

BERMUDIAN SPRINGS HIGH SCHOOL

2020-2021

STUDENT—PARENT FORM



(Please complete, remove from book, and submit to HR Teacher)

I, _____, have reviewed the Student—Parent Handbook & Code of Conduct with my parents and/or guardians. I **am aware** that the handbook includes my responsibilities and accountability during school and when involved in extra-curricular activities.

I **agree** to follow the guidelines/procedures to the best of my ability realizing the benefits I will receive as a high school student and participation in the HS community.

Student Signature

Date

Parent/Guardian Signature

Date

Please complete and return to school within 3 days of receiving the handbook. This form **MUST** be on file **BEFORE** a student will be permitted to participate in any extra-curricular/athletic activity.

REMINDER

The preceding page MUST be signed by Student and Parent/Guardian and returned to the Homeroom Teacher or Main Office.

Failure to hand in signed form may result in:

- Exclusion from participation in sport for practice and/or game
- Exclusion from participation in an extracurricular activity
- Disciplinary actions (*After School Detention, STAP, etc.*)

BERMUDIAN SPRINGS HIGH SCHOOL

STUDENT HANDBOOK 2020-2021

Dr. Shane Hotchkiss, *Superintendent*

Dr. Jon Fox, *Assistant Superintendent*

Mr. Jon L. DeFoe, *Principal*

Mr. Mark R. Fleming, *Assistant Principal*

Mr. Mitchell Nace, *Guidance Counselor*

Mrs. Jacqueline Null, *Guidance Counselor*

SCHOOL MASCOT: EAGLE

SCHOOL COLORS: CHERRY & STEEL GRAY

THIS AGENDA BELONGS TO:

Student Name

Homeroom

VISION STATEMENT

The vision of the Bermudian Springs School District, in partnership with parents and the community, is to empower all students to become responsible and respectful citizens, while inspiring them to lead, learn, and compete academically in a global society, and to ensure that each student seeks to achieve personal excellence in order to serve their community.

Table of Contents

Student—Parent Form	1
BASIC FACTS	7
BSHS IMPORTANT DATES	8
ATTENDANCE AND MARKING PERIOD DATES	9
REPORT CARD DISTRIBUTION DATES	9
WEATHER EMERGENCY MAKE-UP DATES	9
DAILY SCHEDULE	10
ACADEMIC DISHONESTY	14
ARTICLES PROHIBITED IN SCHOOL	15
ASSEMBLIES	16
ATTENDANCE	16
BULLYING/CYBER BULLYING	18
CAFETERIA	20
CALENDAR OF WEEKLY EVENTS	20
CARS / MOTORIZED VEHICLES	20
CELL PHONE PROCEDURES	21
CHANGE OF ADDRESS	22
CLUBS	22
COLLEGE VISITS - JUNIOR/SENIOR YEAR	22
COMPUTER USE	22
CURRICULA	22
DANCES	22
DELIVERIES TO SCHOOL	23
DISCIPLINE CODE	23

DRUGS and ALCOHOL	24
EAGLE AID/Student Assistance Program	26
EXTRACURRICULAR CODE OF CONDUCT	27
FAMILY TRIP APPROVAL	30
FIGHTING	30
GRIEVANCE PROCEDURE FOR STUDENTS	31
GUIDANCE	31
HALL DISTURBANCES	31
HALL PASSES	31
HARASSMENT	32
HEALTH SERVICES	32
HOMEWORK ASSIGNMENTS	33
LIBRARY	33
LOCKERS	34
NATIONAL HONOR SOCIETY	34
NONDISCRIMINATION POLICY	35
PARTICIPATION IN AFTER-SCHOOL ACTIVITIES	35
PERSONAL TECHNOLOGIES	35
PUBLIC DISPLAY OF AFFECTION	35
PUPIL RECORDS POLICY	36
REPORTS CARDS	36
SCHEDULING APPOINTMENTS	36
SCHOOL CLOSINGS and DELAYS	36
SMOKING/POSSESSION of TOBACCO	37
STEALING	37

STUDENT DEBTS	37
STUDENT DRESS CODE	38
STUDENT INSURANCE	38
STUDY HALLS	38
STUDENT SEARCHES	39
TRANSPORTATION (District Buses/Vehicles)	39
TRANSFER & WITHDRAWAL PROCEDURE	42
WEAPONS	42
WORK PERMITS	42
VISITATION	43
APPENDIX A	45
APPENDIX B	49
Media Release Denial Form 2018-2019 School Year	55

BASIC FACTS

SCHOOL DAY

- **7:45 AM to 2:50 PM**
- **Students are tardy after 7:45 AM (late bell)**
- **While in Homeroom students are expected:**
 1. To show proper respect for our country and its flag; any student who chooses not to participate in the **Pledge of Allegiance** must remain respectfully silent.
 2. To produce a tardy slip if arriving after 7:45 AM.

BUILDING HOURS

- **7:35 AM to 4:00 PM** Following the school day, ALL students must be with a teacher/staff member or in a school-sponsored activity.

CONTACT INFORMATION

- **Main Office – 717-528-5127**
- **High School FAX – 717-528-4149**
- **Guidance Office – 717-528-4113 x2732**
- **Athletic Office – 717-528-4113 x2751**
- **Athletic FAX – 717-528-4124**
- **Nurse's Office – 717-528-4113 x2740**

BSHS IMPORTANT DATES
2020-2021

August	20 --- 31	9th Grade Orientation (6:30 PM) Back to School Night (7:30 PM) First Day of School
September	2-3 4-7 18	Student Picture Days Labor Day (<i>No School</i>) In-service Day (<i>2 hr Early Dismissal</i>)
October	--- 12 30	In-service Day (<i>Act 80-No School</i>) In-service Day (<i>No School</i>) In-service Day (<i>2 hr Early Dismissal</i>)
November	5 6 25-30	In-service Day (<i>2 hr Early Dismissal</i>) In-service Day (<i>No School</i>) Thanksgiving Holiday (<i>No School</i>)
December	--- 23 24-31	AM In-service Day (<i>2 hr Late Arrival</i>) Half- Day Early Dismissal (<i>11:15 AM</i>) Christmas Holiday (<i>No School</i>)
January	1 15 18	New Year's Day (<i>No School</i>) In-service Day (<i>2 hr Early Dismissal</i>) In-service Day (<i>No School</i>)
February	--- 12-15	AM In-service Day (<i>2 hr Late Arrival</i>) Presidents' Day (<i>No School</i>)
March	26 ---	In-service Day (<i>2 hr Early Dismissal</i>) In-service Day (<i>2 hr Early Dismissal</i>)
April	1 2 5-6	In-service Day (<i>2 hr Early Dismissal</i>) Good Friday (<i>No School</i>) Easter Vacation (<i>No School</i>)
May June	31 3 4	Memorial Day Final Student Day (<i>Half Day Early Dismissal</i>) Graduation

ATTENDANCE AND MARKING PERIOD DATES

45 TH Day	October 30, 2020
60 th Day	November 23, 2020
90 th Day	January 20, 2021
120 th Day	March 5, 2021
135 th Day	March 26, 2021
180 th Day	June 3, 2021

REPORT CARD DISTRIBUTION DATES

1 st Marking Period	November 5, 2020
2 nd Marking Period	TBD
3 rd Marking Period	April 1, 2021
4 th Marking Period	TBD
MID–TERM Exams	December 18-23, 2020
FINAL Exams	May 25-28, 2021 (Seniors)
FINAL Exams	May 28-June 3, 2021 (Grades 9-11)

WEATHER EMERGENCY MAKE-UP DATES

1 st Makeup Day	November 25, 2020
2 nd Makeup Day	February 12, 2021
3 rd Makeup Day	April 6, 2021
4 th Makeup Day	February 15, 2021

KEYSTONE EXAM DATES

January 4-15, 2021
May 17-27, 2021

DAILY SCHEDULE

Schedule A *(Regular Schedule)*

Warning Bell	7:41	
Homeroom	7:45—8:00	
Breakfast Dismissal	7:52	
Attendance/Announcements	7:55-8:00	
Period 1	8:04—8:47	
Period 2	8:51—9:34	
Period 3	9:38—10:21	
Period 4	10:25—11:08	
Period 5 LUNCH 11:12—11:42	Period 5/6 11:12—11:55	Period 5/6 11:12—11:55
Period 6/7 11:46—12:29	Period 7 LUNCH 11:59—12:29	Period 7/8 11:59—12:42
Period 8/9 12:33—1:16	Period 8/9 12:33—1:16	Period 9 LUNCH 12:46—1:16
Period 10	1:20—2:03	
Period 11	2:07—2:50	

Schedule B *(PM Activity Period)*

Warning Bell	7:41	
Homeroom	7:45—8:00	
Breakfast Dismissal	7:52	
Attendance/Announcements	7:55-8:00	
Period 1	8:04—8:41	
Period 2	8:45—9:22	
Period 3	9:26—10:03	
Period 4	10:07—10:44	
Period 5 LUNCH 10:48—11:18	Period 5/6 10:48—11:25	Period 5/6 10:48—11:25
Period 6/7 11:22—11:59	Period 7 LUNCH 11:29—11:59	Period 7/8 11:29—12:06
Period 8/9 12:03—12:40	Period 8/9 12:03—12:40	Period 9 LUNCH 12:10—12:40
Period 10	12:44—1:21	
Period 11	1:25—2:02	
PM Activity	2:06—2:50	

