

# BELLWOOD-ANTIS MIDDLE SCHOOL STUDENT AND PARENT HANDBOOK

## FOREWORD

The purpose of the Middle School Student and Parent Handbook for fifth through eighth grade students is to familiarize students and parents with the policies and procedures of the Bellwood-Antis School District. The handbook explains rules and regulations of the school and informs the student of much that is expected. We hope this handbook aids fifth grade students in making the transition from elementary to middle school and aids the sixth grade through eighth grade students in becoming better members of the school.

## VISION STATEMENT

The following mission statement was developed by the Bellwood-Antis School District steering committee made up of teachers, parents, administrators, and community members. Data gathered from a survey of parents, teachers, and students was used as a guide. The Bellwood-Antis Board of School Directors adopted the mission statement in 2014.

*"The Bellwood-Antis School District empowers students to attain their personal best academically, social, physically, and emotionally."*

## NON-DISCRIMINATION POLICY

BELLWOOD-ANTIS SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EDUCATION INSTITUTION AND WILL NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, GENDER OR DISABILITY IN ITS ACTIVITIES, PROGRAM OR EMPLOYMENT PRACTICES AS REQUIRED BY TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AND SECTION 504 OF THE REHABILITATION ACT OF 1973.

FOR INFORMATION REGARDING CIVIL RIGHTS OR GRIEVANCE PROCEDURES, CONTACT THE TITLE IX AND SECTION 504 COORDINATOR AT BELLWOOD-ANTIS HIGH SCHOOL, 400 MARTIN STREET, BELLWOOD, PA 16617 (814-742-2274). INFORMATION REGARDING PERSONS WITH DISABILITIES IS ALSO AVAILABLE AT THE ABOVE ADDRESS.

## CURRICULUM

The middle school curriculum is designed to provide a sound basic education for students in grades five through eight. At the same time, the curriculum provides exposure to the fine and practical arts, as well as instruction in specific skill areas. Students will also be able to explore new areas through exploratory course offerings and activities.

### Grades 5 & 6

Language Arts  
Social Studies  
Science  
Mathematics  
Technology Education I / II  
Home Economics or Industrial Arts  
Art  
Music  
Physical Education  
Life Skills  
STEM

### Grades 7 & 8

Reading  
Social Studies  
Science  
Mathematics  
English  
Technology Education  
Home Economics or Industrial Arts  
Physical Education  
Exploratory French  
Health  
Group Guidance  
Career Development

## GRADING AND REPORT CARDS

The school year is divided into four (4) marking periods of nine weeks each. Report cards are prepared and given to each student at the close of each period. The report cards are to be taken home to be observed by the parent.

In addition to a report on scholastic grades, the report card provides information to the student and parents on strengths or weaknesses that may contribute to the grade earned. This section of the report card should be helpful to students in improving their overall school performance.

Scholastic grades are reported on a percentage basis. The scale used for interpretation of the percentage grades is as follows:

### Core Subjects

100% - 93%	Superior
92% - 86%	Above Average
85% - 78%	Average
77% - 70%	Below Average
69% - 0%	Failure

### Exploratory Subject Scale

O – Outstanding	(93% - 100%)
S – Satisfactory	(70% - 92%)
U – Unsatisfactory	(0% - 69%)

## HONOR ROLL AND HIGH HONOR ROLL

It is our desire to recognize students who work hard in school to achieve scholastically. The following standards have been established to recognize these students:

### Honor Roll

All grades 86% or higher  
No incomplete work in any subject  
S or O in exploratory courses

### High Honor Roll

All grades 93% or higher  
No incomplete work in any subject  
S or O in exploratory classes

### **PROMOTION AND CLASSIFICATION**

Middle School (grades 5 through 8) students must demonstrate satisfactory progress in order to be promoted to the next grade level at the close of the school term. Promotion and classification will be based on teacher-prepared and standardized tests, classroom work, homework, and additional data which may contribute to the decision on placement of the individual pupil. All fifth through eighth grade students who fail two major subjects and one minor subject will be required to repeat the work of that particular grade. Also, if after exhausting the 10 parent approved excused absences, a student accumulates 15 unlawful / unexcused absences, the student may be retained in the current grade.

**NOTE:** Exceptional cases may justify modification of the above criteria. Final decisions regarding promotion and retention will include input from the teaching team, guidance counselor, and principal. Parents may present evidence in exceptional cases to be considered in the decision making process.

### **ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES**

Academic success for all students is the foremost goal of the Bellwood-Antis School District. It is with this goal in mind that the following eligibility policy for extra-curricular activities was adopted by the Board of School Directors on January 18, 1988.

**DEFINITION:** Extra-curricular activities are those activities that are sponsored directly by the Bellwood-Antis School District including athletics and the student activity program clubs or organizations.

**SECTION 1:** Students must have a passing grade in five credits to be eligible to practice or participate in any extra -curricular activity each week of the school year. Eligibility shall be cumulative from the beginning of the grading period and shall be reported on a weekly basis. In cases where a student's cumulative work from the beginning of the grading period does not, as of any Friday at 8:00 a.m. meet the standards provided in this section, the student shall be ineligible from the immediate following Sunday through the next following Saturday. However, a student will be permitted to practice for a period of one week while on the ineligibility list. After one week, if the student is still not passing five (5) credits, he or she will not be permitted to practice. This one week grace period will be offered only once during a sports season/activity.

**SECTION 2:** In order to be eligible for extra-curricular activities, a pupil must have passed at least five credits or the equivalent during the previous grading period. Students who have recorded incomplete grades due to excused absence from school will not be considered ineligible as long as they are following the school board policy on make-up work and were passing that class prior to the absence. If a pattern develops where excused absences occur on a test day, this policy can be waived at the discretion of the teacher and approval of the principal.

**SECTION 3:** In cases where a student's work in any preceding grading period does not meet the standard provided for in Section 2, said student shall be ineligible to participate in extra-curricular activities for the first twenty school days of the next grading period. The twenty-day ineligible period will begin the day report cards are issued to students.

**SECTION 4:** Students who are enrolled for the first time must comply with the requirements of the curriculum rules. The standing required for the preceding week, the preceding grading period, or the preceding year shall be obtained from the records of the last school that the student attended.

**SECTION 5:** At the end of the school year, the student's final grades and credits in the student's subject rather than his grades and credits for the last grading period shall be used to determine student ineligibility for the next grading period.

