



**Neil A. Armstrong
Middle School
Franklin D. Roosevelt
Middle School
Handbook and
Procedures
2019-2020**

The information on the following pages is a summary of BTSD policies, procedures, and practice. If you have questions regarding the School District's official policies, you may review the BTSD policies on the BTSD Website: www.bristoltwpsd.org.

Accidents

Accidents occurring in the school building, in a school vehicle, on school grounds, at any athletic event, or during any school-sponsored activity must be reported to the person in charge at the time, as well as to the school nurse.

Act 80 Days

In accordance with the Pennsylvania State Code, Bristol Township School District has designated Act 80 days for the faculty, staff, and administration to address curricular issues. The entire staff will be involved with this process, and students will be dismissed early on occasions or will not report to school at all.

On days of early dismissals, no activity buses will be provided, and all students must leave the building at dismissal. Coaches/Advisors will notify participants of schedules.

Activities

Every student is encouraged to get involved in at least one extra-curricular activity.

Address Changes

Changes of address, telephone number, name, or parent/guardianship must be reported promptly to the Guidance Secretary in the Guidance office. Failure to do so may be reason for withdrawal of the student. A change of address must be accompanied by proof of residency. Completing an emergency card for the nurse does not automatically change computer information. Changes must be made in the Guidance office. The Guidance office number for NAA is 267-599-2265; for FDR is 215-788-2002.

Administration

Neil A. Armstrong Middle School

Mr. Edward Dayton, Principal

TBD, Assistant Principal

Franklin D. Roosevelt Middle School

Mr. Kevin Boles, Principal

Mr. John Baradziej, Assistant Principal

After School

After the dismissal bell, students are not permitted inside the building or on school grounds without staff supervision. Students may stay after school if they are under the direct supervision of a teacher or if they are participating in a co-curricular activity. If a student misses a bus, he/she is to report immediately to the main office and remain there until a ride is provided, or until the activity bus comes to school for its pickup. If a student is found staying after school repeatedly without supervision, or if he/she is not with his supervising teacher, disciplinary action will result. Students staying after with no purpose, or if a student leaves school grounds after dismissal, they will not be permitted on an activity bus.

Announcements

Announcements are made every morning and at the end of the day. Prior to the morning announcements, students will rise for the National Anthem and the Pledge of Allegiance to

the flag. The day's announcements will follow. All students are required to be quiet and respectful during the announcements.

Assault of Students (School Board Policy # 218.3)

The Administration and teachers have a zero tolerance for any violent act or actions that endanger the safety of any of our students. Any student who fights will be suspended, with a probable citation from the Bristol Township Police that will result in a fine of at least \$300. It does not matter who starts the fight or who swings first -- if both students are considered to be fighting, both students will be suspended and cited under the PA Crimes Code.

If you know of a fight or feel threatened to fight, tell a teacher, report to the Guidance office or talk to one of the principals immediately. We can stop the fight before it happens, and we can save you and your parents a good deal of hassle.

Students are also reminded that kicking, tripping, pushing, wrestling, or other types of horseplay endanger the safety of students and most often results in fighting. **Students who cause physical injury to another student or who persistently engage in horseplay will be suspended for endangering the safety of other students.**

Any student in possession of a weapon will be suspended out of school with a recommendation for a Superintendent's Hearing and an expulsion from school. (See "Possession of Weapons")

Assessments (School Board Policy No. 127)

The Board will grant requests by parents/guardians to review the state assessments two (2) weeks prior to their administration, during regular district office hours. The district will ensure the security of the assessment documents.

The Board will grant parents/guardians the right to have their child excused from state assessments that conflict with their religious beliefs, upon receipt of a written request to the Superintendent.

The Superintendent or designee will annually disseminate to parents/guardians and the public information regarding student assessment results.

Athletics-Interscholastic (P.I.A.A)

During the last school year, middle school offered its students the following P.I.A.A. teams: football, soccer, field hockey, volleyball, cheerleading, wrestling, girls' and boys' basketball, track, baseball, and girls' softball. Students in the 7th and 8th grades are eligible to participate.

Students who participate in interscholastic athletics are required to have written parental consent and take a medical exam.

About the P.I.A.A

Our Middle Schools are a member of the P.I.A.A and the Lower Bucks County Athletic Leagues. Questions about the co-curricular program should be addressed to the appropriate coach or to the Athletic Director of Bristol Township (Phone: 215-547-3007).

The P.I.A.A is a voluntary association of public schools in Pennsylvania whose purpose is to promote, in a cooperative endeavor, wholesome inter-school athletic relations among its members. A summary of the rules and regulations pertinent to the schools is summarized as follows:

- **Age** – A student of a school, grades 7 and 8 shall be ineligible to compete in interscholastic athletic contests upon attaining the age of 16 years.
- **Scholarship** - To be eligible for interscholastic competition, a student must pursue a curriculum defined and approved by the principal as a full time curriculum. This curriculum must conform to the regulations of the State Board of Education and the Pennsylvania School code, as well as the policies established by the school board. The pupil must be passing at least four full-credit subjects or the equivalent. Eligibility shall be cumulative from the beginning of a marking period and shall be reported on a weekly basis.
- **Consent of Parent** - A student in grades 7 and 8 shall be eligible for practice or participation in each sport only when there is on file with the principal, a certificate of consent which is assigned by his / her parent or guardian.
- **Health** - No student shall be eligible to represent his/her school in any interscholastic athletic contest unless he / she has been examined each sport season by the school physician or by another licensed physician. The physicals arranged by the school will cost a minimal fee. The physical condition of the student athlete must be pronounced satisfactory before he / she begins to train or practice in the sport.

Attendance

(School Board Policy No. 204)

No factor has a more direct relationship to a student's success in school than a good attendance record.

Attendance is required of all students enrolled in the District during the days and hours that the school is in session.

Attendance Regulations and Responsibilities

Philosophy

The Bristol Township School District believes that daily attendance is an integral part of an effective educational environment. Since learning occurs in a sequential order, regular attendance is necessary for students to build upon previous information, to provide understanding, and to develop skills in all areas of the curriculum. Daily attendance contributes to the total development of the student and helps the student develop a sense of responsibility, self-discipline, and good work habits. Attendance is essential if students are to derive maximum benefit from their education and reach their fullest potential.

Attendance Policy

Reasonable cause for absence from school: illness, quarantine, recovery from an accident, required court attendance, death in the family, family educational trips, or educational tours and trips. Religious holidays approved by the Board shall also be excused.

If written excuses are not provided within 3 days of the absence, the days will be considered unexcused. Excuses received after three (3) but before fifteen (15) days will be considered

by an attendance committee. Written excuses received after fifteen (15) days may be considered unlawful. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts in any state, commonwealth or territory. Students with three (3) or more unexcused absences will receive written notification from the school.

Students under age 18 will be referred to the District Home and School Visitor. Absences will become illegal and may result in a summary conviction for a violation of Compulsory School Attendance Laws. Unexcused absences for all students may result in school disciplinary action in accordance with the Discipline & Attendance Guidelines. Excuses must be for one of the permissible reasons for absence stated above. For students age 18 or older, that are absent for more than 30 days in a school year, may be subject to withdrawal from school proceedings.

- **Attendance Procedures**

If the attendance regulations are to be effective in reducing unnecessary student absenteeism, student absences must be monitored and related to appropriate school responses. The Discipline and Attendance Guidelines provides for appropriate disciplinary options and responses related to school tardiness and truancy. Procedures for attendance are as follows:

1. When a student is absent, a phone contact and/or evening computer message will inform parents/guardians of absence.
2. **If written excuses are not provided within 3 school days of the date of absence, the days of absence will be considered unexcused.**
3. At the discretion of an Administrator or of the Home and School Visitor, medical excuses may be required in cases of questionable absences and for absences exceeding 10 days per school year. Medical excuses must contain specific dates of absence. Blanket medical excuses will not be accepted. Medical excuses that are altered in any way will not be accepted. **Medical notes for chronic medical issues must be renewed on a yearly basis.**
4. Truancy, tardiness, and unexcused absences are behaviors which are subject to a disciplinary response under the Discipline & Attendance Guidelines.
5. Counselor contact will be made with the student whose attendance is infrequent or irregular.

Absence Notes Required: **Absence notes are required for all absences,** and absences shall be considered as unlawful until the school receives a written excuse explaining the absence. Absence notes must be submitted within three days of the return to school. Notes received after the three days but before 15 days will be considered by an attendance committee. **Parents/guardians may submit absence notes until the 10th absence, after that only notes from a licensed practitioner of the healing arts are accepted.**

Excused Absences: The District considers the following conditions as reasonable absence from school: illness, quarantine, recovery from accident, required court attendance, death in the family, family educational trips (with prior approval), and educational tours and trips. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised

independent study, work-study or career education program; the student is receiving approved homebound instruction.

Habitual Truancy: Habitual Truancy shall mean 6 or more school days of unexcused absences for a student subject to compulsory school attendance. Should a student be found to be habitually truant a student attendance improvement plan conference will be held.

Excessive Absences: BTSD mandates that absences of more than 10 days per school year are excessive. Any student who is absent more than 10 days shall have his/her attendance records reviewed by the Principal or his/her designee. The student may be required to appear at a hearing of the school's attendance review board. Included in these 10 days are all excused absences, unexcused absences, and suspensions.

Parents/Guardians of students who accrue 3 or more unexcused absences will be issued an **Official First Notice. This notice is issued once per school term.** The notice informs the parent/guardian of the PA State Law, the dates of unexcused absences and that any further unexcused absences will result in a student attendance improvement plan conference and may result in a referral to a school based or community based attendance improvement program, county children and youth agency and/or a citation for truancy to the District Magistrate.

Make Up Work: Students who are absent from school will have the opportunity to make up missed work. **All absences other than illness and family emergencies must be approved in advance. Educational/Family trips must get principal approval by submitting a written request at least ten days prior to the desired trip.**

Religious Observance/Instruction: An absence occasioned by observance of a student's religion on a day approved by the Board as a religious holiday shall be excused.

Students will be released from attendance for participation in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than 36 hours per school year. The Board will not provide transportation to the religious instruction.

Perfect Attendance: Schools may recognize those students who attain perfect attendance status. The District defines perfect attendance as being present in school every day, never tardy, and never excused early. When at a school sponsored activity, students are considered present. If absent for pre-approved religious education, though marked as an excused absence, students will not be penalized. They will be considered present for perfect attendance awards.