Schedule C (2hr Early Dismissal)

Warning Bell	7:41	
Homeroom	7:45—8:00	
Breakfast Dismissal	7:52	
Attendance/Announcements	7:55-8:00	
Period 1	8:04—8:31	
Period 2	8:35—9:02	
Period 3	9:06—9:33	
Period 4	9:37—10:04	
Period 10	10:08—10:36	
Period 5 LUNCH 10:40—11:10	Period 5/6 10:40—11:10	Period 5/6 10:40—11:10
Period 6/7 11:14—11:44	Period 7 LUNCH 11:14—11:44	Period 7/8 11:14—11:44
Period 8/9 11:48—12:18	Period 8/9 11:48—12:18	Period 9 LUNCH 11:48—12:18
Period 11	12:22—12:50	

Schedule D (2hr Delay)

Warning Bell		9:41
Homeroom		9:45—9:50
Period 1		9:54—10:23
Period 2		10:27—10:56
Period 3		11:00—11:29
Period 5 LUNCH 11:33—12:03	Period 5/6 11:33—12:03	Period 5/6 11:33—12:03
Period 6/7 12:07—12:37	Period 7 LUNCH 12:07—12:37	Period 7/8 12:07—12:37
Period 8/9 12:41—1:11	Period 8/9 12:41—1:11	Period 9 LUNCH 12:41—1:11
Period 4		1:15—1:44
Period 10		1:48—2:17
Period 11		2:21—2:50

Schedule E (1hr Delay)

Warning Bell		8:41
Homeroom		8:45—8:56
Period 1		9:00—9:36
Period 2		9:40—10:16
Period 3		10:20—10:56
Period 5 LUNCH 11:00—11:30	Period 5/6 11:00—11:36	Period 5/6 11:00—11:36
Period 6/7 11:34—12:10	Period 7 LUNCH 11:40—12:10	Period 7/8 11:40—12:16
Period 8/9 12:14—12:50	Period 8/9 12:14—12:50	Period 9 LUNCH 12:20—12:50
Period 4		12:54—1:30
Period 10		1:34—2:10
Period 11		2:14—2:50

ACADEMIC DISHONESTY

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

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

ACADEMIC DISHONESTY INCLUDES, BUT IS NOT LIMITED TO:

A. Cheating on Exams

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

B. Plagiarism in Papers and Assignments

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

C. Other

1. Misrepresenting your academic accomplishments, such as by tampering with computer records.
2. Deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or an extension for an exam or paper.
3. Failing to promptly stop work on an exam when the time allocated has elapsed.
4. Forging a signature.
5. Hoarding or damaging library materials.
6. Attempting academic dishonesty, even if unsuccessful, is still academic dishonesty.

CONSEQUENCES FOR ACADEMIC DISHONESTY:

All teachers and administrators are expected to enforce the rules and consequences of the code uniformly.

A. 1st Offense

1. Warning (for a minor infraction only, such as glancing at another student's paper)
2. Score of zero (**F**) on the test, paper or assignment
3. Conference with teacher, parent and student
4. Assignment of additional work or re-testing
5. Disciplinary Action (ASD OR STAP)

B. 2nd Offense

1. Grade of zero (**F**) for the marking period in the course
2. Conference with teacher, parent and student, and Principal or Assistant Principal
3. Disciplinary Action (STAP)

C. 3rd Offense

1. Grade of zero (**F**) for the marking period in the course
2. Conference with teacher, parent and student, and Principal or Assistant Principal
3. Suspension or expulsion

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

ARTICLES PROHIBITED IN SCHOOL

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

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

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

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

- **Weapons, Policy #218.1**
- **Tobacco, Policy #222**

- **Drug & Alcohol Abuse & Paraphernalia, Policy #227**

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

ASSEMBLIES

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

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

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

ATTENDANCE

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

THE FOLLOWING ARE PROCEDURES THAT ALL STUDENTS ARE EXPECTED TO ADHERE TO:

- A written excuse **must** be submitted within five (5) days of student's return.
 - Late arrivals are considered Day 1 of count.

AM TARDY	½ -DAY AM	FULL DAY	½ -DAY PM	PM TARDY
7:45 – 9:00	9:01 – 11:30	Leave before 9:01 & no return	11:31 – 2:00	After 2:01

- After 3 consecutive days of absence, a signed note from the doctor's office may be required.
- Make-up work is the responsibility of the student. Any student who has received an UNLAWFUL/UNEXCUSED or NON-MEDICAL absence may receive zeros for work missed.

EXCUSED ABSENCES

- Student Illness
- Quarantine
- Impassable Roads
- Educational Travel—(Prior Approval required)
- Death or Serious Illness in the Immediate Family
- Urgent Reasons with Prior Approval by the Administration

IRREGULAR ABSENCE/TRUANCY

1. Students acquiring three (3) UNLAWFUL absences will be given a First Warning notification.
2. After a 1st Notice of UNLAWFUL Absences has been given, the school may request a fine at the local magistrate. By order of the Adams County Courts, school districts are required to report any student that accumulates excessive unlawful/unexcused absences to the office of Children and Youth.

3. Students acquiring six (6) non-medical excuses will be given a **verbal/written warning** to improve attendance pattern by the Principal or Assistant Principal.
4. Parents will be formally notified when a student obtains ten (10) days of absences (*non-cumulative*) with non-medical excuses. A physician's statement will be required for ALL subsequent absences—NO parent excuses will be accepted. Failure to present a physician's statement will result in such absence being marked UNLAWFUL/ UNEXCUSED. All students who have shown a pattern of excessive UNLAWFUL absences may be submitted to the Magisterial Judge for Truancy Violation as per PA School Code.

EARLY DISMISSAL

- Students will be granted early dismissals from school for legitimate reasons only.
- Students will not be dismissed unless we have the name of the place the student is scheduled to visit
- A note from a parent or guardian detailing the reason for the early dismissal and the time of departure.
- For professional appointments, the parent must put in writing the name of the doctor, dentist, etc. and the office phone number.
- Checking IN/OUT must be completed through the Main Office on the appropriate sheet.
- ALL notes must be given to the Main Office before homeroom so that it may be placed on the daily bulletin.

NOTE: Leaving school without permission will be classified as UNLAWFUL and will result in disciplinary action.

TARDINESS TO CLASS

ALL students with a tardy (arriving after the bell has rung) will be required to provide a HALL PASS from the prior location/teacher/ office/Administrator. Students arriving without a legitimate pass will result in disciplinary action.

TARDINESS TO SCHOOL

ALL students arriving late to school must report to the Main Office first. A note is required for each tardy. The only excused tardiness to school is a professional appointment. ALL late arrivals prior to 9:00 AM are considered tardy to school.

DISCIPLINE FOR TARDINESS (CLASS & SCHOOL) WILL BE AS FOLLOWS:

- Three (3) tardies per marking period will be assigned to Detention.
- Accumulated tardies, per marking period, beyond three (3) will be assigned to STAP.

UNLAWFUL (UNEXCUSED) ABSENCE POLICY

A. For students 17 years of age and older:

1. After a student accumulates three (3) full days of unexcused absence, written notification shall be sent to the parents indicating that the next unexcused absence shall result in a temporary suspension and that reinstatement to regular classes will be permitted only after a conference has been held between the parents, the student and the high school administration. The temporary suspension shall be three (3) days of in-school suspension.
2. The penalty for the **second unexcused absence** after the first offense notice has been sent shall be a full suspension of five (5) days in or

out-of-school. Reinstatement to regular classes shall be permitted only after a conference between the parents, the student, the high school administration, and the Superintendent of school.

3. The penalty for the **third unexcused absence** after the first offense notice has been sent shall be a full suspension of ten (10) days in or out-of-school. Reinstatement to regular classes shall be permitted only after a conference between the parents, the student, the high school administration, and the superintendent of school.
4. The **fourth unexcused absence** after the first offense notice will result in the student being referred to the School Board for possible expulsion from school or placement into the Alternative Education Program.
5. In addition to the above mentioned penalties, the offending student shall be required to secure a doctor's excuse after the second unexcused absence beyond the first notice has been sent. Also, make-up work may be prohibited for each unexcused day after the first notice has been sent.

B. For students under 17 years of age:

1. Only the current or active school year is included in the calculations for totaling absences.
2. A doctor's excuse for absences, whether excused or unlawful, may be required at the discretion of the school administrators after the parents have been warned in writing that such an excuse may be required.
3. After a student accumulates three (3) full days of unlawful absence, a written notification shall be sent to the parents indicating that each unlawful absence thereafter shall result in their being charged before a magistrate for a violation of the compulsory attendance provisions of the Pennsylvania Public School Code and notification to Children Youth Services concerning truancy.
4. Further, a student may be prohibited from making up missed school work for each day of unlawful absence after the first notice of unlawful absence has been sent to their parents.

BULLYING/CYBER BULLYING

Bullying, as defined in District Policy #249, includes cyber bullying. Bullying shall mean a pattern of repeated harmful behavior by a person with more physical or social power toward a less powerful person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Researchers have identified three (3) forms of bullying:

1. **PHYSICAL** – includes hitting, kicking, spitting, pushing and taking personal belongings.
2. **VERBAL** – includes taunting, malicious teasing, name-calling, and making threats.
3. **PSYCHOLOGICAL OR RELATIONAL** – involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation.

