

2023 - 24

Bellwood-Antis Middle School  
Student Handbook



## Contents

FOREWORD .....	3
VISION STATEMENT .....	3
NON-DISCRIMINATION POLICY .....	3
CURRICULUM .....	3
GRADING AND REPORT CARDS .....	4
HONOR ROLL AND HIGH HONOR ROLL .....	4
PROMOTION AND CLASSIFICATION .....	5
ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES .....	5
REQUESTS FOR HOMEWORK .....	6
MAKE-UP WORK .....	6
DRESS CODE .....	7
FINANCIAL OBLIGATIONS (see Board Policy #808, 808.1) .....	7
PERSONAL ELECTRONIC DEVICES (PED) / CELL PHONES .....	8
BELLWOOD-ANTIS SCHOOL DISTRICT ACCEPTABLE USE OF DEVICES, NETWORK RESOURCES, AND INTERNET ACCESS .....	8
BELLWOOD-ANTIS SCHOOL DISTRICT DRUG AND ALCOHOL POLICY NO. 816 .....	9
DEFINITIONS (DRUG AND ALCOHOL POLICY) .....	10
ANTI - BULLYING POLICY .....	13
STUDENT DISCIPLINE CODE .....	17
STATEMENT OF GENERAL SCHOOL DISTRICT RULES .....	17
ATTENDANCE REGULATIONS .....	24
CAFETERIA REGULATIONS / LUNCH & BREAKFAST PROGRAM .....	26
LUNCH/BREAKFAST PROGRAM .....	26
DENTAL/PHYSICAL EXAMINATIONS .....	28
STUDENT ASSISTANCE PROGRAM (SAP) .....	30
SAFE2SAY .....	30
CHILD ABUSE REPORT .....	30
SUPPORT GROUPS .....	30

USE OF MEDICATIONS.....	30
iPADS .....	31
ANNUAL NOTICE TO PARENTS SERVICE FOR SCHOOL-AGE EXCEPTIONAL STUDENTS.....	31
TEXTBOOKS .....	32
HOMELESS STUDENTS.....	32
SCHOOL SECURITY AND DRILLS.....	33
TUTORING.....	33
SEARCHES POLICY No. 226 .....	33
DATING VIOLENCE .....	34
SUICIDE PREVENTION.....	34
EDUCATION FOR CHILDREN AND YOUTH EXPERIENCING HOMELESSNESS .....	45

## FOREWORD

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

## VISION STATEMENT

The following vision statement was developed by the Bellwood-Antis School District steering committee made up of teachers, parents, administrators, and community members:

*B-A students are future-ready citizens who apply knowledge, concepts, and theories to solve relevant problems utilizing appropriate tools, resources, and 21st Century Skills. These individuals are characterized by adaptability, confidence, courage, curiosity, hopefulness, integrity, and resiliency.*

## NON-DISCRIMINATION POLICY

BELLWOOD-ANTIS SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EDUCATION INSTITUTION AND WILL NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, GENDER OR DISABILITY IN ITS ACTIVITIES, PROGRAM OR EMPLOYMENT PRACTICES AS REQUIRED BY TITLE VI OF THE CIVIL RIGHTS ACT OF 1984, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AND SECTION 504 OF THE REHABILITATION ACT OF 1973.

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

## CURRICULUM

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

**Core Content Courses:**

Mathematics  
 English Language Arts (reading, writing, spelling)  
 Social Studies  
 Science

**Specials Areas Courses**

Health & Physical Education  
 Art  
 Music  
 Home Economics  
 Industrial Arts  
 Technology  
 Media Science

**GRADING AND REPORT CARDS**

The school year is divided into four (4) marking periods of nine weeks each. Report cards are prepared and are available via Infinite Campus at the close of each period. If parents cannot access the online report card, one will be mailed home upon request.

In addition to a report on scholastic grades, the report card provides information to the student and parents on strengths or weaknesses that may contribute to the grade earned. This section of the report card should be helpful to students in improving their overall school performance. Scholastic grades are reported on a percentage basis. The scale used for interpretation of the percentage grades is as follows:

100 % - 93 %	A
92% - 86 %	B
85 % - 78 %	C
77 % - 70 %	D
69 % - Below	F

Outstanding – O (100 % - 93 %)

Satisfactory – S (92 % - 70 %)

Unsatisfactory – U (69 % and below)

**HONOR ROLL AND HIGH HONOR ROLL**

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

**Honor Roll**

All grades 86% or higher  
 S or O in exploratory courses

**High Honor Roll**

All grades 93% or higher  
S or O in exploratory classes

**PROMOTION AND CLASSIFICATION**

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

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

**ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES**

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

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

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

**SECTION 2:** In order to be eligible for extra-curricular activities, a pupil must have passed at least five credits or the equivalent during the previous grading period. Students who have recorded incomplete grades due to excused absence from school will not be considered ineligible as long

as they are following the school board policy on make-up work and were passing that class prior to the absence. If a pattern develops where excused absences occur on a test day, this policy can be waived at the discretion of the teacher and approval of the principal.