Students who are transported should be expected to wait a reasonable length of time if the bus is delayed. Students arriving on a late bus will not be marked late, therefore they will still qualify for perfect attendance. **Missing the school bus is not an excuse for missing school.**

Guidelines for Keeping Child Home

Question: How do I decide if my child is too ill to attend school?

You should keep your child at home if he/she has any of the following symptoms:

- A fever of 100° or higher
- Vomiting or Diarrhea

- Persistent cough or thick nasal discharge
- Itchy, watery red eyes with a crusty discharge
- Severe ear pain

Authority of Teachers and Principals

The Public School Code states that the teaching staff and other District employees responsible for students should have the right to exercise the same authority in matters of conduct and discipline as a parent or guardian would have. This authority is in effect whenever a student is in a classroom or at a school sponsored function, as well as whenever a student is going to or coming from school.

Bicycles and Other Vehicles (School Board Policy No. 223)

The Board regards the use of bicycles to travel to and from school by students as an assumption of responsibility/risk by parents and/or guardians and students. Rollerblades, skateboards, and scooters are prohibited on school property, and students may not ride them to or from school. Likewise, students are forbidden to use sneakers with wheels in the hallways on any school property. Any student who violates traffic laws or endangers their own safety or the safety of anyone else on the way to school or on the way home will be disciplined by the administration and will be reported to the Bristol Township Police.

Book Bags and Backpacks

Students are not permitted to carry book bags or backpacks in school during the school day. Because of the crowded conditions, book bags and backpacks become a safety hazard in the classrooms and hallways.

If a student brings a book bag or backpack to school, it is to be kept in the locker during the school day. Students who need to carry a bookbag for medical reasons need a note from their doctor and written permission from the principal.

Bullying/Cyber Bullying (School Board Policy No. 249)

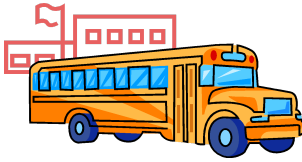
The School Board is committed to providing a safe, positive learning environment for our students. Therefore, the Board prohibits bullying by district students. Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

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

Any student who violates this policy shall be subject to disciplinary action consistent with the Discipline & Attendance Guidelines which may include:

- Loss of school and or bus privileges.
- Exclusion from school-sponsored activities.
- Detention/Suspension.
- Expulsion.
- Transfer to another school building, classroom or bus.
- Counseling within the school.
- Counseling/Therapy outside of school.

- Referral to law enforcement officials.



Bus Safety Rules (School Board Policy No. 810) (School Board Policy No. 810)

Riding the bus is a privilege. In accordance with Board policies and guidelines and contractor regulations, each school bus driver is authorized to implement safety and behavior standards on his/her bus. Drivers are to report any discipline or safety concerns to the Transportation Coordinator in writing who will share with Administrators for the discipline of students. The driver, as well as the contractor and the administrator in charge of transportation, shall maintain a list of students assigned to the bus, and the driver shall assume responsibility of informing the students of standards required of them. Each student may board and depart from their **assigned** bus only at the stop designated for him/her. Any alternate transportation needs are to be done in the car line. The district reserves the right to withdraw the privilege of transportation from any student after presenting to the student and parent/guardian just cause for the withdrawal. Failure to follow the rules can create an unsafe environment on or around the bus, which increases the risk of injury or accident for all the other riders and drivers. These rules help insure safe bus transportation for students and bus drivers.

Buses may be equipped with cameras or other recording devices. The recordings will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents/guardians are hereby notified that the content of the recordings may be used in a student disciplinary proceeding. Students who violate these Bus Safety Rules may be excluded from riding the bus and may be subject to further disciplinary action. Parents/guardians are responsible for transporting their child to and from school if the child has been excluded from bus transportation.

Email Transportation concerns or issues to: transportation@bristoltwpsd.org

For immediate attention call 267-599-2390

Students must follow the following Bus Safety Rules:

Three General Rules

- Always follow the directions of the bus driver.
- Obey all safety rules.
- Be courteous to all passengers and respect what belongs to them.

Waiting for the Bus

- Be considerate of private property. Stay off the lawns of homes near the bus stop.
- Stay off the road while waiting for your bus.
- Do not approach the bus while it is still moving.
- Do not push or crowd when getting on the bus.

- If you are late, never run after a moving bus. Turn around and go home.

Danger Zone

- Students who must cross the street must wait for a signal from the bus driver.
- Walk at least 10 feet out from the front bumper of the school bus and you will stay outside the danger zone surrounding the school bus.
- Students must always remain where the driver can see them.
- Students must always cross **in front** of the school bus.

Riding the Bus

- Keep all parts of your body inside the bus at all times.
- Help keep the bus clean. Don't throw any objects on the floor or out the windows.
- Talk quietly and avoid loud, boisterous behavior, including singing, clapping stomping or yelling that would be distracting to the driver.
- Live animals, glass containers, firearms, or any items that could be considered a weapon (i.e. toy guns, knives, razors, etc.) explosives, or any other dangerous or objectionable item may not be taken on the bus. Balls for sports are not allowed on the bus unless they fit in the student's school bags and stay there at all times. No scooters, hoverboards or skateboards.
- Keep objects out of the aisle. Gym bags, instruments, school projects, etc., that do not fit on your lap or underneath your seat, will not be allowed on the bus.
- Find a seat as soon as you board the bus. Bus drivers can assign seats. Do not leave your seat while the bus is moving. Face the front of the bus at all times and stay seated until it stops.
- Share your seat with others. Three small students may fit in a seat as long as a student is not hanging out into the aisle.
- Absolute quiet is required when the bus approaches a railroad crossing so the driver can listen for an approaching train.
- No smoking, vaping, electronic cigarettes, lighted matches, or open flames are permitted on the bus.
- You, the student, will have to pay for the repair of any damage you may cause to the bus.
- No spitting, eating or drinking on the bus.
- No inappropriate use of any electronic device that cause a disruption on the bus and distraction to the driver will not be permitted at any time.
Example: video or photographs of other passengers, postings on social media, inappropriate or audible music or videos.
- Do not ride a bus you are not assigned to.
- No spraying of cologne, deodorant, body spray or any other type chemicals or aerosols, pump spray or lotion while on the bus.
- Never tamper with emergency exits, or equipment unless and actual emergency exists.
- No profanity, verbal abuse, harassment, teasing obscene or sexual gestures.

Leaving the Bus

- Always cross the street 10 feet in front of the bus where the driver can see you.
- Stay 10 feet away from the side of the bus, unless you are approaching the entrance door.
- Drivers are allowed to drop off passengers only at the student's' regularly scheduled bus stops.

- Kindergarten and designated special needs students must be met at the bus stop by a parent, guardian or responsible older sibling. If no parent is available after a series of attempts to drop off, the driver will contact the school and transportation office and the child will be returned to school per school Board Policy No. 810.

Cafeteria Expectations

- Stand in line properly, with no pushing or butting in line.
- Walk. Running is NOT acceptable behavior.
- Sit properly in the seat. Students are not to lean back on their chairs or move chairs around to other tables. Feet are to be on the floor.
- Show proper table manners. Throwing food, stealing, or handling other students' food is prohibited.
- Combing hair and applying makeup at the lunch table is not appropriate.
- No food, beverages, candy, or snacks are to be taken from the cafeteria.
- Follow hall pass procedures. No student is to leave the cafeteria without a pass from a teacher or staff member.
- Keep the dining area clean. Trash is to be picked up and placed (not thrown) into the garbage cans.
- Keep noise at a moderate/reasonable level. No disruptive or loud behavior is permitted.
- Students are expected to sit at assigned tables unless permission is given to sit elsewhere by a principal or teacher.

Cafeteria Information/Food Services

The goal of the Food Services Department is to provide students with lunches that are appealing, nutritionally balanced, and reasonable priced.

Three food lines offer students a full range of choices from snack foods to a hot lunch. Students may also bring a lunch, which has been prepared at home. Parents may fund their child's food service account by simply sending a check to the cafeteria service manager. Lunchroom behavior is supervised by members of the faculty, and students are expected to abide by established rules and regulations. Students are not permitted to leave school premises for lunch.

Students whose families are financially disadvantaged may qualify for the free and reduced meal plans. For further information on program qualifications and requirements, contact the Food Service Office at 215-943-3200, ext. 2035 or submit your application online by logging onto www.schoolcafe.com.

School Breakfast & Lunch Prices - Effective for 2019-2020:

Elementary Breakfast	1.30
Secondary Breakfast	1.55
Elementary Lunch	2.75
Secondary Lunch	3.25
Adult Lunch	4.50

Cafeteria Privileges Removed

When other disciplinary measures have been tried and have not resulted in improvement of behavior; the privilege of using the cafeteria will be withdrawn.

Cafeteria Regulations

The prices for the various lunch items will be publicized prior to the opening of school. The menu will be posted throughout the school, published in the newspaper, and read each day during announcements.

The lunch period is a busy time and proper management and decorum are necessary. It is important that all students follow the directions of the teacher or staff members who are in charge of lunch shifts.

Calculator Requirement

Calculators are used as part of classroom instruction, for homework, and during the evaluation process. The secondary mathematics department recommends students have a Texas Instrument Graphing Calculator (TI84CE+). If a student cannot afford a calculator, the District will have calculators available for students with a financial need. The student is responsible for the cost of the District calculator should it be lost, stolen, or damaged.

Care of School Property (School Board Policy No. 224)

Our middle schools stress pride in their schools, and that includes making sure that our appearance is always appealing. School facilities should be treated with care and concern, and all of us should be aware that visitors are judging our school by the appearance we keep. No student should litter the hallways or outside area with paper or other garbage. Please put paper and trash in the proper receptacles.

Any student who damages school property will be held liable for the damage. A bill will be submitted to the parents for the cost of such damage. Students may also be suspended for damage done to school property. Students and others who deface or damage any school property may also be prosecuted and punished under law. Parents/guardians of those students will be held accountable for their students' actions.

Students who lose or damage textbooks, supplies, equipment, or furniture will be expected to repay an appropriate amount to replace the damaged property.