CYBER BULLYING

Shall mean forms of verbal and psychological bullying which may occur following misuses of technology on the Internet through e-mail, instant/text messaging or social networking web sites such as Twitter and Facebook. It is not limited to harassing, teasing, intimidating, threatening, or terrorizing another

student, teacher or employee of the school district by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs). ALL forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, shall be the subject of appropriate discipline. Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

REPORTING BULLYING/CYBER BULLYING.

The Board prohibits all forms of bullying by district students. It encourages students/teachers/ parents who have been bullied or know of a bullying incident to promptly report such incidents to the building Principal or designee. In addition, all complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying. Employees who witness acts of bullying shall respond appropriately to ensure observed acts of bullying cease and to teach students that bullying is not acceptable behavior.

SCHOOL SETTING

Refers to the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

COMPLAINT PROCEDURE – STUDENT/THIRD PARTY

Step 1 – Reporting

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

Step 2 – Investigation

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

Step 3 – Investigative Report

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

Step 4 – District Action

- If the investigation results in a finding that the complaint is factual and constitutes a violation of District Policy #249, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

- Disciplinary actions shall be consistent with the school's Discipline Code, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.
- If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

CONFIDENTIALITY

The District recognizes that both the complaining student and the alleged bully have a strong interest in maintaining the confidentiality of the allegations and related information. The privacy of the complaining student, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with Family Educational Rights and Privacy Act (FERPA) and any discovery or disclosure obligations. As limited by FERPA protections, the building Principal/program supervisor may inform the complaining student/parents/ guardians of the outcome of the investigation.

REPRISAL

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

- **School Code – 24 P.S. Sec. 1302-A, State Board of Education Regulation**
- **BSSD Board Policies – 000, 218, 233, 236**

BUS (see *Transportation on pages 39-42*)

CAFETERIA

Students are expected to be report promptly to their assigned Lunch Period and/or Breakfast. The following procedures should be maintained by all students at all times:

- ALL students are required to maintain a pre-paid lunch account. Deposits should be made before homeroom at the cafeteria (during breakfast) or in the Main Office.
- Backpacks, bags, and purses should remain at table and not brought through the serving line.
- Students should remain seated during the entire period except to purchase additional items and/or empty their trays.
- NO students should leave the lunch room during their assigned period without prior written permission from a teacher, guidance, nurse, and/or administration. Pass must be presented to monitor (teacher or administrator) prior to leaving.

CALENDAR OF WEEKLY EVENTS

A calendar of weekly events is maintained by the Main Office. The time and place of all meetings (*class, special meetings, dances, rehearsals, etc*) must be scheduled with the Principal's approval. **No meeting will be held in the absence of the faculty sponsor.**

CARS / MOTORIZED VEHICLES

Student parking is a privilege NOT a right afforded to students. Students driving to school must register their vehicle in the office. A parking permit must be purchased and displayed in the registered vehicle. All who drive

to school will be responsible for their vehicle at all times. Please exercise care in locking your vehicle. The district does not assume responsibility for the car or its contents while driven and/or parked on school property.

STUDENT DRIVING PROCEDURES:

1. All vehicles must be registered in the office. A valid driver's license must be presented at the time of registration. A parking tag will be issued to each registered driver at a cost of \$5.00 with form. The tag must be displayed inside the car while it is parked on school property.
2. Cars must park only in their assigned spot during the school day. All vehicles must occupy only one parking space.
3. Parking in VISITORS or HANDICAPPED parking is prohibited and may be subject to removal at student's cost.
4. The 15 mph speed limit must be observed at all times.
5. Students are to observe all the rules of the motor vehicle code and the common courtesies of driving.
6. There shall be no loitering in cars after being parked.
7. Student driven cars may leave the parking lot prior to the busses when school is dismissed. However, when busses begin to exit the parking lot all traffic must stop and wait until all busses have exited the school grounds.
8. There will be periodic checks of cars to verify registration and spot assignments. **The following will result if students park without the car being registered:**
 - a. **1st Offense** = WARNING
 - b. **2nd Offense** = Car being towed away at owner's expense and/or STAP assignment.
9. Any attempt to misuse or forge a parking permit will result in loss of parking privileges and/or STAP.
10. A parking permit may only be displayed in the vehicle(s) for which it is registered.
11. Students who withdraw from school must turn their parking permit into the office.

CELL PHONE PROCEDURES

Use of cell phones during the hours of 7:45am and 2:50pm is **not** accepted unless authorized by the classroom teacher (students may use cell phones during lunch, in the hallway between classes, and during study halls). If a parent must contact a student during the school day due to an emergency, please call the Main Office and the student will be summoned to the office. If a student has an emergency during the school day, they may use the phone in the main office. Cell phones that are visible may be confiscated with additional discipline as listed below:

- a. **1st Offense** = WARNING
- b. **2nd Offense** = 1 after school detention.
- c. **3rd Offense** = 1 after School detention and communication with parent/ guardian.
- d. **Additional Offenses** = phone confiscated until the end of the day and possible assignment to STAP. Parent/guardian and student conference with the school administration.

CHANGE OF ADDRESS

A change of address and/or telephone number is to be reported to the Main Office/ Sapphire on the first day of permanent residence at the new address.

CLUBS

BSHS offers a variety of clubs and activities to students throughout the school year. Some clubs require advisor approval prior to joining. Clubs will meet the first and third Wednesday during the school year except for September. The length of the activity period will be approximately 44 minutes and all club periods will be in the afternoon. During club days, Schedule B will be followed.

COLLEGE VISITS

Please be reminded of the following procedures if you are going to be absent from school due to college/higher education visits:

1. Prior to the visit, advance written notification must be given to the high school administration for approval.
2. Obtain school visit form from the Guidance Office. Have this filled out while you are on your visit and return it to the Main Office within five (5) days of your absence from school.
3. Maximum of three (3) absences for higher education visits will be granted during any school year.

COMPUTER USE

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

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

- Disciplinary action may include detention, exclusion from use, suspension, expulsion or alternate education placement.
- Incident may be referred to appropriate authorities when laws are broken. Under Pennsylvania law, computer crimes are serious matters and are classified as felonies with serious penalties. (*see Cyber Bullying*)

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

CURRICULA

See *Appendix A - page 45*

DANCES

School dances are offered periodically throughout the school year. All of BSHS students are welcome to attend and may bring one guest. The following procedures will be followed for ALL dances:

- No Middle School students will be allowed to attend.
- No persons 21 years of age or older are permitted at the dances.
- Guests of BSHS student must be registered at Main Office by noon the Wednesday immediately prior to the dance.
- HS Administration has the right to deny any guest from attending our dances.
- Students and their guests must pay an entrance fee to enter the dance.
- Students will not be readmitted once they leave the building.
- ALL dance attendees are subject to Student Code of Conduct.

DELIVERIES TO SCHOOL

Due to the demands on our staff and lack of space, deliveries (*flowers, candy, balloons, etc.*) will not be accepted at school. Please arrange delivery to the home. We are also asking that no food be delivered to students during lunch.

DISCIPLINE CODE

See **APPENDIX B** for full listing of *Levels of Discipline*, pages 49-52

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

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

OBJECTIVES:

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

STUDENT CONDUCT

All students and pupils enrolled in the BSHS are expected to conduct themselves in accordance with the rules of the system and individual schools. Such rules require proper conduct, regular attendance, acceptable quality of scholarship, good relations with others, and acceptable standards of dress and good grooming. It is also expected that parents will cooperate with school authorities in helping students and pupils to maintain such conduct. (*Section 200/Students of Board Policy*) "All examples, procedures, and disciplinary responses are applicable in school, on school buses, during school-sponsored field trips, at weekend or evening school activities, or at any co-curricular or extra-curricular activities in which a Bermudian Springs team is participating."

STUDENTS ARE EXPECTED:

1. To be obedient and respectful to their teachers, administrators, and

staff.

2. To be clean in person and dress appropriately.
3. To be courteous and polite to each other.
4. To refrain from profane, boisterous, or indecent language.
5. To refrain from using tobacco, drugs, or alcoholic beverages on school grounds.
6. To refrain from loitering outside of a classroom between the change of classes.
7. To participate in the learning process and attain acceptable levels of scholarship in all course work.
8. Refrain from destruction of school property including tampering with computers and defacing text books.
9. To follow and respect all PA and Federal Laws at all times as they represent themselves and our community.

STUDENT RESPONSIBILITIES:

1. Regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administration and all others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful manner.
4. It is the responsibility of students to conform to the following:
5. Be aware of all the rules and regulations for students' behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
6. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
7. Assist the school staff in operating a safe school for the students enrolled therein.
8. Comply with the Commonwealth and local laws.
9. Exercise proper care when using public facilities and equipment.
10. Make up work when absent from school
11. Pursue and attempt to complete satisfactorily the course of study prescribed by local authorities.
12. Report accurately in student media.
13. Not use obscene language in student media or on school premises.

DRUGS AND ALCOHOL

The District recognizes the misuse of drugs and/or alcohol at every level of society presents a threat to the health and well-being of those involved in such activities. Since the school is one environment where drug and alcohol abuse manifests itself, guidelines are established to assist school personnel with

prevention and intervention activities aimed at combating such abuse. The general objective for this policy is to involve all staff members working toward a drug and alcohol-free environment.

