Brandywine Heights Intermediate School

Student Handbook 2026-2027



Brandywine Heights Intermediate School
200 West Weis Street ∞ Topton, PA 19562 ∞ 610-682-5156

Brandywine Heights Area School District
200 West Weis Street ∞ Topton, PA 19562 ∞ 610-682-5100

Table of Contents

Table of Contents

- General Intermediate School Directory
  - Intermediate School Office Staff
  - Guidance Office Staff
- Intermediate School Schedules
- Student Life
  - Addressing a Concern
  - Notice of Non-Discrimination
  - Academics
    - Acceptable Use Policy
    - Intervention
    - WIN
    - Cheating
    - Electronic Devices
    - Fidgets
    - Field Trips
    - Make-up Work
    - Media Center
    - Plagiarism
    - Textbooks
  - Building and Grounds
    - Building Hours
    - Cafeteria
    - Lockers
    - Lost and Found
    - School Bus Behavior
  - Extra-Curricular
    - Yearbook
    - Evening Activities
- Counseling Services
  - School Counseling Office
  - Student Assistance Program (SAP)
  - Student Transfer
  - Homeless Student Resources
- School Nurse Procedures
  - Mandated Health Screenings
  - Health Room Procedures
  - Medication
  - Illness
  - Student Injuries
- Attendance Policies & Procedures
  - Attendance Regulations
  - Absence Types
  - District Initiated Dismissals, Arrivals, and Closings
  - Late Arrival and Early Dismissal
  - Notification Procedures
  - Procedures for an Absence
    - Day of an Absence
    - Following an Absence
    - Preceding a Planned Absence
- Student Dress & Grooming
  - General Dress Guidelines
  - Backpacks and Winter Coats
  - Footwear
  - Jewelry
  - Headwear
- BHASD PROUD Philosophy (k-12)
- Student Discipline
  - Student Rights/Responsibilities
  - Student Discipline
    - Detention
    - Exclusions from School
      - Suspensions
        - Restorative Practices
      - Expulsions
    - Corporal Punishment
- Student Code of Conduct
- School Board Policies
  - Bullying and Cyberbullying
  - Controlled Substances/Paraphernalia
  - Hazing
  - Searches
  - Tobacco/Nicotine
  - Unlawful Harassment
  - Weapons
- Safety
  - Video Surveillance Notification
- FERPA Notification of Rights
- Special Education Services
- District Office Staff
- School Board of Directors
- Alma Mater

General Intermediate School Directory

Intermediate School Office Staff

Dr. Jennifer Snyder	Principal	Ext. 3000
Ms. Heather Kulp	Assistant Principal	Ext. 3001
Miss McKenzie Eberly	Administrative Asst. to the Principal	Ext. 3003

Guidance Office Staff

Ms. Amy Yusella	School Counselor	Ext. 3006
Mrs. Danette Seidel	School Counselor	Ext. 3007

Table of Contents

Intermediate School Schedules

REGULAR - 4TH GRADE	
BREAKFAST	8:20-8:35
PROUD TIME	8:35 - 8:50
ELA	8:50-9:40
ELA TARGET TIME	9:40-10:10
ENCORE (pd 4)	10:14-10:59
ENCORE (Days 1, 3, 5) WIN (Days 2, 4, 6)	11:02-11:47
ELA	11:50-12:10
RECESS	12:10-12:30
LUNCH	12:35-1:05
MATH	1:10-2:05
MATH TARGET TIME	2:05-2:35
SCIENCE/SOCIAL STUDIES	2:35-3:15
PACK UP/DISMISSAL	3:15-3:30

REGULAR - 5TH GRADE	
BREAKFAST/HOMEROOM (Pd. 1)	8:20-8:35
PERIOD 2: CORE	8:38-9:23
PERIOD 3: ENCORE	9:26-10:11
PERIOD 4: ENCORE (Days 1, 3, 5) WIN (Days 2, 4, 6)	10:14-10:59
PERIOD 5A: CORE	11:02-11:47
PERIOD 5B: CORE	11:50-12:35
PERIOD 5C: LUNCH	12:38-1:08
RECESS PROUD TIME (Pd. 6)	1:10-1:30 1:35-1:46
PERIOD 7: CORE	1:49-2:34
PERIOD 8: CORE	2:37- 3:22
PACK UP/DISMISSAL	3:22-3:30

Table of Contents

EARLY DISMISSAL - 4TH GRADE	
BREAKFAST/PROUD TIME	8:25-8:47
ELA	8:50-9:47
ENCORE	9:50-10:17
ENCORE (Days 1, 3, 5) WIN (Days 2, 4, 6)	10:20-10:47
MATH	10:50-11:47
SCIENCE/SOCIAL STUDIES	11:50-12:10
LUNCH	12:13-12:43
PACK UP/DISMISSAL	12:45-1:00

EARLY DISMISSAL - 5TH GRADE	
BREAKFAST/HOMEROOM (Pd. 1)	8:25-8:47
PERIOD 2: CORE	8:50-9:17
PERIOD 3: ENCORE	9:20-9:47
PERIOD 4: ENCORE (Days 1, 3, 5) WIN (Days 2, 4, 6)	9:50-10:17
PERIOD 5A:CORE	10:20-10:47
PERIOD 5B: CORE	10:50-11:17
PERIOD 7: CORE	11:20-11:47
PERIOD 8: CORE	11:50-12:17
PERIOD 5C: LUNCH	12:20-12:50
PACK UP/DISMISSAL	12:55-1:00

2-HOUR DELAY - 4TH GRADE	
BREAKFAST/PROUD TIME	10:20-10:50
ELA	10:50-11:25
ENCORE (Days 1, 3, 5) WIN (Days 2, 4, 6)	11:29-11:59
ELA	12:03-12:33
LUNCH	12:35-1:05
ENCORE	1:08-1:38
MATH	1:40-2:35
SCIENCE/SOCIAL STUDIES	2:35-3:15
PACK UP/DISMISSAL	3:15-3:30

2-HOUR DELAY- 5TH GRADE	
BREAKFAST/HOMEROOM	10:20-10:35
PERIOD 6: PROUD TIME	10:38-10:53
PERIOD 3: ENCORE	10:56-11:26
PERIOD 5A: CORE	11:29-11:59
PERIOD 5B: CORE	12:02-12:32
PERIOD 5C: LUNCH	12:35-1:05
PERIOD 4: ENCORE (Days 1, 3, 5) WIN (Days 2, 4, 6)	1:08-1:38
PERIOD 2: CORE	1:41-2:11
PERIOD 7: CORE	2:14-2:44
PERIOD 8: CORE	2:47-3:17
PACK UP/DISMISSAL	3:20-3:30

