

# Brownsville Area Middle School



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**[www.basd.org](http://www.basd.org)**

**Student / Parent Handbook**

**2020 – 2021 School Year**

**BOARD OF SCHOOL DIRECTORS**

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**ASSISTANT TO THE SUPERINTENDENT  
K-12 CURRICULUM, INSTRUCTION, and ASSESSMENTS**

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Mr. Shawn Clemmer, Middle School Principal  
Mrs. Kellie Stout, High School Principal

**SUPPORT PERSONNEL**

Mrs. Jodi Delgado, Superintendent Executive Secretary  
Ms. Melanie Bagwell, Special Education Administrative Assistant  
Mrs. Donna Wasko, Payroll  
Mrs. Shelley Williams, Accounts Payable

## **MISSION STATEMENT**

**Foster All Learners Collaboratively in Outstanding Nurturing Schools.**

## **VISION STATEMENT**

**Becoming, Accountable, Successful, and Driven**

## **SHARED VALUES**

Represent the District's beliefs and actions that are the cornerstone of the daily educational process within our schools. They continually guide the District at every level to promote and sustain our Mission and Vision.

## **WE BELIEVE**

- Respect, honesty, and integrity set the foundation for high expectations.
- All students are valued and can learn via curricular and extra-curricular activities.
- Learning occurs in a safe, nurturing, and respectful environment.
- A commitment to educational excellence requires effective leadership, rigorous curricula, teamwork, and responsible utilization of resources.
- It takes a village to raise a child, thus, collaboration amongst the community, parents, and staff enhances the educational process.

## **WELCOME BACK**

The Student Handbook has been prepared to inform you about Brownsville Area School District. It is our goal each day to provide a safe and orderly environment and to protect the health, safety, and welfare of our School Community. You will find the rules and regulations that govern the day-to-day operations of our school in the Student Handbook. You will also find important information that parent/guardians and students need to know and understand. Please read this handbook carefully. If there is a section of the Student Handbook which you do not clearly understand, please contact School Administration.

## **REVISION STATEMENT**

Revisions to this handbook may be made during the school year as the result of Board policies and/or building procedures implemented after the date of publication. In such cases, students and their parents will be advised of additions and deletions and their impact on students' safety and conduct via verbal or written communication.

## **PRINCIPAL'S MESSAGE**

Welcome to another school year at Brownsville Area School District! BASD offers a rigorous and relevant academic program along with a rich selection of co-curricular and extra-curricular opportunities for all students. Each of these opportunities are intended to assist every student in developing values, responsibilities, social interactions, academic competencies and many other qualities. We encourage all of our students to become active in student activities, athletics, and their individualized academic program. Pride has been a tradition at Brownsville...this is your school! Be proud and be aware of your responsibilities to help make our school a special place to learn and grow. Your Teachers, School Counselors, and the Administration wish you the best and are available to assist you in all of your endeavors at Brownsville Area School District.

## **ACADEMIC INTEGRITY**

Academic integrity in schoolwork is an essential component to student achievement across the curriculum. It is the responsibility of each student to submit class work, assignments, and/or projects that represent his/her own work. Cheating could include copying, providing or receiving answers, or theft of any of the following: papers, tests, homework, etc. Plagiarism is presenting the ideas or statements of another without crediting the original source. Even unintentional plagiarism is theft. A plagiarized source includes but is not limited to: books, music, Internet sources, electronic media, spoken works, or other student work. Using an electronic device during a test is strictly prohibited.

## **GENERAL SCHOOL RULES, REGULATIONS, AND PROCEDURES**

We believe that good behavior is a cooperative effort and a matter of common sense.

The following are rules and regulations for student behavior and conduct. Any breach of rules may result in detention, suspension, or expulsion and/or restitution in the case of theft or damages. School Administration will notify the police of any violation of the law.

In the cases of disciplinary infractions of school rules or policies, a student may receive *detention(s), a minimum of one (1) to a maximum of three (3) sessions, or Out-of-School Suspension (OSS), a minimum of one (1) to maximum of ten (10) school days, or expulsion and/or restitution.*

1. You must have a hall pass to be excused from class to go to another area of the building.
2. School District property (lockers, supplies, textbooks, etc.) are loaned to you for your use. These items are your responsibility. School Administration reserves the right to search student lockers at any time.
3. Students must remain on the School Campus at all times. Leaving the School Campus without permission (including walking home) is a serious infraction and will result in a suspension.
4. All school related activities (assemblies, field trips, extra-curricular events, etc.) are subject to the same disciplinary guidelines as the regular school day.
5. Electronic devices, as per district policy. Hats, Hoods or sunglasses are not permitted to be worn anywhere on the school grounds during school hours (7:25 AM – 2:20 PM).
6. Causing or attempting to cause willful destruction or defacing of school or private property, vandalism or attempted vandalism, theft or attempted theft is subject to disciplinary action (school and criminal disciplinary action).
7. Any action that endangers the atmosphere of the school, which threatens the health and safety of others, shall be subject to disciplinary action.
8. Fire/Evacuation Drills – Please be aware of the evacuation exit for each room to which you are assigned. Walk, leaving the room quickly and quietly, when the alarm sounds. Once outside, stand with your class. No one is permitted to remain in the building during a fire drill.
9. Students should realize the implications of comments directed toward teachers, students and school staff. Hostile actions, verbal, non-verbal, and written threats relating to any acts of violence will not be tolerated and will be treated as serious infractions.
10. Non-educational items and any other item(s) deemed inappropriate are not permitted in school.

### **INCIDENTS NOT COVERED BY GUIDELINES**

It is imperative to realize when dealing with students in the various situations that may occur that it is not possible to foresee all types of incidents that might occur. This list of aggravating and mitigating circumstances and infractions may not be complete. If a situation, which is not listed, should occur, the school official will use best judgment in placing the infraction in a specific level and then following through with specific consequences

### **ANNOUNCEMENTS**

In order for students to be aware of and take part in the multitude of academic, extra-curricular, co-curricular, and athletic opportunities available to them, students are asked to listen and pay attention to the daily Morning/Afternoon Announcements. The daily Morning Announcements will be made at the beginning of Homeroom. The daily Afternoon Announcements will be made at the beginning of last period. Students requesting to have announcements made are to request such through the Main Office.

## **ASSEMBLY PROGRAMS**

Assembly programs will be calendared throughout the school year to provide additional educational opportunities and entertainment experiences to students or to showcase students' talents and achievements. Students are reminded that appropriated behavior is required during all assembly programs. Students demonstrating inappropriate behavior, during an assembly program, are subject to disciplinary action.

## **ATTENDANCE**

Attendance is the presence of a student on the days school is in session. Absence is the failure of a student to attend school on those days, half days, and hours school is in session. Attendance shall be required of all students enrolled in the school during the days and hours that school is in session, except when the absence is "lawful" or "excused" as set forth below.

## **STATEMENT OF POLICY**

This policy and its associated guidelines are intended to promote regular school attendance and to facilitate the academic, social, emotional, and physical development of students in the School District. The compulsory school attendance law of the Commonwealth of Pennsylvania requires every child of compulsory school age to be in school unless absent for an approved reason. Parents and/or guardians are charged with the responsibility for their child's/children's school attendance. Any student who violates the Compulsory Attendance Law could be subject to citation. The School District realizes that it will be necessary for students to be absent upon occasion for certain reasons such as illness, health care, and religious holidays. It has been proven, however, that students who attend school regularly achieve more than those who do not. Attendance is imperative if students are to gain as much as possible from their school experience. School District personnel and parent/guardian(s) should encourage students to establish and maintain good attendance practices. Therefore, it is the policy of the Brownsville Area School District that all students enrolled in the School District be in attendance unless absent for an approved reason. It will be the responsibility of the Superintendent and/or his/her designee to implement these guidelines for the attendance policy of the Brownsville Area School District and/or to review any exceptions.

## **DISTRICT'S ATTENDANCE POLICY**

1. Any student having an attendance rate of excess absences may not be eligible to participate in or attend any school sponsored event. This includes athletic events, club events, field trips, the musical, marching band and prom.
2. No student shall practice or participate in any athletic competition or other extra-curricular activity groups on days s/he is absent from school, arrives late (after 9:00 am), or leaves early unless permission is given in writing to the office. Examples of permissible exceptions are professional appointments and funerals. Proof of professional appointments must be verified by written statement from the professional the student is meeting. This policy will also bar a student from being a spectator at any school event that day.