Specific **objectives** addressed by the policy include the following:

- To provide guidelines for the education of all students in the area of drug and alcohol misuse.
- To provide a clear set of rules prohibiting the use of drugs and alcohol by students during regular school hours and while attending any school related activities.
- To establish firm guidelines for dealing with students who violate the rules and regulations of the schools as promulgated by the school board and administration.
- To provide guidelines for assisting those students who admit to dependence on drugs and/or alcohol.
- To create awareness to a problem which must be addressed by the joint efforts of parents and school staff members.

Those students found in violation of provisions of the Drug and Alcohol policy shall be subject to be disciplined according to the following prescribed penalties in accordance with procedures established in Bermudian Springs District Policy # 227.

POSSESSION AND/OR USE

- a. **1st Offense** = Suspension of ten (10) school days to be served in-school, out-of-school, or a combination thereof based on the severity of the violation. Following the issuing of the suspension, the student will be referred by the Principal or designee to the Student Assistance Team. Subsequent to the suspension, the student will be readmitted to school following evidence of participation in a recognized drug and alcohol program.
- b. **2nd Offense** = Assignment to the Alternative Education program for a period of ninety (90) school days. Following the issuing of the suspension, the student will be referred by the Principal or designee to the SAP Team. The SAP Team will refer the student for a licensed drug/alcohol agency assessment and will comply with the recommendations made by the agency.
- c. **3rd Offense** = Expulsion from school with consideration for re-admission in the following school year.

DISTRIBUTION

- a. **1st Offense** = Assignment to the Alternative Education program for a period of ninety (90) school days. The student will be referred by the Principal or designee to the Student Assistance Program (SAP). The (SAP) Team will refer the student to a licensed drug/alcohol facility for an agency assessment. Subsequent to the suspension, the student will be readmitted to school following the establishment that evidence exists that the student has participated in the drug/alcohol agency assessment and is complying with the recommendations made by the agency.
- b. **2nd Offense** = Expulsion from school with consideration for re-admission in the following year. Following the issuing of the expulsion, the student will be referred by the Principal or designee to the SAP Team. The SAP Team will refer the student to a licensed

drug/alcohol facility for an agency assessment. Subsequent to the expulsion, the student will be readmitted to school provided evidence exists that the student has participated in the drug/alcohol agency assessment and is complying with the recommendations made by the agency.

- c. **3rd Offense** = Permanent expulsion expelled from school. Any violation shall constitute an offense under this policy. Offenses will be cumulative from year to year while attending any school in the District. All violations will be documented for the student's record with copies sent to the parents and the superintendent. All information and/or evidence secured in connection with violations listed above shall be submitted to the proper local or state law enforcement agencies for possible criminal investigation and prosecution.

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

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

EAGLE AID/STUDENT ASSISTANCE PROGRAM

PURPOSE

High School is a period of time during which students are presented with greater responsibility. Due to expanded independence at home, developing social relationships, obligations at work, commitment to extracurricular activities, students must confront many trials. Although most students can successfully deal with the pressures of high school, many resort to drugs and alcohol as an escape; others, discouraged, develop severe depression. Students who have difficulty handling the responsibilities presented to them during high school need support, encouragement, and understanding. This assistance is provided through Eagle-Aid, the Bermudian Springs High School Student's Assistance Program (SAP).

THE EAGLE-AID TEAM

Eagle-Aid is a team of teachers, administrators, and representatives from area Mental Health and Drug and Alcohol agencies who identify high-risk students who are having school-related problems because of alcohol and drug use. The program is also a method of identification, intervention, and referral of teenage students who are believed to be at risk of suicide and for students with signs of extreme depression.

Referrals may be made by teachers, parents, or other students. Students may also refer themselves to the team. Any students who violate the Drug and Alcohol Policy of Bermudian Springs School District are immediately referred to Eagle Aid. For assistance or referral, you may see the following members:

- Mr. Jon DeFoe (Principal)
- Mr. Mark Fleming (Assistant Principal)
- Mrs. Jacqueline Null (Guidance Counselor)
- Mr. Mitchell Nace (Guidance Counselor)

- Ms. Stephanie DeRiggs (Nurse)
- Mrs. Kim Robinson (Art Teacher)
- Mrs. Kristen Zehr (Science Teacher)
- Mr. Brian Oswald (Health & PE Teacher)
- Mrs. Heather Dengler (English Teacher)
- Mr. John Livelsberger (Social Studies Teacher)
- Mr. Jarret Stehr (Learning Support Teacher)
- Mrs. Nancy Rhoades (School Psychologist)
- Ms. Trisha Rapp (Health & PE Teacher)

EXTRACURRICULAR CODE OF CONDUCT

I. PHILOSOPHY

A. The coaches, advisors, and administration of the Bermudian Springs School District believe that participation in our extra-curricular programs grades 7-12 will have a positive impact on the physical, emotional, educational, and social growth of our students.

B. The rules and regulations contained in this extra-curricular conduct code are designed to positively promote the physical, emotional, and social growth of our students. The Bermudian Springs School District supports participation in multiple extra-curricular programs. However, student-athletes will only be permitted to participate in one athletic program per season (ie, fall, winter, spring). Adherence to the rules contained in this code will enable our students to maximize their physical and emotional ability to perform, while fulfilling their classroom responsibilities, and upholding the high standards of behavior expected of Bermudian Springs' students. ***The consequences outlined in the code are in addition to any consequences as specified in Board policies, 218, 222, 227, 247, 248, 249 and any other related discipline policies.***

C. The Extracurricular Code is in effect for all students involved in any extra-curricular program from the start of the first day of the activity through the duration of the activity. Offenses are cumulative throughout a student's school career grades 7-12.

D. This code also addresses Off Campus Activities as outlined in School Board Policies 218, 222, 227, 247, 248, 249 and any other related policies dealing with student discipline.

II. IT'S EXPECTED ALL STUDENTS PARTICIPATING IN ANY BERMUDIAN SPRINGS EXTRA-CURRICULAR PROGRAM WILL:

A. Refrain from the possession, use, or distribution of all forms of tobacco, alcoholic beverages, and controlled substances.

TOBACCO VIOLATION

1st Offense:

- Exclusion/suspension from extracurricular activities for 15 calendar days.
- Legal fines for possession/use as they apply.
- Referral to SAP.

2nd Offense:

- Exclusion/suspension from extracurricular activities for 45 calendar days.
- Legal fines for possession/use as they apply.

- Referral to SAP.

3rd Offense:

- Exclusion/suspension for remainder of school year.
- Legal fines for possession/use as they apply.
- Mandatory completion of an approved (by administration) tobacco cessation program to be eligible for any future activity.

III. ALCOHOL /CONTROLLED SUBSTANCE VIOLATION (UNLESS PRESCRIBED)

1ST Offense:

- Exclusion/suspension from any/all extracurricular activities for 45 calendar days from the date of the confirmed violation-parents notified by letter.
- Legal fines for possession/use as they apply.
- Referral to SAP and follow recommendations.

2nd Offense:

- Exclusion/suspension from any/all extracurricular activities for 90 calendar days from the date of the confirmed violation-parents notified by letter.
- Legal fines for possession/use as they apply.
- Referral to SAP and follow recommendations.
- Mandatory completion of an approved (by administration) alcohol/drug rehabilitation program to be eligible to participate in the future.

3rd Offense:

- Exclusion/suspension from any/all extracurricular activities for one full calendar year from the date of the confirmed violation-parents notified by letter.
- Legal fines for possession/use as they apply.
- Referral to SAP and follow recommendations.
- Mandatory completion of an approved (by administration) alcohol/drug rehabilitation program to be eligible to participate in the future.

B. Adhere to all of the eligibility requirements and procedures that have been adopted by the PIAA, York-Adams League, and the Bermudian Springs School District.

C. Adhere to all rules and regulations as specified in the Bermudian Springs School District Student Code of Conduct.

IV. Additional rules may be established by coaches/advisors for their respective activity. These rules must be in writing, receive the approval of the administration, and be on file in either the Athletic Office or Principal's Office. All rules must be explained to all student participants at the beginning of each activity. All students and parents will be provided with a written copy of all rules and regulations at the beginning of each activity.

V. In the event that disciplinary action is taken as the result of a Code of Conduct, the following procedures will be followed:

1. The coach/advisor will inform the athletic director/ administration of the incident.
2. The athletic director/administration will conduct a conference with the student involved in the incident.
3. The athletic director/administration will confer with the coach/advisor to determine what disciplinary action will be issued.

4. The athletic director/administration will contact the parent or guardian of the student by telephone to notify them of the infraction and the disciplinary action taken within 24 hours.
5. The athletic director/administration will send a letter to the parent or guardian notifying them of the infraction and the disciplinary action taken within 3 days.

