3:20-4:20 pm.
- Are scheduled by the principal or vice principal.
- Are rescheduled only by request of parent/guardian with a reasonable and acceptable excuse, not for extracurricular activities.
- Must be made up the next scheduled detention day in the event of a student absence.
- Prohibit a student from participating in an extracurricular activity on the day of the detention, during the detention time.

Lunch detentions:

- Are scheduled by the principal or vice-principal.
- Occur during the student's lunch time in a location other than the cafeteria.

Suspension Program

At the Bellefonte Area Middle School, serious or repetitive disciplinary infractions may result in student suspension. There are two possible options the administration may utilize: Out-of-school suspension (OSS) or in-school suspension (ISS). Students serving either one are ineligible to participate in any school related activities or sporting practice or events throughout the duration of the suspension.

Out-of-School Suspension

The daily schedule and expectations of a student in OSS are as follows:

- Is not permitted on school grounds or at school-sponsored events for the duration of the suspension
- Work is provided by teachers at the outset of suspension
- Returns to school with work finished at the completion of the suspension

In-School Suspension

The daily schedule and expectations of a student in ISS are as follows:

- Rides normal transportation to and from school
- Reports to homeroom as normal for attendance

- Reports to the ISS room at the end of homeroom
- Remains in seat and in ISS room for the day - all work is delivered by teachers
- Eats lunch in the ISS room
- Follows all ISS room rules and instructions of the ISS teacher

Failure to abide by ISS rules will result in the assignment of additional time in the ISS room or OSS.

Students who are assigned to the In-School Suspension room are expected to follow the rules set forth by the In-School Suspension teacher.

Dress Code Policy

Students are not permitted to wear clothing (including face coverings) that might cause a disruption of the educational process or that might send an inappropriate message to others. Good judgment should prevail on a student's part by not wearing clothing or face coverings that:

- calls a great deal of attention to the student.
- displays obscene or suggestive words.
- promotes the use of alcohol, tobacco or illegal drugs.
- constitutes a health or safety hazard.

Specifically, the following parameters must be met regarding school apparel:

- Students must wear footwear in school.
- Shorts and skirts must be at least mid-thigh in length.
- No clothing or face coverings are permitted to be worn that have:
 - Cigarette or alcohol logos.
 - Depictions of drugs, drug use, or drug innuendo.
 - Inappropriate words, pictures, language, or sexual connotations.
 - Advertisements for establishments that contain alcohol or sexual innuendo (i.e., Hooters).
 - The words bar, lounge, or tavern on it.
 - When standing with arms down, student's upper garment should meet the lower garment.
- No tank tops, shirts with spaghetti straps, muscle shirts, or halter tops are permitted. Sleeveless shirts should have shoulder straps at least 3 inches wide. If a student chooses to wear a shirt that has large arm openings, an undershirt must be worn to not expose the skin on the sides of the torso.
- Pants or jeans must be worn so that no underwear is exposed.
- Please remember to remove all headwear, including hats, bandanas, hoodies, du-rags, and sunglasses upon entering the building. (Bandana-like material may be utilized as a headband but the width of the headband should not exceed 2 inches. The headband must be worn in the hair as a traditional headband and not on other parts of the body.)

The dress policy will be enforced throughout the school day and at all school functions, including dances and field trips.

Students will be required to change inappropriate clothing. Disciplinary action will be taken against those who repeatedly violate this policy.

Classes such as physical education, technology education, science, and others may require students to wear certain types of clothing for safety reasons.

Substitute Teachers

At Bellefonte Area Middle School, we are appreciative of the dedicated individuals who enter our building on a daily basis to fill positions of absent teachers. Though they are not the regular classroom teacher, substitute teachers play a crucial role in the functioning of our building as well as the education of our students every single day. As visitors to our building, it is fully expected that they are treated with the utmost respect and that the rules and expectations of the building as well as the classroom are adhered to when they are here. Please know that consequences for misbehavior for a substitute teacher may be more substantial and that any such behavior will not be tolerated. When students interact with our substitute teachers, their behavior is representative of this school as a whole as well as their parents/guardians who work to instill good character traits and decision-making.

All adults shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. For more information, see Board Policy 824.

Acceptable Use Guidelines

The purpose of providing access to the BASD network and the Internet is to support education within the schools of the Bellefonte Area School District by providing the opportunity to develop 21st Century skills such as: collaboration, communication, creativity, critical thinking, research and digital citizenship. Bellefonte Area Middle School adheres to the Acceptable Use Policy as outlined by the Bellefonte Area School Board of Directors. You may view this policy on the District web site: www.basd.net and look under School Board, Board Policies.

All BASD students are provided with BASD network user accounts. Access to the BASD network and the Internet is a privilege, not a right. Inappropriate use may result in a cancellation of those privileges. Each user of the BASD network is responsible for any and all activity initiated by their account. Users are responsible for selecting a secure password for their account and for keeping the password secret at all times. Passwords must never be given out.

Bellefonte Area School District students are provided with Google Workspace for Education accounts. In addition to providing secure access to Google Classroom and other Google tools, Google logins are used to access educational apps including but not limited to Canva, Clever, ExploreLearning, FigJam, and ST Math. Student Google Workspace accounts are configured to prevent file sharing outside of the BASD domain.

In order to provide a safeguard to help prevent the accidental access of inappropriate material, and to comply with the Children's Internet Protection Act, Internet access will be filtered using

filtering software. The filtering will be in place for all Internet access provided by BASD. Use of a filtering program does not remove the responsibility of network users to restrict their online activities to activities that comply with the guidelines and standards of the acceptable use policy.

Internet Permission Form

All students must complete and return the Internet Acceptable Use Policy/Permission Form. A student will not be granted access to the internet until this form has been signed and returned to the school.

Student Email Use

Students will be provided email addresses for school use only. The use of this email accessed both on campus and off must be for academic use only and must abide by all pertaining school rules. All emails will be recorded and students will be expected to follow proper school behavior in using this service.

Students are not to use email to threaten, harass, bully, intimidate, or cause alarm to others. Failure to use school email appropriately will result in the suspension of the service and/or further disciplinary consequences as applicable.

Electronic Device Guidelines

Electronic device use is restricted at Bellefonte Area Middle School. Students must keep their electronic devices in their lockers at all times unless otherwise directed or assigned by a teacher. As this is the case, the only reason a student will be permitted to use an electronic device throughout the day is for an academic purpose, or another purpose determined by a teacher.

As per the policy, students may possess cellular telephones on school district property and at school district events. They shall be used only in a manner that is not disruptive to the school and its educational activities. Principals may, in addition, adopt and enforce reasonable rules and regulations thereto, and as situations may warrant, revoke such privileges for any and all students.