## **COMPULSORY SCHOOL ATTENDANCE LAW**

The Compulsory School Attendance Law of the Commonwealth of Pennsylvania requires every child of compulsory school age to be in school, unless absent for an approved reason, and charges the parent/guardian of the child with the responsibility for the child's school attendance. The federal law, commonly referred to as Every Student Succeeds Act (ESSA), indicates a 90 percent attendance rate as the benchmark for academic success. The attendance rate at the elementary and the attendance/graduation rate at the secondary level are used to determine Adequate Yearly Progress. In order to be in compliance with the Commonwealth of Pennsylvania's Compulsory Attendance Laws, any student having six (6) Unexcused Absences, or more, could be subject to a magistrate citation. As a result of a magistrate's ruling, fines could be levied and/or driver's license suspended. Attendance is compulsory from the federal level down to the state level, with local School Districts being held accountable by enforcing attendance policies. It is believed better attendance helps a student increase achievement. Absence from school shall be recorded according to State Law in one of the following manners:

## **LAWFUL AND EXCUSED ABSENCES**

Pennsylvania law broadly defines absences as lawful or excused when a student is prevented from attendance for mental, physical, or other urgent reasons. A student, who misses school for a legitimate reason and produces an appropriate written excuse within three (3) school days, will be listed as a lawful or excused absence.

## **LAWFUL ABSENCES**

A lawful absence includes the absence of a student for any of the following reasons:

**Illness or Other Urgent Reasons** – Upon receipt of satisfactory evidence of mental, physical or other urgent reasons, a parent/guardian’s written note will only excuse the student’s absence.

**Health Care** – A student may be excused during school hours for the purpose of obtaining non-school professional health care under the following circumstances:

1. The health care services are rendered by state licensed practitioners.
2. There has been established reasonable cooperation between the school authorities and practitioners.
3. The time of necessary absence from school involves a minimum of interference with school work.

Note: The Principal may require a written statement signed by the practitioner stating the time of the student’s appointment.

**Death in the Family**

**Religious Holidays and Religious Instruction** (religious instruction limited to a total of not more than thirty-six (36) hours per school year)

**Impassable Roads**

**Delay or Absence of School Bus**

**Educational Tour/Trip** – Upon receipt of a written request from the parent/ guardian, the student may be excused from school attendance to participate in an educational tour or trip provided during the school term at the expense of the parent/guardian, when such tour or trip is so evaluated by the Principal after receiving the parent/guardian’s Education Trip Form. The student participants therein are subject to direction and supervision by an adult personage acceptable to the Principal and the parent/guardian of the students concerned.

**Quarantine**

**Family Vacation** – Forms are available in the Main Office and Guidance Office. Two (2) weeks’ notice is required.

**Court Appearance**

**College Visitation/Interview** – When students have a written invitation or appointment to go for a job interview, college admission, nurses’ training, trade or technical school, as well as other post-secondary plans, they may be excused from school on those days. The student is to obtain a Permission Slip from the Counseling Department Office and have the Permission Slip completed before the day he/she is to be excused. After the School Counselor gives permission, the School Counselor must send a copy of the Permission Slip to the Counseling Department/Attendance Secretary. For early morning appointments, the request from the parent/guardian may be submitted the day prior to the appointment.

**Homebound Instruction** – A child of school age enrolled in the public schools, who is homebound and unable to attend the public schools as determined by a medical examination and who is receiving approved homebound instruction or instruction in the home, shall be counted for attendance purposes as if in regular school attendance. During the time such homebound student is able to receive instruction in the home, the School District or Intermediate Unit or both shall provide such instruction in the home. The parent/guardian must secure a Home Bound Instruction Form from the District Office for the physician to complete. The form must be returned to the District Office. All home bound assignments, books, materials, and return of materials must be coordinated through the District Office.

**Dental and Medical Appointment** – Students, who wish to leave the school for dental or medical appointments, are required to bring a note from the parent/guardian or appointment card from the physician to the Main Office for written approval by the Administrator/Support Personnel to be excused from class. This should be done before the Homeroom bell on the day of the appointment. Students/parents/guardians are asked to schedule medical appointments after school as often as possible. For early morning appointments, the request from the parent/guardian may be submitted the day prior to the appointment. The approved excuse will be taken to the Attendance Secretary, where the student’s name is entered on the sign-out sheet and an Excusal Form is given to the student. The student should request that the physician sign, date, and list the time of the appointment. This form must be returned to the Attendance Secretary upon the student’s return to school, or the absence from school will be considered unlawful. When a student returns from an appointment, he/she will receive an Admit Slip to enter class. This Admit Slip should be retained by the student and should be presented to the

teacher whose class the student reports to first. Students are expected to return to school from an appointment in a reasonable amount of time.

### **EXCUSED ABSENCES**

A maximum of ten (10) parent/guardian notes can be used to verify an excused absence. Retroactive excuses submitted after the three (3) day period will not be honored. Parent/guardian notes submitted after the tenth excused absence will not be honored and the student's absence from school will be coded as unlawful. Excused absences will not be considered for perfect attendance.

### **WRITTEN STATEMENT REQUIRED FOR ALL ABSENCES**

Upon return from an absence from school for any reason, the student shall present to the Attendance Secretary a written statement signed by the student's parent/guardian, giving the date of the absence and reason for the absence. If the written statement is not presented within three (3) days of the student's return to school, the absence shall be considered as an unlawful absence. Additionally, the school administration may require that a student provide a medical statement or excuse from a licensed practitioner of the healing arts for every absence from school subsequent to that student having accumulated absences of ten (10) school days in any school term. Failure to provide the requested medical excuse may result in such absence being classified as unlawful.

### **UNLAWFUL ABSENCES**

Pennsylvania law states that all absences should be treated as unlawful until the School District receives a written excuse explaining the reason(s) for an absence. Parents/guardians and students should submit the written explanation within three (3) calendar days of the absence and should be informed that if they fail to provide a written excuse within three (3) days of the absence, the absence would be permanently counted as unlawful. An unlawful absence is considered to be illegal if the student is of compulsory school age 16 years or younger. An unlawful absence is considered to be unexcused if the student is 17 years or older.

### **EXCESSIVE UNLAWFUL ABSENCES**

Regular attendance at school is an important part of every student's success and necessary in order to gain the greatest benefit from the educational experience. Here at Brownsville Area School District, we understand this significance and place a strong emphasis on students attending school regularly. Student must attend school 90% of the time. Students whose attendance percentage falls under 90% at any point in the school year, when exclusively considering unlawful absences, will forfeit the opportunity to participate in extracurricular activities such as: homecoming, prom, sports, pep assemblies, etc. Students, who fail to meet this attendance criterion due to extenuating circumstances, are subject for review upon a written request and upon discretion of administration. Whenever a student accumulates (6) unlawful absences, that student will be referred the district magisterial office.

### **TARDINESS TO SCHOOL**

A student will be considered tardy to school if she/he is not in homeroom when the late bell sounds at 7:45 a.m.

1. Students arriving to school after 7:45 a.m. are to report to the office for a tardy slip. Any student who arrives late and does not sign in will be marked absent for the day and is subject to receiving a detention or suspension for violation of the sign-in rule.

2. A student's tardiness may be excused because of:

- A. personal illness;
- B. verifiable professional medical service;
- C. late school bus;
- D. verifiable emergency; or
- E. reasons approved in advance by a principal.

3. Excused tardiness will be accepted up to a limit of four (4) per year. Tardiness for any reason after reaching four will be recorded as unexcused. Documented medical situations will be given further consideration.

4. Tardiness after 11:00 a.m. is considered a one-half day absence.

### **CLASS CUTS**

No student is to be excused from class without permission. Absence from a class/classes without written permission is an unexcused absence and act of truancy. There is no legitimate reason for cutting or skipping. Students absent from class in excess of ten minutes will be subject to disciplinary actions as outlined in Level II of the Student Behavior Code. An accumulation of ten (10) class cut periods may result in truancy charges being filed.