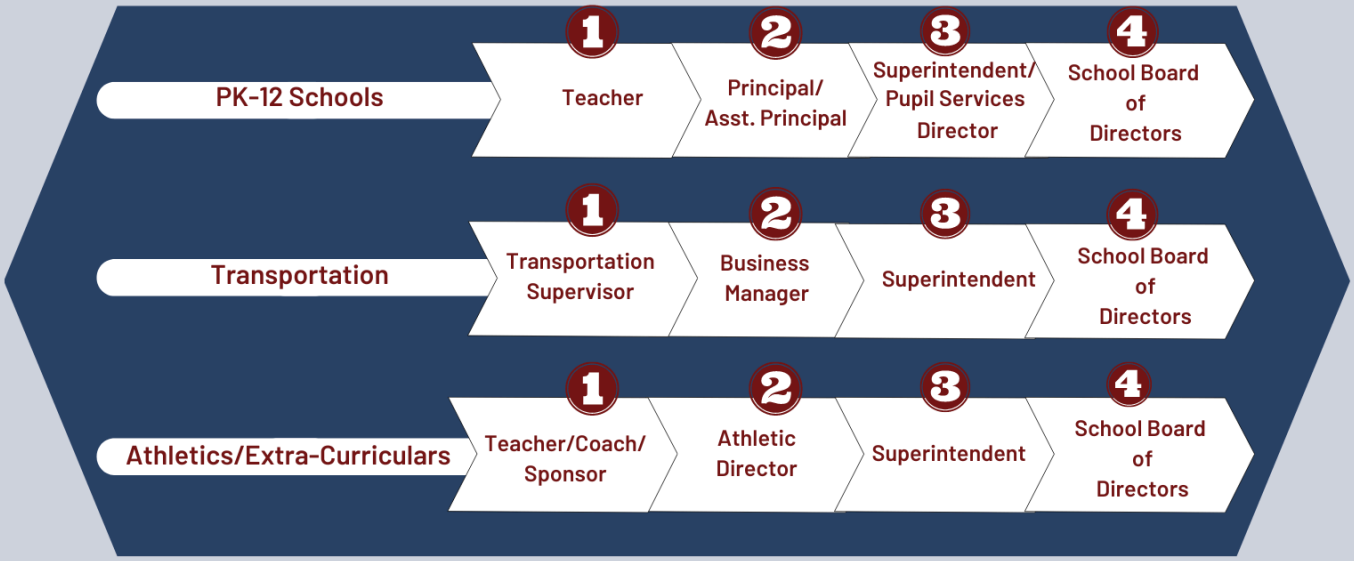
3-HOUR DELAY - 4TH GRADE	
BREAKFAST/PROUD TIME	11:20-11:45
ENCORE (Days 1, 3, 5) WIN (Days 2, 4, 6)	11:48-12:15
ELA	12:18-12:51
LUNCH	12:54-1:18
ELA	1:21-1:45
ENCORE	1:47-2:12
MATH	2:15-3:15
PACK UP/DISMISSAL	3:15-3:30

3-HOUR DELAY- 5TH GRADE	
BREAKFAST/HOMEROOM	11:20-11:40
PERIOD 5A: CORE	11:43-12:13
PERIOD 5B: CORE	12:16-12:46
PERIOD 5C: LUNCH	12:49-1:19
PERIOD 3: ENCORE	1:22-1:46
PERIOD 4: ENCORE (Days 1, 3, 5) WIN (Days 2, 4, 6)	1:49-2:13
PERIOD 2: CORE	2:15-2:37
PERIOD 7: CORE	2:39-3:01
PERIOD 8: CORE	3:03-3:20
PACK UP/DISMISSAL	3:20-3:30

Addressing a Concern

ADDRESSING A CONCERN

BHASD values clear, effective, and transparent communication with its parents, guardians, students, staff and community members. Please utilize the steps below to efficiently resolve any concerns that may arise.



Each step of the process will:

- Address the concern
- Present solutions for the concern
- Establish follow-up dates to determine success/next steps

**School Counselor and/or IEP case manager can participate in any/all steps of the process*

Notice of Non-Discrimination

The Brandywine Heights Area School District prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located in the BHASD Policy Manual and on the Title IX Regulations page of the District's website at bhasd.org.

Academics

ACCEPTABLE USE POLICY (AUP)

All users of the district network and internet access shall read and follow the guidelines. Failure to comply with the guidelines may result in loss of access privileges and/or disciplinary action. Please access the District Policy Website to view the full policy.

INTERVENTION

The Brandywine Heights Intermediate School offers comprehensive intervention services for academics, behavior, and social and emotional needs. Students who work with our intervention specialists receive tiered supports to assist students in turning areas of need into areas of strength. Should you like to learn more about Intervention services, please contact Corey Zimmerman, our intervention specialist at corzim@bhasd.org.

WHAT I NEED (WIN)

WIN is a dedicated intervention and enrichment period built into the school day to provide students with academic support and opportunities for enrichment. Each grade level participates in three WIN periods during every six-day cycle, allowing teachers and students dedicated time to connect based on individual learning needs. During WIN, teachers may invite students to attend targeted instructional sessions to strengthen specific skills, receive additional support in a subject area, or complete interventions based on academic data. Students may also use this time to seek extra help from teachers, make up missed assignments, complete assessments, retake eligible assessments, or ask questions about classwork.

Students who participate in Chorus will attend rehearsal during one WIN period each six-day cycle. Students receiving instrumental lessons may also have select band rehearsals scheduled during WIN throughout the concert season. Scheduling these opportunities during WIN allows students to participate in music while minimizing missed core instructional time.

CHEATING

Cheating is any attempt by a student to misrepresent or demonstrate a level of knowledge, understanding, or skill that they do not independently possess. This includes using unauthorized assistance, submitting work that is not their own, misrepresenting the source or creation of work, or using resources in a manner not permitted by the teacher. Students are expected to accurately represent their own learning, effort, and abilities.

ELECTRONIC DEVICES

The use of cell phones and other personal electronic devices is prohibited during the school day. Personal electronic devices include, but are not limited to, smart watches, wireless earbuds or headphones, tablets (i.e., iPads, Kindles, etc.), and laptops.

Upon entering the building, students must silence their cell phones and other personal electronic devices and store them in their backpack or locker. Devices must remain stored for the entire school day unless otherwise approved by school administration or permitted through a students' IEP, 504 Plan, or documented medical accommodation.

Students may not use cell phones or other personal electronic devices anywhere in the building during the school day, including classrooms, hallways, restrooms, the cafeteria, locker rooms, or other common areas. Prohibited use includes, but is not limited to:

- Making or receiving phone calls
- Sending or receiving text messages
- Accessing the Internet
- Using social media
- Taking, sending, or viewing photos or videos
- Using FaceTime, video conferencing, messaging, or chat applications.
- Listening to music or other audio through wireless earbuds or headphones

Students may not photograph, audio record, or video record any individual or any part of the school environment using a personal electronic device during the school day unless specifically authorized by a teacher or administrator for an

instructional activity. When recording is approved, all individuals being recorded must provide consent. Unauthorized photography, audio recording, or video recording of any student, staff member, or the school environment will automatically result in a **Level III Offense**, regardless of any previous electronic device violations.

If a student needs to contact a parent or guardian during the school day, they may do so through the Main Office with administrative permission. Likewise, if a parent or guardian needs to contact a student, they should call the Main Office.

Students who require access to a personal electronic device because of a documented medical need or accommodation may use their device in accordance with their IEP, 504 Plan, or health plan. Questions should be directed to the school nurse or the Counseling Office.

Wired earbuds or headphones may be used for instructional purposes at the teacher's discretion. They may not be worn or used in hallways or during transitions between classes.

Violation of the rules above and/or engaging in inappropriate personal electronic device activities will result in the following consequences:

- **Level I (First Offense)** - If a student has a personal electronic device out during the school day, the student will receive a warning and a referral in Infinite Campus. The student will be directed to immediately return the device to their backpack or locker. Parents/guardians will be notified by the staff member issuing the warning. Refusal to comply will automatically result in a **Level III Offense**.
- **Level II (Second Offense)** - The student will take the device to the Main Office, where it will be turned off and stored in a secure location until the end of the school day. The student will receive a referral in Infinite Campus, parents/guardians will be notified, and the student will be assigned an After School Detention to be served on the next scheduled detention date. The student may retrieve the device from the Main Office at the end of the school day. Refusal to comply will automatically result in a **Level III Offense**.
- **Level III (Third Offense)** - The student will take the device to the Main Office, where it will be turned off and stored in a secure location until the end of the school day. The student will receive a referral in Infinite Campus, parents/guardians will be notified, and a parent/guardian must pick up the device from the Main Office. Continued violations of this policy may result in additional disciplinary consequences, including In-School Suspension.

This procedure has been established in accordance with School Board policy No. 237.

FIDGETS

We recognize that students have different learning needs and that some students benefit from tools that support focus, attention, and self-regulation. When used appropriately, fidgets may be used as a learning tool during instruction. Students may use a handheld fidget during class provided that it:

- Is small and easily managed by the student.
- Is used quietly and appropriately.
- Supports the student's ability to focus and learn.
- Does not distract the student or others or interfere with instruction.