Cell phones may be used only before or after school. Cell phones and other electronic devices must be turned off and locked in lockers during the instructional day. Students must turn off cell phones from 8:00 AM through the end of the school day at 3:15 PM. Students are permitted to use cell phones until 7:55 AM, provided they are used in a manner that is not disruptive or that violates any school policy. Students are responsible for the safe-keeping of their own electronic devices. The school will not be responsible for replacing any lost or stolen items nor be held liable.

The chart below details consequences for restricted electronic devices:

Violation/Offense	Consequence
1	Confiscated/Returned to student
2	Confiscated/Returned to Parent/Guardian/Detention
3	Confiscated/Returned to Parent/Guardian/ISS/Cell phone banned at school

Unauthorized use/or possession of electronic devices shall result in progressive discipline measures as stated in board policy and student handbook.

One-to-One Chromebooks

Every student at BAMS will be assigned a Chromebook for use during the school year. Students are permitted to take their Chromebooks home. Students will not turn them into the school during the school day and as a result will be responsible for their Chromebooks at all times, in and out of school. Students are encouraged to take their Chromebooks home daily as they can use them to continue their education during any sudden or unexpected school closures. Students are expected to bring their fully charged Chromebooks to school with them each day. There will be a limited number of Chromebooks available in the library for students to sign out if a student would need one throughout the day.

Care of Devices:

Students are responsible for the general care of the devices that have been issued by the District, but should never attempt to repair any damage. If a student is having technical issues with their Chromebook, they should let their teacher know. Repairs will be handled as promptly as possible and a replacement device may be used if available. Students are still responsible for all work missed. District-owned devices should never be taken to an outside computer service for any type of repairs or maintenance.

The following recommendations are general guidelines for taking care of District devices; however, these recommendations do not limit the liability for the care of District devices.

General Precautions

- No food or drink should be used/placed/located next to devices.
- Cords, cables, and removable storage devices must be inserted carefully into the devices.
- The devices should not be utilized while plugged in when the cord may pose a tripping hazard.
- The devices must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of devices.
- The device should remain dry at all times.
- The device should be kept at a reasonable temperature. Do not leave the equipment outdoors or inside a car in extreme temperatures.

- When the device is in use or charging, ensure that proper airflow around the device is possible. Do not leave devices on soft/conforming surfaces.

Cases

- Each student will be issued a protective case for their device that is to stay on the chromebook at all times.
- Although the cases are reinforced to help protect the device, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect their device.

Damages, Repair Costs and Replacement Costs:

Personal responsibility on the part of the student is a goal and a key for the success of this program. The devices are expensive pieces of equipment.

Damages, Repairs and Replacement:

- Manufacturing defects or other items covered under the limited warranty will not be charged to the parent/guardian/student.
- If the student's equipment is lost or not returned to the District, either the student or parent/guardian will be charged the full replacement cost of the equipment.
- In the event of accidental, negligent, malicious, or willful damage to the equipment, either the student or parent/guardian will be responsible for the repair or replacement of the equipment at the costs listed below:

Equipment Repair Costs

- Chromebook replacement fee: \$225.00
- Screen: \$50.00
- Touchpad: \$50.00
- Individual Key: \$5.00
- Full Keyboard: \$50.00
- Charger: \$30.00
- Case: \$20.00
- Other Damages: Will be on a case by case basis
- Negligent, malicious, or willful damage to equipment and/or theft of equipment may also subject the student to prosecution and punishment under law and/or discipline under the Code of Student Behavior

Replacement Devices

- When students bring a device in for repair, a replacement device will be issued to the student, when available.

Carrying Devices

- Always transport devices with care and in district-issued protective cases. Failure to do so may result in disciplinary action.
- Never lift devices by the screen.
- Never carry devices with the screen open.

Screen Care

The device screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure. For these reasons:

- Do not put pressure on the top of a device when it is closed.
- Do not store a device with the screen open.
- Do not place anything in the protective case that will press against the cover.
- If placing in a backpack, be sure it is placed safely and not crammed in against other items.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or storage devices).
- Use only a clean, damp, lint-free cloth to clean the device's exterior. If you need to clean the screen, use only a clean, soft, damp lint-free cloth with water only. DO NOT spray liquid directly onto the screen. Avoid getting moisture in any openings.

Headphones for Chromebooks

Due to health concerns, the school will not be providing students with headphones or earbuds. We ask that all students purchase their own set for use when necessary during the school day.

Internet Filtering

In order to provide a safeguard to help prevent the access of inappropriate material, and to comply with the Children's Internet Protection Act, Internet access will be filtered using filtering software. The filtering will be in place for all Internet access provided by BASD. Furthermore, all Internet access will be filtered and potentially made available to District employees anytime students are using their district-issued devices or when they are on a personal device and signed into their BASD Google account. Use of a filtering program does not remove the responsibility of network users to restrict their online activities to activities that comply with the guidelines and standards of the acceptable use policy.

Smoking/Tobacco Policy

Tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the school. Smoking, chewing, and the possession of tobacco and/or paraphernalia – including lighters, vaporizers, vaporizer cartridges (full or empty) – are prohibited in school buildings, school buses or on school property

owned by, leased by, or under the control of the school district. If a student's name is reported to the office for suspicion of a tobacco product (usage or possession), the student is subject to possible search, parent/guardian notification, and disciplinary action (if a tobacco product is found).

**Use of tobacco is also prohibited in cars parked on school property and on walks surrounding the school. This also applies to students on school-sponsored activities that are held off school property.*

Act 145 of 1996 (Tobacco Prohibition):

- Prohibits the use of all tobacco products in schools, including school restrooms.
- Pupils who possess or use tobacco in school, on a school bus or on school property commit a summary offense and will be referred to the District Justice in addition to school consequences.
- School districts must initiate prosecution.
- Upon conviction of the offense, the student is fined an undisclosed amount for the benefit of the school district and assessed court costs.
- Tobacco is defined as a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form.

First time offenses will result in disciplinary consequences and an option to attend a smoking cessation program of the students choosing at the student's and/or parent/guardian's expense. The student and parent/guardian are responsible to provide documentation of completion of a cessation program, in the form of an official letter from the provider, within four (4) weeks of the violation date to the administration of Bellefonte Area Middle School. If a cessation program is not applicable to the situation, an alternative assignment may be given in lieu of the program, such as a presentation/education of the risks of such behavior. If such documentation of completion is not received within this time frame, the student will be referred to the District Magistrate/Justice. Students will also be referred to the BAMS Student Assistance Program (SAP).

The Bellefonte Area Middle School reserves the right to treat items such as electronic cigarettes (e-cigarette), vaporizers, nicotine patches, nicotine gum, other nicotine-delivering substances, chemicals or devices that produce the same flavor or physical effect of nicotine substances, and any other "tobacco innovation" as a violation of the school's tobacco policy and/or a violation of the school's drug and alcohol policy based on individual circumstances. See Board Policy 222 for more information.

Video Cameras

BAMS utilizes video cameras to maintain safety within the school. Footage from these cameras is utilized for and subject to disciplinary consequences. Footage from these cameras is used by school personnel and is not made public as we are required by law to protect the confidentiality of our students.