GENERAL ELIGIBILITY RULES AND PROCEDURES:

- A. In order to be eligible for extra-curricular activities, a student must be passing a least four full credit subjects or the equivalent. A weekly check of students' grades will be conducted in order to determine academic eligibility.
 1. Eligibility period is defined as from 12:00 AM Sunday until 11:59 PM on Saturday.
 2. Extracurricular students determined to be academically ineligible (passing fewer than four credits for more than twelve days during a marking period) shall not be permitted to participate in the extracurricular for the remainder of the marking period.
 3. Extracurricular students determined to be academically ineligible at the close of a marking period shall not be permitted to participate in the extracurricular for a period of 15 school days and until they have passed four credits for an additional two successive weeks.
- B. In order for a student to be eligible to participate on a particular day, he/she must arrive in school prior to 9:00 AM. Students who are sent home sick may not return to participate. When a student cannot attend school due to an extenuating situation (funeral, etc.), prior approval by the administration can permit a student to participate.
- C. The student must be regularly enrolled in his/her school and in full-time attendance. If the student is absent from school during a semester for a total of 45 or more school days, he/she will lose his/her eligibility until he/she has been in attendance for a total of 60 school days following his/her 20th day of absence.
- D. All students must travel to and from away events in the transportation vehicle provided by the school district. Situations requiring a student to come home with his/her parents could be granted by special prior approval from the administration.
- E. Before a student is permitted to begin practicing for a sport, the following regulations must be met:
 1. A physical examination must have been passed.
 2. Parent or guardian permission must be granted.
 3. Proper insurance coverage must be indicated.
- F. School equipment checked out by the student is their responsibility. He/She is expected to keep it clean and in good condition. Loss of any equipment is the student's financial obligation. If you have an outstanding obligation for equipment from any activity, you are not eligible to participate in any activity until the outstanding obligation has been cleared.
- G. All students are expected to adhere to the regulations stated in our Student-Parent Handbook. Any student who is suspended from attending regular classes will be ineligible for participation in the activity during the suspension. A day of suspension is defined as the start of the school day until 12 AM. Multiple suspension days will run from the start of the first day of suspension until 12 AM of the last day of suspension.

- H. A student that is suspended in excess of 5 days from school shall be immediately dismissed from the activity (*any national regulations may supersede this regulation, i.e., National Honor Society*).
- I. A student-athlete who does not participate in 50% of the potential regular season practice days as a result of discipline associated with the Extra-Curricular Code of Conduct is ineligible for post-season participation.
- J. It is expected that all student participants will adhere to the rules of good citizenship / sportsmanship at all times.
- K. No athlete may quit one sport and turn out for another sport after the first day of practice without consent of both coaches and the athletic director.
- L. In the event that a student quits or is dismissed from an activity, they will forfeit immediately any school district awards or honors.

The Extracurricular Code of Conduct covers students participating in the following school-sponsored activities. This list is subject to change as new activities are implemented or deleted. Generally, any student participating in a sport, club and/or school-sponsored activity shall be subject to these guidelines. **Denotes after school activities*

- | | |
|---------------------|--------------------|
| ● All Athletes | ● Student Council* |
| ● Cheerleaders | ● Class Officers |
| ● Student Trainers | ● FBLA |
| ● FFA | ● NHS |
| ● FCCLA | ● NAHS |
| ● Marching Band | ● School Musical |
| ● Eagle Singers | ● HS Newspaper |
| ● Indoor Percussion | ● Yearbook* |
| ● Quiz Bowl Team | ● Drama Club |
| ● Chess Team | ● Robotics |
| ● Interact Club | |

FAMILY TRIP APPROVAL

When planning a family trip, prior approval is necessary for the days absent to be considered excused. When a trip is planned lasting longer than two (2) school days, a Family Trip Form should be completed and returned to the Principal's Office no later than one full week prior to the first day of absence.

Principals may approve family trips which do not exceed a maximum of seven school days in any school year for each student. Trips lasting beyond seven school days will need Superintendent's approval. Prior to the beginning of the trip, the student shall be responsible to obtain his/her assignments from appropriate teachers. Students returning from an approved trip of three (3) or more days shall have two (2) weeks to submit all work missed during the absence. The student's work may not be submitted after the last school day of the year.

Failure to receive prior approval will result in the recording of unlawful absences for those days absent from school. A Family trip will not be approved during Keystone testing and it is highly recommended that Family Trips are not taken during midterms and final exams.

FIGHTING

An evaluation of the incident by the Assistant Principal and/or Principal will

determine whether suspension for up to ten (10) days shall be assigned in school or out of school. Factors considered include motivation, environment and physical injury. School Administration reserves the right to contact law enforcement officials and/or social agencies when individuals engage in fighting.

GRIEVANCE PROCEDURE FOR STUDENTS

Students who have complaints about discriminatory practices or policies in violation of Title IX of the Education Amendments of 1972 or Section 504 of the Rehabilitation Act of 1973 may contact the Principal.

The following procedures will be followed:

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

GUIDANCE

Our guidance counselors operate an active and varied program to assist students with their personal, educational, and career-planning needs. Individual conferences are scheduled for all students. Any student in grades 9 through 12 is welcome to schedule a guidance conference with our counselors any time a special need arises, and is encouraged to do so.

Other services offered by the guidance counselors are: testing, career conferences, parent information nights, group guidance for all grades, field trips, and referral services to all community agencies geared to help students and their families.

HALL DISTURBANCES

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

HALL PASSES

Any student in the hall during class periods should have in his/her possession a hall pass issued to him/her by the classroom teacher. Students in violation of this request will be referred to the office. If you wish to see a teacher during the day, you must arrange for this in advance. That teacher must issue

you a pass granting you permission to be excused from your study hall.

HARASSMENT

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

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

- Offensive physical action, written or spoken language and graphic communications.
- Any type of physical contact when the action is unwelcome by the recipient.
- Expectations, requests, demands or pressure for sexual favors.
- Slurs, jokes, posters, cartoons and gestures that are offensive.
- Any such offensive conduct will be considered a prohibited form of harassment when any of the following are true:
 - There is a promise or implied promise of preferential treatment or negative consequence regarding academic achievement or status.
 - Such conduct has the effect of creating an intimidating, hostile, or offensive learning environment, or unreasonably interferes with a student's learning performance.
 - The sexual conduct or communications of others offends a third party.

Harassment is considered a form of student misconduct. Disciplinary action will be consistent with the Student Code of Conduct and may include educational activities and/or counseling services related to unlawful harassment. Administrators, Teachers, or Advisors are responsible for taking proper action to end such behavior.

Anyone who believes they have been harassed is encouraged to report promptly, orally and in writing (District Policy Form 248) using such incidents to the designated administrators. Complaints will be investigated promptly, and corrective action shall be taken when allegations are verified. If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action consistent with the Student Code of Conduct. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations. Under no circumstances will a student be penalized for reporting what they believe to be harassment under this policy.

HEALTH SERVICES

If you become ill during the school day, our nurse is available. If it is necessary for you to go home, the nurse will call your parents. Students are not permitted to call parents to make such arrangements. When the nurse is not in, please report to the main office. Students must not leave the building because of illness without authorization. Leaving school without proper authorization will result in the time being marked unexcused and a possibly disciplinary action.

All absences or early dismissals will require an excuse upon returning to school. Students are required to secure a pass from their teacher before

reporting to the nurse's office. Students failing to follow this procedure will be considered cutting class and dealt with accordingly. Communicable disease will require student to bring the certificate when returning to school

ADMINISTRATION OF MEDICATION

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

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

HANDLING AND STORAGE OF MEDICATIONS IN THE SCHOOL

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

ADMINISTRATION OF MEDICATIONS DURING SCHOOL HOURS

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

HOMEWORK ASSIGNMENTS

When your child is absent for more than one day, you are encouraged to call the Guidance Office (x2732) to request assignments. It is important to call **before** 9:00 AM so that assignments may be collected throughout the day. Assignments may then be picked up in the Main Office between 2:00 PM and 3:45 PM. We encourage your child to obtain contact information of a classmate to get notes and/or homework assignments.

LIBRARY

Students must be at their assigned class and/or study hall prior to going to the library. A pass to the library will be obtained from the classroom teacher. A

library pass cannot be obtained from a teacher other than the one assigned for that specific period.

LOCKERS

ALL students are assigned a locker for their use during the school year. Keys or combinations will be issued to every student at the beginning of the school year and returned the final day of the school year. If a key is lost, the student must pay the cost of the key. Each student is responsible for the contents in his/her locker. Students should keep their lockers closed and locked when in use. Any lost items in the student's locker are the student's responsibility.

The School Board reserves the right to authorize its employees to inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and order of the schools. No student may use a locker as a depository for a substance or object that is prohibited by law, Board Policy or district rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students shall assume responsibility for maintaining the security of their lockers. Physical Education lockers should also be kept locked at all times.

NATIONAL HONOR SOCIETY

The BSHS Chapter of the National Honor Society is an organization that recognizes and encourages academic achievement, leadership, service, and strong character among its members. **To be eligible for membership, the candidate must be a member of the Junior or Senior class, have been in attendance at Bermudian Springs High School at least one semester, have attained a weighted cumulative grade point average of at least 92%, and must be enrolled/or have taken at least one Honors/CHS level course.** In addition, the candidate must also demonstrate his/her leadership abilities, service to the school or community, and character.

Membership into the National Honor Society will be determined by a majority vote (3) by the Faculty Committee. A grade point average of 92 % or better does not guarantee entrance to the National Honor Society. BSSD supports the National Honor Society and the National Art Honor Society.