Fidgets are learning tools—not toys. If a fidget becomes a distraction, is used inappropriately, or interferes with the learning environment, the teacher may direct the student to put it away or temporarily remove it for the remainder of the class period. The classroom teacher has the final discretion regarding the appropriate use of fidgets in their classroom.

FIELD TRIPS

Educational field trips provide for an extended learning opportunity for students outside of the school setting. During these trips, BHASD students are expected to comply with all rules and regulations of the student handbook and must understand that they are representing the Brandywine Heights Area School District and its values. A student may be denied participation in a field trip if he/she has exhibited a pattern of misbehavior which an administrator deems likely to reoccur. Decisions will be made on an individual basis. If missing other classes due to a field trip, the student is responsible for all work missed while on the trip.

MAKE-UP WORK

Students will have as many days as they are absent to make up the work they have missed. It is the student's responsibility to ask teachers what they are responsible for making up, including scheduling tests as necessary.

MEDIA CENTER

The purpose of the school media center is to provide students with a place to do free reading or to work on an assignment with all the materials necessary for these purposes readily at hand. Library books are circulated for two

cycles at a time except those that are considered reference books or are over-sized. Materials not returned to the library by the end of the school day on the date on which they are due are considered overdue. Any lost or damaged materials should be reported to library staff immediately. Students must replace the item or pay the cost of the lost or damaged item.

PLAGIARISM
Plagiarism is the unacknowledged use of another person's labor, ideas, words or assistance. Normally, all work done for class papers, examinations, homework exercises, laboratory reports and oral presentations is expected to be the individual effort of the student presenting the work. Any assistance must be reported to the instructor. If the work has included consulting other resources, those resources must be given credit (cited) in a manner appropriate to the course. Failure to cite borrowed materials is plagiarism. Undocumented use of materials from the Internet is plagiarism. If you are not sure how to give credit for another person's work, ask your teacher or the librarian.

TEXTBOOKS
All textbooks are loaned to students for their use during the school years. Students are responsible for all textbooks that they are assigned. Students will be charged for all textbooks that are damaged, lost or stolen. Restitution must be made prior to the end of the school year. Students may be fined for damage to textbooks beyond normal wear and tear, as determined by the teacher and administration.

Building and Grounds

BUILDING HOURS
The school day begins at 8:30 a.m. Doors open for students at 8:20 a.m. Students who wish to purchase breakfast should report directly to the cafeteria upon arrival. Students who are not purchasing breakfast should report directly to their classrooms. Fourth grade students will be dismissed from breakfast at 8:35 a.m., and fifth grade students will be dismissed at 8:30 a.m. A bagged breakfast will be available for students who arrive after breakfast service has ended.

School buses unload students at the front of the building. Parents/guardians who drive students to school should follow the designated traffic pattern and drop students off at the rear of the building. Students who ride bicycles to school should park them in the designated bike rack. We recommend that bicycles be secured with a lock during the school day.

The Intermediate School office is open from 7:45 a.m. to 3:45 p.m., Monday through Friday, on days when school is in session. For the safety of our students and staff, all exterior doors remain locked during the school day. Visitors must enter through the main entrance and present a valid driver's license or other government-issued photo identification before being admitted to the building.

CAFETERIA
In order for the cafeteria to serve as a place where students can purchase a nutritious meal, which can be eaten in a friendly and relaxed atmosphere, we must have full student cooperation. We expect, at all times, that common courtesy and good manners will be part of all students' behavior while dining in the cafeteria. Any behavior which falls outside of these boundaries will not be tolerated and will be dealt with according to the discipline code. Students may not leave the lunchroom during lunch except to go to the main office, the restroom or the nurse . All students are required to eat lunch in the cafeteria unless they have written permission from a parent or approval from administration and are under the supervision of an adult.

LOCKERS
Student lockers are assigned and issued by the homeroom teachers during the first week of school. Every student is issued a locker so sharing is not permitted. If students are found to be sharing a locker, they will both be held responsible for the contents of the locker. It is the student's responsibility to maintain their locker for the school year. If at any time during the school year the locker breaks or malfunctions, the student must report it to their homeroom teacher immediately so repairs can be made. Lockers are school property and may be opened and searched by school administrators at any time.

LOST AND FOUND
Students who find items that do not belong to them should turn them in to the Main Office or place them on the Lost and Found rack located in the cafeteria. Students who lose an item or believe it has been stolen should report it to the Main Office as soon as possible, preferably on the day it is discovered missing. Unclaimed items in the Lost and Found will be donated or discarded at the end of the first semester and again at the end of the school year.

SCHOOL BUS BEHAVIOR

Bus transportation is provided for students in grades 4-5. To help ensure the safety of all students, the following expectations must be followed:

- Students must take their assigned seat upon boarding the bus and remain seated until the bus comes to a complete stop at their designated destination. The Transportation Director, bus driver, and/or school administration may assign or change student seating at any time.
- While waiting to board the bus after school, students must stand behind the yellow line or at least three feet from the curb and board the bus in an orderly manner.
- Students must ride only their assigned bus and exit only at their designated bus stop. If a student needs to be dropped off at a different stop, a parent or guardian must submit a written request in advance to the Transportation Director in the District Office. Approval is subject to district transportation procedures.
- Students are expected to follow the directions of the bus driver at all times and comply with the bus safety rules posted on each bus.
- Parents/guardians are financially responsible for any damage their child causes to a school bus.
- Bus misconduct may result in disciplinary action, including suspension of bus privileges. Consequences are outlined in the Student Code of Conduct section of this handbook.
- Students whose bus privileges are suspended are still required to attend school. Parents/guardians are responsible for arranging transportation to and from school during the suspension.

Examples of bus misbehavior include, but are not limited to:

- Extending arms, hands, or objects out of the bus windows.
- Throwing paper or other objects on the bus or out of the bus windows.
- Yelling, shouting, using inappropriate language, or creating excessive noise.
- Fighting or engaging in physical aggression.
- Threatening, harassing, or intimidating others.
- Interfering with the driver's ability to safely operate the bus.
- Failing to follow the directions of the bus driver or other authorized school personnel.

All school rules and expectations outlined in this handbook apply while riding the school bus, waiting at a bus stop, and during the loading and unloading of the bus.

Inappropriate behavior on the bus or at the bus stop will result in disciplinary action.
Governor Wolf signed Senate Bill 1077 (Sen. Vogel, R-Beaver) into law, making it Act 56 of 2016. The bill permits those school districts engaging in audio recording on school busses to fulfill the notification requirement, which originally required an annual notice to be mailed home to each student, by including the policy in a student handbook and in any other publication of the school entity that sets forth the comprehensive rules, procedures and standards of conduct for the school entity as well as posting a notice of the policy on the district website.
The law went into effect on August 22, 2016.

Extra-Curricular

YEARBOOK

Each year, the PTC publishes a yearbook that highlights the memories, achievements, and special events of the school year. PTC will provide information for students and families who wish to purchase a yearbook. Yearbooks are distributed to students at the end of the school year.

EVENING ACTIVITIES

Each year, the PTC offers evening activities for students and families in grades K-5 (i.e., bingo, movie nights, etc.). PTC will provide information for students and families who wish to participate in these activities.

Counseling Services

SCHOOL COUNSELING OFFICE

The School Counseling Office is available to support all students throughout the school day. Students are encouraged to seek support from the School Counseling Office when needed. If a student wishes to visit the School Counseling Office during instructional time, they must first obtain permission and a hall pass from their teacher, unless they are responding to a request from a school counselor or are experiencing an emergency. School counselors support students' academic, social, emotional, and personal development. They work with students and families to address concerns, provide individual and small-group support, participate in MTSS and Student Assistance Program (SAP) meetings, coordinate standardized testing, assist with course scheduling, facilitate student registrations and withdrawals, and help students prepare for future educational and career opportunities. Parents/guardians are encouraged to contact the School Counseling Office with questions or concerns or to schedule an appointment. The office can be reached at 610-682-5100, ext. 3006.