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

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

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

#### **REQUESTS FOR HOMEWORK**

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

#### **MAKE-UP WORK**

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

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

## **IMPORTANT SCHOOL DISTRICT POLICIES**

### **DRESS CODE**

- A. Coats, jackets, hats, and other outerwear should be placed in student lockers throughout the school day. Hats are not permitted. Exceptions to this rule may be made by faculty or administration.
- B. Handmade shirts are not permitted to be worn unless they receive prior approval from administration.
- C. Shirts/apparel and/or accessories (belts, earrings, etc.) that depict offensive, vulgar, immoral, or slanderous statements/pictures, or promote drugs, alcohol, tobacco products, weapons or other forms of violence are not to be worn during school.
- D. Revealing tops are not permitted to be worn in school. Sleeveless shirts/blouses may not expose the area under the armpit, and must be tailored/not cut-off. The student's back and trunk must be completely covered.
- E. When standing with hands down to side, the bottom of any skirt/dress/shorts should not be above the extended fingertips.
- F. Yoga pants or leggings that are sheer / see-through are not acceptable unless covered by a skirt, dress, or shorts that are not above extended fingertips.
- G. Clothing that reveals undergarments is prohibited.
- H. Spike belts, bracelets, chains or rings which would cause damage to school furniture, could be used as weapons, or can be considered a disruption to the educational environment, are prohibited.
- I. The administration will consult with students and parents if a student's clothing is thought to pose a safety risk. (i.e., large holes, sharp buttons, excessive length.)

### **FINANCIAL OBLIGATIONS (see Board Policy #808, 808.1)**

The school district provides services to students which at times have a cost to the students and/or parents/guardians. It is imperative for the operation of the district that these financial obligations are met in a timely fashion. The purpose of this policy is to set forth guidelines for prompt payment of these obligations. Therefore, secretaries will call parents of students with delinquent accounts of \$25 or greater informing them of the unpaid charges. Additionally, a letter will be sent home informing the student / parent that the student will be placed on the extra-curricular ineligibility list if no payment is made within two school weeks. Building principals will meet with students with outstanding accounts of \$25 or more.



**PERSONAL ELECTRONIC DEVICES / CELL PHONES**

Bellwood-Antis Middle School staff and administration realize that the increase in student use of personal electronic devices has positive and negative consequences for the educational environment. For the purpose of clarity, personal electronic devices include, but are not limited to: cell phones, smart phones, laptops, Kindles, iPads, or hand-held gaming devices. Students who possess PEDs are solely responsible for their care and the district is not liable for the theft, loss, or damage of such property. Students may have cell phones in their possession at all times; however, devices are to be kept out of sight and are not to be used during the school day unless given specific permission by school authorities.

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

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

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

1. Students or employees who violate the Acceptable Use Policy may be denied privileges for a defined period of time or other disciplinary measures set forth in the Student Code of Conduct or in any other rules of the District which may be applicable.
2. Transferring copyrighted materials to or from any Bellwood-Antis School District network and / or Internet without the express consent of the owner of the copyright is a violation of federal law and is expressly prohibited.
3. It is understood that the use of the BASD devices, network resources and the Internet is a privilege. The primary use of the network shall be reserved to those individuals who utilize the materials that are of "educational value" to students of the Bellwood-Antis School District.
4. The use of the system for defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, and racially offensive, and / or illegal material or other prohibited activities shall not be permitted. The Bellwood-Antis School District will use any and all efforts available to it, within the confines of the law, to prevent such

material from entering the school network. Individuals are encouraged to report such entry of material into the system to the Network Administrator.