### **BACKPACKS**

Backpacks will only be permitted upon arrival to school and dismissal from school. Backpacks are to remain the student's locker the remainder of the day. Wristlets and small purses (no larger than an 8 ½ by 11 sheet of paper) will be permitted to be taken into all classrooms for small personal items. Clear drawstring store bought backpacks/bags will be permitted to be carried to and from Physical Education classes only.

### **BULLYING**

The Brownsville Area School District is committed to providing a safe, positive learning experience for all students. The district recognizes that acts such as bullying and/or cyber bullying distract from the safe environment necessary for students to learn effectively and could lead to more serious violence. Therefore, the Brownsville Area School District prohibits bullying by district students. Any intentional electronic, written, verbal, or physical act or series of acts directed at another student, students, or BASD employee, which occurs in school setting and/or outside school setting, which is severe, persistent or pervasive and has the effect of creating a threatening environment is considered bullying or cyber harassment. Cyber harassment includes making seriously disparaging statements about a child's physical characteristics, sexuality, sexual activity, or mental/ physical health. It also includes threats to inflict harm. The harassment could be made electronically, either directly to the child or through social media. Cyber harassment of a child is now considered to be a misdemeanor of the third degree as per Act 26 of the Commonwealth of Pennsylvania.

Students who feel they are a victim of bullying or cyber bullying are **encouraged to report the act to a teacher, counselor, or principal. Fill out a bullying form located in the office or guidance office. The incident will be investigated promptly, and corrective measures shall be taken once allegations can be VERIFIED.** If discipline measures are warranted, it is the sole responsibility of the principal to assign such measures.

### **Consequences for Violations:**

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

1. Counseling within the school. (Guidance Counselor)
2. Parental conference. (Guidance Counselor, Principal, Teacher, Parent)
3. Counseling/Therapy outside of school.
4. Loss of school privileges.
5. Transfer to another classroom or school bus. – case by case procedure
6. Exclusion from school-sponsored activities.
7. Detention. (lunch, ISS, after school) – if evidence
8. Suspension. – if evidence
9. Expulsion. – if evidence
10. Referral to law enforcement officials – if evidence

*False Claim* – A student who intentionally makes a false claim shall be subject to appropriate disciplinary action.

### **BUS PASS REQUESTS**

Student bus passes will not be issued to ride different buses according to school policy.

### **BUS REGULATIONS**

The School Board has authorized the use of video cameras on school buses to document behavior in order to provide a safe environment for both the driver and the passengers.

1. The bus driver has the same authority over a student as the classroom teacher.



2. Each student shall be seated immediately upon entering the bus. ***The driver has the right to assign seats and move seats as seen fit.***
3. No student shall stand or move from place to place during the trip.
4. Loud, boisterous, or profane language or indecent conduct will not be tolerated.
5. No items of any kind shall be thrown from the bus.
6. Students must board and leave the bus only at their assigned stop.
7. No student may ride a bus to which she/he has not been assigned.

### **CAFETERIA FOOD POLICY**

Brownsville Area School District participates in several food programs, including The School Breakfast Program and the National School Lunch Program. The USDA administers these programs on the Federal level, and PDE administers them on a State level. Since Federal and State monies are received, the District must adhere to the applicable rules and regulations as required.

All Districts must have a Wellness Policy. BASD's Wellness Policy is available on the District website. Additionally, all ala carte and snacks are subject to regulation.

The District is pleased to offer all students a breakfast and lunch daily at no cost. Though a student may choose to bring a lunch from home, we encourage all students to eat school meals for the nutritional value and convenience.

***However if you choose to bring a bagged lunch, please bring only enough for yourself. It is not appropriate to bring in family size bags of chips or other snacks, whole cakes, trays of cupcakes, 2 liter bottles of soda, etc.***

Additionally, due to food allergies we discourage sharing food items brought from home with other students. Thank you for your cooperation.

### **CAFETERIA FREE BREAKFAST AND LUNCH**

Brownsville Area School District offers students a free breakfast and lunch program. Breakfast is served each day along with lunch.

### **CAFETERIA PROCEDURES**

The following rules have been developed to aid in the efficient operation of the cafeteria:

1. Each student is responsible for cleaning his/her place at the table, depositing trash in the proper container.
2. No student may cut into the lunch line or save a place in line for another student.
3. All food and drink must be consumed in the cafeteria during lunch period. No food is permitted in the halls or the classrooms. Bottled water (purchased at school) with secure lids are permitted in the hallways and in classrooms
4. *Supervising teachers* will be responsible for enforcing cafeteria regulations. *Supervising teachers* have the right to change or move seats for any reason at any time.
5. Any student who throws food or any object in the cafeteria is subject to disciplinary action.
6. Students are not permitted to order food to be delivered to the school during school hours.
7. Stealing food, line-cutting, place-saving, soliciting money and other inappropriate behaviors will be subject to disciplinary action.
8. During the lunch periods, students are permitted to listen to music via cell phones, iPods, etc.... with the assistance of headphones so as to not disturb those students around them. Cell phones are permitted for use during the designated student lunch periods. Students are permitted to utilize cell phones in designated eating areas specific to listening to music with assistance of headphones, accessing email, accessing the Internet, and gaming.

### **COMMUNITY AWARENESS/PUBLIC RELATIONS PHOTOS**

As we participate in school and community activities, we have opportunities to provide photos of our students in newsworthy events. Unless otherwise notified, student photos may be used in the local community newspapers, website, or brochures. If a student or parent/guardian is opposed to this process, please share your concern in writing with School Administration.

### **CELL PHONE/ ELECTRONIC DEVICE PROCEDURES**

Brownsville Area School District staff and administration realize that the increase in student use of personal electronic devices has positive and negative consequences for the educational environment. For the purpose of clarity, Personal Electronic Devices (known as PED's in this document) include, but are not necessarily limited to: cell phones, smart phones, laptops, Kindles, iPads, iPods, MP3 players, or hand-held gaming devices.

***Students who possess a PED are solely responsible for its care and the district is not liable for the theft, loss, or damage of such property. Please be reminded that all electronic devices should be secured in a LOCKED locker during Physical Education class.***

The following guidelines apply to the use of PED's:

1. From 7:20 a.m. to 2:20 p.m., PED's are permitted to be used during transitional times in the halls, common areas, cafeteria, AND AT TEACHER DISCRETION FOR INSTRUCTIONAL PURPOSES IN THE CLASSROOMS. This privilege may be restricted or revoked at any time pursuant to a disciplinary violation, and as directed by a staff member or building administration.
2. Upon entry to every classroom ***students must place phones in the classroom phone pocket caddy***. Phones must remain in the classroom phone pocket caddy even when a student leaves the class during instructional time.
3. Bullying, inappropriate or harassing text messages, unauthorized videotaping or photographing, accessing or sharing inappropriate or profane websites/material, and cheating are not permitted and will be dealt with under the code of conduct. Subject to verification. Violations of this rule will result in disciplinary action, and possible law enforcement involvement.
4. The open use of PED's is strictly forbidden in the locker rooms and restrooms.
5. Headphones must be used when listening to any PED device for free-time pleasure. One ear must be clear or open.
6. PED's must be put away when testing or when in any testing area of the building. PED's also cannot be used during in-school suspension, after school detention or lunch detention.
7. Phones must be silenced (not on vibrate) during the school day.
8. Students who violate these procedures will forfeit their privilege of using their PED's based upon administrative decision.

Violations of this policy as outlined in the Student Handbook shall result in the following disciplinary action:

- 1st Offense: Warning and phone call home (*teacher level*)
- 2nd Offense: Lunch Detention
- 3rd Offense: Letter Home and After School Detention; Confiscation of and Loss of Electronic Device.
- 4th Offense – Subsequent offenses: In-School Suspension; Confiscation of and Loss of Electronic Device.
  - If a device is confiscated, the item shall be returned at the discretion of the building administrator. •
  - Refusal to give the electronic device to authoritarian figure may result in a disciplinary action. •

### **DISTRICT TELEPHONE USAGE**

Students are permitted to use the telephone in the Main Office for emergencies only. Students are not permitted to use the telephone in their classroom at any time. The School Nurse will contact parent/guardian(s) when a child needs to return home due to illness.