NATIONAL HONOR SOCIETY CANDIDATE PROCEDURE

- During the summer, the NHS Advisor generates a list of all incoming juniors and seniors who have earned an overall, weighted GPA of 92% and above. This is the *Scholarship* requirement.
- An eligibility letter and information is sent to students and their parents informing them they are eligible for further consideration for induction into NHS.
- Eligible students complete the online application. If unable to complete the online application, students may contact the Advisor to receive a paper application.
- The Advisor will send out a list of students who wish to be considered for induction to all staff members. Teachers are asked to evaluate all students whom they have had sufficient contact with and can give a fair

evaluation. A minimum of three teacher evaluations for each student is collected (this is not the responsibility of the student).

- The Faculty Committee will review all student applications using a point system. The student must receive a minimum average of 3.2 points in Leadership, Service, and Character based on their application. Teacher evaluations are confidential and are not shared with students or parents.
- Students must achieve the required minimum score in each category in order to be considered for induction. For example: If they do not receive the required points of just one category, they are not inducted.
- Faculty council meets after all scores are finalized to review the scores and vote.
- Letters are sent to notify acceptance and also regret.
- November: The Induction ceremony is held during evening assembly.

NONDISCRIMINATION POLICY

It is the policy of the BSSD not to discriminate on the basis of sex, handicap, race, color, or national origin in its education and vocational programs, activities, or employment as required by Title IX, and Section 504. Inquiries regarding affirmative action /equal opportunity should be addressed to:

Dr. Shane Hotchkiss, Superintendent;
Bermudian Springs School District,
7335 Carlisle Pike
York Springs, PA 17372-0501
or call 528-4113 or 624-4231.

PARTICIPATION IN AFTER-SCHOOL ACTIVITIES

Students must arrive at school prior to 9:00 AM in order to participate in after-school activities, including practices. (This means the student must be present the remainder of the school day.) Students who are sent home sick may not return to participate in after-school practices or activities. Friday attendance will determine participation eligibility for weekend activities. When a student cannot attend school because of an extenuating situation (such as attendance at a funeral, etc.) prior approval by the administration can permit a student to return to participate in an after-school activity.

PERSONAL TECHNOLOGIES

Personal or non-district owned technologies such as laptop computers, iPods, iPads, Kindles, etc. may be brought to school. However, the use of them shall be restricted to classroom or instructional-related activities. Students shall comply with the guidelines set by the classroom teacher or school officials for the educational use of laptop computers and other devices. The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student. Violations will result in the discontinued use of a personal computer on school property.

PUBLIC DISPLAY OF AFFECTION

BSSD students have traditionally adhered to the rules of good taste. The excessive display of affection is in poor taste. There is a time and a place for everything and this is neither the time nor the place. Caressing, walking with

arms around each other, kissing and similar behavior is inappropriate anytime students are on school property and will result in disciplinary action.

PUPIL RECORDS POLICY

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

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

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

Parents who wish to file any complaints with regard to compliance of the policy may do so by contacting the District Superintendent of the Bermudian Springs School District. If further appeal is necessary, you may contact the Family Education Rights and Privacy Acts Office, FERPA, Department of Health, Education and Welfare, 330 Independence Avenue SW, Washington, DC 20201.

REPORTS CARDS

The high school will post reports to the Sapphire Web Portal after the 45th, 90th, 135th, and 180th days of school. In addition, parents can view grades, missed assignments, upcoming assignments online through Sapphire grade book at any time. Progress reports will be available upon request for those students who do not have Internet availability. The administration and/or guidance department will occasionally contact individual parents concerning student progress when needed. Parents are asked to review these reports with their children and to consult with the teachers if they wish.

Parents/Guardians may request a meeting with the teacher at any time during the school year. It is recommended that you consult teachers early in the marking period when a student may be displaying difficulties. Any student may request tutoring help at any time. Contact the guidance counselor to obtain tutoring help.

SCHEDULING APPOINTMENTS

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

SCHOOL CLOSINGS AND DELAYS

When weather conditions cause the closing and/or the delayed opening

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

RADIO: 98.5, 101.3, 107.7

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

PHONE: Sapphire Notification System

INTERNET: www.bermudian.org

SMOKING/POSSESSION OF TOBACCO

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

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

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

STEALING

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

In addition, the administration recommends the following practices to safeguard against such actions:

1. Keep your locker locked at all times. Do NOT share your combination.
2. Never carry a great amount of money or wear valuable jewelry.
3. Label your gym clothes and shoes with your name.
4. Do not leave rings and watches in restrooms.
5. Do not leave valuables in the locker rooms unlocked during gym classes.

STUDENT DEBTS

BSHS reserves the right to collect any debts owed to the school through the District Magistrate Offices. Debt payments must be made by July 1st of that

school year. Due to rising costs, the replacement cost of a student handbook will be \$10.00.

STUDENT DRESS CODE

Students are expected to dress appropriately at all times while on campus and in representing the district at various events on and off the campus. In addition, dress and groom must meet standards of safety and health, and not cause substantial disruption to the educational processes.

Articles of clothing that exhibit the advertising signs, symbols, slogans, or phrases of alcohol, drugs, or tobacco products are not considered appropriate school dress for our students. Likewise, clothing that exhibits slogans, pictures, and phrases that would be considered offensive because of their sexual connotation, lewd or illegal behavior, or offensive language are also considered to be inappropriate.

GENERAL STANDARDS:

1. Length of skirts/shorts should be at least mid- thigh. Jewelry will be regulated to eliminate health and safety hazards.
2. Clothing displaying profanity, inappropriate pictures, gestures or words, drug use, alcohol use, or sexual innuendo is not acceptable.
3. Clothing that is tight, torn, tattered, or revealing which disrupts the educational process is unacceptable.
4. No clothing may purposely expose undergarments.
5. Top wear may not expose the mid-section of the body.
6. Hats or hair coverings may not be worn in the building.
7. Outerwear and/or gloves may not be worn in the school or classroom.
8. Clothing with ornamentation including chains, which could scratch or harm school property, is considered inappropriate.
9. Clothing designated as sleep or lounge wear should not be worn.

These guidelines are not designed to hinder your child, but to maintain dignity in and around our school, and to eliminate disruptions that so often occur. Keep in mind that good grooming and decency affects student performance. We want the high school to be an environment where all students feel safe and free from distractions. Students who violate these guidelines will be subject to disciplinary action.

HOLIDAY DRESS

During the holiday periods such as Halloween, Thanksgiving, Christmas, Easter, etc. students will not be permitted to dress in a manner that will cause a disruption to the school day. If in doubt about plans to wear such clothing, obtain prior approval from the school administration.

STUDENT INSURANCE

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

STUDY HALLS

Study halls are designed to allow the student to work on assignments. Students are not permitted to sleep or cause disruptions during study hall. Failure to abide with these rules or cooperate with their study hall teachers will be

referred to the office, at which time they could possibly be reassigned to the STAP program for study halls.

STUDENT SEARCHES

Searches of students are justified when there are reasonable grounds for suspecting that the search will turn up evidence that the students had violated either the law or school regulations. Student searches will be used with discretion directing most attention toward suspected drug, tobacco, and alcohol violations.

School officials are authorized to search a student's personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the health, safety or welfare of the school population. Searches conducted by the administration may include, but not be limited to, utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.

TRANSPORTATION (DISTRICT BUSES/VEHICLES)

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

GENERAL TRANSPORTATION INFORMATION

Bus Stop Changes

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

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

EXTRA-CURRICULAR TRANSPORTATION

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

ROUTE PREPARATION

The Transportation Director is responsible for preparing the routes during the summer months. Every effort will be made, but not guaranteed, to meet

individual need and be part of an efficient and economical transportation system.

The following considerations are made in preparing each route:

- Following PA State Law 1362, bus stops may not exceed a one and a half (1½) mile walking distance from residence for all district students. Driveways and privately owned roads are not calculated in that mileage. The district will strive to keep those stops to be no more than one-half (½) mile when possible.
- Maintaining the PA Department of Transportation's rule that a bus must have 300-150 feet for amber light activation at all stops.
- Maintaining minimum consolidation at bus stops wherever possible, while keeping safety factors of the stop location, road and volume of traffic in mind.
- Maintaining efficiency by keeping the number of miles to a minimum. Bus loads will be maintained to the highest capacity whenever possible.

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

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

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

NEW STUDENT TRANSPORTATION

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

SCHOOL CLOSING, DELAYED START AND EARLY DISMISSAL

1. Parents are advised to listen to local radio, TV reports or access the District website (www.bermudian.org) when inclement weather is present. Parents, Support Staff and Faculty will receive an automated message by phone through Sapphire. The delayed start time will permit school district officials to better evaluate roads and weather conditions when the forecast is uncertain.
2. When a weather-delayed start is initiated all starting times will be delayed by two hours.
3. All early dismissals must allow for at least one hour prior to the closing for driver notification and pick-up time. Parents again are advised to listen to local radio, TV or access the school district website.
4. The transportation schedule for non-public students and special education students will follow the District weather delays and closings.

PUPIL BEHAVIOR ON DISTRICT SCHOOL BUSES

The following outlines Student Expectations on Bermudian Springs School

District vehicles. Abuse of these rules may result in the loss of District transportation.