5. All users must recognize that e-mail or network messages may contain thoughts, conclusions, and certain biased perceptions that were never intended for publication. There may be liability for defamation for spreading false and disparaging information about third parties, or various vendors. Such discussions or use on the network is expressly prohibited.
6. No personal or student information, which is protected by the Family Educational Rights and Privacy Act, shall be disseminated through the network.
7. All users of the network must comply with the Electronic Communications Privacy Act of 1986, as amended, and the Communications Decency Act. These Acts prohibit the unauthorized interception or disclosure of e-mail messages by third parties, as well as the appropriateness of certain material being remitted on the Internet. The Act does permit interception or disclosure if either the sender or the receiver of the communication consents. Further, the Act recognizes that the School District may monitor an employee's e-mail messages, as long as the interception device is included in the e-mail equipment.
8. Users of the network must recognize that the District Administration does have authority to intercept e-mail messages of all users and that there will be no privacy right construed by the District to exist in the statements made in the network. Users of the network are encouraged to not store extensive e-mail messages in the network.
9. Network users may not allow any other person to use their password or to share their account. It is the user's responsibility to protect email accounts from unauthorized use by changing passwords periodically and using passwords that are not easily guessed.
10. Any attempt to circumvent system security, guess passwords, or in any way gain unauthorized access to local or network resources is forbidden. The use of District technology to gain unauthorized access to software or other computers within the District or at remote locations, is expressly prohibited.
11. Use of Internet, Network Resources, and District devices for unapproved commercial gain or profit is prohibited.
12. Users may not move, repair, reconfigure or modify the systems.
13. The District Administration reserves the right to monitor all accounts.
14. BASD employees will monitor student use of devices, network resources, and the Internet.
15. Additional rules and restrictions may be added at any time. Users are responsible for reading and following these rules.

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

**Philosophy:** The philosophy of the Bellwood-Antis School District is concerned with the educational, emotional, and social growth of the individual student. The district recognizes the increasing impediments to this growth with an increase in the use and abuse of drugs, alcohol, and mood altering substances. It is the belief of the Bellwood-Antis School District

that these students should receive the necessary help as quickly and as professionally as possible.

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

#### **DEFINITIONS (DRUG AND ALCOHOL POLICY)**

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

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

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

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

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

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

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

### **Rules and Regulations**

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

### **LEVEL II VIOLATIONS**

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

#### **Disciplinary Responses**

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

#### **Student Assistance**

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

### **LEVEL III VIOLATIONS**

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

#### **Disciplinary Responses**

- a. ISS/OSS (2-10 days)
- b. Exclusion from attending or participating in extra-curricular activities (10 -180 school days)
- c. Disciplinary hearing before a hearing officer elected by the Board of School Directors, which may result in additional suspension, placement in alternative education, or expulsion.
- d. Notification of parents.

- e. Notification of law enforcement officials when appropriate.
- f. Requirement of a medical examination arranged and paid for by the District. This exam may result in immediate drug/alcohol testing.
- g. Requirement of periodic drug testing at the expense of the District.

#### Student Assistance

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

### **LEVEL IV VIOLATIONS**

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

#### Disciplinary Responses

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

#### Student Assistance

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

### **STUDENT ATHLETE VIOLATIONS**

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

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

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

#### **ANTI - BULLYING POLICY**

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

##### **Purpose**

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

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

##### **Authority**

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

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the District’s legal and investigative obligations.

##### **Definition**

The term **bullying** can be defined as repeated and systematic harassment and attacks on others, perpetrated by individuals or groups. Bullying is deliberate, hurtful behavior, repeated over a period of time and it is difficult for those being bullied to defend themselves. Bullying involves someone mentally, physically, or socially stronger taking

advantage of someone with less power. Bullying takes many forms and can include many behaviors. A person can be guilty of bullying if she/he:

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

### **Delegation of Responsibility**

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

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

### **Guidelines**

**Investigation Procedures** - Upon learning about a bullying incident, the principal or designee shall contact the parents/guardians of both the

aggressor and the victim, interview both students, and thoroughly investigate. This investigation may include interviews with students, parents/guardians and school staff; review of school records; and identification of parent/guardian and family issues. . **A follow-up letter will be mailed to the parents / guardians of both the aggressor and victim, detailing the results of the investigation and steps taken to address the situation.**

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

### **BULLYING POLICY IMPLEMENTATION PROCEDURES FOR STUDENTS**

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

### **SCHOOL RULES AGAINST BULLYING**

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



# BELLWOOD-ANTIS SCHOOL DISTRICT | 2023-2024 SCHOOL CALENDAR

## BOARD APPROVED: 2/14/2023

AUGUST '23						
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		

Teachers: 9 ½      Students: 6  
(9 ½)                      (6)