## DRESS CODE

The faculty and administration believe that student dress is essentially the responsibility of the home and prefer to leave the matter of attire to the judgement of the parent/guardian. However, clothes do make a difference in attitude and behavior and may even reflect academic achievement. Any type of dress which endangers health and/or safety, is distracting to the educational environment, or draws attention to oneself will not be permitted. This would include, but is not limited to the following:

1. All tops, male and female, **MUST** have sleeves: attire that exposes underwear (including sports bras), or too low cut is prohibited.
2. **NO EXPOSED SKIN ON TORSO** – apparel which reveals the student’s bare midriff, cleavage, and bra or bare back is prohibited.
3. Pants **MUST** be an appropriate length, secured properly at the waist and not exposing boxers or underwear.
4. Yoga pants, leggings and jeggings are permitted provided that they are worn modestly with an over-garment that reaches the base of the student’s wrist, when the student’s arms are relaxed and straightened downward by their side.
5. Jeans/pants with holes above the mid-thigh level are prohibited.
6. Waistband of over pants must be higher than waistband of the under garment.
7. Shorts and skirts must be modest length, with their edges meeting the tip of the student’s thumb when the student’s arms are straightened downward at their side.
8. Hats, bandanas (any item that ties), **hoods** (any head coverings) are prohibited. Sunglasses are prohibited.
9. Chains, other than necklaces that will break when pulled, dog collars/spikes necklaces or bracelets are prohibited.
10. No **COATS** in class (only sweaters, sweatshirts and windbreakers are permitted). **NO BLANKETS**.
11. No clothing which contains any reference to drugs, alcohol, weapons and or violence. No clothing or objects which suggest identification with a gang.
12. No clothing which contains words and/or pictures of an offensive or questionable nature.
13. Any torn clothing that is dangerous or obscene.
14. Appropriate classroom footwear must be worn at all times.
15. Building administration and faculty have the right to question a student’s dress and grooming and take necessary action if an item is not specifically stated above.

**The building administration will make the final decision of appropriateness.**

Any student who chooses to wear the above-mentioned attire will be asked to remove it and/or return home to change outfits. The school district reserves the right to send home students whose attire is deemed disruptive to the educational environment and an interference with the educational process of other students. If the student cannot be sent home and refuses to change clothes, s/he will be sent to detention for the remainder of the school day or until their parents bring other clothes. Head coverings worn in class or in the hallway can be confiscated and returned only at the end of the school day. Leave all head coverings and coats in the lockers.

Students may be required to wear certain types of clothing while participating in physical education and extracurricular activities.

## **DRESS CODE – PROGRESSIVE ENFORCEMENT**

The following procedures will be implemented sequentially, unless the well-being of any student is at risk. The goal of this process is to reduce the loss of instructional time and maintain acceptable dress and appearance.

- 1st Offense: Warning and phone call home (*teacher level*)
  - 2nd Offense: Lunch Detention
  - 3rd Offense: Letter Home and After School Detention
  - 4th Offense – Subsequent offenses: Saturday Detention
- The administration reserves the right to impose additional consequences based on the severity of the infraction. •

## **ELEVATORS**

The use of the building elevators is limited to those students who have a medical rationale, permission from building administration, and/or from the School Nurse. Students will be issued an elevator key when permission to use the elevators is granted. Students are not permitted to allow other students to use the key or elevators at any time or for any reason.

## **EMERGENCY EVACUATION PROCEDURES**

All faculty and staff are to refer to the emergency evacuation maps within their classrooms and office space for primary and secondary evacuation routes and staging areas. These evacuation routes and staging areas will be reviewed with all students during the first week of school and rehearsed on a monthly basis. All emergency evacuation rehearsals are to be treated as ‘live’ situations.

When exiting the building during an emergency evacuation students are to:

- Remain silent at all times
- Walk in straight lines against the nearest wall keeping the middle of all hallways clear
- Move quickly and carefully
- Listen carefully for and follow all instructions from adults

Students who do not comply with the above stated expectations are subject to disciplinary action.

Students in the cafeteria/commons, auditorium, or gymnasium are to utilize the nearest usable exit during an emergency evacuation.

Should there be an emergency evacuation during a class change students are to utilize the nearest usable exit.

## **Shelter-in-Place/Severe Weather Drill**

Shelter-in-Place procedures will be rehearsed during the school year in order to assure that all students and staff are in a safe and secure location. Shelter-in-Place procedures will be reviewed for the students by their teachers during the first week of school and periodically thereafter. Students are to follow all rules and procedures during a Shelter-in-Place rehearsal.

## **Lock Downs**

Lock Down procedures will be rehearsed during the school year in order to facilitate securing the building in a safe and orderly fashion, in the event of an actual emergency. Lock Down procedures will be reviewed for the students by their teachers during the first week of school and periodically thereafter. Students are to follow all rules and procedures during a Lock Down rehearsal.

### **FOOD/DRINK IN CLASSROOMS**

The eating of food is prohibited in all classrooms/instructional spaces with the exception of homeroom and second chance breakfast items. Bottled water (purchased at school) with secure lids are permitted in the hallways and in classrooms. Due to food allergies we discourage food in the classroom.

### **GRADING SCALE**

90 – 100 %	A
80 – 89 %	B
70 – 79 %	C
60 – 69 %	D
Below 60 %	F

### **GRADING SCALE FLOOR**

The established grading scale floor for the first, second, and third nine week reporting periods is fifty (50) percent. Note: Mid-term and final examinations do not have a 'grade floor'.

### **GRADING PERIOD WEIGHTED PERCENTAGES**

The following are the weighted percentages for the four nine week grading periods and the mid-term and final examinations, as described below (full-year and semester courses).

#### **Full-Year Courses**

First Nine Weeks – 20%      Second Nine Weeks – 20%      Mid-Term Examination – 10%  
Third Nine Weeks – 20%      Fourth Nine Weeks – 20%      Final Examination – 10%

#### **Semester Courses**

First Nine Weeks – 40%      Second Nine Weeks – 40%      Final Examination – 20%

**Quarter Courses**      Each Nine Weeks – 25%

### **MID-TERM AND FINAL EXAMINATIONS**

In accordance with the Brownsville Area School District Strategic Plan, Brownsville Area School District will administer mid-term and final examinations to its students, in grades six through twelve, so as to ensure that the benchmarks and standards put forth by the Strategic Plan and the planned course of study in each discipline are being met by the students in the Middle and High School. In order to fairly evaluate the students who are attaining this goal, a systematic scoring weight must be put in place so that students, teachers, and parent/guardian(s) fully understand the importance of these examinations and the performances which they are measuring. Hence, the weight assigned to the mid-term examination will count as ten (10) percent of the student's final grade for the course and the final examination will count as ten (10) percent of the student's final grade for the course. Note: Final examination only to be administered in semester courses and will count as twenty (20) percent of the student's final grade. Mid-term and final examinations will not have an established 'grade floor.' Students must complete both the mid-term and the final exam. Students who do not complete both the mid-term and the final exam will receive a failing grade for the course. Mid-Term exams will assess first semester performances and final exams will assess second semester performances.

### **HALL PASS PROCEDURES**

All students are expected to travel directly from their location to the destination in which was approved. It is also expected that students utilize the Hall Pass in a timely manner, determined by the classroom teacher. Student Hall Pass use is a privilege. Abuse of this privilege will result in disciplinary action and/or restrictions.

- Students will not be granted permission to use a Hall Pass at the start of class. Students are expected to use the restroom during class changes.
- Students will not be granted permission to use a Hall Pass during instruction. Instruction is not to be interrupted unless in the case of an emergency.

## **INFRACTIONS AND CONSEQUENCES**

*Unless extenuating circumstances prevail, the following infraction/discipline guidelines shall be enforced. Also, the principals may increase the disciplinary action as deemed appropriate.*

1. **Bus Rules Violations** - (See “Bus Rules”)

*1st offense* – warning and assigned seat on bus

*2nd offense* – detention/ parental conference

*3rd offense* – detention/ parental conference/ possible school suspension

*Serious offense* – includes smoking, fighting, and vandalism--suspension from school and the same discipline that applies if the offense occurred in school (e.g., fines, restitution, etc.)