At times, lavatories of the school may be vandalized. In such cases, the principals may impose a bathroom lockdown for the whole school, for boys or girls only, or for selected grade levels. At that time, all student lavatories will be locked with the exception of one that can be closely supervised by a principal or staff member. During a lavatory lockdown students may use the lavatory between classes only. In cases of emergency, students will report to the nurse or the main office. The lockdown will be in effect until the vandalized lavatories are repaired or cleaned.

Career Planning

Students are provided with a full range of services to help them make career decisions and with programs to prepare them for entry into their chosen field. Included are career counseling, career interest testing, computerized career information, career study, and more. For further information, contact the student's assigned counselor.

Child/Student Abuse (School Board Policy No. 806)

School employees who in the course of employment come into contact with children shall report or cause a report to be made when they have reasonable cause to suspect, on the basis of medical, professional, or other training and experience, that a child under the care,

supervision, guidance or training of district employees is a victim of child, abuse, including child abuse by an individual who is not a perpetrator.

Any person required to report child abuse who, in good faith, reports or causes the report to be made shall have immunity from civil and criminal liability related to those actions.

School officials shall cooperate with the Department of Public Welfare or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.

Class Activities: Dances, Trips

Attendance on any school trip or school function (dances, etc.) is at the discretion of the Principal or his designated representative. Students who have been suspended or have excessive disciplinary referrals, chronic absenteeism or lateness may be excluded from any or all activities. The simple act of purchasing a ticket for these functions does not automatically signify permission to attend. Anyone purchasing a ticket, who is not permitted to attend, will have his or her ticket money refunded. Trip money may **not** be able to be refunded because of the use of outside vendors. All dances are "closed" to non-students. Student ID is required for ticket purchase/admittance.

Class Cut Policy (same class)

- 1st Offense 2 Hours Saturday School and parent phone call
- 2nd Offense 4 Hours Saturday School and parent phone call
- 3rd Offense OSS and failure of class for that marking period
- 4th Offense OSS and Superintendent's Hearing

Closing of School

Announcements concerning the closing of school due to inclement weather or other emergencies will be announced on the local radio station, WBCB, 1490 AM, Shout Point call, and our district website, which is www.bristoltwpsd.org. If listening to a Philadelphia station, the emergency closing number is seven-seven-four (**774**).

Please do not call the school on days that there may be a closing or delayed opening. Phone lines need to be kept open for other important matters that are necessary for keeping our schools safe during an emergency situation. See also Snow Days.

Conduct at Assembly Programs

Middle school faculty and principals hold high expectations for student behavior, and all presenters of assemblies will be treated with respect. At times it may be necessary for a teacher, a team, or an administrator to remove a student from an assembly program because of behavioral problems. Any student removed from the assembly program will be assigned a detention by the teacher who removes him / her. Some students may also be assigned to a "quiet room" during assembly programs because of their constant disruptive behavior and their disregard for school rules.

Controlled Substance/Paraphernalia (School Board Policy No. 227)

The Administration and staff are committed to the enforcement of all existing laws, regulations, and guidelines adopted by federal, state, local, and school district authorities. The following procedures will be in effect if students are found using, possessing, distributing or being under the influence of any controlled substances on school property, at

any school sponsored activity, and during the time spent traveling to and from school and school sponsored activities:

- All faculty and staff members are required to report to the building principal or his designee any student such activities.
- The building principal or designee is to report such information to the Superintendent immediately.
- The building principal or designee will immediately notify the appropriate law enforcement authorities.

School policy states that students with look-alike drugs, in possession of drug paraphernalia, or who are in possession of substances that provide a euphoric effect will be disciplined in the same manner.

Discipline will be as follows:

First Offense

- Parents or guardians will be notified immediately, and the student will be sent home or removed from school for medical attention, if necessary. If parents cannot be notified, the decision to get medical attention for the student or to isolate the student from other pupils will be made by the school administration.
- The student will initially be suspended for at least 3 school days.
- An informal hearing may be held with the student, his/her parents/guardians, and a designated school official.
- The result of this meeting could result in one of the following actions:
 1. A referral to the SAP team, school psychologist, guidance counselor, or other qualified district staff member.
 2. Full suspension for up to ten school days.
 3. Referral for a Superintendent's hearing.
 4. Referral to the Board of School Directors for a formal School Board Expulsion Hearing.
 5. Any other action determined appropriate for the situation, including referral to the appropriate local law enforcement agency.

Subsequent Offense

Subsequent offenses may result in:

1. Immediate suspension from school for up to 10 days.
2. Informal Hearing.
3. Referral for a Superintendent's Hearing.
4. Referral to the School Board for an Expulsion Hearing.
5. Any other action determined appropriate for the situation, including referral to the appropriate law enforcement agency.



Possession with Intent to Deliver

Students who possess and/or intend to possess controlled substances will be subject to the following actions:

- Immediate suspension from school up to 10 days
- Informal Hearing
- Referral to the Superintendent for a hearing
- Referral to the School Board for an Expulsion Hearing
- Any other action determined appropriate for the situation, including referral to the appropriate law enforcement agency

Course Failures

Students must maintain a grade of 60% or higher in all core subjects. Students are permitted to fail one core subject and still pass to the next grade level. If a student fails 2 core subjects, they must take one course during summer school. If a student fails three core subjects, they must take 2 courses during summer school.

Course Selection

The course selection process for a given school year begins in late January of the previous school year. Counselors conduct group information sessions during the day for students. Counselors review each student's selections, meet directly with those who have questions or concerns, and are available for conferences with parents.

Dances and Social Activities (School Board Policy No. 231)

The Student Council, the PTO, and other organizations of the school may sponsor a number of dances throughout the school year. These dances are well run and supervised by the faculty and staff of the school. Because dances are a school sponsored activity, school rules will be in effect, and Staff members will exercise authority over the students.

Tickets for dances must be purchased in school the week prior to the dance. **No tickets will be sold at the dance. Dances at the middle schools are for Bristol Township Middle School District students only. Attendance at any dance or school related function is a privilege, and students may be excluded because of consistent behavioral problems or poor attendance during the year. The decision will be made by administration.**

Daytime Curfew

On July 14, 1999, the Bristol Township Supervisors enacted a daytime curfew for all school children, ages 8 to 18. This ordinance stipulates that students must be in school on all days school is in session and are not to be found on/in any public street or place when the

student should be in school. Students found in public places during school hours will be stopped by police and brought back to their school and issued a citation, which could carry a fine of up to \$300.00 plus court costs. Parents and/or guardians with students, who refuse to leave home to attend school, can call Bristol Township Police at 215-785-4040 and police will bring the student to school and issue the citation. Payment of this fine can then be averted by continuously attending school for 30 days following the issuance of the citation.

Detention

Teachers and Principals may assign detentions for improper class behavior, inappropriate actions in the hallway or cafeteria, being tardy to class, refusing to follow the directives of a teacher or staff member, or for continually failing to complete homework assignments.

Students will be given a 24-hour notice of the assigned detention, and the student may be given a note or email informing him/her and the parent or guardian of the detention. In most cases, the teacher will call home and speak to the parent about the reasons for the assigned detention.

Students are expected to serve the detention on the day(s) they are assigned. Should a student be absent on the day of a scheduled detention, they will serve the detention on the first day they return to school. **Students who refuse to serve the detention will be assigned 2 hours of Saturday school for each detention they skip.** Parents may telephone the school asking to excuse a student from serving a detention on a particular day, but the detention will be served in a timely manner.

When a student accumulates 6 or more hours of detention time, he/she may be suspended out of school for insubordination. The hours of detention that were owed before the suspension must still be served on the student's return to school unless determined otherwise by the building principal or assistant principal.



Discipline

Students are responsible for abiding by the rules and regulations of the B.T.S.D. Discipline & Attendance Guidelines.

For certain behaviors and/or infractions possible interventions listed may be used if deemed appropriate by building administration. It is recommended that the parent/guardian contact the school administrator prior to the Saturday School assignment in the event of a family conflict. The student will be expected to make up the Saturday School assignment the following week.

Any student who is assigned Saturday School and does not attend will be assigned OSS the following Monday.

Questions concerning the Discipline & Attendance Guidelines should be directed to the Middle School Assistant Principal or the School Principal.

Disorderly Conduct

Disorderly conduct is considered behavior on the part of an individual, which causes public inconvenience, annoyance or alarm. Such behavior may include but is not limited to fighting, threatening or violent acts. Excessive noise, obscene language/gestures, or

creating a hazardous or physically offensive condition is also considered disorderly conduct. Students involved in any of the above behaviors are subject to suspension and/or could be cited under PA Crimes Code.



Dress Code for Students (School Board Policy No. 221)

Students should be dressed appropriately and in good taste at all school functions. Extreme styles in dress and grooming which, in the opinion of the school principals, interfere with the learning process or with the safety and order of the school will not be permitted.

In the hallways and classroom students are **NOT** permitted to wear:

- *Tank tops, tube tops, halters, half shirts or blouses*
- *Spandex tops or shorts*
- *Wallet chains, choker chains, or studded jewelry on clothing*
- *Hats and hoods inside the building*
- *See through clothing without proper undergarments*
- *Any apparel that overexposes the body, such as bare midriffs or short skirts*
- *Gym shorts, silks, cut off jeans, short shorts, and tightly fitting shorts*
- *Clothing with objectionable phrases or with advertisements for drugs, alcohol, or cigarettes.*
- *Heavy clothing normally worn outdoors (including jackets, coats, hooded lined sweaters, or excessive layers of clothing)*
- *Pajamas and bedroom slippers*
- *Flip Flops/ Sports sandals*
- **Pants / Shorts are to be worn at waist level**

To ensure their health; students may be required to wear certain types of clothing while participating in physical education classes, labs, or other classes where special attire may be required. Middle School administrators will monitor dress and grooming. Students who violate the dress code will be referred to the principal's office where appropriate disciplinary actions will be taken.