### **REQUESTS FOR HOMEWORK**

Many students and parents conscientiously request homework assignments when students are absent from school. When an absence is anticipated to be only one day, students should request their assignments from teachers upon their return to school. When absences of two or more days are anticipated, requests for homework may be made by calling Mrs. Dees, Middle School Secretary, at 742-2273. Assignments requested before 8:00 a.m. will be ready for pick up at 3:00 p.m. the same day. Assignments requested after 8:00 a.m. will be ready for pick up by 3:00 p.m. the following day.

### **MAKE-UP WORK**

Pupils who are absent from school for excused reasons are permitted to make up work and receive a grade provided:

1. Work missed because of an absence of 1 to 2 days is made up within two days after returning to school.
2. Work missed because of an absence of 3 to 5 days is made up within one week's time after returning to school.
3. Work missed because of an absence of 6 to 10 days is made up within two weeks upon returning to school.
4. When students are absent because of an approved educational trip, homework requested prior to the trip is due upon returning to school. All other work (including homework that was not requested or received, projects, tests, etc., must be made up within the same number of days of the approved trip upon returning to school.

### **IMPORTANT SCHOOL DISTRICT POLICIES**

#### **DESS CODE**

- A. Coats, jackets, hats, and other outerwear should be placed in student lockers throughout the school day. Hats are not permitted. Exceptions to this rule may be made by faculty or administration.
- B. Handmade shirts are not permitted to be worn unless they receive prior approval from administration.
- C. Shirts/apparel and/or accessories (belts, earrings, etc.) that depict offensive, vulgar, immoral, or slanderous statements/pictures, or promote drugs, alcohol, tobacco products, weapons or other forms of violence are not to be worn during school.
- D. Revealing tops are not permitted to be worn in school. Sleeveless shirts/blouses must go to the shoulder, may not expose the area under the armpit, and be tailored/not cut-off. The student's back and trunk must be completely covered.
- E. When standing with hands down to side, the bottom of any skirt/dress/shorts should not be above the extended fingertips.
- F. Pants or jeans are to be worn on the waist.

- G. Yoga pants and any clothing resembling spandex that is tight/form-fitting and/or sheer is considered appropriate for school wear only if another garment covers to the bottom of the buttocks in the front and back.
- H. Jeans/Pants/Shorts may contain small holes only from the mid-thigh down if skin is not exposed. Leggings or other coverings may be worn under to cover the skin.
- I. Clothing that reveals undergarments is prohibited.
- J. Spike belts, bracelets, chains or rings which would cause damage to school furniture, could be used as weapons, or can be considered a disruption to the educational environment, are prohibited.

#### **PERSONAL ELECTRONIC DEVICES (PED) / CELL PHONES**

Bellwood-Antis Middle School 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 PEDs in this document) include, but are not limited to: cell phones, smart phones, laptops, Kindles, iPads, iPods, MP3 players, or hand-held gaming devices. Students who possess PEDs are solely responsible for their care and the district is not liable for the theft, loss, or damage of such property. During school hours, PEDs are not permitted. All PEDs should be powered off and placed in lockers upon arrival to school and cannot be used until school dismisses at 2:53 pm.

- Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee, or when use is provided for in a student's individualized education program (IEP).

#### **BELLWOOD-ANTIS SCHOOL DISTRICT ACCEPTABLE USE OF DEVICES, NETWORK RESOURCES, AND INTERNET ACCESS**

Students, staff, and administrators of the Bellwood-Antis School District have the opportunity to access the Internet and Network Resources utilizing BASD devices to facilitate the need to prepare students, staff, and administrators to be computer literate in an increasingly technological world, to foster educational and personal growth in technology, to gather information, and to improve communication skills. It is understood that the Bellwood-Antis School District does not have sufficient staff to monitor every aspect of your use of the Internet. However, the purpose of this Acceptable Use Policy of the Bellwood-Antis School District is to foster the independent use of the School District's network, subject to compliance with procedures and standards for appropriate network behavior and communication, and applies to all users when they access any Bellwood-Antis School District network connection.

1. Students or employees who violate the Acceptable Use Policy may be denied privileges for a defined period of time or other disciplinary measures set forth in the Student Code of Conduct or in any other rules of the District which may be applicable.
2. Transferring copyrighted materials to or from any Bellwood-Antis School District network and / or Internet without the express consent of the owner of the copyright is a violation of federal law and is expressly prohibited.
3. It is understood that the use of the BASD devices, network resources and the Internet is a privilege. The primary use of the network shall be reserved to those individuals who utilize the materials that are of "educational value" to students of the Bellwood-Antis School District.
4. The use of the system for defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, and racially offensive, and / or illegal material or other prohibited activities shall not be permitted. The Bellwood-Antis School District will use any and all efforts available to it, within the confines of the law, to prevent such material from entering the school network. Individuals are encouraged to report such entry of material into the system to the Network Administrator.
5. All users must recognize that e-mail or network messages may contain thoughts, conclusions, and certain biased perceptions that were never intended for publication. There may be liability for defamation for spreading false and disparaging information about third parties, or various vendors. Such discussions or use on the network is expressly prohibited.
6. No personal or student information, which is protected by the Family Educational Rights and Privacy Act, shall be disseminated through the network.
7. All users of the network must comply with the Electronic Communications Privacy Act of 1986, as amended, and the Communications Decency Act. These Acts prohibit the unauthorized interception or disclosure of e-mail messages by third parties, as well as the appropriateness of certain material being remitted on the Internet. The Act does permit interception or disclosure if either the sender or the receiver of the communication consents. Further, the Act recognizes that the School District may monitor an employee's e-mail messages, as long as the interception device is included in the e-mail equipment.
8. Users of the network must recognize that the District Administration does have authority to intercept e-mail messages of all users and that there will be no privacy right construed by the District to exist in the statements made in the network. Users of the network are encouraged to not store extensive e-mail messages in the network.
9. Network users may not allow any other person to use their password or to share their account. It is the user's responsibility to protect email accounts from unauthorized use by changing passwords periodically and using passwords that are not easily guessed.
10. Any attempt to circumvent system security, guess passwords, or in any way gain unauthorized access to local or network resources is forbidden. The use of District technology to gain unauthorized access to software or other computers within the District or at remote locations, is expressly prohibited.
11. Use of Internet, Network Resources, and District devices for unapproved commercial gain or profit is prohibited.
12. Users may not move, repair, reconfigure or modify the systems.
13. The District Administration reserves the right to monitor all accounts.
14. BASD employees will monitor student use of devices, network resources, and the Internet.
15. Additional rules and restrictions may be added at any time. Users are responsible for reading and following these rules.