2. **Cafeteria Misconduct** (throwing food/beverage items and/or being involved in a food fight)

*Each offense* – alternative lunch assignment, restitution, detention, and the possibility of disorderly conduct charges.

3. **Class Cut** (late to class 10 or more minutes) or **Leaving Class Without Permission**

*1st offense* – detention

*2nd offense* – detention/ Saturday Detention/After School Detention

*3rd offense* – in-school suspension

4. **Classroom Disturbance/Disruptive Behavior**

*1st offense* – detention/ and notification of parents

*2nd offense/ Subsequent offenses* – detention/ in-school suspension/ and notification of parents

5. **Drug and Alcohol Violation** (See “Drug & Alcohol Policy”)

*Each offense* – suspension/ expulsion/ police notification

6. **Fighting**

*1st offense* – Up to 3 days suspension/ possible notification of police/ expulsion.

*Subsequent offenses* – 5 days suspension/ expulsion/ notification of police.

7. **Harassment/Bullying**

A. Physical Harassment is defined as any ongoing unwanted physical contact or touching.

B. Verbal Harassment is defined as any ongoing pattern of verbal abuse which materially disrupts or is reasonably expected to materially disrupt class work or the education process, and/or invades the rights of others and/or is lewd, vulgar or profane.

C. Cyber Harassment is defined as any ongoing pattern of social media abuse which materially disrupts or is reasonably expected to materially disrupt class work or the education process, and/or invades the rights of others and/or is lewd, vulgar, intimidating, threatening, or profane.

*1st offense* – warning/detention/ in-school suspension/ suspension/ notification of police

*2nd offense* – detention/ in-school suspension/ suspension/ notification of police

*3rd offense* – in-school suspension/ suspension/ notification of police/ expulsion

8. **Inappropriate Language/Verbal Abuse toward an Employee** (which is lewd, vulgar or profane.)

*1st offense* – detention / in-school suspension/ suspension/ conference with parent/ notification of police

*2nd offense / Subsequent offenses* – suspension/ expulsion/ notification of police

9. **Inappropriate Language/Verbal Abuse toward another Student**

(Inappropriate language / verbal abuse toward a student which materially disrupts or is reasonably expected to materially disrupt class work, or the educational process, causes substantial disorder, invades the rights of others, and/or is lewd, vulgar or profane.)

*1st offense* – warning / detention/ notification of parent

*2nd offense* – detention / in-school suspension/ suspension/ notification of police

10. **Leaving school grounds without permission**

*1st offense* – detention/ in-school suspension/ parent conference

*2nd offense* – suspension/ parent conference

11. **Plagiarism/Cheating** (to take ideas, answers, etc. from others and pass them off as one's own. This includes copying, providing answers, receiving answers, and theft of papers/tests/answers. Downloading information from the internet and submitting it without proper citation is a form of plagiarism.)

*1st offense* – failure of assignment (*teacher level*) – National Honor Society Advisor notified

*2nd offense* – Failure for the 9 weeks (*teacher level*) – National Honor Society Advisor notified

12. **Snowballing**

*1st offense* – detention/parent conference

*2nd offense* – suspension/ parent conference

13. **Theft** (Theft of property or possession/sale of stolen property)

*Each offense* – detention/suspension/ notification of police/ expulsion/ restitution

14. **Tobacco**

*1st offense* – detention / citation/ notification of parents

*2nd offense* – suspension/ citation/ notification of parents

15. **Unauthorized Area**

*Each offense* – can include from warning to expulsion

16. **Vandalism**

*Each offense* – can include from warning/ suspension/ notification of police/ expulsion/ restitution

17. **Violation of Computer/ Network/ Internet Usage Policy**

*Each offense* – can include from warning to expulsion

## 18. **Weapon/Look-Alike Weapon** – possession/use

- A. Refer to Board Policy and Procedure Manual the Board prohibits the possession of a weapon on school property, at any school sponsored activity, or on any school conveyance providing transportation. The term weapon shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other object capable of inflicting serious bodily injury or used with the intent to harm.
- B. Look-alike weapons, regardless of size, color, or material, or any object used as a weapon will result in suspension/expulsion and possible notification of police.

### **DISCIPLINARY OPTIONS**

#### **AFTER SCHOOL DETENTION** (*After-school – Tuesday & Thursday*) – ***Transportation home is provided.***

- a. Detention is the assignment of a student to a quiet, supervised area from 2:30 to 3:30 p.m.
- b. Any student arriving late or exhibiting improper behavior will be removed and receive no credit for the detention. Further disciplinary action will follow.
- c. Students must bring school work to detention. Students are also required to complete assignments given to them by the detention monitor.

#### **LUNCH DETENTION** (*daily during lunch periods*)

- a. Detention is the assignment of a student to a quiet, supervised area during the student's lunch period.
- b. Any student exhibiting improper behavior will be removed and receive no credit for the detention. Further disciplinary action will follow.
- c. Students must bring school work to detention. Students are also required to complete assignments given to them by the detention monitor.

#### **SATURDAY DETENTION** (*Saturday mornings*) – ***Transportation is the responsibility of the student.***

- a. Detention is the assignment of a student to a quiet, supervised area from 8:00 to 11:00 a.m.
- b. Any student arriving late or exhibiting improper behavior will be removed and receive no credit for the detention. Further disciplinary action will follow.
- c. Students must bring school work to detention. Students are also required to complete assignments given to them by the detention monitor.

#### **IN SCHOOL SUSPENSION (ISS)**

Specifically defined as the removal of the student from all daily regular classroom, school activities for a period of time designated by administration. During this suspension from regular classroom activities, the student shall be isolated in a private room under supervision and engaged in constructive work or study. Students involved in in-school suspension will be provided work assigned by the regular classroom teacher. Provisions shall be made for a segregated lunch period. If a student does not accept in-school suspension the student will face increased disciplinary actions. In-school suspension provides the student the opportunity to continue his/her education.

#### **EXTERNAL SUSPENSION (OSS)**

The prohibition of a student from attending school for a period of time not exceeding ten (10) school days\*. A student may be externally suspended by a principal or dean of students for a period of up to three (3) school days without a hearing and up to ten (10) days with an informal hearing with the student.

While on suspension:

1. The student shall be given the opportunity to make up, without penalty, all work and tests missed.
2. The parent may be required to have a conference with the principal before the student is readmitted.
3. Students are prohibited from participating in school/athletic functions and are not permitted on school property.



*\*If expulsion is a consideration, the Superintendent of Schools may extend a suspension for a reasonable period of days until the scheduled expulsion hearing if the nature of the offense is such that there is a concern for student safety.*

## **EXPULSION**

Refer to Board Policy and Procedure Manual Expulsion is the prohibition of a student from attending school for a period exceeding ten (10) days. Expulsion is an action of the Brownsville Area Board of School Directors as a result of a formal hearing before the Board or a duly authorized committee of the Board of no fewer than three (3) members. The hearing committee's decision is advisory to the Board, and a majority vote of the entire Board of School Directors is required to expel a student.

## **CITATION**

As defined in Section 24 PS 7-778 of the Pennsylvania Public School Code of 1949 the Brownsville Area School District has appointed a Director of Security. This individual has "the authority to detain students until the arrival of the local law enforcement or any combination thereof."

At the discretion of the building principal, in accordance with the District's Discipline Code, citations will be issued as a deterrent to acts of violence. Upon receiving a citation, the student will be ordered to appear before the District Justice to determine innocence or guilt. If the student pleads guilty or is found guilty of the summary offense, he/she will be ordered by the Court to pay affine in the amount of \$25 to \$300 plus court costs.

## **RESTITUTION**

Parents will be held responsible for making full restitution when their son/daughter is found guilty of defacing, destroying or theft of private or school property. School property includes but is not limited to school facilities, textbooks, materials, supplies and school bus furnishings. The amount of restitution will be determined by the business manager. Failure to make restitution will result in further disciplinary action for the student.

## **INTERNET/NETWORK USAGE POLICY**

This publication includes the School District Policy which focuses on technology, district property, access to the Internet, communication/devices, and other areas focusing on technology. The policy is drafted to protect the students, staff, and School District. After reading the policy, please contact School Administration to share any concerns.