Early Dismissal Procedures

- School administrators may deny a request for early dismissal if a student has a record of poor attendance, chronic lateness, poor academic achievement or the abuse of the early excusal privilege.
- Arrangements for an early dismissal must be made in the Main Office before homeroom.
- Students leaving early for a medical appointment must show an appointment card from the doctor or provide the doctor's phone number for verification.
- Early dismissals should be for emergencies or important reasons.
- **Appointments should be made after school hours.**
- Parents wanting their son or daughter excused should write a note with the reason for excusal and a phone number where the parent can be reached. **No student will be dismissed early if the parents cannot be reached for verification.** Parents or guardians must come to the office to pick up their son or daughter. **These persons should be prepared to show proper identification.**

- Students will not be allowed early excusal because of lack of childcare for their child or their siblings.
- **Students who feel ill must report to the school nurse prior to leaving the building.** The nurse will make a determination as to whether or not the student will be sent home. Students being sent home will be given an early excusal form by the nurse.
- **At no time should students call home themselves to arrange to be picked up, prior to seeing the nurse.**

Parent/Guardian will be asked for photo identification when picking up a student from school.

Electronic Devices (School Board Policy No. 237)

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, Walkman, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, BlackBerries, and laptop computers, as well as any new technology developed with similar capabilities.

The Board prohibits the use of electronic devices by students during the normal school day hours in district buildings; on district property; on district buses and vehicles; and in locker rooms, bathrooms, health suites and other changing areas at any time.

The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities.

The district shall not be liable for the loss, damage or misuse of any electronic device.

If seen using personal electronic devices, they will be confiscated and kept in the office until picked up by a parent or guardian. Hours for pick up are as follows: 7:50 a.m. – 9:00 a.m. and 2:15 p.m. – 3:30 p.m. only.

Eligibility for Sports and Co-Curricular Activities

In order for a student to be excused from any scheduled class for **any** co-curricular activity (athletics, music rehearsal, student council activity, etc.), that student must have earned a passing grade in that particular subject during the previous marking period. If a student does not have a passing grade in a class, he / she is **not** to be excused from the class until the progress report (mid marking period) is issued and indicates a passing grade.

No student may participate in a sport or extra-curricular activity while suspended from school. Once the student returns to the team from the suspension, he/she will be placed on probation. If the student is suspended a second time during the season or during the activity, he/she will be dismissed from the team or group.

Students may try out for any other team or school activity even if they were suspended or dismissed from a previous activity.

Emergency/Fire Drills

Emergency drills will be conducted regularly, and all students are required to take the exercise seriously. A drill is not to be considered as a middle school recess, but as an exercise that could save lives.

At the sound of the fire alarm, students should immediately follow the direction of their teachers. Students will walk out of the building quietly in single file. There shall be no pushing, shoving, or horseplay.

Once outside, students will report to the softball field and line up behind the teacher. All students will wait quietly while their teachers take roll. At the signal, all students will return to their classrooms, once again in a quiet, orderly fashion. Students who cannot follow the procedures correctly will be assigned a detention or will be referred to the principal's office.

Field Trip Procedures (School Board Policy No. 121)

Frequently teachers may escort their classes or groups to sites off the Armstrong or FDR campus to enhance the learning experience of the students. All students of the school are reminded that they are representatives of the school when they attend museums, theaters, or other public places. All school rules are in effect, and students are required to follow the directions of their teachers.

Any student suspended out of school within 30 school days before the scheduled trip will not be permitted to attend the field trip. Any money paid for the trip before the suspension WILL NOT be refunded unless another student buys the ticket or pays the fare, or the theater, restaurant, museum, or other attraction refunds the school.

Financial Obligations

Students are obligated to return or make restitution for all borrowed books, materials and equipment. Restitution is also required for damage caused by student carelessness or vandalism. Students should be encouraged to resolve financial obligations as they are incurred rather than postponing them until a later date. The penalty for failure to resolve obligations by the end of the school year results in the withholding of the students final report card. These obligations will follow the students to high school if not met.

Food and Beverages in School

No food or drink is allowed in any classroom unless authorized by a teacher. Students are not permitted to sell food, candy, or beverages to other students unless authorized by an administrator.

Gifted Education

The School District is required to identify students of school age who are thought to be mentally gifted. If you believe your child is talented and may be eligible for gifted education, please contact the principal or counselor at your student's school to request an evaluation.

All information by evaluation is strictly confidential. Provisions will be made for parents needing communication in their native language. If you are in need of further assistance, contact the Special Education office at the School District Administration offices.

Grading Policies

Grading procedures are determined by each teacher depending upon the nature of the course, departmental requirements, and the guidelines for curriculum.

Sixty-five (65%) percent of the marking period grade is comprised of unit projects, tests, quizzes, portfolios, and other summative assessments, and thirty-five (35%) of the marking period grade is homework, classwork, and other formative assessments. Students will fail a course if their cumulative score is below a 60% in all four marking periods.

Incomplete Grade

Should a student not complete all requirements for a course an incomplete grade can be given. The student and parents will be notified of the problem and a date will be established on which the work must be completed. Should the work not be completed on the specified date the incomplete grade will convert to a failure of the course for the year.

Guest Teachers

Guest teachers are substitutes who come to our building to assist us. These guest teachers are to be treated with the utmost courtesy and respect. Students who attempt to be disruptive in a substitute teacher's class or those who try to take advantage of the substitute will be sent to the office for disciplinary action.

Guidance

The middle school counselors are available to all students and parents. Students may make an appointment by signing the guidance book located on the counter in the office; students will then be scheduled for an appointment as soon as possible. Any student who is experiencing a personal emergency should write that it is an emergency while signing the guidance book.

Parents may request an appointment by calling:

- Armstrong Middle School at 267-599-2265
- Roosevelt Middle School at 267-599-2327

Requested appointments may concern personal issues, scheduling and course selection issues – just about anything, for that matter.

Anything discussed in the Guidance office is held in the strictest confidence (with certain exceptions). A counselor will not keep the following items in confidence: harm to self and/or others. In these situations the counselor is obliged to tell only those people necessary who can get the student immediate help.

Hall Passes

Students are not permitted in the lavatories or hallways during class time without a hall pass. Students also need hall passes during their homeroom and lunch periods.

The use of hall passes prevents noise and traffic between periods that is disturbing to the class near the lavatories, and they also maintain proper use of the lavatories. During class time, no one is permitted in the hallway without a pass.

If there is an emergency in which you MUST leave the room –just go to the bathroom or the nurse immediately. Report back to your teacher later and tell them about the emergency.

Hallway Conduct

While in the hallways, proper student conduct is required and expected. Students are to observe the following rules:

- Keep to the right while walking in the halls.

- Running is not acceptable. Walk at a moderate speed.
- Go to the locker at appropriate times (before school, before lunch, after lunch, after school). Banging or kicking on a locker to get it open or to slam it shut is not permitted.
- Keep the noise level down. Noise louder than a conversational level of talking is not permitted.
- Do not touch or write on items that belong to others (bulletin boards, displays, display cases, light switches, exit signs, etc.)

Hazing

(School Board Policy No. 247)

Hazing activities of any type are inconsistent with the educational goals of the District and prohibited at all times.

For purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in, or affiliation with any organization. Hazing activities of any type are inconsistent with the educational goals of the district and prohibited at all times. The district shall enforce its anti-hazing policy consistent with legal definitions, prohibitions, and obligations, as may be amended by the Legislature from time to time.

Endanger the physical health shall include, but not be limited to, any brutality of a physical nature, such as: whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, drug or controlled substance, or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer or District employee shall plan, direct, encourage, assist or engage in, permit, condone or tolerate any hazing activity.

Students who have been subjected to hazing are encouraged to promptly report such incidents to the building principal.

Health Services

All student medications must be taken to the health suite upon arrival at school for administration by the school nurse. Students cannot be treated in the health suite unless a current medical emergency card is on file. Students who become ill during the school day should report to the health suite. If it is necessary for the student to go home, the nurse will inform the parent or guardian, and the student will be released from school with parental permission. If the procedure is not followed and the student leaves without properly checking out, the student may be subject to disciplinary action. A school nurse is on duty throughout the day. **It is therefore very important that parents and/or guardians keep emergency phone contact numbers up to date.**



Home & School Visitor

If a student is regularly absent from school, the quality of his or her education suffers. It's the job of the Home and School Visitor to explore the causes of poor attendance with the student and parents. The goal is to involve the school district in a partnership with the home and community to ensure a high caliber learning experience. For further information, call 215-943-3200, ext. 2078.

Homebound Instruction

When a student is prevented from attending school for an extended period of time, parents may request homebound instruction. To be eligible for this service, a statement from the student's physician must indicate that the condition will keep the student out of classes beyond 15 school days.

Notify the Guidance Office for the following:

- Information concerning homebound instruction.
- Informing the school that a student will be absent for more than 3 days but less than 15 for the purpose of obtaining assignments for home study.
- Available time slot to pick up assignments.

Homeroom and Lateness to School

All students are expected to be in their classroom by 8:00 a.m.

Students who are not in their classroom by 8:00 a.m. are considered tardy and must report to the office for a late pass. A student whose bus arrives after 8:00 a.m. will not be considered tardy.

A student must have a note from a parent explaining the reason for lateness to school. **Oversleeping and missing the bus are not valid excuses for being tardy.**

The following discipline will be given for chronic lateness to school. Tardies will continue to accumulate through the first half of the year and start to accumulate again for the second semester:

Late 1 - 5 times	No Penalty
Late 6 - more times	Detention or Saturday School (Held at Truman H.S.)

Additional lateness may result in in-school suspension time, out of school suspensions, or a Superintendent's Hearing.

Homework

(School Board Policy No. 130)

Homework is important for it encourages student learning, self-discipline, and good study habits. Those skills are essential for successful advancement in school and in life.

A Bristol Township student should expect to have meaningful homework assigned on a regular basis, starting in elementary school. It is the responsibility of the student to complete any assignment in a prompt, honest, and efficient matter. Other responsibilities are:

- Realize that teachers and parents can and should be used as resources, but that the ultimate responsibility for completion of any assignments is the student's.
- Inform the teacher as soon as possible, if an assignment cannot be completed because of a lack of understanding of concepts or skills involved.
- Realize that homework is not intended as a punishment or busy work, but as an extension of classroom instruction.
- Expect that a portion of his / her grade will be based upon the completion of assigned work, but should not be weighed so heavily as to determine whether a student passes or fails.
- Realize that neatness, promptness, and conformity to teacher directions will be reflected in the grade received.
- Realize that the completion of homework is an important measure of self-discipline and therefore the student should complete any assignment promptly and without close supervision.
- Bring a note from a parent or guardian if a nightly assignment cannot be completed because of a family or personal emergency; the student should be expected to complete the assignment as soon as possible.
- Be responsible for remembering and / or recording any assignment given and any materials needed for completion.
- See the importance of and utilize any study time provided during the school day.
- Realize that the amount and complexity of homework will be increased as the student progresses from grade to grade.
- Plan for the successful completion of long-term assignments.
- Realize that it is essential to develop proper study habits at an early age.
- Be familiar with the policy and guidelines of the district and the specific policies and practices of individual teachers.