#### **LOCKER SEARCHES**

School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in a disciplinary proceeding. Prior to a locker search, students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials that pose a threat to health, welfare and safety of students in the school, student lockers may be searched without prior warning or without the student being present. There is not reasonable expectation of privacy in student lockers. If there is reasonable cause, lockers may be searched at the discretion of the administration. The District also reserves the right to utilize additional resources provided by outside agencies such as The Bureau of Narcotics.

#### **BELLWOOD-ANTIS SCHOOL DISTRICT DRUG AND ALCOHOL POLICY NO. 816**

**Philosophy:** The philosophy of the Bellwood-Antis School District is concerned with the educational, emotional, and social growth of the individual student. The district recognizes the increasing impediments to this growth with an increase in the use and abuse of drugs, alcohol, and mood altering substances. It is the belief of the Bellwood-Antis School District that these students should receive the necessary help as quickly and as professionally as possible.

**Authority:** The Board has the authority and responsibility to establish the Student Assistance Programs (STAR, HEART, IST) and to develop drug and alcohol procedures to be used by all school district personnel when responding to drug, mood-altering substance, and alcohol related situations that may occur at school or at school sponsored activities.

## DEFINITIONS

**Drug/Mood-Altering Substance/Alcohol/Anabolic Steroids**—shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law, any substance which is intended to alter mood and/or any health-endangering compounds or substances. Examples of the include, but are not limited to beer, wine, liquor, marijuana, hashish, amphetamines, barbiturates, tranquilizers, narcotics, cocaine, hallucinogens, chemical solvents, volatile chemicals (glue and other inhalants), and any capsules or pills not registered with the nurse in accordance with the Board Policy No. 210, annotated within the student's health record and given in accordance with the School District's procedure for the administration of medication to students in school.

**Look-Alike Drugs**—any substance that is not included in this Policy's definition of drug/mood altering substance/alcohol/anabolic steroids, that has been altered from its natural and normal state to resemble a substance included in this Policy's definition of drug/mood altering substance/alcohol/anabolic steroids, or is being represented by a student to be a substance included in the Policy's definition of drug/mood altering substance/alcohol steroids. Examples of the include, but are not limited to, substances covered by this Policy's definition of drug/mood altering substance held out by a student to be a substance covered by this Policy's definition of drug/mood altering substance/alcohol/anabolic steroids, or a substance induced or used in a manner consistent with the inducement or usage of a substance covered by this Policy's definition of drug/mood altering substance/alcohol/anabolic steroids.

**Student Assistance Program – (STAR, HEART, IST)** are multidisciplinary teams composed of school personnel and members of community agencies. These teams have been trained to understand and work on the issues of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention.

**Distribution** – deliver, sell, pass, share, or transfer any drug/mood altering substance/alcohol/anabolic steroids/look-alike drug, as defined by this Policy, from one person to another or to aid there in. A student possessing sufficient quantity, which would be considered as more than for personal use, would be dealt with as if he/she were distributing the substance.

**Possession** – possess or hold, without any attempt to distribute, any drug/mood altering substance/alcohol/anabolic steroids/look a-like drug, as defined by the Policy. A student possessing sufficient quantity, which would be considered as more than for personal use, would be dealt with as if he/she were distributing the substance.

**Drug Paraphernalia** – includes any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol, or mood-altering substance. Examples include but are not limited to: roach clips, pipes, or bowls.

**Extra-curricular activities** – those activities of student life which are not a part of the District courses of study. These include those activities in which the student either actively or as a spectator would be representing the school outside of the regularly scheduled classroom. Examples are all sports, social events, teams, performing organizations, clubs, school newspapers, student government, committees, field trips, ceremonies, competition, and tryouts for any school-sponsored extra-curricular activity.

## Rules and Regulations

A student who, on school grounds, during a school sponsored session, or anywhere at a school sponsored activity, is under the influences of drugs/mood altering substances/alcohol/anabolic steroids, or possesses, uses, distributes or aids in the procurement of drugs/mood altering substances/alcohol/anabolic steroids/look-alike drugs as defined by this Policy shall be subject to discipline pursuant to the provisions and procedures of this policy.

## LEVEL II VIOLATIONS

A student acts as a "lookout" for other students who are violating the Drug/Alcohol Policy.

### Disciplinary Responses

- a. ISS/OSS (2-10 days)
- b. Notification of parents

### Student Assistance

- a. Referral to SAP (STAR/HEART/IST)
- b. Assessment by a licensed drug/alcohol facility
- c. Compliance with recommendations of the drug/alcohol assessment.

## LEVEL III VIOLATIONS

A student attempts to secure or purchase any drug/mood altering substance/alcohol/anabolic steroids/look a-like drugs as defined by this policy, a student possesses, uses, or is under the influence of any drugs/mood altering substance/alcohol/anabolic steroids/look-alike drug as defined by this policy, or a student possesses or distributes drug paraphernalia as defined by this policy.

### Disciplinary Responses

- a. ISS/OSS (2-10 days)
- b. Exclusion from attending or participating in extra-curricular activities (10 -180 school days)
- c. Disciplinary hearing before a hearing officer elected by the Board of School Directors, which may result in additional suspension, placement in alternative education, or expulsion.
- d. Notification of parents.
- e. Notification of law enforcement officials when appropriate.
- f. Requirement of a medical examination arranged and paid for by the District. This exam may result in immediate drug/alcohol testing.
- g. Requirement of periodic drug testing at the expense of the District.

### Student Assistance

- a. Referral to SAP (STAR/HEART/IST)
- b. Assessment by a licensed drug/alcohol facility.
- c. Compliance with recommendations of the drug/alcohol assessment.

#### LEVEL IV VIOLATIONS

A student attempts to distribute or distributes any drug/mood altering substance/alcohol/anabolic steroids/look a-like drugs as defined by this Policy, a student does not cooperate with the recommendations of a required drug/alcohol assessment, a student commits a second violation of the Drug/Alcohol Policy during the same school year.

##### Disciplinary Responses

- a. ISS/OSS (10 days)
- b. Disciplinary hearing before a hearing officer elected by the Board of School Directors, which may result in additional suspension, placement in alternative education or expulsion.
- c. Exclusion from attending or participating in extra-curricular activities (45-180 days).
- d. Notification of parents.
- e. Notification of law enforcement officials when appropriate.
- f. Requirements of a medical examination arranged and paid for by the District. This exam may result in immediate drug/alcohol testing.
- g. Requirement of periodic drug testing at the expense of the District.