## **LATE ARRIVAL TO SCHOOL**

Students, who arrive late to school (7:40 – 7:45 AM), are to report to Student Drop-Off. Students once again are required to check in with School Security. Students, who do not check in after arriving late to school, will be assigned Detention. See Attendance Policy specific to attendance requirements as they pertain to students who are habitually late for school.

## **LOCKER/LOCK PROCEDURES**

One specific locker will be assigned on the first day of school. It is highly recommended that students do not use any other locker except the one assigned. Lockers are the property of the Brownsville Area School District, loaned to students for use of storage of books and supplies. Students are reminded that school authorities have the right to search lockers at any time.

All students have the privilege of using their lock to secure their valuables in their assigned locker. It is important that each student recognize that he/she is responsible for all of their own items. We highly recommend each student locks his/her locker.

***The Brownsville Area School District is not liable for any lost or stolen property. Personal property, money, valuables of any type is the sole responsibility of the student. Building administration will not conduct investigations for stolen property.***

## **MATERIALS DROP OFF**

If a student requests their parent/guardian(s) bring an item to school that was forgotten, he/she is responsible to check in the office for that item. Classes will not be interrupted requesting that students report to the main office to pick-up such items. Parent/guardians and students are reminded that text messages sent to request such items are not permitted.

## **PARENT-TEACHER CONFERENCES/MEETINGS**

Throughout the year, teachers may contact parent/guardian(s) to review a child's progress in school. Parents are welcome to initiate conferences and may do so by contacting their child's teacher by phone, email, or written correspondence. It is the belief of the school that sharing information will help foster a strong foundation for a positive and rewarding school experience. Conferences may also be arranged by the teacher, principal or school counselor. Parent/guardian(s) are reminded that they will not be permitted to meet with their child's teacher without a pre-arranged appointment (some exceptions may apply).

## **PBIS**

PBIS (Positive Behavior Interventions and Supports) is a proactive system-wide approach to establishing the behavioral expectations and school culture needed for all students in our school to achieve social, emotional, and academic success. At the core of PBIS are the behaviors we expect from every student that enters the building. We refer to these as the SCORE, as we want all our Falcons to SCORE! These behavior expectations are clearly displayed on classroom walls, in the cafeteria, in the hallways, and stairwells in our school

### **PBIS GOALS:**

- Increase appropriate and safe behaviors.
- Decrease time spent disciplining students.
- Increase instructional time.
- Create a positive school climate.
- Create more positive interactions between staff and students.

## **SEARCHES**

When the administration has reasonable suspicion that the student, their belongings, or their locker may possess/contain an item(s) that is in violation of school policy or criminal code, a search may be conducted. Searches will be conducted in the presence of an adult witness. Any type of contraband may be used for school disciplinary action and/or as part of a criminal complaint. Refusal to be searched may result in disciplinary action and police involvement. Confiscated items will not be returned.

## **SCHEDULE CHANGES**

Once a student's schedule has been completed, she/he will be committed to that schedule since class size has been established, materials purchased, and teacher assignments made. Exceptions will be made because of computer errors, summer school make-ups, and special education assignments. These changes must be made within the first five (5) days of a semester, unless extenuating circumstances prevail. Students will be added to classes only if an opening exists. If a student is having difficulty with a course, she/he is to receive all support necessary to help him/her be successful. This may be in the form of tutors, extra help provided by the teacher and special adaptive materials. All things considered, the student's teacher is usually the only source of help that will be required. If a student does not avail himself/herself of the academic support services, has a poor attendance record, and otherwise fails to work toward success, she/he will be retained in the course and will receive a failing grade. Schedule changes are not permissible for the purpose of scheduling a particular teacher.

## **SCHOOL CANCELLATIONS AND TWO-HOUR DELAYS**

Student and their parent/guardian(s) will be made aware of school cancellations and two-hour delays, via the School Messenger system. Parent/guardian(s) not receiving notifications from School Messenger on their cell phones and/or home telephones are asked to contact the school office.

## **SCHOOL RESPONSIBILITIES**

Brownsville Area School District is responsible for its' students during the instructional hours of the school day, on School District property, on School District vehicles (owned, rented, leased, or contracted), at School District events held before, during, and/or after school that are directly observed and supervised by School District staff.

## **SCHOOL SECURITY**

School Security personnel are on-site to assist with supervising students specific to student safety. Students are expected to comply with all verbal and non-verbal directives that are given by School Security.

## **SCHOOL SECURITY/SURVEILLANCE EQUIPMENT**

In various areas of the high school campus and on school district provided transportation, security/surveillance equipment is installed. This equipment serves multiple purposes, but more specifically, to assist in the safety and welfare of students and staff. Any attempt to tamper, modify, manipulate, or destroy any part(s) of the equipment shall be punishable by both school and criminal law.

## **SOCIAL PROBATION/SUSPENSION**

### **GOALS**

Students will be more concerned about their grades, coming to school on time, making better behavioral choices, and understand there is a consequence for their choices and actions.

Students will show an increased responsibility for their actions academically, attendance-wise, and behaviorally. The school environment will be one that is positive and holds the students accountable while offering rewards for students whose choices show academic and social responsibility.

### **IMPLEMENTATION**

Students will receive policy at the beginning of the school year in their student handbook.

Policy and handbook will be reviewed in each students History class during the first week of classes.

Handbook will be signed and returned.

The reasons a student may be on Social Probation/Suspension:

- Isn't at school 90% of the time.
- Isn't passing all of their classes.
- Isn't following school rules and policies.

Then the student needs to:

- Attend school and stay in class.
- Focus on schoolwork.
- Practice better decision making.

## **AREAS OF CONCERN FOR SOCIAL PROBATION/SUSPENSION: ACADEMICS, ATTENDANCE, BEHAVIOR**

### **ACADEMICS**

- Students must be passing all their classes to be eligible to receive privileges as privileges occur.
- Students who are failing two or more classes on a Friday at noon will be on privilege suspension the following week.
- HOMEROOM TEACHERS should review failing grades with their students on Thursdays during homeroom time.
- In addition to weekly grade checks, students' report cards will also be considered.
- At the end of the marking period, the student's final grades will be used to determine eligibility for school privileges.
- If a student has failed two or more classes, then the student is ineligible for school privileges for the first 15 days of the next marking period.

### **ATTENDANCE**

- Students must attend school 90% of the time to be eligible for school privileges.
- Students whose attendance percentage falls below 90% at any given time, when exclusively considering unlawful absences, will not be eligible for social privileges that occur.
- Once attendance percentage is restored at or above 90%, eligibility will be reinstated.

## **TARDINESS**

- We realize that the student may be late for reasons that are outside of their control, our policy is more flexible than the high school's policy.
- Any student with two unexcused tardies in any given week will not be eligible for privileges the following week.
- Students with four or more unexcused tardies to school in a calendar month will not be eligible for the monthly incentive activities.
- Students with ten or more unexcused tardies to school for the entire school year will not be eligible for the year end incentive activity.

## **BEHAVIOR**

- Ineligible for school privilege for three school days immediately following an infraction resulting in lunch detention.
- Ineligible for school privilege for five school days immediately following an infraction resulting in ISS or OSS.
- Even if the detention/ISS is postponed, the ineligibility will be in place.
- OSS or major infractions will result with increased suspensions of social privileges. Example the second major infraction will be 15 school days of social ineligibility.
- Subsequent infractions will result in a 45 day suspension of social privileges.

## **SOCIAL PRIVILEGES**

- For social privilege probation/suspension to be effective, there needs to be privileges to earn.
- Many of the students who may be ineligible for privileges are students who don't participate in sports, attend dances, buy Kona Ice, or go on field trips.
- Therefore, activities will be hosted monthly as an added incentive for students to maintain their eligibility for social privileges.

Students who show improvement over a set period of time in the areas of Academics, Behavior and Attendance will be able to reduce the number of days on Social Probation/Suspension.

### **STUDENT ASSISTANCE PROGRAM (SAP)**

The Student Assistance Program (SAP) is designed to help students who have problems which interfere with success at school. Sometimes students need support to cope with these problems as they cannot do it alone. The Student Assistance Team is made up of a concerned group of teachers, counselors, and principals, who are especially trained to help and are ready to assist with student problems in a positive and direct manner. Please see the district website for the most updated information.