Homework Requests

In cases of extended illnesses or family educational trips, the staff will be happy to help our students keep up with their classwork. Requests for homework by parents/guardians will be honored for those students who will miss **three days** of school or more.

Honors & Awards

Students must maintain a 90 to 94.59 average in all courses to be placed on Honor Roll, and a 95 or greater average in all classes to be placed on the Distinguished Honor Roll. A "D" or "F" (or 69 and below) in any course excludes the student from Honor Roll status.

Insurance

Student insurance is available each year at a nominal cost and is optional. When students are insured under this plan, they will be given a claim form from the nurse's office. This form must be completed by the parents and presented to the doctor or hospital. The school merely acts as an intermediary in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company.

Intramural Activities

The intramural program in middle school offers opportunities for both boys and girls to develop skills and pursue their interests. Various faculty and staff members supervise activities. All intramural activities begin directly after school and end at 5:00 p.m.

Intramurals - Athletic

Students should listen to announcements and look for postings that advertise current athletic activities. Past athletic intramurals included volleyball, floor hockey, basketball, softball, flag football, etc.

Intramurals - Other

Students in middle school also have other opportunities for after-school activities. These activities include newspaper, yearbook, Science Club, Chess Club, Drama Club, Student Council, etc.

Late to Class

Students are expected to be in their seats and prepared to work when the late bell for class rings. Students will be given three times that they are permitted to be late to class without disciplinary action. After the third time tardy, or ANY time that the student reports to class over three minutes late without a pass signed by a staff member, the classroom teacher will assign a detention and/or submit a referral it to the office.



Lockers

(School Board Policy No. 226)

Every student will be assigned a locker and a combination at the beginning of the school year. It is important that no one -- not even your best friend -- knows your locker combination, and it is important that your locker remains locked at all times. If something is stolen from a student's locker it is usually because the locker was unlocked or because too many people knew the combination to get into the locker.

Students are permitted to go to their lockers before school, before lunch, after lunch, and after school.

Students are reminded that all lockers are the property of the school and they may not be used for storage of substances or objects that are prohibited by law or school regulations or that may be considered hazardous to the welfare of the occupants of the school or the building itself.

An administrator of the School District has the right to inspect a student's locker when that administrator has reason to believe that the locker is improperly used for the storage of contraband, an illegal substance, or an object, which poses a hazard to the safety, and good order of the school.

Prior to the search, the student will be notified and given an opportunity to be present, but if a principal is prompted by reasonable suspicion that the contents of the locker may create an emergency, he/she may search the locker without prior warning.

Lost & Found

Students who find lost articles are asked to take them to the main office. Lost articles, which are not claimed within a reasonable time, will be donated to a charitable organization in the community. Students who experience a loss of personal property need to report the loss to Security as soon as the loss is noted by filling out a "Stolen/Missing Article Report", available in the main office.

Make Up Work

Students who are absent from school for any reason must make up the work they missed. It is the student's responsibility to obtain all make up work from his/her teachers. Each teacher will allow **one** day for **each** day of absence to make up the missed work, a student should **not** expect to be given the remainder of the marking period to complete the work. Additional time can be allowed for specific situations, as determined by the classroom teacher. Failure to make up missed work may result in a lower academic grade on your report card.

Medications – Use of (School Board Policy No. 210, 210.1)

Prescription medications will be administered only upon written order by a private physician and only with the written permission of the parent or guardian. Only medications, which are absolutely necessary, will be administered during the school day. **All medications brought to school must be kept in the nurse's office in a locked cabinet or drawer, and must be administered in that office by a licensed nurse.** A prescription label must accompany each drug and must include the prescription number, date of prescription, the student's name, the name of the medication, directions for administering it, the name of the prescribing doctor, and the name of the issuing drug store.

Over the counter medications other than acetaminophen will not be dispensed in school unless prescribed by a physician. Over the counter medications that have been approved by the district physician will be dispensed by a licensed nurse with written parent/guardian permission. The school nurse will notify teachers if a student is to receive medication during the school day.

All personnel are directed to report to the principal any student observed taking medication anywhere other than in the health office unless that student has a medication pass. Principals are directed to investigate and take appropriate action.

A student may be allowed to carry an asthma inhaler/epinephrine auto-injectors that is needed for immediate relief of a medical condition on his/her person.

A school nurse will assess a student's capabilities for self-administration and for ability to act responsibly.

Students who are allowed to carry and self-administer asthma inhaler/ epinephrine auto-injectors must carry a medication pass that the student must show to any inquiring school personnel to verify that s/he has permission for carrying and taking the medication. The pass must designate the name of the medication, dosage, times to be taken and any

other special considerations. The asthma inhaler/ epinephrine auto-injectors itself must be labeled with the student's name.

Messages & Deliveries

The administration, faculty, and staff strive to make each moment of your child's education as meaningful as possible. It is imperative that we work together to insure that your student receives the highest quality instruction available. Please be advised that only emergency situations will be acknowledged if a student is to be disturbed during the course of the school day. Non-emergency messages, deliveries and phone calls will **not** be honored as a reason to interrupt a student's educational setting. We hope that this policy will help to minimize disruptions in your child's school day.

National Junior Honor Society

Each chapter of the National Junior Honor Society is part of an outstanding national organization that promotes recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, service, and citizenship.

National Junior Honor Society is open to eligible 7th and 8th graders. Students may not apply for membership in the Honor Society. To be considered, a candidate must have the minimum of a 3.0 cumulative grade average.

Students must not only achieve academically to become members of this group. Besides the grade requirements, student membership is also based upon leadership, service, character, and citizenship. Candidates must complete a survey concerning these items, identifying specific examples. Honor Society members actively exhibit their academic achievements, their leadership skills, and they use their talents to improve society. Membership is granted to those students selected by a panel of faculty members. Accepted members receive an invitation to attend the formal induction ceremony. Once inducted into the chapter, members have a responsibility to continue to demonstrate these qualities.

Nondiscrimination in School & Classroom Practices (School Board Policy No. 103)

The policy of this district is to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The district will provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The equitable distribution of district resources is one means the district will use to ensure all students receive a quality education. The district will make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

Nondiscrimination – Qualified Students with Disabilities (School Board Policy No. 103.1)

The policy of this district is to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

The district will provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education

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



Nurse's Office

All students reporting to the nurse's office must have a note signed by a teacher of the class they're leaving. No student needs to accompany another to the nurse's office unless the sending teacher feels that it is necessary, as in cases of severe injury or fainting.

A student is not permitted to leave the school because of an illness until he/she has been seen by the nurse. In cases of illness, the nurse or medical technician will call the parent; and the student will remain in the nurse's office until he/she is picked up there.

All accident cases shall be sent to the nurse; or, if the case is severe, the nurse should report to the scene.

Orientation

Orientation programs for sixth graders and other new students are offered through the combined efforts of the teachers, counseling staff, and administrators. Sixth grade orientation will be prior to the first day of school.

Parent Conferences

Parents are encouraged to request a conference with middle school faculty members whenever they have a concern about a student's progress. A conference with a counselor, teacher or several teachers can be arranged by calling the Guidance office. Several days notice is generally required to arrange a joint conference involving several teachers.

Parent Teacher Organization

(School Board Policy No. 915)

Parents are a vital part of the school success, and all parents/guardians are strongly encouraged to become active members of the school's PTO. In the past, the FDR and Armstrong PTO's have sponsored events for the student body, such as student activity nights, dances, assemblies, and field trips.

Families of students will be receiving information throughout the school year about evening meetings to help our community better know our school as well as giving them the opportunity to become involved in programs that help all parents of teenagers.

We encourage parents to be a part of the organization.

Photographs

B.T.S.D. has contracted with Barksdale Photography to perform all photographic services. Every student will be photographed for record keeping purposes. As part of the bid award each student's picture will be taken and appear in the yearbook. Each student will be provided with an identification card early in the school year as well. Photo packages will be made available to parents for purchase as a result of these photo sessions. **Parents are in no way obligated to purchase any photographs.**

Physical Education

Students must schedule and pass Physical Education during each school year. Regulation uniforms are required and must include black shorts and a gray tee shirt. Uniforms must be neat, clean, and labeled with the student's name. At the beginning of the school year, students will be informed of penalties for failing to dress for Physical Education classes.

Plagiarism

Definition: Plagiarism is taking or lending at inappropriate times a person's work, information, ideas, research or documentation without properly identifying the originator. Students may not misrepresent someone else's work as their own. The teacher's professional judgment will determine whether cheating has occurred. Should a student be caught plagiarizing someone else's work as his or her own, the student will receive a failure for that assignment or project.

Repeated offenses could result in additional disciplinary measures such as detention or suspension.

Possession of Weapons (Prohibited) **(School Board Policy No. 218.1)**

Any student determined to have violated this weapons policy shall be expelled for a period of not less than one (1) year. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may, however, recommend modifications of such expulsion requirement on a case-by-case basis and shall state his/her reasons therefore in writing.

Local law enforcement officials will also be notified and any appropriate action will be taken in addition to the School District disciplinary action.

Weapon – the term shall include, but not be limited to any knife, cutting instrument, cutting tool, nunchakus, firearm, shotgun, rifle, bat, facsimile weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury. The term facsimile weapon shall include all instruments or implements resembling or intended to resemble a weapon.

A student should never knowingly possess, handle, or transmit any object that is or can be considered a weapon or facsimile weapon on school property, at any school activity, event, or function. Weapons or facsimile weapons are not permitted in any public or private conveyance providing transportation to and from school, including school bus stops. Weapons or facsimiles are not permitted at any school activity before, during, or after school hours whether on or off school property.

Psychological Services

A psychologist is available to help parents and school personnel understand the uniqueness of individual students--their strengths, limitations, and potential. In response to referrals by the child study team, the psychologist evaluates students experiencing difficulty in school and recommends services and programs designed to meet specific needs. For further information, contact the Guidance office.