STUDENT ASSISTANCE PROGRAM (SAP)

The SAP team seeks to help students who are experiencing problems that may be interfering with their school performance. Many services, such as assessments, individual counseling, or referrals to outside agencies, are available to students through the school district. More information that provides details of the SAP process can be found on the Intermediate School Resources page of the school's website.

STUDENT TRANSFER

As soon as a student is aware that he/she will be transferring to another school, parents/guardians should contact the Main Office or Guidance Office. A request for records will be sent from the new school, which will prompt BHIS to send records and withdraw the student from our rosters.

MCKINNEY-VENTO HOMELESS STUDENT RESOURCES

The Brandywine Heights Area School District believes that homeless youth should have access to free and appropriate public education and wishes to limit the barriers that homeless students may face. Our goal is to have the educational process continue as uninterrupted as possible while children are in homeless situations.

Homeless students are defined as individuals lacking a fixed, regular, and nighttime residence, which include students living in the following conditions:

1. Sharing the housing of other persons due to loss of housing or economic hardship.
2. Living in motels, hotels, trailer parks, or camping grounds due to lack of adequate alternative accommodations.
3. Living in emergency, transitional, or domestic violence shelters.
4. Abandoned in hospitals.
5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar settings.
7. Living as migratory children in conditions described in previous examples.
8. Living as runaway children.
9. Being abandoned or forced out of homes by parents/guardians or caretakers.
10. Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.

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

For additional information or resources visit the Pupil Service Website. Should you have any questions, you may contact our Office of Pupil Services at (610) 682-5181.

School Nurse Procedures

MANDATED HEALTH SCREENINGS

The Pennsylvania School Code requires that school districts provide the following health services for school aged children:

- Vision screening annually
- Hearing screenings in seventh grade
- Scoliosis screenings in sixth and seventh grades
- Height, weight, and BMI measurement annually and reported to parents
- Maintenance of medical records, including immunizations
- Mandated sixth grade medical examinations
- Mandated seventh grade dental examinations

Completed forms for private medical and dental examinations are due to the school nurse by September 15th or the examination may be completed by the school district.

HEALTH ROOM PROCEDURES

Students who need to visit the Health Room during the school day must first request permission from the staff member supervising them. The staff member will either assist the student with their concern or provide permission and a hall pass to visit the Health Room. Students may not report to the Health Room between classes unless directed by a staff member. In the event of a medical emergency or life-threatening illness or injury, students should report directly to the Health Room or notify the nearest staff member immediately. In these situations, a hall pass is not required.

MEDICATION

Students are not permitted to carry any medication, including over-the-counter medication drugs, on them during the school day. If medication is needed during the school day, a Medication Administration form must be completed and signed by both the prescribing physician and the parent. This form is for both prescription and over-the-counter medications to be given during the school day. This form is available on the district website. Asthma rescue inhalers and Epi-pen emergency epinephrine are the two exceptions that can be carried at school. BUT a Medication Administration form must still be completed and signed by both the prescribing physician and the parent.

ILLNESS

The Brandywine Heights School District DOES NOT provide cold, sinus or allergy medications, or cough drops. When your child is not feeling well, please take the time to assess whether you child should come to school or stay at home. If you decide to send your child to school, there are PA State Guidelines and Brandywine Heights Standing Orders the nurse must follow that will determine if your child will stay in school or be sent home.

STUDENT INJURIES

The District places a high priority on the safety and well-being of its students and desires to foster a safe environment for its students. Therefore, all efforts will be made to ensure the safety of students. However, recognizing that accidents and injuries do occur, the Administration requires that all injuries occurring at school or during school activities shall be reported to the school nurse. These, in turn, will be reported to the Administration through the periodic reports from the School Nurse which include information on the immediate care provided, if notification to the child's parent or guardian occurred and, where appropriate, information regarding emergency transportation for the child. Parents and guardians do need to be aware that, in undertaking these efforts on behalf of the safety of District students, the District is not intending to increase its legal responsibility for pupil accidents occurring on the premises or during school-sponsored events away from the building and grounds. All accidents, injuries, and incidents considered no-fault of the District shall be the responsibility of the parents/guardians insurance plan of which the student is a member.

Attendance Policies and Procedures

ATTENDANCE REGULATIONS

As part of the requirements from Pennsylvania's Department of Education for the 2019-2020 school year, a truancy elimination and absence reduction plan will be implemented to help reduce chronic absenteeism. Supports and services will be in place for students and families. This plan is intended to be a support mechanism for parents and families to ensure students are able to be successful in their academic studies through increased attendance in school.

According to the Pennsylvania School Code, all children between the ages of 6 and 18 are required to attend school. Therefore, attendance in school is extremely important, and consequences of unexcused absences from school will be severe and may include citation and fines. With this in mind, the school district requires that TO RECEIVE CREDIT FOR A YEAR'S WORK, A STUDENT WOULD HAVE TO BE IN ATTENDANCE 170 DAYS. The absences listed below will be considered EXEMPT from this policy, when accompanied by correct documentation:

- doctor's or dentist's written excuse
- approved medical or dental appointments
- school authorized field trips or activities
- school related athletic events
- approved educational travel
- suspension from school
- personal bereavement – copy of funeral card or newspaper clipping
- religious holidays
- approved emergency

ABSENCE TYPES

1. **Exempt** - Absences listed on this page when accompanied by the correct documentation. These absences are not counted when determining whether the student is out of compliance with the state attendance laws.
2. **Non-exempt** absences are those accompanied with a written excuse blank or submitted electronically from the parent or guardian within three (3) days of the absence. These are legal absences but will be counted towards the 10-day limit. Electronic excuses can be submitted by accessing the Intermediate School page on the district website, and then by utilizing the attendance button on the school page.
3. **Unexcused** - An absence, which is not accompanied by a written or electronic excuse within three (3) days of the absence. A maximum of 3 illegal absences are allowed before citations are issued to both students and parents. The district justice may levy a fine of up to $300 a day for illegal absences.

It is the students' responsibility to know and account for his/her absence record. The following is the sequential procedure for dealing with student absences.

DISTRICT INITIATED DISMISSALS, ARRIVALS, AND CLOSINGS

In event of inclement weather or a mechanical breakdown, school may be closed, dismissed early, or the starting time delayed. School closing, delayed starting time or early dismissal will be announced over the radio and TV, via pre- recorded messages or the district Website. If no report is heard, it can be assumed that school will be in regular session. Please do not call the school. Telephone lines must be kept open for emergencies. School cancellations may alter the school calendar with respect to required days of attendance.

LATE ARRIVAL AND EARLY DISMISSAL

Students who arrive after 8:30 am must sign-in at the Intermediate School Office and get a pass from the Attendance Secretary for admission to the building. Like absences, tardiness can fall into one of three categories:

- Exempt – If a student arrives late to school and has a document indicating they were involved in an activity that the district identifies as "exempt", the student is excused and no discipline is assigned.
- Excused – If a student arrives late and brings a valid, written excuse, upon their arrival, from a parent/guardian, the student is excused and no discipline is assigned. A maximum of ten instances are allowed per school year.
- Unexcused – If a student arrives late with no written explanation or exceeds the maximum number of allowable excused tardies, the student is not excused and will be assigned the appropriate discipline.
    - 4-9 tardies = 1 detention
    - 10+ tardies = Admin. discretion

Passes: If a student must leave school early for an appointment, he/she must present a written note from his/her parent or guardian to the office, in the morning before school starts. The written note must contain the date, time of dismissal, a valid reason for early dismissal, and the signature of the parent or guardian.

NOTIFICATION PROCEDURES

Parents/guardians are notified of their child's absence daily.
Notification to parents/guardians regarding unlawful absences will adhere to the following steps:

- **First Unlawful Absence:** A letter will be sent to parents/guardians notifying them of the unlawful absence from school via

regular mail. Legal penalties established by law for violation of compulsory attendance will be included.