##### Student Assistance

- a. Referral to SAP (STAR/HEART/IST)
- b. Assessment by a licensed drug/alcohol facility.
- c. Compliance with recommendations of the drug/alcohol assessment.

#### STUDENT ATHLETE VIOLATIONS

In addition to the provisions of this Policy, student athletes shall also be subject to discipline in accordance with the Athletic Policy of the Bellwood-Antis School Board which states, *"The use of any form of tobacco, alcoholic beverages, or drugs as defined by the Board Policy No. 816, (unless prescribed by a doctor) while in school, on school property, or representing the school will result in dismissal from the squad."*

*"The use of any form of tobacco, alcoholic beverages or drugs as defined by Board Policy No. 816, (unless prescribed by a doctor) off school property, during the sport season, will result in a two week suspension from the team." Referral will be made to the STAR team, and you must follow their recommendation, which may include drug and alcohol group or referral to the Altoona Hospital Drug and Alcohol Clinic. Failure to abide by the recommendation of STAR will result in immediate dismissal from the team.*

When it has been determined that a student athlete has violated this Policy with respect to the usage of anabolic steroids, the student shall not be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of steroids exists.

#### ANTI - BULLYING POLICY

The following Bullying Policy No. 249 was adopted by the Board of School Directors on July 13, 2004:

##### Purpose

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the District to maintain an educational environment in which bullying in any form is not tolerated.

Students share the responsibility with the administration and faculty of developing and maintaining a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

##### Authority

The Board prohibits all forms of bullying of students by all District students and staff members, contracted individuals and vendors, and volunteers in the school. The Board encourages students who have been bullied to promptly report such incidents to the designated employees.

The Board directs that 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.

##### Definition

The term **bullying** can be defined as repeated and systematic harassment and attacks on others, perpetrated by individuals or groups. Bullying is deliberate, hurtful behavior, repeated over a period of time and it is difficult for those being bullied to defend themselves. Bullying involves someone mentally, physically, or socially stronger taking advantage of someone with less power. Bullying takes many forms and can include many behaviors. A person can be guilty of bullying if she/he:

- A. Systematically and chronically inflicts psychological distress on one (1) or more students.
- B. Has an imbalance of physical or psychological power, with the bully actually being stronger or perceived to be stronger than the victim.
- C. Uses direct behaviors such as teasing, hitting, threatening or restraining another.
- D. Uses indirect behaviors such as intentional exclusion from a group and starting rumors.

##### **Delegation of Responsibility**

**Staff Intervention** – The District expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene – unless intervention would be a threat to staff member's safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, she/he shall report the bullying to the school principal for further investigation.

**Students and Parents/Guardians Shall Report Bullying** – The District expects students and parents/guardians who become aware of an act of bullying to report it to the school principal for further investigation. Any student who retaliates against another reporting bullying may be subject to the consequences listed below under Consequences/Intervention.

## Guidelines

**Investigation Procedures** – Upon learning about a bullying incident, the principal or designee shall contact the parents/guardians of both the aggressor and the victim, interview both students, and thoroughly investigate. This investigation may include interviews with students, parents/guardians and school staff; review of school records; and identification of parent/guardian and family issues. . **A follow-up letter will be mailed to the parents / guardians of both the aggressor and victim, detailing the results of the investigation and steps taken to address the situation.**

**Consequences/Intervention** – Consequences for students who bully others shall depend on the results of the investigation and may include counseling; a parental conference; detention; suspension and/or expulsion. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to law enforcement if appropriate; and developing a supervision plan with the parents/guardians.

## BULLYING POLICY IMPLEMENTATION PROCEDURES FOR STUDENTS

1. A student who is a victim of bullying that has not been observed by an adult should report the incident immediately to a teacher. The student may be asked to complete a referral form, “I think I am being bullied,” by the teacher.
2. Any student who observes a student bullying another student should report the incident immediately to a teacher.
3. Level I bullying incidents will be handled by the teacher receiving the complaint.
4. Level II, III, and IV bullying incidents will be handled by the principal or principal’s designee.
5. Consequences for bullying are defined in the Student Discipline Code and are consistent with the Bullying Policy No. 249 adopted by the Board of School Directors on July 13, 2004.
6. The first offense for bullying will result in a minimum consequence of Saturday Morning Detention. Any subsequent offense will result in an In-School Suspension.

## SCHOOL RULES AGAINST BULLYING

1. We will not bully other students or tolerate bullying.
2. We will try to help students who are being bullied.
3. We will make it a point to include all students who are left out.
4. When we know someone is being bullied, we will tell an adult at school and an adult at home.

For any school district to function properly, rules governing student conduct must be designed and enforced. The Bellwood-Antis Middle School discipline policy is based on the belief that proper behavior is learned, and that the purpose of disciplinary action is to teach students to make better choices regarding their behavior. There are three basic rules that should govern student behavior at all times:

1. Be considerate of the rights of fellow classmates and their opportunity to learn at all times.
2. Be in class on time, observe all classroom rules, and participate in a positive manner.
3. Display respect for and care of property and materials of others and of the school.

## CHEATING POLICY

It is a desirable goal of the School District to promote student integrity in all schoolwork. Cheating is defined as copying or assisting in copying another’s work and submitting the same as your own without teacher authorization or author citation. This policy refers to tests, homework, reports, literary work, etc.

The penalties for cheating are as follows:

- First Offense: 0 for graded activity; parent and office notified by the teacher; Level I disciplinary infraction
- Second Offense: Failure for the marking period; parent and office notified by the teacher; Level II disciplinary infraction

## STUDENT DISCIPLINE CODE

### STATEMENT OF AUTHORITY

All students enrolled in the Bellwood-Antis School District are expected to conduct themselves in accordance with the rules of the system and individual schools.

Principals and teachers are directed to maintain order in the schools so that learning can occur. Maintenance of order applies during those times when students are under the direct control and supervision of school district officials. All parents are accountable for their behavior and are subject to consequences described in the Student Discipline Code during any school sponsored activity or field trip. This authority is granted in Section 1317 of the Pennsylvania Public School Code.

### STATEMENT OF GENERAL SCHOOL DISTRICT RULES

Students who either unknowingly or unintentionally violate school policy should immediately report the violation to the administration. These situations may receive special consideration in the implementation of the discipline code. The decision of the administration is final.