Progress Reports/Report Cards

Report cards will be issued four times a year at intervals of approximately 45 days (November, February, April, and June). Report cards are available on the Parent Portal. The final report card will be available on the Parent Portal. If you need assistance with access to the parent portal, contact the guidance office.

Parents may request a printed copy by calling the guidance office.

Progress Reports will be given at the midpoint of each marking period. They will inform the parent/guardian of each student's progress in each course at that time.

Report Cards

Student progress is reported four times per year electronically. Report cards are issued at the conclusion of each nine-week marking period. Typically, report cards are available in late November, early February, mid-April, and late June on the parent portal. Please make arrangements with the guidance office if you need a paper copy. If you need assistance with access to the parent portal, contact the guidance office.

The following letters are used for reporting:

IN	Incomplete No Credit
NG	No Grade
P	Pass
WD	Withdraw Passing
WF	Withdraw Failing

Response to Intervention and Instruction (RtII)

Based on a student's most recent PSSA/4Sight scores, students who are **not** proficient will be required to take a reading and/or math RtII class, which will be in place of one or two of their elective classes.

Saturday School

Saturday School may be assigned to students who have violated the Discipline and Attendance Guidelines mandated by School District Policy. Saturday School is held each Saturday at Truman from 8 a.m. to 12 Noon. Students must arrive with school supplies and ready to do some type of academic work. If Saturday School is not completed by the date assigned, student privileges and activities may be restricted. **If Saturday School hours are outstanding at the end of the school year, students must arrange with the principal/counselor to make up these hours or be retained in the current academic grade.**

Schedule Changes

Schedule changes are costly to the school district and disruptive to the student's educational program. The course selection process begins in January and students have until the end of July to request changes. **After the course change deadline, students are expected to continue in and complete the courses they have chosen.** Most schedule changes can be avoided through careful planning in the course selection process. Parents who feel that an error has been made in a student's schedule and those who have a special concern about

their son or daughter’s schedule should contact the appropriate counselor. **No schedule changes will be made after July 31st unless the schedule problem was a result of a computer error.**

School Store

The School Store is operated for the convenience of the students. Pencils, notebooks, and other educational supplies are available. The store is open during homeroom periods each morning.

SCHOOL HOURS

The following hours are established for the elementary and secondary schools of the District:

Student Day

School Level	Start	Dismiss
High School	7:13 a.m.	2:13 p.m.
Middle Schools	8:00 a.m.	2:45 p.m.
Elementary Schools	9:20 a.m.	3:45 p.m.

Searches

(School Board Policy No. 226)

School authorities may search a student's property, clothed body or designated area for a student’s exclusive use. Prior to a search students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the student may possess illegal materials or materials which pose a threat to the health or welfare of the students and staff of the school, student lockers may be searched without prior warning.

Illegal and prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

Security/School Police

Security/School Police services are provided by BTSD Security Personnel and School Police. Security Personnel/School Police assist with traffic management, parking, and enforcement of regulations. Any questions or concerns about Security Services/School Police should be directed to the School Police Coordinator at 215-943-3200, Ext. 2029.



Snow Days

The snow emergency number for BTSD is 774. When inclement weather causes schools to close or open late, information will be broadcast on WBCB-AM (1490 AM radio), as well as

on metropolitan Philadelphia radio stations. The same information will be broadcast on cable channel 28 (Comcast) and channel 41 (Verizon), Facebook and district websites as soon as the decision is made.

In the event of a school closing, notification will be made by the Shout Point phone & email systems. It is important to keep all contact information current. Corrections can be made on the parent portal or by contacting the guidance office.

Please do not call the school on days that there may be a closing or delayed opening. Phone lines need to be kept open for other important matters that are necessary for keeping our schools safe during an emergency situation. See also Snow Days.

Special Education

The Individuals with Disabilities Education Act (IDEA) mandates school districts to provide outreach to parents to inform them of the full spectrum of instructional programs and related services offered to students with disabilities.

If your child is not currently receiving special education services and you believe that he/she has developmental, learning, and/or behavioral difficulties, please contact the principal or counselor at your student's school to request an evaluation.

All information by evaluation is strictly confidential. Provisions will be made for parents needing communication in their native language. If you are in need of further assistance, contact the Special Education office at the School District Administration offices.

Student Assistance Team

The Student Assistance Team of a middle school is an intervention program that is an advocate for students who may be dealing with emotional or substance problems. According to state guidelines, a student assistance team should consist of an administrator, at least two teachers, and a guidance counselor. Student Assistance Team members have been trained to identify and refer "high risk" students to appropriate local agencies for assessment and possible counseling or rehabilitation programs. The purpose of the team is not to discipline students who are having difficulties, but to help them.

Student Expression/Distribution and Posting of Materials (School Board Policy No. 220)

Students in middle school have the right to express themselves in word or symbol or to distribute and post materials as part of that expression in areas designated for posting as part of that expression. That right, however, cannot infringe upon the need to maintain an orderly environment on school grounds, or in the hallways or classrooms.

Any student expression that violates the rights of others is prohibited. Students are not permitted to express themselves in any manner, which may:

- Libel a specific person
- Advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students.
- Use obscene, lewd, vulgar or profane language – whether verbal, written or symbolic.

- Incite violence, advocate the use of force, or encourage violation of federal, state or municipal law, Board policy or district rules or regulations.
- Materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threaten serious harm to the school or community; encourage unlawful activity; or interfere with another's rights.
- Violate written school district administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.

Students who wish to distribute materials must submit them to a building Principal for review. The principal will give his / her approval or disapproval within two school days. If the materials are disapproved, the student has the right to appeal to the superintendent.

Distribution of materials may not interfere with the orderly running of the building and must meet the requirements of the Principal or Superintendent.

Student Records

Parents of middle school students are reminded that they have a right to review their child's official school records under the provisions of B.T.S.D. Policy Number 216 and 216.1. Only authorized individuals will have access to confidential information. It is necessary to make an appointment in advance to review records. In this case, students and parents should contact the Guidance office.

Student Suspensions and Expulsions

Students may be suspended out of school at the discretion of a principal for a period of time up to ten days.

Any student who is suspended out of school may **not** return to class until a parent / guardian meets with an administrator or team of teachers to discuss the disciplinary issues at hand.

Students who are suspended out of school are not permitted on school grounds or participate in any school activity for the duration of their suspension. Any student who violates this policy will be considered a trespasser and will be cited by the Bristol Township School Police or Bristol Township Police.

An excessive amount of suspensions may result in a Superintendent's Hearing.

Student Wellness (School Board Policy No. 246)

The district recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, regular physical activity and physical education as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement and lifelong health.

Substance Abuse (School Board Policy No. 227)

Substance abuse, use of drugs and/or alcohol will not be tolerated on B.T.S.D. property. The policy addresses the possible disciplinary action, which may include arrest, suspension, or expulsion, in conjunction with referrals for student assistance.

Summer School / Course Remediation

Students who fail subject(s) and need to remediate the course(s), should meet and discuss options with their guidance counselor before the end of the school year. Summer courses are offered online via Eduscere.

Superintendent's Hearing

Students who are suspended more than four times, who violate the school's drug & alcohol policy, possess a weapon or facsimile, make terroristic threats, strike at an employee of the school district, commit arson, or do anything to jeopardize the safety, health, and welfare of others or themselves will be scheduled for a Superintendent's Hearing. The listed offenses may also include a citation issued under the PA Crimes Code.

The student who is taken before a Superintendent's Hearing will be suspended out of school until the hearing takes place, not to exceed 10 days.

Surveillance System

Bristol Township School District has installed a video surveillance systems throughout the schools which provides a visual recording of all monitored areas 24 hours a day. The purpose is to promote the safety and security of the school population, the protection for BTSD property, deterrence, and prevention of criminal activities and the enforcement of school rules.

Technology Fee/Insurance (\$35.00)

The district will be providing device insurance coverage for all students assigned an iPad/Chromebook to use in school and at home as an instructional tool. As with any instructional material, there will be a small annual technology usage fee of \$35.00 per student, with a max of \$100.00 per household.

Technology Resource/Use of the Internet

(School Board Policy No. 815)

Purpose

The Bristol Township School District provides its employees, students, and guests ("users") access to technology resources including, but not limited to, electronic communications systems, computers, computer networks, networked devices, hardware, software, internet access, mobile devices, peripherals, copiers, and cameras.

The Board supports the use of the District's technology resources to facilitate teaching and learning, to provide access to information, to aid in research and collaboration, to foster the educational mission of the District, and to carry out the legitimate business and operation of the District.

The use of the District's technology resources is for appropriate school-related educational and operational purposes and for the performance of job duties consistent with the educational mission of the District. Use for educational purposes is defined as use that is consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities and developmental levels of students. All use for any purpose must comply with this policy and all other applicable codes of conduct, policies, procedures, and rules and must not cause damage to the District's technology resources.

All employees and students are responsible for the appropriate and lawful use of the District's technology resources. This policy is intended to ensure that all users continue to

enjoy access to the District's technology resources and that such resources are utilized in an appropriate manner and for legitimate purposes.

Definitions

District Technology Resources

District technology resources mean all technology owned, operated, and/or licensed by the District, including computers, projectors, televisions, video and sound systems, mobile devices, calculators, scanners, printers, cameras, portable hard drives, hardware, software, accounts, routers, and networks, including the Internet.

User

User means anyone who utilizes or attempts to utilize District technology resources while on or off District property. The term includes, but is not limited to, students, staff, parents and/or guardians, and any visitors to the District that may use District technology.

Authority

The Board establishes that access to and use of its technology resources is a privilege, not a right, which may be revoked at any time. The District's technology resources are the property of the District. The District provides these resources for educational and operational purposes as stated herein and are not provided as a public access service or to provide a public forum.

The Superintendent or his/her designee is ultimately responsible for overseeing the District's technology resources. The Superintendent will designate a network administrator who will serve as the coordinator and supervisor of the District's technology resources and networks, and who will work with other regional and state organizations as necessary to educate users, approve activities, provide leadership for proper training for all users in the use of the District's technology resources and the requirements of this policy, and who will establish a system to ensure that users who access District technology resources have agreed to abide by the terms of this policy.