- **Second Unlawful Absence:** A letter will be sent to parent/guardians notifying them of the second unlawful absence from school via regular mail. Legal penalties established by law for violation of compulsory attendance will be included.
- **Third Unlawful Absence:** A letter will be sent to parent/guardians notifying them of the third unlawful absence from school through CERTIFIED mail and will include legal penalties established by law for violation of compulsory attendance. It will also notify parents that they will be liable without further notice.
- **Sixth Unlawful Absence:** A letter will be sent to parent/guardians notifying them of the sixth unlawful absence from school through CERTIFIED mail and will include an invitation to attend a SAIC meeting, as well as, resources for support for families.
- **After Seventh Accumulated Non-Exempt Absence:** A notice is mailed to parents with the dates and total number of nonexempt absences listed and notice of consequences when non-exempt absences exceed 10 for the year.
- **After Tenth Accumulated Non-Exempt Absence:** A notice is sent to parents by certified mail of their child's impending loss of credit for courses. A parent conference will be necessary to inform the parent as to the number and dates of nonexempt absences and also consequences of additional absences. All absences beyond 10 cumulative days require an official excuse from a physician, court, religious institution, or other approved institution. Otherwise, the absence will be marked illegal.

In addition to the above procedure, for students 17 years of age and under, after six unlawful absences a truancy citation may be issued in accordance with Pennsylvania School Code.

PROCEDURES FOR AN ABSENCE

DAY OF AN ABSENCE

1. Parents/Guardians are required to submit an electronic excuse form through the Infinite Campus Parent Portal or call the attendance phone line, (610) 682-5156 before 9:00 AM.
2. Leave a message stating your name, your child's name, the date and the reason for the absence. This phone call does not take the place of the online excuse on the Parent Portal. The school district is required by law to receive a written or electronic excuse from a parent/guardian.
3. If your child is absent and you do not report to the school, a call will be made home to inform you of the absence.
4. Upon your child's return to school, a written excuse noted on the Parent Portal stating the reason for the absence must be submitted.

FOLLOWING AN ABSENCE

1. A parent/guardian must complete an electronic excuse on the Parent Portal.
2. If unable to complete an electronic excuse, a parent note must be submitted to the Main Office within three (3) school days of your return to school. The note must include the current date, the date(s) of your absence(s), the reason for the absence, and your signature.
3. After three (3) days, the note will be accepted but not credited. This applies to any and all excuses, including exempt absences.

PRECEDING A PLANNED ABSENCE

Education Travel Form

All requests for Educational Travel must be approved by the building Principal and Superintendent prior to the extended absence. The form must be completed online in the Parent Portal and submitted at least 10 days prior to the trip. For Educational travel information please view the District and School Information on the Parent Resources page of our website.

Student Dress and Grooming (SBP 221)

These rules and procedures have been developed according to the Board policy regarding student dress and grooming (SBP 221). However, solutions to situations not specifically covered are the responsibility of building level administrators. Appropriate decisions will be made based on the intent and spirit of board policy. Students and parents are expected to exercise careful judgment in the selection of appropriate attire for school. This will help prepare students for appropriate dress and appearance expectations as they advance from the school environment and begin facing adult responsibilities.

GENERAL DRESS GUIDELINES

Apparel that is judged to be unhealthy or unsanitary is unacceptable.

1. Any type of shirt, top, skirt, dress, pants, shorts, etc. must reflect modesty. Clothing cannot be see-through or excessively revealing. Midriffs must be covered.
2. Each student is expected to maintain good personal hygiene.
3. Excessively baggy clothing or other clothing that proves to be a safety hazard should not be worn.
4. Undergarments should not be exposed.
5. Clothing, patches, buttons, pins, jewelry, backpacks and exposed tattoos are not permitted if they fall into the following categories: have sexually suggestive writing/pictures, advocate violence, advertise or promote the use of tobacco, alcohol or drugs, have innuendos or obscene language, or are disrespectful.
6. Pants should not be excessively baggy, be tear away, or be a costume.
7. Coats, jackets or garments designed for protection from the outside weather are not to be worn during the school day.

BACKPACKS AND WINTER COATS

All students are to leave winter coats and backpacks in their lockers. Any exceptions to this rule must be approved by the administration.

FOOTWEAR

Safe footwear should always be worn. Students should wear footwear that is appropriate for their daily class schedule.

JEWELRY

Spiked jewelry, wallet chains, choker chains, or any jewelry that could cause injury or constitute a hazard is not permitted.

HEADWEAR

Hats, caps, bandanas, sunglasses, visors, sweatbands, hoods, and other head coverings are not permitted unless for documented health or religious reasons.

BHASD PROUD Philosophy (k-12)

Bullet: PROUD

The Bullet PROUD philosophy is based on clear COMMUNICATION, COLLABORATION with others, and RESPONSBILITY. These skills along with being PREPARED, RESPECTFUL, taking OWNERSHIP, being UNDERSTANDING, and DETERMINED shape the Brandywine Heights learner.



Prepared

There are various ways students can demonstrate being prepared. Students are RESPONSIBLE for coming to class with all their materials and listening to instructions given by the teacher.



Respectful

Appropriate interactions with peers and staff must reflect this daily. Students can demonstrate RESPECT by raising their hands, using pleasant tones, obeying expectations, cleaning up areas, and using manners.



Ownership

Ownership over ones actions and behaviors is critical in the learning process. Through reflection, dialogue and PROBLEM-SOLVING students connect new skills to ideas. They demonstrate HOPEFULNESS by making self-selected choices and establishing goals.



Understanding

By demonstrating, explaining, applying or interpreting information, students will THINK CRITICALLY. This skill taps into concepts, prior knowledge, metacognition, CREATIVITY, differences, motivation, and learning communities.



Determined

Determination is a positive emotional feeling that involves PERSEVERING towards a difficult goal in spite of obstacles. By being brave, confident, decisive, focused and hardworking, students will develop ADAPTABILITY skills and the INITIATIVE needed to succeed in life.

PROUD Matrix

	Classroom	Bathroom	Hallways	Cafeteria	Arrival/ Departure	All Areas
PREPARED ***Be ready***	**Teachers will post and discuss specific expectations of their classroom**	* Follow bathroom procedures established by the teacher or room you are attending class. * Return to class promptly	* Walk safely with your belongings * Keep yourself on the right side of hallway * Have what you need for your next class period	* Bring what you need to the cafeteria (lunch box, water bottle, chrome book, etc.) * Get everything you need before sitting down * Manage your time so you have enough time to clean up	* Arrive at school on time *Unpack/pack up in a timely manner * Listen and follow school staff directions * Come to school and leave school with the correct supplies and clothing	* Be responsible for your belongings *Know what you need and ask if you are unsure * Be attentive and listen * Learn routines of the school day
RESPECT-FUL ***Be polite, thoughtful, and considerate of others and/or property***	**Teachers will post and discuss specific expectations of their classroom**	* Allow privacy to others using the bathroom * Refrain from using cell phone *Do not cause damage to bathroom or its contents *Keep floor clean of water and debris *Use appropriate amount of toilet paper/soap/paper towels	* Smile and greet others * Allow yourself and others their personal space * Hold doors for others * Offer help to those in need * Avoid touching projects and lockers *Keep voices at a conversational level	* Be friendly to people at your table and around you * Use manners while eating *Avoid touching other's food, drink, or belongings * Raise your hand for help * Listen to and follow school staff's expectations	* Smile and greet others * Allow yourself and others their personal space * Keep hands/feet to yourself * Walk safely with your belongings * Listen to and follow school staff expectations	* Allow yourself and others their personal space * Keep the inside of the school clean and free of damage * Be attentive and listen when someone talks * Allow others to learn without disruption or distraction. *Be accepting of others who may look, act, or think differently than you