Disciplinary Code

Observance of the rules and regulations that govern all phases of school life is expected of all students attending the Bellefonte Area Middle School. Some of the most common types of disciplinary problems and the procedures for dealing with them are described in the following section. It's understood that the disciplinary actions described herein represent minimal penalties and are intended to only act as a guide for administrative action. In all cases, the student's past record, attitude, and willingness to cooperate in correcting behavior problems will be considered. This disciplinary code has been approved by the Bellefonte Board of Education and will be implemented by the administration.

The chart detailed on the following pages notes and defines the disciplinary actions addressed by the code, as well as the consequences for first, second, and subsequent occurrences. Students and parents/guardians are advised to familiarize themselves with the disciplinary code.

Students/individuals who incite a disciplinary incident are also subject to disciplinary consequences. If a consequence is given, parents/guardians will be notified.

The Board recognizes that there may be situations where disciplinary actions/consequences may require administrative discretion.

DISCIPLINARY INFRACTION	DEFINITION	FIRST OCCURRENCE	SECOND OCCURRENCE	SUBSEQUENT OCCURRENCES
CUTS, LEAVING SCHOOL GROUNDS W/O PERMISSION, TRUANCY, OTHER ILLEGAL ABSENCES	Failure to report to school or class; Leaving school grounds before or during school.	Detention(s) assigned; One detention for each class missed; One day of suspension for each incident of leaving school grounds; Parent/Guardian notified.	Same as first occurrence.	Administrator Review: Possible suspension up to ten days; Possible placement on behavioral program; Parent/Guardian/Student/Administrator conference.
CUTTING OF DETENTION	Failure to report to an assigned office or teacher detention.	Two detentions assigned for each detention missed; Parent/Guardian notified.	Same as first occurrence.	Administrator Review: Possible suspension up to ten days; Possible placement on behavioral program; Parent/Guardian/Student/Administrator Conference.

INAPPROPRIATE LANGUAGE TOWARDS STAFF	Swearing; Use of foul or abusive language or gestures that are directed towards staff members.	One to three days of suspension; Parent/Guardian notified.	Three to five days of suspension; Parent/Guardian notified.	Administrator Review: Possible suspension up to ten days; Possible placement on behavioral program; Parent/Guardian/Student/Administrator conference.
INSUBORDINATION	Refusal to respond to a reasonable request.	Range of warning to a lunch detention to one after school detention; Parent/Guardian notified.	Range of warning to two lunch detentions to two detentions; Parent/Guardian notified.	Administrator Review: Possible suspension up to ten days; Possible placement on behavioral program; Parent/Guardian/Student/Administrator conference.
MISCONDUCT FOR A SUBSTITUTE TEACHER	Student misbehavior that occurs while under the supervision of a substitute teacher.	Warning letter sent home to Parent/Guardians and placed in student's office file. Possibility of up to three detentions.	Second letter sent home to Parent/Guardians ; One detention assigned.	Each subsequent misbehavior results in a letter sent home to Parents/Guardians; One detention will be assigned; Parent/Guardian/Student/Administrator conference.

DISCIPLINARY INFRACTION	DEFINITION	FIRST OCCURRENCE	SECOND OCCURRENCE	SUBSEQUENT OCCURRENCES
TARDINESS TO CLASS	Being late to class and other obligations; Tardies in excess of 5 minutes will be considered a cut (see above).	Accumulation of five tardies results in a range of warning to one after school detention; Parent/Guardian notified.	Accumulation of ten tardies results in up to two after school detentions; Parent/Guardian notified.	Accumulation of 15 tardies=up to three detentions; 20 tardies=up to 1 ISS; 25 tardies=up to 2 ISS; 30 tardies= up to 3 ISS; 35 + tardies=possible OSS;

TARDINESS TO SCHOOL	Being late to school; Tardies in excess of 5 minutes will be considered a cut (see above).	Accumulation of five tardies to school; Administration/ student meeting; warning.	Accumulation of ten tardies to school; 1 detention assigned; student/Parent/Guardian/ administrator meeting.	Referral will be made to the District Justice after 15 tardies to school/homeroom and each 5 after that; Possibility of monetary fines.
INAPPROPRIATE LANGUAGE/ GESTURES	Use of foul or abusive language or gestures undirected or directed towards others.	Range of detention to one day suspension; Parent/Guardian notified.	Range of detention to three days of suspension; Parent/Guardian notified.	Administrator Review: Possible suspension up to ten days; Possible placement on behavioral program; Parent/Guardian/Student/ Administrator Conference.
CAFETERIA MISCONDUCT	Inappropriate cafeteria behavior such as leaving seat without permission or throwing food.	Range of warning to two lunch detentions to two after school detentions; Possible assigned seat or assigned to eat in the ISS room; Parent/Guardian possibly notified.	Range of consequence same as first occurrence; Possible suspension; Parent/Guardian notified.	Administrator Review: Possible detentions; Possible suspension up to ten days; Possible placement on behavioral program; Parent/Guardian/Student/ Administrator conference.
DISCIPLINARY INFRACTION	DEFINITION	FIRST OCCURRENCE	SECOND OCCURRENCE	SUBSEQUENT OCCURRENCE
INAPPROPRIATE BEHAVIOR	Any form of disruptive behavior resulting in referral to the office; Includes misconduct and/or public displays of affection on the bus, in the cafeteria, in classrooms, and in	Range of warning to suspension; Parent/Guardian notified.	Range of warning to suspension; Parent/Guardian notified.	Administrator Review: Possible detentions; Possible suspension up to ten days; Possible placement on behavioral program; Parent/Guardian/Student/ Administrator conference.

	the hallways.			
BUS VIOLATIONS	Any form of disruptive behavior resulting in referral to the office.	Range of a warning up to three days removal from bus.	Range of three to five days removal from bus.	Range of 10 days removal from bus to being suspended from the bus for the remainder of the year.
HARASSMENT and/or BULLYING	Verbal, written, or physical taunting of others; Can occur one time or repeatedly for a period of time.	Range of warning to one detention and/or one to three days of suspension; Parent/Guardian notified if a detention or ISS is given. Possible police notification.	Two detentions and/or three to five days of suspension; Parent/Guardian notified; Possible police notification.	Administrator Review: Suspension up to ten days and/or possible alternative placement; Parent/Guardian/Student/Administrator conference; Possible police notification.
SEXUAL HARASSMENT	Any form of harassment based on gender or gender identity.	Range of warning to one detention and/or one to three days of suspension; Parent/Guardian notified if a detention or ISS is given. Possible police notification.	Two detentions and/or three to five days of suspension; Parent/Guardian notified; Possible police notification.	Administrator Review: Suspension up to ten days and/or possible alternative placement; Parent/Guardian/Student/Administrator conference; Possible police notification.