The Superintendent or his/her designee is directed to implement Internet safety measures to effectively address the following, both through general policy and through the use of filtering technology:

1. Access by minors to inappropriate or harmful content.
2. Safety and security of minors when using electronic mail, chat rooms, and social networking.
3. Prevention of unauthorized access of District technology resources.
4. Prevention of unauthorized disclosure and dissemination of minors' personal information.

Delegation of Responsibility

The Superintendent shall develop procedures, in cooperation with the District technology staff, for the acceptable use of all District technology resources including, but not limited to: software, hardware, electronic devices, servers, and networks.

Limitation of Liability

The District makes no warranties of any kind, whether expressed or implied, for the service, it is providing through its various technology resources. The District is not responsible, and will not be responsible for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions. Use of any information obtained through the District's technology resources is at the user's own risk.

Guidelines

Unauthorized Use Prohibited

Only users who have agreed to abide by the terms of this policy may utilize the District's technology resources. Unauthorized use, utilizing another user's District account, or exceeding one's authorization to use District technology resources is prohibited. Nothing in this policy, however, shall prevent a Parent or Guardian from assisting his or her child with the use of the District's technology resources, or from monitoring a student's use of the District's technology resources in the student's home.

Use of Personal Electronic Devices

The use of personal electronic devices on the District network is permitted only on designated networks. When a user connects a personal electronic device to a District network or District technology resources, this policy and its guidelines apply. Users are subject to the same levels of monitoring and access as if a District-owned device were being utilized. Users who connect a personal electronic device to a District network explicitly waive any expectation of privacy in the content exchanged over the District technology resources.

Privacy

The District reserves the right to monitor any user's utilization of District technology resources. Users have no expectation of privacy while using District technology resources whether on or off District property. The District may monitor, inspect, copy, and review any and all usage of District technology resources including information transmitted and received via the internet to ensure compliance with this and other District policies, and state and federal law. All e-mails and messages, as well as any files stored on District technology resources, may be inspected at any time for any reason. The District may decrypt and inspect encrypted internet traffic and communications to ensure compliance with this policy.

Internet Filtering and CIPA Compliance

The District utilizes content and message filters to prevent users from accessing material through District technology resources that have been determined to be obscene, offensive, pornographic, harmful to minors, or otherwise inconsistent with the District's educational mission. The Superintendent or his/her designee shall establish a procedure for users to request that a legitimate website or educational resource not be blocked by the District's filters for a bona fide educational purpose. Such requests must be either granted or rejected within three school-days pursuant to the established procedure.

The Board directs that the Superintendent or his/her designee ensure that students at the elementary, middle school, and high school levels are educated about appropriate online behavior including interacting via social networks and in chat rooms, cyber-bullying, and disclosure of personal information.

Monitoring

District technology resources shall be periodically monitored to ensure compliance with this and other District policies including monitoring of users' online activities. The network

administrator designated by the Superintendent shall ensure that regular monitoring is completed pursuant to this section. However, the Superintendent, or his/her designee, shall also implement procedures to ensure that District technology resources are not utilized to track the whereabouts or movements of individuals and that remotely activated cameras and/or audio are not utilized except where necessary to recover lost or stolen District technology.

District Provided Resources

District technology resources may be assigned or allocated to an individual user for his or her use (e.g. individual email accounts, laptop computers, etc.) Despite being allocated to a particular user, the technology resources remain the property of the District and may be revoked, suspended, or inspected at any time to ensure compliance with this and other District policies. Users do not have an expectation of privacy in any District provided technology resource or any of its contents.

General Prohibitions

The following uses of District technology resources are prohibited:

1. Use of technology resources to violate the law, facilitate illegal activity, or to encourage others to do so.
2. Use of technology resources to violate any other District policy.
3. Use of technology resources to engage in any intentional act which might threaten the health, safety, or welfare of any person or persons.
4. Use of technology resources to cause, or threaten to cause harm to others or damage to their property.
5. Use of technology resources to bully, or to communicate terroristic threats, discriminatory remarks, or hate.
6. Use of technology resources to communicate words, photos, videos, or other depictions that are obscene, indecent, vulgar, rude, profane, or that advocate illegal drug use.
7. Use of technology resources to create, access, or to distribute obscene, profane, lewd, vulgar, pornographic, harassing, or terroristic materials, firearms, or drug paraphernalia.
8. Use of technology resources to attempt to interfere with or disrupt District technology systems, networks, services, or equipment including, but not limited to, the propagation of computer "viruses" and "worms", Trojan Horse and trapdoor program codes.
9. Altering or attempting to alter other users' or system files, system security software, system or component settings, or the systems themselves, without authorization.
10. The attempted physical harm or attempted destruction of District technology resources.
11. Use of technology resources in a manner that jeopardizes the security of the District's technology resources, or in a manner that attempts to circumvent any system security measures.
12. Use of technology resources to intentionally obtain or modify files, passwords, and/or data belonging to other users or to the District.
13. Use that conceals or attempts to conceal a user's identity, including the use of anonymizers, or the impersonation of another user.
14. Unauthorized access, interference, possession, or distribution of confidential or private information.
15. Using technology resources to send any District information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the District's business or educational interests.

16. Use of technology resources to commit plagiarism.
17. Installing, loading, or running software programs, applications, or utilities not explicitly authorized by the District technology staff.
18. Installing unauthorized computer hardware, peripheral devices, network hardware, or system hardware onto technology resources.
19. Copying District software without express authorization from a member of the District's technology staff.
20. Use of technology resources for commercial purposes.
21. Use of technology resources for political lobbying or campaigning, not including student elections (e.g. student government, club officers, homecoming queen, etc.)
22. Use of District technology resources to tether or otherwise connect to a non-District owned device to access an unfiltered and/or unmonitored internet connection.
23. The use of proxies or other means to bypass internet content filters and monitoring.
24. The use of technology resources to gamble.
25. Unauthorized access into a restricted system or changing settings or access rights to a restricted system or account.
26. The use of encryption software that has not been previously approved by the District.
27. Sending unsolicited mass-email messages, also known as spam.
28. Scanning the District's technology resources for security vulnerabilities.

Consequences for Inappropriate Use of District Technology

Violations of this policy may result in the temporary or permanent revocation of a user's right to access District technology resources. Additionally, students may be subject to other forms of disciplinary actions for violations of this policy and/or local, state, and/or federal law.

Telephone

Students are not permitted to use phones during the school day. In cases of emergency, pupils should report to the main office and ask to use the office phones.

Terroristic Threats/Acts

(School Board Policy No. 218.2)

Every student has the right to feel safe. Any student with knowledge of a terroristic threat or act must inform one of the building principals immediately. Students who make these threats or who talk about harming other people will be disciplined severely with suspension and a possible referral for a Superintendent's Hearing. At the Superintendent's Hearing, a student may be referred to the Bristol Township School Board with a recommendation for expulsion. Charges will also be filed under the PA Crimes Code.

Any student who sets a fire or assists in setting a fire on school property will be suspended from school pending a Superintendent's Hearing. Any student found tampering with a fire alarm or safety device or pulling a fire alarm without just cause will be reported to the fire marshal and will be suspended pending a Superintendent's Hearing.

Any students who threaten to use a bomb, plant any incendiary or explosive device on school property will be suspended pending a Superintendent's Hearing and will also be subject to those disciplinary actions leading up to an Expulsion Hearing with the School Board.

Police will be contacted, and appropriate charges will be filed under the PA Crimes Code.

Textbooks

You are responsible for the condition of the book that is assigned to you. If you lose your textbook or damage it in any way, you are responsible for the cost of replacing it because textbooks are expensive. We strongly urge that each student take extra care with all books issued. Books given to you should be covered at all times.

Tobacco Use

(School Board Policy No. 222)

Tobacco use is not only against Bristol Township School Policy, it is against the law!

For purposes of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form.

The Board prohibits tobacco use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

The Board prohibits tobacco use and possession by students at school-sponsored activities that are held off school property. "Vaping" devices and e-cigarette products are prohibited on school premises and shall be treated the same and subject to the same prohibitions as "tobacco" products.

The school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.

Transcripts

The official school transcript reflects the sum total of the student's final grades in all subjects in grade 7 and 8. Parents and students have a right to review the transcript upon request and to request an official copy. Copies of the official transcript may not be released to other agencies and organizations without the written permission of the student and/or parent. For more information, contact the Guidance office.

Transferring to a New School

As soon as it becomes definite that a student will be transferring to a different school, the student should inform his or her counselor who will provide the student with a transfer form which must be completed and signed by his or her parents. On the student's last day, he or she will be issued a withdrawal card, which must be signed by each of the appropriate teachers and staff members. Records will be mailed to the receiving school upon request after all the books and equipment has been returned and after all financial obligations are resolved.

Tutoring for Remediation

In some cases, a student may wish to remediate a failed course through private tutoring at family expense. The decision as to the number of tutorial hours required is made by the Principal following consultations with the counselor and the teacher of the course failed. Tutors must be fully certified in the subject area to be remediated and must be approved by the Principal or his designee. For full details on tutoring alternatives, the student should contact their guidance counselor.

Unlawful Harassment (School Board Policy No. 248)

The Board prohibits all forms of unlawful harassment of students, staff members, and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties on school property, in school transportation, in all academic programs and extracurricular activities and at school-sponsored events and activities, regardless of whether or not the event takes place on district property. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees. Harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

1. 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.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

All complaints should be directed to an Administrator, guidance counselor or an adult in the school. All complaints will be investigated promptly and appropriate action as it pertains to district policy.

Any student who believes that he or she is being harassed should immediately inform the harasser that his or her actions are unwelcome, offensive, and inappropriate. If the harassment continues, the student should take his or her complaint to a teacher, a counselor, the nurse, or building principal.

An investigation will be conducted; and if it is found that the charge is true, the harasser will be subject to disciplinary action, including suspension or expulsion.

If concluded that a student has knowingly made a false complaint under this policy; such student shall be subject to disciplinary action.

Use of Physical Force (School Board Policy No. 218)

The Bristol Township Board of School Directors prohibits the use of corporal punishment to discipline students for violation of board policies and district rules and regulations.

Reasonable force may be used by teachers and school authorities under one of the following circumstances:

- To quell a disturbance
- To obtain possession of a weapon or another dangerous instrument
- For the (purpose of self-defense of persons and / or property and the protection).