### LEVEL I INFRACTIONS

- A. **Definition:** Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferences with the orderly operation of the school.
- B. **Procedures:** There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.
- C. **Disciplinary Options/Responses:** Verbal reprimand/Warning, behavioral contract, counseling, withdrawal of privileges, time out of room, writing assignment, after school detention

## LEVEL II INFRACTIONS

- A. **Definitions:** Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.
- B. **Procedure:** The student is immediately referred to the administrator for appropriate disciplinary action with a disciplinary referral form explaining in detail the student's misconduct.
- C. **Disciplinary Options/Responses may include:** Verbal reprimand/Warning, behavioral contract, counseling, withdrawal of privileges, time out of room, writing assignment, after school detention, Saturday morning detention, in school suspension, out of school suspension (1-10) days.

*\*Effective February 3, 1997, Act 145 of 1996 became the law in the State of Pennsylvania. Act 145 basically states that the "possession of use of tobacco products or smokeless tobacco by a student in a school building, a school bus, or on school property" is a summary offense punishable by a \$50.00 fine plus court costs. Tobacco is further defined as a "lighted cigarette, cigar, pipe, or other unlighted smoking product or smokeless tobacco in any form." This penalty is in addition to suspension, which is already specified in the student discipline code. The Board of School Directors adopted this policy change on January 14, 1997.*

## LEVEL III INFRACTIONS

- A. **Definition:** Acts directed against persons or property with consequences which may seriously endanger the health or safety of others in the school.
- B. **Procedure:** The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The administrator meets with the student and communicates with the parent about the student's misconduct and the resulting disciplinary action.
- C. **Disciplinary Options/Responses may include:** Verbal reprimand/Warning, behavioral contract, counseling, withdrawal of privileges, time out of room, writing assignment, after school detention, Saturday morning detention, in school suspension, out of school suspension (1-10) days.

## LEVEL IV INFRACTIONS

- A. **Definition:** Acts which result in violence to another person or property or which pose a direct threat to the safety of others in the school.
- B. **Procedure:** The administrator verifies the offense, confers with the staff involved and meets with the student. The student is immediately removed from the school environment. Parents are notified. Law enforcement officials are contacted when appropriate. A complete and accurate report is submitted to the superintendent for Board action. The student is given a full due process hearing before a hearing officer elected by the Board of School Directors.
- C. **Disciplinary Options/Responses:** Board action which results in appropriate placement and may include expulsion.

## AFTER SCHOOL DETENTION GUIDELINES

1. After school detention will be held in the middle school cafeteria from **3:00 p.m. to 4:00 p.m.**
2. Students **must** bring schoolwork to detention hall. Library books are permitted. After school detention teachers may issue additional work to occupy a student's time if the student refuses to do school work. Continued refusal to work or failure to work may result in an additional night of detention assigned by the after-school detention teacher.
3. If you fail to show up for your scheduled detention, you will be assigned an additional night of detention by the principal. If an emergency arises which will cause you to miss your detention, **you and your parent or guardian must notify the principal for reassignment prior to your scheduled detention.** If you become ill during the school day, you must see the nurse to be excused from detention. Failure to do so will be considered a cut.
4. If you have accumulated two or more after school detention assignments from the same teacher, you will be referred to the office on your next misconduct for a conference. The result of this conference may lead to your suspension from school classes and/or activities.
5. Students are not permitted to leave the school building prior to going to after school detention.
6. All students are to exit the cafeteria through the side door next to the parking lot. No students are permitted to go to their lockers after 3:00 p.m. or after detention. Coats, gym bags, etc. are permitted in after school detention due to this regulation.
7. All students are to stay clear of the cafeteria from 3:00 p.m. to 4:00 p.m. during assigned after school detention days.
8. Students who misbehave in after school detention will be referred to the principal's office for a conference and additional disciplinary action.
9. Parents are responsible for student's transportation home from detention.
10. After five after school detention assignments, a student will be assigned Saturday Morning Detention in lieu of the next after school detention.

## SATURDAY MORNING DETENTION GUIDELINES

1. Saturday Morning Detention (SMD) will be held from **8:30 a.m. to 11:30 a.m.** Students should enter the building through the bus port entrance where they will be met by the detention monitor. Late students will not be admitted.
2. Students must bring work that will occupy them for three full hours. Magazines not associated with a class assignment, drawing pictures, or sleeping will not be permitted. Refusal to work or failure to bring appropriate work may result in an additional SMD assignment or suspension from school.
3. Group bathroom privileges will be available at 10:00 a.m. Any other privileges for emergencies are at the discretion of the monitor. Students are not permitted to go to their lockers.
4. SMD is assigned by the principal only. These assignments will not be scheduled around activities, trips, or work schedules. Failure to appear for SMD without notifying the office will result in an additional assignment or suspension on the first offense.
5. Parents will be notified by mail of any SMD assignments. Parents are responsible for transportation to and from school for their child.

## IN-SCHOOL SUSPENSION GUIDELINES

1. Students will be assigned to this class by administration for violation of school rules and regulations and continued behavioral problems. These assignments will not be scheduled around trips and activities.
2. Students will report on days assigned to the in-school suspension room. Assigned students will **report directly** to the Behavioral Class by 8:00 a.m. and remain there until 2:53 p.m.
3. Use of school lockers during the day will be prohibited. Students are to go to their lockers prior to 8:00 a.m. All belongings will be kept with the students.
4. All "in-school suspension" students will be off school property by 3:00 p.m.

5. Work assignments will be provided by the regular classroom teachers and the middle school principal. It is the student's responsibility to obtain, complete, and return the assignments as directed. If a student has insufficient work, teachers may assign additional work to gainfully occupy the student's time.
6. A very restricted, non-socializing school environment will be maintained. The student may receive one-to-one help with his/her regular schoolwork.
7. Use of the lavatory will be by groups at 10:00 a.m. and 1:30 p.m. Emergency situations will require use of the nurse's lavatory.
8. Students may purchase a lunch if they desire or bring their own lunch. Lunch periods will be announced by the teacher in charge. Supervision will continue through this period
9. In-school suspension also carries the restriction that the student is excluded from all extra-curricular activities including social functions, interscholastic athletic events, and academic representation of the school on the day of the ISS assignment. This includes both participation and as a spectator, and this ends at 8:00 a.m. on the day after the suspension ends.
10. If a student fails to attend for any reason, the suspension time will be completed upon return to school. Time spent in the nurse's office will also be made up. Students may be excused for individual counseling or testing by the school psychologist or guidance counselor.
11. No student will be readmitted to regular classes until a parent conference has been held. For the first two in-school suspensions, parents have the option of reinstating their child over the telephone instead of coming to school. However, in the event of any third suspension or out-of-school suspension, the student will not be readmitted until a parent-student conference is arranged with the principal.
12. Failure to comply with any of the above regulations, or if satisfactory progress in behavior modification has not been attained, additional suspension or expulsion may result.
13. Exceptional students will be subject to guidelines established by the Pennsylvania Department of Education.