OWNER-SHIP ***Do the right thing, even when no one is watching***	**Teachers will post and discuss specific expectations of their classroom**	* Follow bathroom expectations * Wait your turn * Report inappropriate behaviors immediately * Help keep the bathroom clean by flushing toilets, throwing towels away	* Follow hallway expectations * Only go into your locker when necessary * Allow yourself and others their personal space * Be a good role model to others walking in halls	* Follow cafeteria expectations *Wait patiently in line * Use good manners * Clean up messes on table or floor beneath you * Check your area for dropped food/wrappers/other items and dispose in trash can	* Listen and follow school staff expectations * Take care of your belongings * Allow yourself and others their personal space * Be safe when arriving for class and departing for home	* Follow expectations throughout the school building *Think before you make a poor choice * Take responsibility for your actions *Report inappropriate actions to school staff *Take pride in yourself and your school
UNDER-STANDING ***Listen and acknowledge others***	**Teachers will post and discuss specific expectations of their classroom**	* Allow privacy for others using the bathroom * Offer help to those in need	* Allow yourself and others their personal space * Hold doors for others * Offer help to those in need	* Be polite and kind * Use good manners with the staff and students around you * Offer help to others in need	* Listen and follow school staff directions * Be polite and kind	* Listen and follow school staff directions * Be polite and kind to all * Offer help to others in need
DETER-MINED ***Make your best effort***	**Teachers will post and discuss specific expectations of their classroom**	* Do what you need to do * Be ready to go back to class * Make your best effort to learn the bathroom expectations and make good choices in the bathroom	* Walk promptly to your next class period * Have the necessary resources to be successful in your next class * Be ready to learn when arriving to class	* Make your best effort to learn the cafeteria expectations and make good choices in the cafeteria * Have good self control around your friends	* Get packed up or unpack all necessary materials * Use time wisely * Be positive * Know assigned areas	* Make your best effort when it's challenging * Set goals and plan to achieve them * Show enthusiasm for learning * Work effectively in group tasks *Be accepting of others who may look, act, or think differently than you

Student Discipline

STUDENT RIGHTS/RESPONSIBILITIES (SBP 235)
The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of district students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence and free expression and association, in accordance with Board policy and school rules.

Attendant upon the rights established for each student are certain responsibilities, which include respect for the rights of others; obedience to properly constituted school authority; and compliance with the policy, rules and regulations of this district.

STUDENT DISCIPLINE (SBP 218)
The building administrator shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal.

DETENTION
After school detention may be required of students. An individual teacher may keep students after school for detention, for disciplinary reasons, with the understanding that the parents are notified three days in advance. Detention may also be assigned to students by the Principal and/or the Assistant Principal when the student's behavior warrants such action. In both cases, it is the responsibility of the parents to provide their child with transportation from school to their home. Parents will be notified in advance if their child must serve detention in order for adequate transportation to be obtained. If a student has a valid reason to miss a detention, it is the responsibility of the parent to notify the administrator or teacher at least a day in advance. If an administrative detention is missed without proper notification, further consequences will be given as outlined in the Student Code of Conduct. Detentions may only be rescheduled 24 hours in advance with prior notice in writing or a phone call from parents, and with administrative approval. The following types of excuses are unacceptable for non-attendance at detention.

- Extra-curricular activities, including sports.
- Appointments other than medical or legal.

After school detentions are held on Wednesdays from 3:30-4:00 PM. Students are expected to report on time and to bring educational work to the detention. Any student who is reported for causing a disturbance while serving a detention will be subject to further consequences.

EXCLUSIONS FROM SCHOOL (SBP 233)

SUSPENSIONS
Any administrator in charge of a school within the district may temporarily suspend any pupil without a hearing for a period not to exceed three (3) school days on account of disobedience or misconduct, which shall include violation of penal laws or regulations adopted by the school district. The violations shall be cause for suspension, or if the presence of the student in the opinion of the administrator is detrimental to the welfare of the school on account of incorrigibility, truancy, insubordination, or other bad conduct. No student shall be suspended unless he/she has been informed of the reasons for the suspension.

A student may be immediately removed if his/her conduct disrupts the academic atmosphere of the school, endangers fellow students, teachers or school officials, or damages property. In such an event, an attempt will be made to contact the parents immediately.

Following any suspension, the administrator in charge shall send by mail to the parents a notice of the suspension setting forth its parameters:

1. The reason for the suspension.
2. The length of the suspension.
3. Any conditions for returning to school.

Students suspended from school are excluded from participation in school activities during the time of their suspension. This includes weekends if the suspension involves a Friday.

RESTORATIVE PRACTICES
At Brandywine Heights Intermediate School, discipline is intended to promote learning, accountability, and positive behavior. In addition to appropriate disciplinary consequences, the school uses restorative practices to help students understand the

impact of their actions, repair harm when appropriate, and develop the skills needed to make better decisions in the future. Students assigned to In-School Suspension (ISS) will participate in structured restorative activities that encourage reflection, problem-solving, emotional regulation, and goal setting. When appropriate, students may also participate in restorative conversations or conferences with those affected by their actions to rebuild relationships and support a successful return to the classroom.

EXPLUSIONS

Expulsion means the removal of a student from the school. This is a very serious step which should only be recommended for the most serious infractions and for habitual suspension infractions. The requirement of due process of law must be strictly adhered to. Only the Board of School Directors can expel a student after a due process hearing is held.

CORPORAL PUNISHMENT

Corporal punishment is unlawful in the Commonwealth of Pennsylvania. Corporal punishment is not permitted in this district. However, even though corporal punishment is prohibited, reasonable force may be used by school authorities in the following circumstances:

1. To quell a disturbance; or
2. To obtain possession of weapons or other dangerous objects; or
3. For the purpose of self-defense; or
4. For the protection of persons or property; or
5. For the physical removal of a disruptive student from a classroom or public assembly after the student's refusal to do so.

Student Code of Conduct

OFFENSE	FIRST CONSEQUENCE	SECOND CONSEQUENCE	THIRD CONSEQUENCE
Littering	Teacher/Administrative Warning	1 Day Detention	1 Day ISS
Public show of affection	Teacher/Administrative Warning	1 Day Detention and Parent Meeting	2 Days Detention and/or Administrative Discretion
Cell Phone Violations	Teacher/Administrative Warning	1 Day Detention Phone taken, students can pick up at the end of day.	Administrative Discretion Phone taken, to be picked up by parent/guardian.
Classroom/Hall Misconduct	Teacher Warning Documented via a Referral/ Administrative Warning	1 Day Detention	1 Day ISS
Any condition that causes a disruption of the educational process or constitutes a health or safety hazard/ General Misconduct	Administrative Discretion	Administrative Discretion	Administrative Discretion
Being Out of your Assigned Area/Misuse of a Hall Pass or Unexcused Late for Class (>10 minutes)	Teacher Warning Documented via a Referral/ Administrative Warning	1 Day Detention	2 Days Detention with Future Consequences - Administrative Discretion
-Unexcused late to class 3 or more times (<10 Minutes)	Administrative Warning	Late 4 - 9 Times - 1 Day Detention Each Time	Late 10 - 20 Times - 2 Days Detention Each Time Late 20 + Times - Administrative Discretion
Unexcused late to school 3 or more times	Late 4 - 9 Times - 1 Day Detention Each Time	Late 10+ Times Administrative Discretion	Administrative Discretion/Possible Truancy Consequences
Dress deemed inappropriate, distractive, or unsafe	Teacher Warning Documented via a Referral/ Administrative Warning	1 Day Detention	2 Days Detention with Future Consequences - Administrative Discretion
Disrespect	Teacher Warning Documented Via a Referral/Administrative Warning	1 Day Detention	Administrative Discretion