### **STUDENT BEHAVIOR AT SCHOOL SPONSORED EVENT**

(Athletic, Extra-Curricular, Co-Curricular)

Any student removed from a school sponsored activity/event for disciplinary reasons will not be permitted to attend additional school sponsored activities, on or off campus, for the remainder of that semester/season and will be subject to discipline in accordance with the Student Handbook. A student, who breaks the law or violates a school rule, may be sent home at the expense of the parent/guardian if the school sponsored event is an overnight trip.

### **STUDENT FEES**

Students may be assessed 'student fees' for various reasons. Student fees that are not reconciled (student debt – academic, athletic, cafeteria) by the close of a school year will result in BASD holding of all student academic records (report cards, final transcripts, etc.) until all student fees have been paid.

### **STUDENT HEALTH SERVICES**

The following are a few regulations which are requested of students in order to ensure that we may help maintain safety and health for all of the students.

1. The School Nurse is available for any student who feels ill or is injured during the school day. Unless the situation is an emergency, students should report to their classroom and then be dismissed to the School Nurse's Office with a pass.

2. Students, who need to go home because of illness or injury, must see the School Nurse and have her call their parent/guardian(s). In the event that the School Nurse is unavailable, students should report to the Main Office. Students may not leave the building without permission of the School Nurse or School Administration. Students are not permitted to contact their parent/guardian(s) prior to seeing the School Nurse or School Administration.

3. All medications and medically necessary snacks should be taken to the School Nurse's Office.

4. The School Nurse can administer cough drops and/or antacids as needed. Emergency Cards Emergency cards must be completed for each student and returned to the School Nurse's Office for use in case of emergency. The School Nurse must have a completed and updated emergency card to administer medications, etc.

### **Medications**

Students who need to take medications during school hours must bring a written order from their physician and note from their parent/guardian(s) to the School Nurse's Office upon arrival to school. The medication must be in a properly labeled prescription container and kept in the School Nurse's Office.

### **Communicable Diseases**

Parent/Guardian(s) should report all communicable diseases to the School Nurse. Communicable diseases are: head lice, impetigo, measles, German measles, mumps, hepatitis, meningitis or pink eye.

### **Physical Education – Medical Excuse**

In the circumstance where a student cannot participate in physical education due to a medical condition, a physician's excuse must be presented to the Physical Education teacher as soon as possible. The note must state the condition and the duration of the excuse. Whenever possible, alternative or adaptive activities will be assigned to the student so that a grade can be given to the student for Physical Education.

## **STUDENT PUBLICATIONS**

There are multiple student publications at Brownsville Area School District including the newspaper and yearbook. Students contributing to any student publication are reminded that such actions represent Brownsville Area School District. School Board Policy prohibits the printing and/or circulation of any material on school property that is defamatory or appears to be detrimental to the character of the students, faculty, administration, school board, or any other School District personnel. A violation of this policy will result in one or all of the following punishments: (1) suspension and/or (2) expulsion.

## **STUDENT RESPONSIBILITIES**

### 1. PA Code 12.2

A. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

B. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the education process.

C. Students should express their ideas and opinions in a respectful manner.

### 2. It is the responsibility of the students to conform to the following:

A. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them.

Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.

B. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.

C. Dress and groom so as to meet fair standards or safety and health, and not to cause substantial disruption to the educational processes.

D. Assist the school staff in operating a safe school for all students enrolled therein.

E. Comply with Commonwealth and local laws.

F. Exercise proper care when using public facilities and equipment.

G. Attend school daily and be on time at all classes and other school functions.

H. Make up work when absent from school.

I. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.

J. Report accurately and not use indecent or obscene language in student newspapers or publications.

Students who threaten this wholesome climate and disregard the rights of others in the school community will be dealt with promptly, consistently, and fairly by those in authority.

### **STUDENT RESTROOMS**

Students are to use only those restrooms that are designated for their grade. Restrooms are available for student use in the 8<sup>th</sup> Grade Hallway, 7<sup>th</sup> Grade Hallway & 6<sup>th</sup> Grade Hallway along with restrooms outside of the Cafeteria. Students who vandalize any restroom are subject to up to ten (10) day out-of-school suspension and will be responsible for restitution.

### **TEXTBOOKS**

Textbooks, along with most other instructional materials and equipment, will be issued to students free of charge. All textbooks should be stamped, numbered, and registered with the teacher for purposes of identification. All textbooks should be properly covered. Books and other instructional materials supplied by the Brownsville Area School District which become damaged, mutilated, misplaced, or stolen, must be paid for, at replacement costs, by the student to whom they were issued. Students are required to return the book that was issued to them at the onset of the school year. A student's report card and/or transcript will be held in the Main Office until all replacement costs have been paid.

### **TOBACCO/E-CIGARETTE PRODUCT REGULATIONS**

In Accordance with Act 145 of the Pennsylvania Crimes Code:

1. No student (between the ages of 5 and 21) may possess tobacco products on school property.
2. There will be NO SMOKING OR USE OF TOBACCO/E-CIGARETTE PRODUCTS INSIDE THE SCHOOL BUILDING at any time. This directive includes restrooms, corridors, stairwells, etc.
3. There will be NO SMOKING OR USE OF TOBACCO/E-CIGARETTE PRODUCTS OUTSIDE OF THE BUILDING ON SCHOOL GROUNDS before, during or after school.
4. Students who violate this policy may be subject to the following:
  - A. two (2) days out of school suspension;
  - B. issuance of a civil citation (which includes a fine of \$50);
  - C. notification to parents/guardians.
5. The above policy also applies to students riding a school bus and/or attending a school-related function (e.g., sporting event, field trip, extra-curricular activity, etc.).

### **TRANSFERRING TO ANOTHER SCHOOL**

The student should first see his/her School Counselor. The School Counselor will give the student a withdrawal form, which must be completed and signed by all of his/her teachers. The student must return all books and pay any debt that may be due. When the withdrawal form is completed, the student will return it to his/her School Counselor and receive a copy of the withdrawal form, which is to be presented at the new school. The school the student will be attending will send a Request for Records once the student has enrolled in his/her new school district.

### **VISITORS TO SCHOOL**

Due to the safety and security of the students, visitors/former students are only permitted after student dismissal. Students are not permitted to leave Brownsville Area School District with visitors unless they have received an approved dismissal and are leaving with a parent/guardian.

### **WITHDRAWALS**

Students who withdraw from school must stop in the guidance office to pick up a withdrawal form. This form must be taken to the respective teachers to be signed and then returned to the guidance office. Students must also be clear of any outstanding obligations and all books must be returned before a student is considered officially withdrawn. The process is as follows:

1. the student and/or parent/guardian informs the guidance office of his/her intention to withdraw.

2. the student reports to the guidance office where a withdrawal form listing his/her class schedule is obtained. This form is to be signed by all teachers indicating that the books have been returned and all other obligations have been satisfied.

3. when completed, the withdrawal form is returned to the guidance office where the student completes any additional or necessary requirements.

The record of a student will be sent to the new school upon request by the new school. In no instance will a record be given to a student for delivery to the new school.

### **WORK PERMITS**

Work Permits are necessary for all students under the age of 18 to work after school hours, in the work study program, and/or during the summer months.

#### **PROCEDURE FOR OBTAINING WORK PERMIT**

A Work Permit Application can be obtained in the High School Counseling Department Office between the hours of 7:25 AM and 2:30 PM. Please call for an appointment during summer break. A copy of the student's birth certificate must be presented at the time the Work Permit Application is requested. The following must be completed on the Application:

1. The prospective employer must indicate what type of work the student will be doing and what hours the student will be working.

2. The student must get a physical examination and the doctor will sign the application.

3. The Work Permit is then returned to the High School Counseling Office. A parent/guardian must appear before the Issuing Officer.

4. The Issuing Officer must also be presented with a document that verifies the age of the student. The Child Labor Law prohibits the use of educational records to be used to verify age, so a birth certificate, baptismal certificate, passport, government issued photo identification card, or driver's license as proof of age is required.