#### **OUT OF SCHOOL SUSPENSION GUIDELINES**

To receive a suspension or detention is not an honor. A great majority of students avoid this type of disciplinary action by perceiving school as a place to learn as well as to cooperate with their fellow classmates, teachers, and other personnel. Unfortunately, a few students fail to realize the purpose of school and respect for others. These students commit infractions for which they are suspended from school and school activities. If you, the student, are given an out of school suspension:

1. You must remain at home during the school day.
2. You are not permitted to attend or participate in any school activity.
3. In order for a student to be reinstated from a suspension of less than three school days, it is necessary that the parent call the school to arrange a convenient conference time at the school to discuss the suspension. If a convenient conference time cannot be arranged, the student must serve the full suspension.
4. You may make up work after the suspension. The work must be made up within the number of days you were suspended.

Any exceptional student serving a suspension will be subject to guidelines established by the Pennsylvania Department of Education

#### **HEARINGS**

- A. Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.
- B. A formal hearing is required in all expulsion actions. This hearing may be held before the Board of Directors or a duly authorized committee of the board appointed by the board. Where the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student.
  1. The following due process requirements are to be observed in regards to the formal hearing:
    - a. Notification of the charges shall be sent to the student's parents or guardian by certified mail.
    - b. Sufficient notice of the time and place of the hearing must be given.
    - c. The hearing shall be held in private unless the student or parent requests a public hearing.
    - d. The student has the right to be represented by counsel.
    - e. The student has the right to be represented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
    - f. The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
    - g. The student has the right to testify and present witnesses on his own behalf.
    - h. A record must be kept of the hearing, either by stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
    - i. The proceeding must be held with all reasonable speed.
  2. When the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal District Court.
- C. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

#### **EXCLUSIONS FROM SCHOOL**

- A. The Board of School Directors shall define and publish examples of the types of offenses that may lead to exclusion from school. Exclusions affecting certain exceptional students shall be governed by the school code (relating to right to education and disciplinary exclusions of certain handicapped students from special education placement).
- B. Exclusion from school may take the form of suspension or expulsion.
  1. Suspension is exclusion from school for a period of 1 to 10 consecutive school days.
    - (a) Suspensions may be given by the principal.
    - (b) No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.
  2. Expulsion/Educational Program Transfer—In the case when a student accumulates four (4) suspensions in one school year, the administration has the authority to:
    - a. Recommended that student be referred to the District's hearing officer for possible expulsion.
    - b. It is agreeable with parent, the student shall be transferred into an alternative education program.
    - c. Exceptional students shall have their educational placement examined during an IEP meeting.



## ACT 26 HIGHLIGHTS

1. Expulsion for weapon possession: Any student who is determined to have brought a weapon onto any school property, any school sponsored activity, or any implement of school transportation will be expelled in excess of one year.
2. 'Weapon' is identified to include, but not be limited to, any knife, cutting instrument, cutting tool, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury.
3. The Superintendent may, in his discretion, commend discipline short of discharge on a case-by-case basis. Any reduction in discipline is not to be considered a precedent to be followed in future cases.
4. The Superintendent shall take all steps necessary to comply with the Individuals with Disabilities Education Act.
5. The District shall, prior to the registration of any student, obtain from the student's parent / guardian an affidavit detailing any suspensions or expulsions from any school system in the United States which were the result of violence or the possession of a weapon.

## SCHOOL BUS DISCIPLINE POLICY

Transportation to and from school and activities is a privilege we are able to provide our students. School bus safety is of utmost concern at all times. For these reasons, the following "School Bus Discipline Policy" has been adopted by the Board of School Directors.

The bus driver will issue a written incident report to the appropriate principal's office. The building principal or assistant principal will investigate the incident and meet with all students involved in the incident. An offense will result in appropriate disciplinary action and a letter to the parent/guardian.

1. For the first offense, a student will meet with the building principal and receive a warning. If the offense is severe enough, other consequences may be applicable.
2. For the second offense, the student may be excluded from riding the bus for a period of up to five school days. Parents/Guardians are responsible for student's transportation during this time, including Career and Technology Center (CTC) if removed from the CTC bus for disciplinary reasons.
3. For the third offense, the student may be excluded from riding the bus for a period of up to ten school days. Parents/Guardians are responsible for the student's transportation during this time, including CTC transportation.
4. For the fourth offense, the student may be excluded from riding the bus for the remainder of the school year. Parents/Guardians are responsible for the student's transportation during this time, including CTC transportation.

The student will be given the opportunity to discuss the incident with the principal prior to disciplinary action.

A Bellwood-Antis student desiring to ride home on a bus other than the one assigned by the district must have written parental and administrative permission in advance of boarding the bus.

## ATTENDANCE REGULATIONS

In case of absence from any session of school for any reason, it is necessary that a written excuse from the parent, guardian, or physician be presented, stating the cause of such absence. The procedure for handling excuses for absence follows:

- A. Absences shall be treated as unlawful until the School District receives a written excuse explaining the reason for the absence. The student presents a written excuse to the attendance secretary in the attendance office immediately upon return to school. The attendance office will classify all excuses as excused, unexcused, or illegal prior to the return of the student to his homeroom.
- B. Excused absences include only the following:
  - a. Illness
  - b. Quarantine
  - c. Family emergency
  - d. Recovery from accident
  - e. Death in the family
  - f. Required court appearance
  - g. Family educational travel
  - h. Other as approved by administration
- C. If a student refuses or fails to present an excuse within three days upon returning to school, his absence may be classified as unlawful. For documented cases of truancy, students are not permitted to make up work or take tests missed on the day of the absence. A grade of zero will be assigned for any assignments, work, or tests done or due on that day.
- D. After three unlawful absences, a First Notice of illegal absence will be sent via certified mail to the parent/guardian. Upon proof of receipt of the First Notice of illegal absence, the parent/guardian and/or student will be invited to attend an Attendance Improvement Conference. Additional absences will result in a school attendance officer contacting parents and guardians to determine the reason for the absence.
- E. After six unlawful absences, the parent / guardian may be subject to a fine issued by the District Magistrate's office as provided for in the State Compulsory Attendance Laws of Pennsylvania or be referred to Children and Youth Services.
- F. For periods of three or more days of consecutive absence, a medical excuse from a licensed physician is generally required and must be submitted within five days of returning to school.
- G. A student may be excused by a note from a parent up to 10 times in one school year. After 10 absences excused by a parent, an excuse from a licensed physician is required.
- H. Students who are absent from school because of illness are not permitted to attend school activities scheduled that day.
- I. Students are not permitted to leave the building or grounds during the school day without first being excused by the nurse, the principal or assistant principal.
- G. Early excuses may be granted by the principal or assistant principal for medical reasons or emergency situations only. Failure to return the early excuse signed by a physician will result in the excuse being classified as illegal and disciplinary action will be taken. *Any student with an early excuse that requires leaving the building for more than two hours will be charged with a half day absence.*
- H. The Bellwood-Antis School Board and administration advocates regular attendance throughout the school year for all students. However, parents wishing to take their child/children out of school for trips or vacations should acknowledge the following guidelines:

1. Family trips or vacations are not to exceed more than five school days in any one year. Additional days must have the approval of the superintendent.
  2. A student must be accompanied by a parent/guardian or grandparent.
  3. A student may be excused from school up to five days, providing that student has less than 15 total days absent without a medical excuse.
  4. Trips are not to be scheduled during administration of the PSSA or Keystone Exam(s).
- I. Pupils who are absent from school for excused reasons are permitted to make up all work including tests and quizzes and receive a grade provided:
    1. Work missed because of an absence of three to five days is made up within one week after returning to school
    2. Work missed because of an absence of six to ten days is made up within two weeks after returning to school.
    3. Special arrangements are made between pupil and teacher for longer periods of absence.
    4. Students who expect to be absent more than ten consecutive days should request homebound instruction.
  - J. If, after exhausting the 10 parent approved excused absences, a student accumulates 15 unlawful / unexcused absences, the student may be retained in the current grade.

#### **TARDY TO SCHOOL**

Punctuality is a valuable habit for every individual to acquire. It is important that everyone in the school system acknowledges the schedule determined by Board Policy. All students will enter the building at 7:30.

- A. Attendance will be taken in homeroom at 8:00 a.m. Students in the building, but not in homeroom, will be marked absent and required to report to the attendance office where they will be considered tardy. Students entering the school between 8:00 a.m. and 9:00 a.m. will be considered tardy. Entrance into school between 9:00 a.m. and 1:00 p.m. will be considered one-half day absence. Entrance after 1:00 p.m. counts as a full day of absence.
- B. Any student reporting late must enter the building at the high school gymnasium lobby entrance and sign in with the greeter.
- C. A note explaining the tardiness should be signed by a parent and brought to the attendance office that day. Any student without a note or legitimate excuse as defined by the school code will be charged with an unexcused tardy.
- D. Students who accumulate three unexcused tardies will be notified by mail that any subsequent unexcused tardies will result in after school detention. However, if a student corrects the problem for 45 school days, he or she will not receive detention for the next tardy.
- E. If a persistent pattern of tardiness continues, further disciplinary action will be taken, including Saturday Morning Detention or suspension from school.
- F. Any student with excessive tardies for illness not verified by a doctor will be subject to the following: Conference with principal, written notification sent home, request for medical documentation, and finally, after school detention, Saturday morning detention, or suspension.

#### **CAFETERIA REGULATIONS / LUNCH & BREAKFAST PROGRAM**

##### **LUNCH/BREAKFAST PROGRAM**

The cafeteria is provided as a convenience and service to the students and faculty. Well-balanced meals are provided for all persons desiring them at a reasonable cost. The cafeteria is operated entirely on a non-profit basis. The cost of lunch for the 2017-2018 school year is \$2.35. The cost of breakfast is \$1.30.

The lunch and breakfast program is on a point-of-sale basis. Parents and students may deposit money into a student's account at any time. Deposits may be made by cash or check using deposit envelopes provided by the school. A minimum deposit of \$2.00 is required. When a student's account reaches a \$0.00 balance, he/she will be permitted to charge up to five regular lunches. No ala carte or extra items are permitted. The same account is used for breakfast and lunch.

Students who are deemed eligible to receive free and reduced breakfasts and lunches, by filing the necessary application with the District Office, will have their accounts credited accordingly. Any questions regarding the free and reduced programs should be directed to the school nurse.

##### **CAFETERIA REGULATIONS**

- A. All students must report to the cafeteria during their scheduled lunch period. No passes for students to go home will be issued.
- B. Students should report directly and promptly to the cafeteria at the designated lunchtime. Students are not to run to the cafeteria.
- C. Students not purchasing a lunch should report directly to the dining room and be seated promptly in the seat assigned by the cafeteria.
- D. Students are to enter one of two serving lines in single-file fashion. Students are responsible for purchasing their own lunch and are required to get in line for every item (milk, iced tea, sandwich, dessert, etc.). Students are responsible for returning their own tray and refuse to the designated area as soon as they are finished eating and the dish room is open. Students must be extra careful to keep the refuse area clean when returning trays.
- E. Students are not permitted to remove food from the cafeteria.
- F. At the time of dismissal, all students must get quiet and all paper and food will be cleared off table and floor areas. Students will be dismissed at the cafeteria monitor's discretion after everyone is seated, and all chairs are to be pushed in toward the tables.
- G. Students are not permitted to leave the cafeteria without permission.
- H. Students may not have food delivered to the school from community establishments.
- I. Soda or pop is not permitted in the school during school hours and is not to be consumed in the cafeteria.
- J. Students who are apprehended jumping line, throwing food, leaving trays, or refusing to obey the cafeteria monitor will be referred to the office for disciplinary action.
- K. Students should speak at a normal tone in the cafeteria. Excessive noise will not be permitted in the cafeteria.
- L. Snacks or food items may not be removed from the cafeteria at any time for any reason.
- M. All rules are subject to change. The directive of a cafeteria monitor supersedes all rules and conditions.
- N. Students who create a general disturbance in the cafeteria not described above will be subject to disciplinary action which may include but is not limited to the following: verbal warning, loss of privilege of eating in the lunch room, assigned seating, clean-up duty, required to wait until all others are served, detention, and suspension.