DISCIPLINARY INFRACTION	DEFINITION	FIRST OCCURRENCE	SECOND OCCURRENCE	SUBSEQUENT OCCURRENCES
ETHNIC HARASSMENT	Any form of harassment against another's culture, heritage, or other characteristics.	Range of warning to one detention and/or one to three days of suspension; Parent/Guardian notified if a detention or ISS is given. Possible	Two detentions and/or three to five days of suspension; Parent/Guardian notified; Possible police notification.	Administrator Review: Suspension up to ten days and/or possible alternative placement; Parent/Guardian/Student/Administrator conference; Possible police notification.

		police notification.		
THEFT OR DEFACING SCHOOL and/or PERSONAL PROPERTY	Removal of property belonging to the school or another person; Damage and destruction to school or personal property.	Range of one detention to five days of suspension. Possible police notification.	Three to five days suspension; Parent/Guardian notified; Possible police notification.	Administrator Review: Possible suspension up to ten days; Possible placement on behavioral program; Parent/Guardian/Student/Administrator conference; Possible police notification.
FIGHTING/ PHYSICAL HARASSMENT	A student hits, slaps, kicks, pushes, bites, or chokes a second student. Any other physical action that inflicts pain or discomfort on another student.	Range of one detention to five days of suspension; Parent/Guardian notified; possible police notification.	Range of one day suspension to 10 days out of school suspension; Parent/Guardian notified; possible police notification.	Administrator Review: Possible suspension up to ten days; Possible placement on behavioral program; Parent/Guardian/Student/Administrator conference; Possible police notification
ACADEMIC INTEGRITY POLICY VIOLATION	Cheating, plagiarism, fabrication/forgery, obstruction, multiple submissions	Range of detention to two detentions; Zero grade given; Parent/Guardian notified.	Range of detention to three detentions or suspension; Zero grade given; Parent/Guardian notified.	Administrator Review: Possible detentions or Possible suspension up to ten days; Possible placement on behavioral program; Parent/Guardian/Student/Administrator conference.
ELECTRONIC DEVICES CELL PHONES	Possession of electronic devices; Cell phone visible or turned on during school day.	Item confiscated; Student makes an appointment with an administrator to have their phone returned.	Detention assigned; Parent/Guardian notified; Item confiscated; Returned to Parent/Guardian/guardian only	Item confiscated and returned only to a Parent/Guardian; Student banned from having a cell phone at school; One day ISS; Parent/Guardian/Student/Administrator conference.

DISCIPLINARY INFRACTION	DEFINITION	FIRST OCCURRENCE	SECOND OCCURRENCE	SUBSEQUENT OCCURRENCES
INAPPROPRIATE USE OF TECHNOLOGY	Use of technology for reasons other than educational purposes, such as excessive gaming, listening to explicit music, or watching inappropriate videos.	Range of warning to suspension; Access may be limited or revoked.	Range of detention to two days suspension; Access may be limited or revoked; Parent/Guardian notified.	Three days suspension; Access to the Internet and computers revoked; Parent/Guardian/Student/Administrator conference.
DRESS POLICY VIOLATION	See page 43 for complete listing of Dress Policy.	Warning given and student is asked to change inappropriate clothing or remove articles; Student is given opportunity to call home for clothing; Will remain in ISS until change is made; Jewelry, chain wallet, and/or clothing may be confiscated and held for Parent/Guardians to pick up at school.	Same as first occurrence; Range of warning to two detentions; Parent/Guardian notified.	Administrator Review: Possible detentions; Possible suspension up to ten days; Possible placement on behavioral program; Parent/Guardian/Student/Administrator conference.
DISCIPLINARY INFRACTION	DEFINITION	FIRST OCCURRENCE	SECOND OCCURRENCE	SUBSEQUENT OCCURRENCES

POSSESSION OF LIGHTERS, MATCHES	Possession of lighters, matches or tobacco products.	Parent/Guardian notified.	Lunch Detention	Administrator Review: Possible suspension up to ten days; Administrator conference.
TOBACCO/ ELECTRONIC CIGARETTES	Possession, use or distribution of any tobacco product, electronic cigarette, vaporizer or any other nicotine product or “tobacco innovation.”	Suspension of up to two days, potential referral to District Magistrate.	Suspension of 2-4 days, potential referral to District Magistrate.	Administrator Review: Possible suspension up to ten days; Administrator conference.
<i>Tobacco: Possession of Tobacco in any form will result in a referral to the District Magistrate’s office and can include monetary fines. Review information in the Tobacco section of this handbook for information on the first time offender cessation options in lieu of a fine from the District Magistrate.</i>				
DRUG OR ALCOHOL POSSESSION OR USE	Possession or use of drugs, of alcohol, or of look-alike drugs or alcohol.	See Drug and Alcohol Policy on pages 61-65		
POSSESSION OF OR USE OF WEAPONS	Possession or use of anything that may serve as a weapon. See page 40 for examples of weapons or items used as such.	Parents/Guardians notified; Legal Authorities, Superintendent, and School Board notified; Out-of School Suspension of ten days; Psychological Evaluation may be required; One-Year Expulsion From School for First Offense.		
ATTEMPTED ARSON OR ACTUAL ARSON, POSSESSION OF OR USE OF FIREWORKS OR EXPLOSIVES, BOMBS, OR	Attempting to start or actual starting of a fire; Possession of or use of fireworks or explosives; Communicating	Parents/Guardians notified; Legal Authorities, Superintendent, and School Board may be notified; Suspension up to ten days;		

MAKING THREATS TO CAUSE HARM	a bomb, fire, death, explosion, or other threat to cause harm.	Psychological Evaluation may be required; Expulsion if appropriate.
---	---	--

School Board Policy 218 provides more information about student discipline. This includes activity that happens both on and off campus. Below you will find more information regarding discipline for activities that take place off of school grounds.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Student Code of Conduct if any of the following circumstances exist:

The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.

The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.

Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.

The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Student Code of Conduct if conducted in school.

The conduct involves the theft or vandalism of school property.

Informal Hearing Definition

When an out-of-school suspension is of three (3) or more school days, the student and parent/guardian will be given the opportunity to meet for (or participate in) an informal hearing with the administration. Informal hearings are meetings where the administration and parent/guardian discuss the suspension and its circumstances. Initial notification of suspension and possible informal hearing will occur within twenty-four (24) hours of discussion of such consequences with the student. Informal hearings may occur over the phone at the request of a parent/guardian.

Threat Assessment Team

The district has a threat assessment team and the purpose of this team is the assessment and intervention of any threats or risks to students, staff, and the community.