Once all appropriate paperwork is received a Work Permit will be issued to the student.

For more information, please visit Pennsylvania Department of Education (PDE) website under "Child Labor Laws." (The PDE website at [www.pde.state.pa.us](http://www.pde.state.pa.us) and type in *work permit*).

# Attendance

<b>ABSENCE</b>	
Parent Excused Absence	Limit 10 per year
3 Unexcused ABS	Warning Letter Issued by Attendance Secretary
5 Unexcused ABS	Student Attendance Improvement Conference- Parents, Student, Guidance, Administration
6 Unexcused ABS	Magistrate Citation
Family Educational Vacation	Limit 5 days per year
All unexcused absences will result in a zero for tests and/or assignments and cannot be made-up.	
Written excuses may only include consecutive dates and must be submitted within 3 days.	
<b>TARDY TO SCHOOL</b>	
Parent Excused Tardy	Limit 3 per year
Medical Excused Tardy	Unlimited
5 Non-Medical Tardies	After-school detention, Loss of extra-curricular privileges for 10 school days
10 Non-Medical Tardies	1-day of ISS, Loss of extra-curricular for 20 school days
15 Non-Medical Tardies	1-day of ISS, Magistrate Citation, Loss of extra-curricular privileges for the remainder of the year.
<b>EARLY DISMISSAL</b>	
Medical Excused Early Dismissal	Unlimited
Parent Excused Early Dismissal	Limit 5 per year and must be submitted in writing to the office before 8:00 a.m.
<b>CLASS CUTS</b>	
Class Cuts	All class cuts are unexcused. Test and/or assignments result in a zero and cannot be made-up.
Class Cuts	Students are missing from class ten (10) minutes or more.
10 Class Cuts	Magistrate Citation
<b>FIELD TRIPS</b>	
Academic	Students must be passing all classes in order to attend
Attendance	Must be have a school attendance rate of 90% or more to attend
Discipline Referrals	No more than 2 discipline referrals per 45 day period.



# Safe2Say Something

This program, mandated under Pennsylvania Act 44 to be implemented in all school districts in January 2019, teaches students and staff how to recognize warning signs and signals, especially within social media, of individuals who may be a threat to themselves or others. Further, it educates them to **SAY SOMETHING** to a trusted adult OR to use the Safe2Say anonymous reporting system.

## What does the Safe2Say program educate participants to do?

- Recognize the signs and signals of at-risk behaviors – especially within social media.
- Take every sign and signal seriously and to act quickly to get help by talking to a trusted adult OR by reporting it anonymously through the Safe2Say reporting system.
- Respond to and manage the submitted tip via school-based multi-disciplinary educator and administrator teams.

## How can someone report an anonymous tip through the Safe2Say reporting system?

Adults and youth are able to report tips anonymously through the Office of Attorney General's 24/7 Crisis Center (1-844-SAF2SAY), through a mobile app (apple and android), or through Pennsylvania's Safe2Say Something website www.safe2saypa.org. Examples that may be reported through Safe2Say include, but are not limited to, information regarding student safety, substance abuse, or potential threats to individuals or to our school facilities.



# *Brownsville Area School District*



3 Falcon Drive, Brownsville, PA 15417  
Phone: 724-785-2155 Fax: 724-785-2502  
www.basd.org

Mr. Shawn Clemmer  
Middle School Principal

## **WELCOME BACK LETTER**

Dear BAMS Parent/Guardian(s) and Student,

It is with great pleasure and excitement that I welcome you back for the 2020-2021 school year! We are extremely excited to welcome our students and looking forward to an exciting and successful school year.

The Brownsville Area School District administration, faculty and staff are committed to fully preparing our students for their futures. As we explore and implement new educational programming and develop and refine curriculum, we are doing so with a clear focus on being student centered and future focused.

During grade level student orientation meetings the first week of school and during their Social Studies course, one of the many item of importance that we will review with our students is the *BASD Student/Parent Handbook*.

Please review this handbook carefully with your child. Please be reminded that parent/guardian(s) and students are required to sign-off that they have received and reviewed the handbook.

We ask that all parent/guardians and students visit the District website frequently, as news and information from the Brownsville Area School District is updated daily.

Parent/guardians can review their child's attendance and academic progress, via ALMA, our student information system's student and family portal. Should you have experience any issues with accessing this portal please contact the building secretary.

Should you any questions please feel free to contact the Building Office.

Looking forward to a great school year!

Sincerely,

Mr. Shawn Clemmer

# *Brownsville Area School District*



5 Falcon Drive, Brownsville, PA 15417  
Phone: 724-785-2021 Ext. 3110 Fax: 724-785-6988  
www.basd.org

Keith Hartbauer, D. Ed.  
Superintendent of Schools

## **STUDENT MEDIA RELEASE FORM**

Dear BASD Parent/Guardian(s),

Throughout the school year the Brownsville Area School District likes to use photographs and videos to highlight student accomplishments. Several places that the District may use photographs and videos include:

Yearbooks  
School Newspapers  
Social Media  
Local Newspapers  
Hallways  
Slideshow Presentations  
School District Website

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

\_\_\_\_\_ Yes, I give permission for my child to be photographed and/or videotaped.

\_\_\_\_\_ No, I do not give permission for my child to be photographed and/or videotaped.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (Print)



# Brownsville Area School District



5 Falcon Drive, Brownsville, PA 15417  
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www.basd.org

Keith Hartbauer, D. Ed.  
Superintendent of Schools

## NETWORK/INTERNET ACCESS AND USAGE AGREEMENT

As the parent/guardian of \_\_\_\_\_ (student's name) I have read the Brownsville Area School District's Policy, via the BASD Student Handbook/Code of Conduct, governing access to and usage of the Internet through school resources and the use of other School District technology. I understand that this access is being provided for educational purposes only. I understand that the Brownsville Area School District cannot restrict access to all controversial and inappropriate materials, and I will not hold the Brownsville Area School Board of Directors or the employees of the Brownsville Area School District responsible for materials acquired on the network.

I hereby authorize my child to use the Internet at the Brownsville Area School District

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (Print)

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As a student of the Brownsville Area School District, I have read the School District's Policy, via the BASD Student Handbook/Code of Conduct, governing access to and usage of the Internet, as accessed through School District resources and the use of School District technology. I understand that this access is being provided for educational purposes only and that any violation of the aforementioned policy may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Print)



# Brownsville Area School District

5 Falcon Drive, Brownsville, PA 15417  
Phone: 724-785-2021 Ext. 3110 Fax: 724-785-6988  
www.basd.org



Mr. Shawn Clemmer  
Middle School Principal

## HANDBOOK PARENT SIGN-OFF LETTER

Dear BASD Parent/Guardian(s) and Student,

Please read and review the *BASD Student-Parent Handbook* carefully.

During grade level student orientation meetings conducted during the first week of school, one of the many items of importance that will be reviewed with our students is the *BASD Student-Parent Handbook*.

All BASD students and their parent/guardian(s) are required to sign the bottom portion of this letter acknowledging that they have read and reviewed the *BASD Student-Parent Handbook* and the information contained within.

Should you have any questions please contact the Brownsville Area School District Administrators.

Sincerely,

Mr. Shawn Clemmer

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I, \_\_\_\_\_, (student's name) in Grade \_\_\_\_\_, Homeroom # \_\_\_\_\_,  
have fully read and reviewed the *BASD Student-Parent Handbook*.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Print)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (Print)





# *Brownsville Area School District*

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Phone: 724-785-2021 Ext. 3110 Fax: 724-785-6988  
www.basd.org



Mr. Shawn Clemmer  
Middle School Principal

## **HANDBOOK STUDENT SIGN-OFF LETTER**

Please read and review the *BASD Student-Parent Handbook* carefully.

During grade level student orientation meetings conducted during the first week of school, one of the many items of importance that will be reviewed with our students is the *BASD Student-Parent Handbook*.

The signature below indicates that the student received, read, and understands the Brownsville Area School District rules and guidelines which will also be discussed/quizzed in social studies class and students will be given the opportunity to have questions answered.

Please sign below and student return this page to their Social Studies teacher upon completion.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ HR: \_\_\_\_\_

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

\_\_\_\_\_  
Date