Valuables in School

All valuables brought into the school building are the responsibility of the students. Do **not** bring any valuables into the school at any time. Refrain from bringing large amounts of money, expensive electronic equipment, or high-priced apparel into school and storing it in your locker. The school is not responsible for the loss or theft of valuables brought into the building.

Visitors

(School Board Policy #907)

Students are not permitted to bring visitors to school, unless they have received prior permission from the principal. Parents and or guardians must make an appointment to see a teacher, an administrator, or visit classes. ALL VISITORS MUST REPORT TO THE MAIN OFFICE TO OBTAIN A VISITOR'S PASS. Visitors must also sign out at the main office upon completion of the visit.

Vulgar Language

The PA Crimes Code prohibits the use of vulgar/obscene language or gestures in public places and considers its use as disorderly conduct. On the first use of vulgar language students will be dealt with via a school disciplinary action and will sign an acknowledgement of disorderly conduct. On the second and subsequent occurrences of vulgar/obscene language or gestures students will be cited under the PA Crimes Code.

Weapons

(School Board Policy No. 218.1)

Students may not possess, handle, transmit or bring a weapon or facsimile weapon, all instruments or implements resembling or intended to resemble a weapon onto school property, to any school-sponsored activities, events or functions, or onto any public or private conveyance providing transportation to or from school, including school bus stops, or a school-sponsored activity before, during or after school hours.

As required by law, any student determined to have violated the School District's Weapons policy will be expelled for a period of not less than one year.

Please Note: The laws of the Commonwealth and local jurisdictions also apply on school grounds. If the behavior warrants the involvement of the local or state police departments, outside authorities will be called. Offenders that require outside intervention may be subject to school consequences. Offenses such as fighting, assault, disorderly conduct, drug offenses, vandalism, weapons offenses, etc. will result in discipline apart from those imposed by local authorities.

Yearbook

Each year the school produces a yearbook. Information will be distributed concerning the yearbook. Ordering early in the year will result in a reduced cost. Ordering can be done later in the year at an additional cost.

Our schools are dedicated to the following two men:



**Neil Alden Armstrong, Astronaut
First man to step on the moon – 7/20/69**



**Franklin Delano Roosevelt – “FDR”
32nd President of the United States
Only President to Serve 4 Terms**

Bristol Township School District | 2019-2020 CALENDAR

<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #4b618c; color: white;"> <th colspan="7">AUGUST '19</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	AUGUST '19							S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #4b618c; color: white;"> <th colspan="7">FEBRUARY '20</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </tbody> </table> <p style="margin-top: 10px;"> 3 End of Marking Period 5 Prof. Development 17 Presidents' Day No School </p> <p style="text-align: right; margin-top: 10px;">T = 19 S = 18</p>	FEBRUARY '20							S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29							
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Bristol Township School District

5 Blue Lake Road, Levittown, PA 19057-4014

Annual Parent Notice Right to Request Teacher Qualifications

School: _____ Date: _____

Our school receives federal funds for programs that are part of the *Elementary and Secondary Education Act (ESEA)*, as amended (2015). Throughout the school year, we will continue to provide you with important information about this law and your child’s education. Based on current education law, teachers must have earned State certification and licensure. State certification and licensure is the training required to be a teacher.

We are very proud of our teachers and feel they are ready for the coming school year. We are prepared to give your child a high-quality education. You have the right to request information about the professional qualifications of your child’s teacher(s) or paraprofessional(s). A paraprofessional provides academic or other support for students under the direct supervision of a teacher. If you request this information, the district or school will provide you with the following as soon as possible:

- a. if the teacher has met State certification and licensing requirements for the grade levels and subjects for which the teacher provides instruction;
- b. if state certification and licensing requirements have been waived (is not being required at this time) for the teacher under emergency or other temporary status;
- c. if the teacher is teaching in the field of discipline for which they are certified or licensed;
- d. if the teacher has met State-approved or State-recognized certification, licensing, registration, or other comparable requirements. These requirements apply to the professional discipline in which the teacher is working and may include providing English language instruction to English learners, special education or related services to students with disabilities, or both; and
- e. if your child is receiving Title I or Special Education services from paraprofessionals, his or her qualifications.

Our staff is committed to helping your child develop the social, academic and critical thinking he or she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you would like to request information about your child’s teacher(s) or paraprofessional(s), or if you have any questions about your child’s assignment to a teacher or paraprofessional, please contact the following person at your child’s school:

Name: _____ Title: _____

Email: _____ Phone: _____

Thank you for your interest and involvement in your child’s education.

Sincerely,

Name

Title



Bristol Township School District

5 Blue Lake Road, Levittown, PA 19057-4014

Dear Parent/Guardian:

On December 10, 2015 a new federal education law was signed by the President. This law, the Every Student Succeeds Act (ESSA), requires schools that received federal Title 1 funding ensure that all teachers teaching in a program supported with Title 1 funding must hold appropriate state certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification.

The new law also requires us to notify parents if their child is being taught for four or more consecutive weeks by a teacher in a Title 1 school or program who does not yet meet the definition of "appropriate state certification".

This letter is to inform you that your child's teacher, _____, is in the process of meeting these requirements, and we are providing him/her the support necessary for success.

Your child's teacher is dedicated to the success of every child in the class. While report cards are an important measure of student success, it is not the only opportunity you have to access your child's achievement and growth. As the year progresses please feel free to contact us and request additional information regarding your child's progress.

I thank you for your continued support of your child's education and encourage you to communicate with his or her teacher on a regular basis so that together we can provide your child with the best education possible.

Sincerely,

Principal



Bristol Township School District

5 Blue Lake Rd., Levittown, PA 19057

215-943-3200

Bristol Township School District is committed to fostering and promoting family participation in our Title I programs. In accomplishing this goal, our schools will encourage parent participation in the development of our district wide parent involvement plan, and in continuing to improve our family involvement activities in accordance with Section 1112 of the Elementary and Secondary Education Act (ESEA).

Goals

1. Schedule parent/family meetings and activities
2. Survey both parents/students annually
3. Conduct Conferences and parent contacts

Goal 1: BTSD will invite parents to annual Title I Family gatherings to ensure parent involvement in the decision making for our Title 1 programs, and to provide guidance in how to support their Title I child's academic progress.

1. Letters of invitation to Title I Family gatherings
2. Disseminate Title I parent information, share Title I Parent Involvement Policy and review contents annually for parent input.
3. Reserve monies for Title I family involvement activities
4. Establish Title I Parent Involvement contact as: Federal Programs Coordinator
5. Ensure that parents of children with disabilities or limited English proficiency have the same access as other parents including information in a language and form that they can understand.
6. Disseminate district parent involvement policy.
7. Provide parent materials and training to support involvement in their child's academic achievement.
8. Enhance the awareness and continue to develop the skills of teachers, pupil services personnel, principals, and staff in communicating and working with parents as equal partners in their child's education.
9. Monitor each Title I school to ensure that the following documents are in place: Parent Involvement Policy, School/Parent Compacts and Qualified teacher notice in addition to providing real time access to their child's attendance and academic standing, provide technical assistance as need: dissemination of state testing information, quarterly reports cards, bi-annual conferences, additional conferences as deemed necessary by the teacher or

family.

10. Encourage parent participation in the schools through volunteering/visiting
11. Encourage family participation by offering scheduled activities at a variety of times.
12. Provide resources for building parent understanding of child development, and academic strategies which are designed to support parents as partners in their child's education.
13. Provide outreach and a transisional plan for Incoming kindergarteners and their parents.

Goal 2: BTSD will conduct evaluations on all aspects of our Title I Program to ensure that we are meeting the needs of all families in supporting their child's academic success.

1. Survey both parents and students to assess areas of strength and identify barriers to parental involvement. Use this assessment in making recommendations to individual schools, specialists, teachers, etc.
2. Continue to collect parent participation data through the use of parent sign-ins for workshops, meetings and/or conferences.

Goal 3: In order to build a strong partnership with each child's family, BTSD staff will ensure open lines of communication in sharing student progress through the use of the following:

1. Allot time for parent-teacher conferences.
2. Parent Forum Meetings to keep parents apprised of district initiatives.
3. Training workshops for parents of Title I students.
4. Share information/access with parents for Infinite Campus so that families can track their child's grades and progress.
5. Share our district website where parents can access the following information: their child's school, tips for helping meet the state standards, websites for reinforcement of activities.
6. BTSD will provide parents, through district mailings, our district newsletter.

TITLE I

SCHOOL – PARENT – STUDENT COMPACT

The School Parent Compact will describe school-parent compact will be jointly developed with parents and family members and the compact outlines how parents, the entire school staff, and students will share in the responsibility for improved student academic achievement and the means by which the school and parents will build and develop partnerships to help children achieve the State's high standards (*ESSA, Section 1116(d)*).

School

The school understands the importance of the school experience to every student and their role as educators and models. Therefore, the school agrees to carry out the following responsibilities to the best of their ability:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards (required)
- Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—
- parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement
- frequent reports to parents on their children's progress;
- reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
- Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand. (required) (*ESSA, Section 1116(d)(1-2)*)
- Treat each child with dignity and respect
- Strive to address the individual needs of the student
- Acknowledge that parents are vital to the success of child and school
- Provide a safe, positive and healthy learning environment
- Assure every student access to quality learning experiences
- Assure that the school staff communicates clear expectations for performance to both students and parents

Parent

The parent understands that participation in his/her student's education will help his/her achievement and attitude. Therefore, the parent will continue to carry out the following responsibilities to the best of his/her ability:

- Support their child's learning (required)
- Participate, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time (required)
- Create a home atmosphere that supports learning
- Send the student to school on time, well-fed, and well-rested on a regular basis
- Attend school functions and conferences
- Encourage their child to show respect for all members of the school community and school property
- Review all school communications and respond promptly

Student

The student realizes education is important. He/she is the one responsible for his/her own success. Therefore, he/she agrees to carry out the following responsibilities to the best of his/her ability:

- Get to school on time every day
- Develop a positive attitude toward school
- Be responsible for completing schoolwork on time
- Be cooperative by carrying out the teacher's instructions and ask for help when needed
- Do daily work that reflects the student's best effort
- Be respectful to all school members and school property

**BRISTOL TOWNSHIP
SCHOOL DISTRICT**

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2019-2020



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