Drugs, Alcohol, and Associated Items

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances. The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, on school property, and at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

Definitions - For the purpose of administering this policy, the following definitions shall apply:

- **Controlled Substance** - any substance listed as illegal or controlled under current applicable Federal or State laws. The term “controlled substance” includes any substance, which is represented to be, or which is thought to be a controlled substance. This includes but is not limited to: look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants such as glue and aerosol products, substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law such as herbal incense or other products containing synthetic cannabinoids, any device/substance that tests positive for any level of THC (including but not limited to delta-8 and delta-9), prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.
- **Non-prescription Drugs** - substances commercially packaged and sold over-the-counter in retail stores or distributed by mail, which either contain drugs of any type or purport to produce drug-like effects. Examples can include, but are not limited to acetaminophen or ibuprofen, cough syrup, Benadryl, decongestants, mentholated eye drops/lip balms/lotions, etc.
- **Prescription Drugs** - substances obtainable only by prescription from a physician.
- **Paraphernalia** - tools or equipment (including communication devices) whose function is to aid a user in preparing for consumption, consuming or selling or distributing any type of unauthorized substance. Examples include, but are not limited to: pipes, scales, vaporizers, bowls, bongs, rolling papers, syringes, vials, zipper storage bags, roach clips, and/or modified everyday items such as pen/pencil tubes, etc.
- **Possession** - keeping or carrying in hands, pockets, wallets, purses, or anywhere about the body. Including within lockers or automobile; or in books, papers, or any other medium or container, which a student may carry or transport.

- **Distribution** - giving, selling, or passing to another person on school property, on school buses, or on the way to or from school.
- **Possession with Intent to Distribute** - possession of any quantity of unauthorized substance, which could not reasonably or safely be consumed within the school day. Example: Possession of more than four tablets of a nonprescription drug, for which the recommended dosage is “two tablets every four hours”.
- **Misrepresentation** - any attempt to distribute a substance which has been inaccurately described or implied to the receiver as a controlled substance, or has been implied to have a value other than its actual value.
- **Unauthorized Substance** - this includes, but is not limited to, products containing alcohol, tobacco, anabolic steroids not to include HGH (human growth hormone), controlled substances, paraphernalia, prescription and non-prescription drugs and materials known to cause drug-like effects.
- **Use (of an unauthorized substance)** - either the actual use during school, or being under the influence during school, or being under the influence during school hours or at school-sponsored activities after school hours, or use prior to arrival at school, which evidences itself by strong odor or any unusual behavior.
-

Summarization of Drug and Alcohol Administrative Guidelines

SITUATIONAL CATEGORY	IMMEDIATE ACTION/ REFERRAL	INVESTIGATION	NOTIFICATION OF Parent/Guardian/ GUARDIAN	NOTIFICATION OF POLICE	DISPOSITION OF SUBSTANCE	DISCIPLINE/ TREATMENT
A student is suspected of possible drug or alcohol use. There is no violation or physical evidence.	The student is informed of available help and encouraged to seek assistance. A referral is made to the Student Assistance Team (SAP).	SAP will process the student.	As determined by school Specific SAP process.	At the discretion of the principal.	Not applicable.	None. An intervention conference will be held if the SAP feels it is indicated by the data.
A student contacts a staff member in regard to the drug or alcohol use of another student.	The student who contacts a staff member is encouraged to get the student with a problem to personally seek assistance through SAP.	Staff member refers suspended student to SAP.	Non Applicable.	At the discretion of the principal.	Not applicable.	None. SAP will monitor the student.
A student volunteers information about personal drug or	The student is informed of services available and encouraged to	SAP will process the student.	As determined by school specific SAP process.	At the discretion of the principal.	Not applicable.	None. SAP will monitor the student.

alcohol use and asks for help.	seek assistance through SAP. Staff member refers student to SAP.					
Student voluntarily confirms suspected possession or use. No substances found at school.	The student is informed of services available and encouraged to seek assistance through SAP. Staff member refers student to SAP.	SAP will process the student.	As determined by school specific SAP process.	At the discretion of the principal.	Not applicable.	SAP will monitor the student.
The student has a drug or alcohol related medical emergency.	The principal and nurse will be summoned immediately. Student will be transported to medical facility. Referral to SAP.	The principal will investigate the incident. The student, their locker and other possessions will be searched. Confiscation of any found substance. SAP will process the student.	Yes, requested presence.	Yes.	Analysis will be made for possible use in further proceedings.	If there is evidence of further violation, see appropriate situational category.
SITUATIONAL CATEGORY	IMMEDIATE ACTION/ REFERRAL	INVESTIGATION	NOTIFICATION OF Parent/Guardian/ GUARDIAN	NOTIFICATION OF POLICE	DISPOSITION OF SUBSTANCE	DISCIPLINE/ TREATMENT
The student possesses drug-related paraphernalia. No evidence of use.	Principal is summoned. Paraphernalia is confiscated. Referral to SAP. Staff member writes an anecdotal report of the incident.	The principal will investigate the incident. The student, their locker and other possessions will be searched. Confiscation of substance. SAP will process the student.	Yes.	At the discretion of the principal.	Analysis, if warranted, will be made for possible use in further proceedings.	Required meeting with the principal. If there is evidence of further violation, see appropriate situational category. Informal hearing. 1-10 days out-of-school suspension. Mandated referral for drug and alcohol assessment. Student must follow treatment recommendations.

A student possesses, uses or is under the influence of drugs or alcohol. First offense. Cooperative behavior.	Principal is summoned. Referral to SAP. Staff members write an anecdotal report of the incident.	The principal will investigate the incident. The student, their locker, and other possessions will be searched. Confiscation of substance. SAP will process the student.	Yes, requested to come to the school as soon as possible.	Yes.	Analysis will be made for possible use in further proceedings.	Informal hearing. Up to 10 days in- or out-of-school suspension. Mandated referral for drug and alcohol assessment. Student must follow treatment recommendations. Possible placement in alternative education. Possible formal hearing for expulsion from school. A letter from the D/A provider must be provided to building administration to verify the completion of or confirmation of continuation of D/A sessions, prior to end of suspension. Lack of this documentation will result in an expulsion hearing if one is not already taking place.
A student possesses, uses or is under the influence of drugs or alcohol. First offense. Uncooperative behavior.	Principal is summoned. Referral to SAP. Staff member writes an anecdotal report of the incident.	The principal will investigate the incident. The student, their locker and other possessions will be searched. Confiscation of substance. SAP will process student.	Yes, requested to come to the school as soon as possible.	Yes.	Analysis will be made for possible use in further proceedings.	Informal hearing. Up to 10 days in- or out-of-school suspension. Possible formal hearing for expulsion from school. Mandated referral for drug and alcohol assessment. Student must follow treatment recommendations. Possible placement in alternative education. A letter from the D/A provider must be provided to building administration to verify the completion of or confirmation of continuation of D/A sessions, prior to end of suspension. Lack of this documentation will result in an expulsion hearing if one is not already taking place.
SITUATIONAL CATEGORY	IMMEDIATE ACTION/ REFERRAL	INVESTIGATION	NOTIFICATION OF PARENT/ GUARDIAN	NOTIFICATION OF POLICE	DISPOSITION OF SUBSTANCE	DISCIPLINE/ TREATMENT
A student possesses, uses or is under the influence of drugs or alcohol at a school related or school sponsored activity on or off school property.	Chaperones will contact the group advisor and principal. Referral to SAP.	The principal will investigate the incident. The student, their locker, and other possessions will be searched. Confiscation of substance. SAP will process the student.	Yes.	Yes.	Analysis will be made for possible use in further proceedings.	The student will be sent home immediately at parent/guardian expense or detained until a parent/guardian can accompany the student. Further discipline as provided by the appropriate situational category will be administered following the principal's investigation. Mandated referral for drug and alcohol assessment.