Table of Contents

OFFENSE	FIRST CONSEQUENCE	SECOND CONSEQUENCE	THIRD CONSEQUENCE
Causing a classroom disturbance	Teacher Warning Documented Via a Referral	1 Day Detention	Administrative Discretion
Inappropriate conduct at lunch	1 Day Lunch Detention	2 Days Lunch Detention or After School Detention	1 Day ISS
Missing an assigned detention	1 Day Detention and Reschedule Original	2 Days Detention and Reschedule Original	1 Day ISS
Minor bus infractions	Administrative Warning	2-4 Times - 1 Day Detention Each Time	Administrative Discretion/Possible Suspension of Bus Privileges
Egregious bus infractions	1 Day ISS	Temporary Removal of Bus Privileges/ Administrative Discretion	Permanent Removal of Bus Privileges/ Administrative Discretion
Disrespect/Damage/Harm to School Property	1 Day Detention	2 Days Detention	I day ISS
Offensive language/gestures	2 Days Detention	1 Day OSS	Administrative Discretion
Leaving the classroom without permission	1 Day Detention	2 Days Detention/ISS	1 Day ISS
Leaving school grounds without permission	1 Day ISS/OSS	1 Day OSS	Administrative Discretion
Theft	Restitution, 1 Day ISS and Police Referral	Restitution, 3 Days ISS and Police Referral	Restitution, 4 to 10 Days OSS and Police Referral
Forgery	1 Day ISS	2 Days ISS	3 Days ISS
Cheating/Plagiarism	Maximum Grade of "59" if Redone and 1 Day Detention	Grade of "0," and 1 Day ISS	Administrative Discretion
Creating a Disturbance during Detention	2 Days Detention	1 Day ISS	3 Days ISS

Student Code of Conduct

Possessing and/or Using Any Type of Tobacco Product (SBP 222, SCE 50)	Administration Discretion- See School Board Policy, Minimum 1 to 10 Days ISS or OSS
Damaging or Destroying School Property which may Involve Law Enforcement (SBP 224, SCE 32)	Administration Discretion- See School Board Policy, Minimum 1 to 10 Days ISS or OSS
Hazing or Inappropriate Initiation Ceremonies	1- 10 Days ISS or OSS as Per Administrative Discretion and Possible Referral to Police as Per Administrative Discretion
Fighting, Assault and/or Battery (SCE 1-4, 17, 38)	Administrative Discretion - See School Board Policy, Minimum 1 to 10 Days ISS or OSS
Possessing instruments of crime (SBP 218.1, SCE 39-46)	Administrative Discretion -See School Board Policy, Minimum 3 to 10 Days OSS
Possessing, using or being under the influence of any alcoholic beverage or illegal chemical substance (SBP 227, SCE 47, 49)	Administrative Discretion - See School Board Policy, Minimum 3 to 10 Days OSS
Sale or distribution, or intent to sell or to distribute, and illegal or look-alike chemical substance (SBP 227, SCE 48)	Administrative Discretion - See School Board Policy, Minimum 3 to 10 Days OSS
Possessing and or using any explosive devices or smoke bombs (SBP 218.1, SCE 44)	Administrative Discretion - See School Board Policy, Minimum 3 to 10 Days OSS
Physical, verbal, or sexual harassment, including bullying/cyberbullying (SBP 238, 248, SCE 14 - 16)	Administrative Discretion; for possible disciplinary consequences, see Procedures for Reporting and Investigating Bullying and Cyberbullying (SBP 249) in the School Board Policies section of the handbook
Any severe infraction, which, in the opinion of the administration, causes a disruption of the educational process or constitutes a health or safety hazard. Examples of such infractions include, but are not limited to: arson, bomb threats, false alarms, continued harassment of a student or staff member, and threats	Administrative Discretion - See School Board Policy, Minimum 3 to 10 Days OSS

ISS = In School Suspension with Centervention Lessons and Resources as determined by Administration
OSS = Out of School Suspension
SBP = School Board Policy
SCE = State Code Equivalent for Safe Schools database
NOTE: After Third Offense, Administrator Reserves the Right to Use Discretion

Table of Contents

School Board Policies

On an annual basis, the Board requires dissemination of certain of its policies related to student discipline. A copy of the full text of each of these policies may be obtained by contacting the Superintendent's office. You may also visit http://www.bhasd.org/school-board/school-board- policies/. Excerpts and/or summaries of each of the policies follow.

The handbook serves to supplement the school's broad, discretionary authority to maintain safety, order, and discipline in the school zone. The rules contained in the handbook support, but do not limit, the school's authority. In case of conflict between a Board Policy and the provisions of this Handbook, the Board Policy most recently adopted will prevail. This Handbook may be amended at any time at the discretion of the School District.

PROCEDURES FOR REPORTING AND INVESTIGATING BULLYING AND CYBERBULLYING (SBP 249)

Bullying/Cyberbullying Definition: An intentional electronic, written, verbal, or physical act or series of acts directed at another student that occurs in a school setting or outside of school when the conduct substantially interferes with a student's education, creates a threatening or intimidating environment, or substantially disrupts the orderly operation of the school. Cyberbullying includes bullying conducted through electronic communication, including social media, text messages, email, or other digital platforms.

Procedures: Upon receipt of a report of alleged bullying or cyberbullying, the building principal or designee shall promptly initiate an investigation. The investigation shall be conducted in an objective, impartial, and timely manner and may include, as appropriate:

- Interviews with the complainant, the accused student(s), and witnesses.
- Review of written statements, and/or other relevant evidence.
- Consultation with school staff who may have relevant information.
- Documentation of the findings and determination.

The building principal or designee shall determine whether the reported conduct constitutes bullying or cyberbullying under Board Policy 249, and whether the conduct also violates other policies, the Student Code of Conduct, or applicable law.

Title IX: If, at any point during the investigation, the alleged conduct may constitute discrimination, harassment, or sexual harassment, the matter shall be referred to the District's Compliance Officer and/or Title IX Coordinator and investigated concurrently in accordance with applicable Board policies.

Threat Assessment Team: When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community, or others, district staff shall immediately report the matter to the Threat Assessment Team in accordance with Board policy and applicable law.

Communication: Upon determining that an incident of bullying or cyberbullying has occurred, the District shall notify, as soon as practicable, the parents or legal guardians of each student involved in the incident.

Disciplinary Consequences: Students who engage in bullying or cyberbullying shall be subject to disciplinary action consistent with the severity, frequency, and circumstances of the conduct and in accordance with the Student Code of Conduct. Disciplinary consequences may include one or more of the following:

- Verbal warning or behavioral intervention.
- Parent/guardian conference.
- Counseling or restorative interventions.
- Loss of school privileges.
- Behavioral contract.
- Detention.
- Exclusion from extracurricular activities or school-sponsored events.
- Reassignment of classroom, or school bus when appropriate.
- In-school suspension.
- Out-of-school suspension.
- Recommendation for expulsion.
- Referral to law enforcement when warranted by the nature of the conduct.

Table of Contents

Nothing in this policy shall preclude the District from implementing additional educational, restorative, or preventative interventions designed to stop the bullying behavior, protect students, and prevent recurrence.

CONTROLLED SUBSTANCES/PARAPHERNALIA (SBP 227)
Any pupil in possession of controlled substances (drugs or alcohol) on school grounds or on a school vehicle will receive a suspension from school with a parent conference required for rein- statement. Expulsion from school will be considered in any case concerning the possession of controlled substances.
Any pupil who supplies or sells any controlled substance on school property will be recommended to the Superintendent for an expulsion hearing.