A. School District Transportation Expectations

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

1. Students shall be at the bus stop five (5) minutes prior to the bus arrival. Habitual tardiness to the bus may result in a loss of transportation privileges.
2. Students must board and leave the bus at their assigned stop location. No temporary changes or accommodations will be made despite parent/guardian permission.
3. The driver has the right to assign seats. Students may be required to sit three (3) to a seat. Students shall remain seated at all times while the bus is in motion. The aisle should remain clear.
4. Students shall keep their hands, head and arms inside the bus at all times. Windows shall remain closed unless the driver gives permission to lower them.
5. There shall be no drinking any liquid or eating food on the bus.
6. There shall be no littering from the vehicle or in the vehicle. The bus is to be as clean at the end of the run as the beginning of the run.

B. Bus Stops

1. Students shall be at the bus stop five (5) minutes prior to the bus arrival. Habitual tardiness to the bus may result in a loss of transportation privileges.
2. Students shall wait a safe distance from the road while waiting at the bus stop.
3. Students shall remain at assigned stops paying special attention to the rights of property owners. Parents/ Guardians are responsible for students at the bus stop.
4. Students shall board the bus only when given the proper signal by the driver as the bus stops and the red lights activate.
5. When leaving the bus at home, the student shall go directly to the side of the road where they live or have to walk, keeping a safe distance (12 feet) from the bus.
6. When leaving the bus at school, the student shall go directly to their assigned bus.
7. It is the responsibility of the parent/guardian to transport any student who misses their bus.
8. There is a limit of three (3) bus stop changes per year.

C. Discipline Policy

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

4. All consequences for misconduct on any district vehicle subject to the Student Code of Conduct Handbook.

D. Extra-Curricular Trips

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

E. Problems

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

- 1st **Bus Driver** – *Student should make the driver aware of the issue.*
- 2nd **School Principal** – *All concerns require a written statement*
- 3rd **Transportation Director** – *All concerns require a written statement.*
- 4th **District Superintendent** – *If one feels the issue has not been resolved one may send a written letter of concern to the District Superintendent.*

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

TRANSFER & WITHDRAWAL PROCEDURE

All students who plan to withdraw from school shall discuss this matter with the guidance counselor, as soon as possible. Students withdrawing shall present a written withdrawal request from their parent/guardian to the counselor and secure a withdrawal form:

1. Secure all required signatures requested on form:
 - Return all books and materials to each teacher.
 - All monies owed must be submitted to proper organization.
 - Return all equipment, belonging to school, to proper person.
 - Clear attendance/guidance office needs.
2. Return to guidance office for final interview and submit completed withdrawal form to counselor.

WEAPONS

The BSSD is committed to providing a safe environment where all students can benefit from the education program that is provided. Students will not be permitted to possess, distribute, or use any weapon at any time, on school district property or at any school district function. The authorities will be notified with the cases involving arson, false alarms, terrorist threats, fireworks, etc. Those students found to be in violation of the provisions of this district policy shall be subject to be disciplined according to the following prescribed penalties:

POSSESSION OR DISTRIBUTION OF A WEAPON

The student may be immediately suspended from school for up to ten days. During that time, a meeting with the superintendent, building administrators, parents, and student will be held. The local law enforcement agency will be notified and criminal charges filed. A recommendation will be made to the school board that expulsion be considered. Expulsion may be permanent or with consideration for re-admission in the following school year.

USE OF A WEAPON

The student will be permanently expelled from school, the local law enforcement agency will be notified and criminal charges filed.

WORK PERMITS

Working permits are issued from the HS Main Office for all students residing

in the Bermudian Springs School District. To receive an application for a work permit, you must:

1. Be between fourteen and seventeen years of age.
2. Request an Application for Employment Certificate.
3. Complete the information on the application. This includes:
 - **Section A:** to be completed by *parent, guardian or legal custodian*
 - **Section B:** to be completed by *parent, guardian or legal custodian*

Return the completed application to the HS Main Office. The student will then receive a blue work permit.

VISITATION

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

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

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

REPORTING TO THE OFFICE: Persons wishing to visit a school should make arrangements, in advance when possible, with the school office in that building. Upon arrival at the school, visitors must register at the office by signing in stating reason and destination. They will receive and display a Schoolgate Guardian visitor badge while in the building at all times.

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

INTERRUPTIONS: No visitor may confer with a student in school without the approval of the Principal. Visitors may not interrupt a teacher who is teaching a class. Visitors are not to interrupt a teacher during preparation times or other related instructional duties unless an appointment has been made or other advance notice given according to the guidelines provided in this policy.

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

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

- input from the teacher as to the appropriateness of the request
- purpose of the visitation
- classroom activities planned during the observation
- number of previous visitations by the same person and/or the number of visits to that particular class
- the needs of the students in that class

- any other extenuating circumstances which may impact on the learning activity being planned

AUTHORITY TO REMOVE VISITOR FROM THE BUILDING OR GROUNDS:

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

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

APPENDIX A

CURRICULA

ACADEMIC COURSES

The courses in this curriculum are designed to prepare the student for post high school employment or short term trade/technical training. The student will be exposed to different subject areas as he/she elects, while meeting graduation requirements.

ADVANCED PLACEMENT (AP)

A.P. courses are extremely difficult and require a greater commitment of time and effort than do other courses. Teacher recommendation is required. Taking the A.P. courses and passing the examinations, which costs approximately \$75.00, can bring many benefits to the student such as:

- a. Exemption from college courses
- b. College credit for the A.P. course
- c. College acceptance
- d. Advanced standing in college

AGRICULTURE COURSES

The courses in this curriculum are designed to complement each other in a sequential manner over a four year period. Careful selection of agriculture courses and electives will enable a student to meet college admission requirements. Students are encouraged to follow the suggested sequence of courses outlined later for each grade, as well as becoming active participants in the FFA.

ARTS/HUMANITIES

The 2 credit requirements in the Arts and/or Humanities may be fulfilled by electing courses in Art, Music, Agriculture Education, Tech Ed Electives, Foreign Languages, Family Consumer Science Electives, Sociology, Journalism, Psychology, and Speech and Drama.

BUSINESS COURSES

The courses in this curriculum are designed primarily to prepare the student for post high school employment in entry-level office positions and/or entry into business schools and colleges. These courses can also provide valuable personal-use skills.

COLLEGE IN THE HIGH SCHOOL (CHS)

The College in the High School program enables qualified high school students to enroll in college level courses at their high school during the regular school day. CHS students earn concurrent high school and college credit. Course offerings are suggested by the high school and selected from HACC's required courses or core curriculum. Courses are taught by experienced high school instructors who are recommended for teaching excellence and qualified as HACC adjunct instructors. CHS courses are offered to high school students at a reduced tuition rate of \$75.00 per credit. To qualify, a high school student must meet HACC's Early Admit requirements.

Students who enroll as CHS and do not meet HACC's requirements may still take the course by meeting requirements established by Bermudian Springs High School for AP enrollment. Students may also enroll for both AP and CHS provided all requirements are met and all fees are paid. Additional information about the Advanced Placement and College in the High School program may be

obtained from the guidance office. Fees for AP or CHS are subject to change.

COLLEGE PREPARATORY COURSES (CP)

The CP courses are not as demanding as the AP and Honors sections. However, teacher expectations of students in CP courses are high, and the requirements are greater than for students in the academic level courses. Self-motivation and hard work are expected. Teacher recommendation is required.

COURSE CREDITS

Classes that meet 6 periods per cycle receive a full credit. Any course that meets less than 6 periods per cycle receives ½ credit.

COURSE DIFFICULTY LEVEL

There are four levels of difficulty attached to the courses that are offered. The most difficult courses are those prefixed with AP or CHS. The 2nd most difficult level is those courses prefixed with Honors. The 3rd most difficult level is those courses prefixed with CP.

COURSE WEIGHTING VALUES

Some courses have a weighted value of greater than 1 when determining the student's grade point average. Subjects are weighted according to their difficulty, and the added value is a reward to those students who elect the more difficult subjects. A higher grade point average improves one's class rank but does not affect credits.

All grades will have a GPA computed based on % grade. Honors courses are given a weight of 1.05 and AP and CHS courses are weighted at 1.1.

DIVERSIFIED OCCUPATIONS

The diversified occupations program is for seniors who are planning to enter the workforce upon graduation. This program will attempt to find employment for those students in areas of interest and/or possible life vocations. The program is divided into two sections. First is the classroom portion. Students will study a variety of topics needed for being a productive part of the company that employs them. The second portion is a work release program. Students will be scheduled so they can leave school to go to the work site. Students will be given training on-site and be supervised by the diversified occupations coordinator.

FAILED COURSES

Any student who fails a course that is required for graduation should request the guidance office to add the course to his/her schedule for the next school year. Failed courses may also be made up in an approved summer school program. Contact the guidance office for information about approved summer school programs. Registration for these courses, in many cases, needs to be completed by the first week in June. If approved, correspondence courses must also include 30 hours of tutoring from a certified teacher.

GRADUATION REQUIREMENTS

Students must accumulate a minimum of 27 credits earned in grades 9 through 12, achieve proficiency on the Keystone Exams, or local assessments in these areas, and successfully complete a graduation project in order to graduate.