						Student must follow treatment recommendations. Possible placement in alternative education. Possible formal hearing for expulsion from school. A letter from the D/A provider must be provided to building administration to verify the completion of or confirmation of continuation of D/A sessions, prior to end of suspension. Lack of this documentation will result in an expulsion hearing if one is not already taking place.
A student caught again in possession, use or under the influence of drugs or alcohol.	Principal is summoned. Referral to SAP. Staff member writes an anecdotal report of the incident.	The principal will investigate the incident. The student, their locker, and other possessions will be searched. Confiscation of substance. SAP remains actively involved with the student.	Yes, requested to come to the school as soon as possible.	Yes.	Analysis will be made for possible use in further proceedings.	Informal hearing. Up to 10 days in- or out- of-school suspension. Formal Board hearing for expulsion. Mandated referral for drug and alcohol assessment. Student must follow treatment recommendations. Possible placement in alternative education. A letter from the D/A provider must be provided to building administration to verify the completion of or confirmation of continuation of D/A sessions, prior to end of suspension. Lack of this documentation will result in an expulsion hearing if one is not already taking place.
A student is distributing a drug, alcohol, or controlled substance.	Principal is summoned. Referral to SAP. Staff member writes an anecdotal report of the incident.	The principal will investigate the incident. The student, their locker, and other possessions will be searched. Confiscation of substance. SAP remains actively involved with the student.	Yes, requested to come to the school as soon as possible.	Yes.	Analysis will be made for possible use in further proceedings.	Informal hearing. Up to 10 days in- or out-of-school suspension. Possible formal Board hearing for expulsion. Mandated referral for drug and alcohol assessment. Student must follow treatment recommendations. Possible placement in alternative education. A letter from the D/A provider must be provided to building administration to verify the completion of or confirmation of continuation of D/A sessions, prior to end of suspension. Lack of this documentation will result in an expulsion hearing if one is not already taking place.
Revised June 11, 2012						

FERPA

The following information is provided to notify students of their rights and privileges under the Family Educational Rights and Privacy Act (FERPA), a federal law which protects the confidentiality of student educational records by limiting their disclosure. FERPA guarantees parents/guardians and "eligible students" (students eighteen years of age or older) certain rights which are described below:

- Access to Records
 - Parents/Guardians or eligible students have the right to inspect their child's or their own educational records, to receive copies of the records in most cases, and to have a school officer explain the records if requested.
- Challenge to Records
 - Parents/Guardians or eligible students have the right to request that their educational records be changed if they are inaccurate, misleading, or violate students' rights, and to have a hearing if that request is refused.
- Disclosure
 - FERPA provides that educational records cannot be released without the written consent of the parent/guardian or eligible student, except in certain specified instances.
- Directory Information
 - Information which is labeled "Directory Information" by a school district is excluded from FERPA'S protection from release and can be released without parent/guardian or student consent. In this district, the directory information that is released to the public consists of student names, addresses and phone numbers. If you do not want some or all of this information about your child released, you may prevent its disclosure by contacting the school district.
- Policy
 - A more detailed explanation of student rights, the procedures to follow, and the limitations on the release of records is presented in the School District's FERPA policy statement.
- Complaints
 - If students believe that the School District is not complying with the FERPA or not guaranteeing them their rights outlined above, they may file a letter of complaint with the federal office in charge of enforcing the Act at the address below:

FERPA OFFICE
Department of Education
Room 4511 - Switzer Building
Washington, D.C. 20202

Integrated Pest Management Letter for Parents/Guardians

The Bellefonte School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office, and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to use to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pests, etc.

From time to time, it may be necessary to use the chemicals to control a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic products when possible. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Applications are always made after 4:00 p.m. weekdays and on weekends only. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents/Guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school’s notification registry. If you would like to be placed on this registry, please complete the enclosed form.

If a chemical application must be made to control a pest problem, notice will be provided by telephone through School Messenger to any parent/guardian who has requested such notification. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals.

Each year the district will prepare a new notification registry.

If you have any questions, please contact Tom Lannen, IPM Coordinator.

Sincerely,

Tom Lannen
Supervisor of Buildings and Grounds

Pesticide Notification Registry Form

If you want to be notified, please fill out this form and return to your child's teacher.

No response is necessary if you do not want to be notified. (Please make sure that the phone number is correct.)

Student Name _____

Parent/Guardian

Name _____

*Notify me via School Messenger at telephone # () _____

Please fill in the appropriate school(s) that your child/children attend to receive notification about a pesticide application:

_____ School

***Notifications will be sent by the Thrillshare system.**

If you would like to be notified via e-mail, please e-mail a request to: sheimer@basd.net

In the subject line type "Pesticide Notification"

We need your name, your child's/children's name and the school(s) they attend.

Bullying/Cyberbullying Guide for Parents/Guardians

Tips for Parents/Guardians: What to Do if Your Child Is Being Bullied

If your child is being bullied at school, this can be a very painful experience for your child and your family. Here are some things you can do to support your child if he or she is being bullied:

- Never tell your child to ignore the bullying.
- Don't blame your child for the bullying. Don't assume your child did something to provoke the bullying.
- Allow your child to talk about his or her bullying experiences. Write down what is shared.
- Empathize with your child. Tell him or her that bullying is wrong, that it is not his or her fault, and that you are glad he or she had the courage to tell you about it.
- If you disagree with how your child handled the bullying situation, don't criticize him or her. It is often very difficult for children to know how best to respond.
- Do not encourage physical retaliation.
- Check your emotions. A Parent/Guardian's protective instincts stir strong emotions. Although it is difficult, step back and consider the next steps carefully.
- Contact a teacher, school counselor, or principal at your school immediately and share your concerns about the bullying that your child has experienced.
- Work closely with school personnel to help solve the problem.
- Encourage your child to develop interests and hobbies that will help build resilience in difficult situations like bullying.
- Encourage your child to make contact with friendly students in his or her class, or help your child meet new friends outside of school.
- Teach your child safety strategies, such as how to seek help from an adult.
- Make sure your child has a safe and loving home environment.
- If you or your child need additional help, seek help from a school counselor and/or mental health professional.