HAZING (SBP 247)
Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times.
Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.
Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

SEARCHES (SBP 226)
In order to protect the welfare of all students, school administration may find it necessary to search students, student lockers, student automobiles, and/or student possessions. Students and parents are hereby notified that the Brandywine Heights Area School District is the sole owner of all student lockers located in the school, that these lockers are given as a courtesy to our students, and that all lockers are subject to search at any time, by administration, staff, police and canines. Students choosing to park on School District property are hereby notified that Brandywine Heights Area School District is the sole owner of the parking lot, that permission to park an automobile is a courtesy extended to our students, and that any vehicle parked on our parking lots is subject to search at any time by school authorities. In the event of a search, school officials will use the following guidelines:

- There should be "reasonable suspicion" of contraband or other materials dangerous to the health, safety, and welfare of students.
- Searches may include:
    - LOCKERS - All lockers belong to the school district and are subject to search at any time.
    - AUTOMOBILES - Any automobile driven to school by a student, or parked on school property or an adjacent street, or at another school with which Brandywine Heights Area School District is engaged in an activity, is subject to search.
    - PERSONAL BELONGINGS - Handbags, wallets, book bags, gym bags, and similar items are subject to search.
- Electronic devices confiscated from students.
- In the case of a personal search, the student will be informed in advance of the reason for the search.
- Although the police may not be involved in the search, they will be notified if the search results in the seizure of any illegal or look-alike substances.

TOBACCO/NICOTINE (SBP 222)
The Brandywine Heights Area School District administration and staff are responsible for the health, safety and welfare of all students during normal school hours and during school sponsored activities. Because we are concerned about the health, safety and welfare of our students, smoking and/or possession of tobacco, tobacco products such as smokeless tobacco, nicotine and nicotine delivery products are prohibited in or about Brandywine Heights Area School District property or on school buses. Students taking part in any Brandywine Heights Area School District activity such as field trips are also expected to abide by this regulation.
It is recognized that the purchase of tobacco products by minors is unlawful and that the Surgeon General of the United States has indicated that the use of tobacco products is hazardous to one's health. Therefore, in keeping with the Brandywine Heights Area School District's “smoke free" policy, the use or possession of tobacco products by students in the buildings, on school buses, vans or other forms of transportation or on or about school grounds is prohibited.

Violation of this policy shall result in the following penalties:

- First Offense: Mandatory one (1) day suspension from school and prosecution initiated by the administration before the local District Justice.
- Second Offense: Mandatory three (3) day suspension from school and prosecution before the District Justice.
- Third Offense: Mandatory ten (10) day suspension from school and prosecution before the District Justice.

If circumstances warrant, actual observation of use is not necessary for students to be disciplined.

UNLAWFUL HARASSMENT (SBP 248)
The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members,

contracted individuals, vendors, volunteers and third parties in the schools. Harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

a. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
b. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
c. Otherwise adversely affects an individual's learning opportunities.

Sexual Harassment shall consist of unwelcome sexual advances; a request for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

a. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
b. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
c. Such conduct deprives a student of educational aid, benefits, services or treatment.
d. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

WEAPONS (SBP 218.1)

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Weapons should include but not be limited to: loaded or unloaded firearms (including any pellet guns, B.B. guns or look-alike firearms); a knife, metal knuckles or artificial knuckles of any kind, cutting instrument, cutting tool, nunchuck stick, straight razor, explosives, firecrackers, noxious, irritating or poisonous gasses, poisons, slingshot, or any other tool, instrument, implement or chemical capable of inflicting serious bodily injury or death.

Possessing - a student is in possession of a weapon when the weapon is found on the person of the student, in the student's locker, under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process

SBP = School Board Policy
SCE = State Code Equivalent for Safe Schools database

Safety

Video Surveillance Notification

- To ensure the safety and security of all students, staff and visitors, security cameras are utilized throughout the buildings and grounds, as well as District transportation.

FERPA Notification of Rights

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

   Parents of eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask the School to amend a record should write to the School Principal (or appropriate school official), clearly identify the part of the record they want changed and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   (Optional) Upon request, the School disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920

Table of Contents

Special Education Services

Special Education is a program designed for students whose needs cannot be met in the regular education program. These programs include services for students with learning, mental and physical disabilities, as well as mentally gifted students. All special education programs are in compliance with guidelines from the Pennsylvania Department of Education and the Federal Individuals with Disabilities Education Act.

SPECIAL EDUCATION SERVICES
POLICY NO. 113

Each student with a disability who is a resident of the district shall be provided quality education programs and services that meet the student's needs for educational, instructional, transitional, and related services. The special education program shall be designed to comply with law; conform to district goals; and integrate programs of special education with the regular instructional program of the schools, consistent with the interests of the student with a disability and other students.

Requests for individual psychological testing can be made by a parent, teacher, or school nurse to the elementary principal. A certified school psychologist will make the evaluation of the child and the report will be discussed with the parent and/or teacher. All information regarding special education services shall remain confidential.

Brandywine Heights Area School District's Director of Pupil Service is Mr. Matthew Dziunycz. He can be contacted at matdzi@bhasd.org and (610) 682-5100 extension 1400.

Educational programs (full-time, supplemental, itinerant) are available in the District or by contract with support agencies for students with a disability. Your child may be eligible for Special Education if your child:

- Has an intellectual disability, emotional disturbance, an orthopedic impairment, a hearing impairment, deafness, a visual impairment (including blindness), autism, traumatic brain injury, other health impairment, a specific learning disability, deaf-blindness, or multiple disabilities, and
- Needs special education as determined by an evaluation team

Your child must meet both qualifications in order to be eligible for special education.

Services provided for children will depend upon the amount and type of special education instruction or support based on their individual needs and is suited to their unique abilities. Specific programs and services are provided for students who are in need of:

- Autistic Support – For children who require services in the areas of communication, social skills, or behavior.
- Learning Support – For children whose greatest need of support is in the areas of reading, writing, math, or speaking or listening related to academics.
- Life Skills Support – For children whose greatest need is to learn functional, academic, vocational, and independent living skills that will provide support to help them live and work independently.
- Emotional Support – For children whose greatest need is for social, emotional, and behavioral help.
- Deaf or Hearing Impaired Support – For children who require services related to deafness or hearing impairment. The IEP for these students must include a communication plan to address language and communication needs.
- Blind or Visually Impaired Support – For children who require services related to visual impairment or blindness. The IEP for these students must address the extent to which Braille will be taught and used.
- Speech and Language Support – For children who have speech and language impairment and require services to develop communication skills.
- Physical Support – For children who have a physical disability and require services in functional motor skill development.
- Multi-Disabilities Support – For children with more than one disability, the combination of which results in severe impairment, and who require services in academic, functional, or vocational skills.

If you believe that your school-age child may be in need of special education services and related programs, or young child (age 3 to school-age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the district's public school program. Requests for evaluation and screening are to be made in writing to building principals or Matthew Dziunycz,, Director of Pupil Services, at (610) 682-5181. For additional information or resources visit the Pupil Services Website.

Table of Contents

District Office Staff

Mr. Andrew Potteiger	Superintendent
Dr. Mandi Kercher	Assistant to the Superintendent
Mr. Matthew Dziunycz	Director of Pupil Services
Mrs. Tracy Detwiler	Business Manager
Mr. Michael Pinelli	Director of Athletics and Facilities
Mrs. Carolyn Hanych	Director of Virtual Academy
Mr. Dean Molitoris	Director of Building and Grounds
Ms. Carly Knecht	Director of Technology, Data, & Curriculum

School Board of Directors

Mr. Michael Wagaman	President
Mrs. Alexis Eisenhart	Vice President
Mr. John Scheetz	Treasurer
Mrs. Darlene Hertzog	Member
Mr. Brian Hohenshilt	Member
Mrs. Elizabeth Huhn	Member
Mr. Matthew Reitenauer	Member
Mr. Zachary Stubits	Member
Mrs. Laura Walizer	Member

Alma Mater

Brandywine, Dear Brandywine
To thee we will be faithful
For all the things you gave to us,
We will be always grateful.
Behind your walls are memories
Of days and joys and reveries.
Though years may go, we will return
For thoughts of you we'll always yearn.

Brandywine, Dear Brandywine
Your guiding light will lead the way
To future light of great success
From happiness we cannot stray.
You taught us strength to find the way
To love each other every day.
Brandywine, we sing to thee
With loving praise and loyalty.

Table of Contents