Successful completion of the following credits is required:

- **English** - 4 credits
- **Math** - 3 credits
- **Science** - 3 credits
- **Social Studies** - 4 credits
- **Health** – 1 credit (*grades 9 & 11*)

- **Physical Education** - 2 credits (*grades 9, 10, 11, & 12*)
- **Life Skills**-½ credit (*grade 9*)
- **Electives** - 9 credits

NOTE: Two (2) of the elective credits must be in the Arts and/or Humanities. Graduation Requirements: All students must earn 27 credits to graduate. These 27 credits will be earned in grades 9-12. Included in the 27 credits, the following subjects must be passed successfully: 4 credits of English, 4 credits of Social Studies, 3 credits of Mathematics, 3 credits of Science, 2 years of Health, Physical Education each year, Life-Skills (1/2 credit), and a Culminating Graduation Project (Class of 2016 only).

HONOR ROLL

At the end of each marking period, the academic achievement of students will be recognized with the publication of two honor rolls. The "Distinguished Honor Roll" will include all students who have attained an average of 92% or higher with no single course grade lower than 92%. The Distinguished Honor roll will be determined by computing all grades in all courses that receive a numeric grade during the marking period. The "Honor Roll" will include all students who have attained an average of 83% or higher with no single course grade lower than 83%. The Honor roll will be determined by computing all grades in all courses that receive a numeric grade during the marking period.

HONORS COURSES (H)

The Honors courses, while not as demanding as the AP courses, require rigorous and in-depth study of additional topics than would be expected of others. The classes also move at an accelerated pace. Teacher recommendation is required.

INDEPENDENT STUDY

The independent study program is for students who have demonstrated a high degree of motivation and the ability to work independently. Generally, a student will request independent study because of difficulty in scheduling a course. To be considered for the independent study program, a student must make a written request on the scheduling form. If the request for independent study is approved, the Principal will assign a faculty adviser to work with the student. Independent study requests should be made before June of the previous school year.

MARKING AND GRADING SYSTEM

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

SCHEDULE CHANGES

The deadline for schedule changes is **August 14**. All schedule change requests will be made while considering class size, graduation requirements, and the number of study halls on the student's schedule. All schedule changes will require parental permission. After August 1, students wishing to drop or switch a class will only be made if the student is academically misplaced. This decision will be made by the Principal with input from the classroom teacher teaching the class.

STUDENT LOAD

All students in grades 9 and 10 must schedule and carry a minimum of 7 credits per year. Students in grade 11 must schedule a minimum of 7 credits per year, and students in grade 12 must schedule a minimum of 6 credits per year.

SUBJECT REQUIREMENTS

Grade 9

English	1 Credit /Cycle
Pennsylvania History	1 Credit/Cycle
Science	1 Credit /Cycle
Math	1 Credit /Cycle
Physical Education	½ Credit /Cycle
Health	½ Credit /Cycle
Life Skills	½ Credit /Cycle

Grade 10

English	1 Credit /Cycle
World Cultures	1 Credit /Cycle
Science	1 Credit /Cycle
Math	1 Credit /Cycle
Physical Education	½ Credit /Cycle

Grade 11

English	1 Credit/Cycle
American History	1 Credit /Cycle
Science	1 Credit /Cycle
Math	1 Credit /Cycle
Health	½ Credit /Cycle
Physical Education	½ Credit /Cycle

Grade 12

English	1 Credit/Cycle
Government/Economics	1 Credit /Cycle
Physical Education	½ Credit/Cycle

APPENDIX B

STUDENT CODE OF CONDUCT (K – 12)

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

Level 1 <i>Defined as:</i>	
<i>Minor misbehavior(s) which impedes orderly classroom procedures or interferes with the orderly operations of the school.</i>	
Infractions	Possible Actions
<ul style="list-style-type: none">● Disruptive/horseplay behavior (campus, classroom and bus)● Dress code violation● Noncompliance● Leaving class without permission● Public display of affection● Inappropriate language● Tardy to class/school● Possession of prohibited articles● Failure to follow school bus rules● Loitering● Littering● Misuse of instructional materials (minor)● Dishonest	<ul style="list-style-type: none">● Verbal/written reprimand● Teacher-family contact● Teacher-student conference● Parent contact by telephone● Parent/administrator conference● Loss of privileges, including transportation● Item confiscated and if appropriate, returned to parent/guardian● Detention

Level 2 *Defined as:*

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

Infractions	Possible Actions
<ul style="list-style-type: none">● Continuation of Level I● Aggressive or provoking behavior● Leaving school property without permission/Truancy/Cutting class● Profanity● Failure to serve assigned office detention/ violation of detention rules● Possession of stolen property/stealing● Improper or negligent operation of a motor vehicle● Using forged notes/excuses/school forms● Abusive/Obscene writing or drawings● Violation of STAP● Petty theft● Academic dishonesty● Misuse of instructional materials (major)● Destruction of school property (minor)● Disrespect (minor)● Destruction of school property(minor)● Possession/use of tobacco	<ul style="list-style-type: none">● Detention● Suspension● Parent/administration meeting● Referral to outside agency/IST● Law enforcement referral● Loss of privileges, including transportation● Group/Individual counseling● Enrollment in a mandatory program

Level 3 *Defined as:*

Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. These acts might be considered criminal. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediation of the situation in the best interests of students.

Infractions	Possible Actions
<ul style="list-style-type: none"> ● Continuation of Level II offense ● Bullying, Cyber-bullying, Harassment, Discrimination, Intimidation ● Possession/use of tobacco products and paraphernalia (lighters, matches, etc). ● Obscene gestures/indecent acts or photographs ● Fighting ● Gambling ● Unauthorized entry into the building ● Defacing/damaging school or private property ● Disrespect to school personnel (cursing, vulgarity, etc.) ● Technology abuse 	<ul style="list-style-type: none"> ● Suspension ● Expulsion ● Parent/Administrator meeting ● Referral to an outside agency ● Law enforcement referral ● Loss of privileges, including transportation ● Restitution of property or damages ● Enrollment in a mandatory program

Level 4 *Defined as:*

Acts which resulting violence to another's person or property or which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they require administrative action which result in the immediate removal of a student from school, the intervention of law enforcement, and actions by the Board of School Directors.

Infractions	Possible Actions
<ul style="list-style-type: none"> ● Continuation of Level III ● Unauthorized use of computer/ computer trespassing ● Assault, battery and /or stalking of school personnel ● Assault, battery and/or stalking peers ● Arson ● Extortion ● Theft ● Hazing ● Fireworks 	<ul style="list-style-type: none"> ● Suspension ● Expulsion ● Parent/Administrator meeting ● Referral to outside agencies ● Alternative Education ● Law enforcement referral ● Loss of privileges, including transportation ● Enrollment in a mandatory program

<ul style="list-style-type: none"> ● Felony ● Fire Alarm (setting off, tampering with, etc.) ● Bomb threat ● Possession/Use/Sale of alcohol ● Possession/Use/Sale of illegal or look-alike drugs/controlled substances/Paraphernalia ● Possession/Use/Sale of a weapon ● Terroristic threats – verbal/ written 	
---	--

AFTER SCHOOL DETENTION

Students will be assigned to after school detention only by the Principal or Assistant Principal. Detention will be scheduled on Thursday afternoons from 3:00 PM to 5:00 PM. Students will be responsible for bringing enough work to occupy their time productively. There will be specific penalties for failing to report to Detention or failing to bring supplies. It is the student's responsibility to arrange his/her own transportation. The student must leave the building immediately following Detention. If assignment is less than 48 hours, a phone call will give the parents advance notice.

SUSPENSION TUTORIAL ASSISTANCE PROGRAM

The Suspension Tutorial Assistance Program (STAP) is designed to assist students who are experiencing problems in the classroom and to provide a setting to improve the behavior of disruptive students without disturbing their education by suspending them out of school. The program is designed specifically to forestall and hopefully prevent secondary dropouts, to reduce the rate of out-of-school suspensions, and to modify student behavior.

Students are assigned to the tutorial portion of the program to help improve their performance in the classroom. The academic performance of all students is monitored by our guidance department at the end of each marking period in order to identify those experiencing difficulties. Our guidance counselors will meet with those students and encourage the voluntary participation of the students in the program.

Students will be placed in the STAP program for disciplinary reasons by the authority of the administration. The length of time will be according to the nature of the offense and the student's record. Any student assigned to the program will be provided with class work assignments by the STAP aide and classroom teacher. These assignments will be returned to the classroom teacher at the termination of the suspension, and the student will be given full credit for class attendance and work completed.

Any student absent for any day that they are assigned to the program will be required to make up that day. If at any time the STAP aide refers the student to the office for disciplinary action, he/she will be suspended out-of-school or given extra assigned days in the program. Upon return from the out-of-school suspension, the student will finish the required time in the STAP program.

While assigned to the STAP program, students will not be permitted to

participate in any extracurricular activities and are not permitted on school property before or after normal school hours. This period of time continues through 12:00 midnight on the day the students is released from STAP.

OUT-OF-SCHOOL SUSPENSION

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

SATURDAY SCHOOL

Some circumstances may warrant Saturday School for the student. Students will be assigned to Saturday School only by the Principal or Assistant Principal. The Saturday School session runs from 8:00 A.M. to 12:00 A.M. and is monitored by a high school administrator. There will be specific penalties for failing to report to Saturday School or failing to bring supplies. Transportation to/from Saturday School will be the responsibility of the student.

ALTERNATIVE EDUCATION

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

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