## **MISCELLANEOUS INFORMATION**

### **CHARGES AND FINES**

Each marking period, the office will compile a list of student charges and fines submitted by teachers, coaches, and activity sponsors. Teachers submitting fines will notify the individual student of the charges when submitting it to the office. Homeroom teachers will notify students of charges when the list is published. Students who owe charges will not receive a report card until all outstanding charges and fines are paid. It is the responsibility of the student to inform his/her parents of any charges and fines. If five days after the due date of the obligation, the payment has not been received, the building principal will send a letter to the parents informing them of the delinquent financial obligation owed to the district and a payment plan may be offered to the parents for no less than \$25 per month. If fourteen days have passed after the initial due date, and the district has not received any notification from the parents, the business office will send a certified letter to the parents reminding them of the financial obligation. If no payment is received after receipt of the certified letter, those students will not be allowed to participate in any extra-curricular activity that has a cost associated with it sponsored by the school district. .

### **DENTAL/PHYSICAL EXAMINATIONS**

Each student shall receive a dental examination in seventh grade. These examinations will be conducted by the school nurse. A private examination conducted at the parent's request and at their expense will be accepted in lieu of the school examination. A family dentist's report of examination must be submitted to the school nurse by January 31 or the examination will be conducted by the school dentist. Also, each sixth grade student is required to have a physical examination. Physical examinations not completed by a private physician by January 31 will automatically be scheduled with the school physician.

### **FIELD TRIP ELIGIBILITY**

Each grade level in the middle school shall participate in a field trip. All field trips are jointly sponsored by the School District and PTO; no student is **required** to pay to participate in any field trip.

It is imperative that students demonstrate the ability to exhibit responsible behavior on field trips. Each grade level teaching team will disseminate to parents and students field trip eligibility requirements. Students who do not meet eligibility requirements for curriculum related trips may be required to be accompanied by a parent or guardian. Students who do not meet eligibility requirements for non-curriculum related field trips will remain in school where meaningful, curriculum-related work will be completed. Exceptional students will follow the same eligibility requirement unless exceptions are noted in the student's IEP.

### **FLAG SALUTE AND PLEDGE OF ALLEGIANCE**

It is the responsibility of every citizen to show proper respect for his country and its flag.

- A. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions.
- B. If a student declines to recite the Pledge of Allegiance, due to personal beliefs or religious convictions, the principal will provide written notice to the parents/guardians of the student who declines to salute the flag.
- C. Students who chose to refrain from such participation shall respect the rights and interest of classmates who do wish to participate by standing silently.

### **MAINTENANCE OF STUDENT RECORDS**

The classroom teachers maintain records and information that pertain to student academic performance. The office maintains student folders which contain demographic information, standardized test results, copies of report cards, initial school registration forms and copies of court orders which outline custody issues.

Separate files are maintained for students who have been evaluated by the school psychologist or speech and language therapist and have been found exceptional. Those files contain copies of the CER, psychological report, reports from outside agencies, (such as Mental Health, or other diagnostic/treatment facilities), and any other special education forms signed by the parent or school personnel. These files contain a sheet stapled to the inside front cover of the folder which is to be signed each time the file is pulled for review. When these students move, copies of these reports and files (including the IEP and NORA) are furnished to the receiving district. The originals are maintained in our files as students who are no longer "active". Special education files are maintained in a secure location with access limited to approved personnel.

The middle school Student Assistance Program, (HEART), also maintains files in a secure location on students who have been active within this program. Access to these files is limited to approved personnel.

As part of the Bellwood-Antis School District guidelines for collection, maintenance and dissemination of records, parents are notified annually of their right to inspect these records. Parents who wish to review their child's educational record and/or a copy of the records policy should forward their request to the Middle School office. In addition, the Bellwood-Antis School District will follow guidelines for the collection, maintenance and dissemination of student records for exceptional students as outlined in the Bellwood-Antis School District's Special Education Handbook and in compliance with Pennsylvania Department of Education guidelines.

### **SALES**

No student or class is permitted to sell anything in school to students or teachers unless approved by the principal's office. Organizations selling flowers will not be permitted to disrupt classes for deliveries. Flowers will be distributed during lunch periods. Candy and other food products are not to be sold in school. Hoagies and other food products are to be delivered after 2:20 p.m. The PTO will sponsor a sale for all middle school students in the fall. Proceeds from the PTO sale will be used to sponsor student activities and field trips.

### **STUDENT PICTURES**

Student pictures for students in grades five through eight will be taken in the fall by Manning Photography. The cost of the pictures will be payable in advance. Students not wishing to purchase their pictures must still have their pictures taken for the office records. Additional picture packages at higher prices are available.

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

The Student Assistance Team (HEART) is composed of a group of staff members, including representatives from outside agencies, who have been trained to assist students who are at-risk. Specifically, support is provided for students who are dealing with emotional, social, mental health, and/or drug and alcohol concerns. Students may be referred to the program by staff members, parents, and peers.

**SUPPORT GROUPS**

Students in grades five through eight will have the opportunity to participate in various support groups. The groups are sponsored through the middle school student assistance program (HEART) and in most cases will meet once each week. Parental permission to participate in a support group is required.

**TEXTBOOKS**

Students are issued textbooks at no charge at the beginning of the school year. Teachers record the textbook number and condition of the book at that time. Students are responsible for caring for the books throughout the year. Textbooks must be covered at all times. Students will be charged an appropriate fee for lost and damaged textbooks based on the purchase or replacement cost and useful life expectancy of the book.

**USE OF MEDICATIONS**

The administration of prescribed medication in accordance with the direction of a parent or family physician to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of a student, or the student would not be able to attend school if the medicine were not made available during school hours. For the purpose of this policy, "medication" shall include all medicines prescribed by a physician and any patent drug, including over the counter medications.

Before any medication may be administered and/or taken by any student during school hours, the Board shall require the written request of the parent which shall give permission for self-administration and relieve the Board and its employees of liability for administration of medication. The Board shall also require the written order of the prescribing physician, which shall include the dosage, and the time at which, or special circumstances under which the medication shall be administered.

Asthmatic students shall be able to carry a metered dose inhaler on their person while in school when they have approval from their parents and their physician. The school nurse shall be provided with a copy of the parent and physician approval. The document(s) shall be kept on file in the office of the school nurse.

Student:

I attest that I have read the Bellwood-Antis Middle School Handbook and I have discussed it with my parent / guardian. Furthermore, I understand that I can receive further clarification regarding all school rules and policy by talking to a BAMS teacher or principal.

---

Printed Name (Student)

---

Signature (Student)

---

Date