Tips for Parents/Guardians: What to Do if Your Child Bullies Others

If your child bullies other children at school, it will need to be stopped. Here are some things you can do at home to address the issue with your child:

- Make it clear to your child that you take bullying seriously and that it is not okay.
- Make rules within your family for your child's behavior. Praise your child for following the rules and use non-physical and logical consequences when rules are broken. A logical consequence for bullying could be losing rights to use the phone to call friends, using email to talk with friends, or other activities your child enjoys.
- Spend lots of time with your child and keep close track of his or her activities. Find out who your child's friends are and how and where they spend their free time.
- Build on your child's talents by encouraging him or her to get involved in positive activities (such as clubs, music lessons, or nonviolent sports).
- Share your concerns with your child's teacher, counselor, and/or principal. Work together to send a clear message to your child that his or her bullying must stop.

- If you and your child need more help, talk with a school counselor and/or mental health professional.

Tips for Parents/Guardians: What to Do if Your Child Witnesses Bullying

Many children are observers or “bystanders” in cases of bullying at school. It is important that even students who are bystanders in a bullying situation take action to get help, so the bullying stops. If your child talks to you about the bullying that he or she witnesses at school, you are encouraged to do the following:

- Teach your child how to get help without getting hurt.
- Encourage your child to verbally intervene if it is safe to do so, by saying such things as: “Cool it! This isn’t going to solve anything.”
- Tell your child not to cheer on or even quietly watch bullying. This only encourages a child who bullies—who wants to be the center of attention.
- Encourage your child to tell a trusted adult about the bullying. Talking to an adult is not “tattling”—it is an act of courage and safety. Suggest going to an adult with a friend, if that will make it easier.
- Help your child support others who tend to be bullied.
- Teach your child to include these children in activities.
- Praise and reward “quiet acts of courage”—where your child tried to do the right thing to stop bullying, even if he or she was not successful.
- Work with your child to practice specific ways he or she can help stop bullying. For example, role-play with him or her what he or she could say or do to help someone who is being bullied.

What Parents/Guardians Can Do to Prevent and Address Cyberbullying

- Adults seldom are present in the online environments frequented by children and youth. Therefore, it is extremely important that adults pay close attention to cyberbullying and the activities of children and youth when using these new technologies.
- Cyberbullying occurs when children and youth use cyber-technologies such as text messaging, Internet sites, and cell phones to bully others. Indirect forms of bullying like this can include spreading of false rumors, gossip, and verbal taunts or attacks. Like bullying that happens in person, cyberbullying can have serious, and sometimes legal consequences for the ones doing the bullying.

Here are some ideas of ways to protect your child from cyberbullying or address the issue if you find your child is cyber bullying others:

Suggestions for Parents/Guardians: Tips to Help Prevent Cyberbullying

- Keep your home computer(s) in easily visible places, such as a family room or kitchen.
- Talk regularly with your child about online activities he or she is involved in.
 - Talk specifically about cyberbullying and encourage your child to tell you immediately if he or she is the victim of cyberbullying, cyberstalking, or other illegal or troublesome online behaviors.

- Encourage your child to tell you if he or she is aware of others who may be the victims of such behavior.
- Explain that cyberbullying is harmful and unacceptable behavior. Outline your expectations for responsible online behavior and make it clear that there will be consequences for inappropriate behavior.

Although adults must respect the privacy of children and youth, concerns for your child's safety may sometimes override these privacy concerns. Tell your child that you may review his or her online communications if you think there is reason for concern.

Consider installing parent/guardian control filtering software and/or tracking programs, but don't rely solely on these tools.

Tips For Dealing With Cyberbullying That Your Child Has Experienced

Because cyberbullying can range from rude comments to lies, impersonations, and threats, your responses may depend on the nature and severity of the cyber bullying. Here are some actions that you may want to take after the fact:

- Strongly encourage your child not to respond to the cyber-bullying.
- Do not erase the messages or pictures. Save these as evidence.
- Try to identify the individual doing the cyberbullying. Even if the cyber-bully is anonymous (for example, is using a fake name or someone else's identity), there may be a way to track him or her through your Internet service provider. If the cyberbullying is criminal (or if you suspect that it may be), contact the police and ask them to do the tracking.
- Sending inappropriate language may violate the "terms and conditions" of email services, Internet service providers, Web sites, and cell phone companies. Consider contacting these providers and filing a complaint.
- If the cyberbullying is coming through email or a cell phone, it may be possible to block future contact from the individual who cyberbullied. Of course, he or she may assume a different identity and continue the bullying.
- Contact your school if the cyberbullying is occurring through your school district's Internet system or during the school day. Even if the cyberbullying is occurring off campus, make your school administrators aware of the problem. They may be able to help you by being watchful for face-to-face bullying occurring in school.
- Consider contacting the cyber-bully's parents/guardians. These parents/guardians may be very concerned to learn that their child has been cyberbullying others, and they may effectively put a stop to the bullying. On the other hand, these parents/guardians may react very badly to your contacting them. So, proceed cautiously. If you decide to contact a cyberbully's parents/guardians, communicate with them in writing—not face-to-face. Present proof of the cyberbullying (for example, copies of an email message) and ask them to make sure the cyberbullying stops.
- Contact the police if cyberbullying involves acts such as threats of violence; extortion; obscene or harassing phone calls or text messages; harassment, stalking, or hate crimes; or child pornography. If you are uncertain if cyberbullying violates criminal laws, contact

your local police, who will advise you.

http://www.olweus.org/public/bullied_child.page (2/2010)

The information above was adapted from a publication originally created for “Take a Stand. Lend a Hand. Stop Bullying Now!” a campaign of the Health Resources and Services Administration, U.S. Department of Health and Human Services.

www.StopBullyingNow.hrsa.gov. Used with permission. The names “Olweus” and “Olweus Bullying Prevention Program” are protected as trademarks, and may not be used in any way that involves self-promotion or the sale of products without the written permission of Hazelden as the publisher. All rights reserved. Duplicating this material for personal or group use is permissible.

Safe2Say Something Helpline

Bellefonte Area School District, in partnership with the state, launched the safe2say something helpline through the safe2say program. The initiative, mandated by state law known as Act 44, is an anonymous reporting system designed to help students and staff recognize warning signs of individuals who may be a threat to themselves or others, especially through social media.

The program trains students and school staff members how to recognize those signs and signals, and to “say something,” either by using the safe2say something hotline and/or applications or to tell an adult or trusted adviser. Specifically, the program educates participants to:

- Recognize the signs and signals of at-risk behaviors – especially within social media;
- Take every sign and signal seriously; act quickly to get help by talking to a trusted adult or report it anonymously through the s2ss office of the attorney general 24/7 crisis center, mobile app, or website;
- Respond to and manage the submitted tip via a school-based multi-disciplinary educator and administrator teams.

To learn more, visit www.saysomething.net or download the mobile apps for apple and android devices. The safe2say reporting system may be accessed by calling the crisis center at 1-844-5-saynow.

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

Notice to Parents/Guardians

According to state and federal special education regulations, annual public notice to parents/guardians of children who reside within a school district is required regarding child find responsibilities. School districts and intermediate units are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the Parent/Guardian may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent/guardian may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents/guardians throughout the school district and intermediate unit of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district and intermediate unit shall publish written information in the handbook and on the website. Children ages three through twenty-one can be eligible for special education programs and services. If parents/guardians believe that the child may be eligible for special education, the parent/guardian should contact their district of residence. Contact information is listed at the end of this public notice.

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas, or (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information contact the intermediate unit. Contact information is listed at the end of this public notice.

Evaluation Process

Each school district and intermediate unit has a procedure in place by which parents/guardians can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Parents/Guardians of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the Early Intervention Program Director, Central Intermediate Unit #10, 345 Link Road, West Decatur, PA 16878.

Consent

School entities cannot proceed with an evaluation or with the initial provision of special education and related services without the written consent of the parents/guardians. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, www.pattan.net. Once written parent/guardian consent is obtained, the district will proceed with the evaluation process. If the parent/guardian disagrees with the evaluation, the parent/guardian can request an independent educational evaluation at public expense.

Program Development

Once the evaluation process is completed, a team of qualified professionals and the parents/guardians determine whether the child is eligible. If the child is eligible, the individualized education program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff or intermediate unit staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent/guardian has the right to revoke consent after initial placement.

Confidentiality of Information

The school districts and to some extent the intermediate unit maintain records concerning children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction states. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

For additional information related to student records, the parent/guardian can refer to the Family Education Rights and Privacy Act (FERPA).

INTERMEDIATE UNIT OFFICE

Central Intermediate Unit # 10

345 Link Road

West Decatur, PA 16878

814-342-0884 or 800-982-3375 (PA Only)

The school district or intermediate unit will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool,

elementary or secondary school pupil enrolled in a school district or intermediate unit shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

Index

A

[Academic Eligibility](#) - p. 16
[Academic Integrity](#) - p. 29
[Acceptable Use Guidelines](#) - p. 48
[AM and PM Traffic Procedures](#) - p. 12
[Art Club](#) - p. 20
[Assemblies](#) - p. 22
[Assignments for Absent Students](#) - p. 36
[Attendance Procedures](#) - p. 31

B

[Bomb Threats](#) - p. 42
[Breakfast Program](#) - p. 13
[Bullying/Cyberbullying](#) - p. 43
[Bullying/Cyber bullying Guide for Parents/Guardians](#) - p. 71
[Bus Evacuation Drills](#) - p. 38

C

[Cafeteria](#) - p. 14
[Clubs](#) - p. 19
[Chain Reaction](#) - p. 19
[Children of Separated/Divorced Parents/Guardians](#) - p. 36
[Crisis Response Team](#) - p. 37

D

[Daily Time Schedule](#) - p. 6
[Dances](#) - p. 21
[Detention](#) - p. 46
[Dining Services](#) - p. 13
[Disciplinary Code](#) - p. 55
[Disciplinary Infraction Matrix](#) - p.55
[Disciplinary Referral Forms](#) - p. 45
[Dismissal](#) - p. 15
[Drama Club](#) - p. 20
[Dress Code Policy](#) - p. 47
[Drug and Alcohol Administrative Guidelines](#) - p. 63
[Drugs, Alcohol, and Associated Items](#) - p. 62

E

[Early Dismissal Precautions](#) - p. 35
[Educational/Vacation Tours and Trips](#) - p. 35
[Electronic Device Guidelines](#) - p. 49
[Electronic Device Searches](#) - p. 45
[Emergency Closing of School](#) - p. 38
[End of Year Field Trips](#) - p. 22
[English Language Learner Services](#) - p. 25
[Evacuation Procedures](#) - p. 38
[Extra-Curricular/Athletic Expectations/Guidelines](#) - p. 16

F

[FERPA](#) - p. 67
[Fighting and Harassment](#) - p. 42
[Free/Reduced Lunch/Breakfast](#) - p. 13

G

[Grading](#) - p. 29
[Guidance Services](#) - p. 23
[Gum Chewing Policy](#) - p. 53

H

[Hallways and Hall Passes](#) - p. 38
[Health Services](#) - p. 24
[Homework](#) - p. 30
[Honor Roll](#) - p. 30

I

[Informal Hearing](#) - p. 61
[Integrated Pest Management](#) - p. 68
[Internet Permission Form](#) - p. 49

J

[Junior High Sports](#) - p. 19

L

[Learning Media Center \(Library\)](#) - p. 26
[Lockers](#) - p. 26
[Lost and Found](#) - p. 28

M

[Make-Up Work Guidelines](#) - p. 37
[Monitoring Student Attendance](#) - p. 33

N

[Non-Cumulative Absences](#) - p. 34

[Non-Discrimination Notice](#) - p. 5

O

[Office Telephone](#) - p. 28

[One-to-One Chromebooks](#) - p. 50

[Open Containers](#) - p. 27

P

[Parent/Guardian Involvement in Schools](#) - p. 15

[Part-Time Employment](#) - p. 36

[Permission for Students and Media](#) - p. 40

[Personal Electronic Device Permission Form](#) - p. 70

[Pesticide Notification Form](#) - p. 69

[Physical Education Procedures](#) - p. 39

R

[Raider Cards](#) - p. 42

[Religious Excusal](#) - p. 36

[Report Harassment/Bullying](#) - p. 43

S

[Scheduling a Guidance Appointment](#) - p. 23

[School Arrival Procedures](#) - p. 11

[School Bus Surveillance](#) - p. 40

[School Calendar](#) - p. 7

[School Insurance](#) - p. 25

[School Rules and “In-Loco Parent/Guardian”](#) - p. 41

[School Wide Positive Behavior Support \(SWPBS\)](#) - p. 41

[Six-Day Cycle](#) - p. 6

[Smoking/Tobacco Policy](#) - p. 53

[Special Education Annual Notice](#) - p. 75

[Student Assistance Program \(SAP\)](#) - p. 24

[Student Email Use](#) - p. 49

[Student Searches](#) - p. 44

[Snow Sports Club](#) - p. 20

[Student Council](#) - p. 21

[Summer School](#) - p. 30

[Suspensions](#) - p. 46

T

[Tardiness to Class](#) - p. 34

[Textbook Care/Obligations](#) - p. 30

[Transportation](#) - p. 39

[Three-Hour Delay Schedule](#) - p. 9

[Two-Hour Delay Schedule](#) - p. 8

U

[Unexcused Absences](#) - p. 32

V

[Video Cameras](#) - p. 54

[Visitors to School](#) - p. 12

W

[Weapon Policy](#) - p. 44

[Website Information](#) - p. 23

[Wellness Policy](#) - p. 28

[Who to Contact](#) - p. 23

[Written Excuses for Absences](#) - p. 32

Y

[Yearbook Club](#) - p. 20