SEPTEMBER '23						
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

Teachers: 20      Students: 20  
(29 ½)                      (26)

OCTOBER '23						
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				

Teachers: 22      Students: 22  
(51 ½)                      (48)

NOVEMBER '23						
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	

Teachers: 17      Students: 15  
(68.5)                      (63)

DECEMBER '23						
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						

Teachers: 15      Students: 15  
(83.5)                      (78)

JANUARY '24						
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		

Teachers: 21      Students: 21  
(104.5)                      (99)

**Aug. 24 - 1<sup>st</sup> Day of School**  
**May 30 - Last Day of School –**  
**½ day for students.**

### Schools Closed: Teachers on Duty

Aug. 21      Inservice (Non Act 80)  
Aug. 22      Inservice (Non Act 80)  
Aug. 22      **Open House 5:00 PM – 8:30 PM**  
Aug. 23      Inservice (Non Act 80)

Sept. 29      Inservice (Act 80)  
Oct. 27      Inservice (Act 80)  
Nov. 7      Inservice (Non Act 80)  
Feb. 16      Inservice (Act 80)

### Schools Closed: Offices Closed

Sept. 4      Labor Day  
Nov. 10      Veterans Day  
Nov. 23      Thanksgiving Day  
Dec. 25      Christmas Day  
Jan. 1      New Year's Day  
Jan. 15      Martin Luther King, Jr. Day  
Feb. 19      Presidents' Day  
March 29      Easter Break  
May 27      Memorial Day

### 2 Hour Early Dismissal – Students & Teachers

Dec. 21

### Schools Closed: Offices Open

Nov. 22, 24, 27  
Dec. 22, 26, 27, 28, 29  
March 28  
April 1

### Conferences: No School

Nov. 21      8:00AM – 11:30AM

### Conferences: SCHOOL DAY for Teachers and Students

Nov. 20      Conferences 5PM – 8:30PM  
Feb. 15      Conferences 5PM – 8:30PM

### TEST DATES:

PSSA Exams      April 22 – May 10, 2023  
Keystone Exams      May 13 – May 24, 2023

### Marking Period End Dates:

Oct. 26      1<sup>st</sup> Marking Period  
Jan. 18      2<sup>nd</sup> Marking Period  
March 22      3<sup>rd</sup> Marking Period  
May 30      4<sup>th</sup> Marking Period

### Snow Make-Up Days (if needed)

March 28, April 1, May 31, June 3  
Student Days: 180      Staff Days: 186  
Act 80 Days: 3  
BOD Approved: 2/14/2023

FEBRUARY '24						
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		

Teachers: 20.5      Students: 20  
(125)                      (119)

MARCH '24						
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						

Teachers: 19      Students: 19  
(144)                      (138)

APRIL '24						
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				

Teachers: 21      Students: 21  
(165)                      (159)

MAY '24						
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

Teachers: 21      Students: 21  
(186)                      (180)

JUNE '24						
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						



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

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

### **CHEATING POLICY**

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

The penalties for cheating are as follows:

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

### **STUDENT DISCIPLINE CODE**

#### **STATEMENT OF AUTHORITY**

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

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

#### **STATEMENT OF GENERAL SCHOOL DISTRICT RULES**

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

**LEVEL I INFRACTIONS**

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

**LEVEL II INFRACTIONS**

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

\*The "possession or use of tobacco products, vaping devices / liquid or smokeless tobacco by a student in a school building, a school bus, or on school property" is a summary offense punishable by a \$50.00 fine plus court costs. Tobacco is further defined as a "lighted cigarette, cigar, pipe, or other unlighted smoking product or smokeless tobacco in any form." This penalty is in addition to suspension, which is already specified in the student discipline code. .

**LEVEL III INFRACTIONS**

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

#### LEVEL IV INFRACTIONS

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

#### AFTER SCHOOL DETENTION GUIDELINES

1. After school detention will be held in the middle school cafeteria from **3:00 p.m. to 4:00 p.m.** Students will exit the building via the exterior door of the middle school cafeteria.



2. Students **must** bring schoolwork to detention hall. Library books are permitted. After school detention teachers may issue additional work to occupy a student's time if the student refuses to do school work. Continued refusal to work or failure to work may result in an additional night of detention assigned by the after-school detention teacher.
3. If you fail to show up for your scheduled detention, you will be assigned an additional night of detention by the principal. If an emergency arises which will cause you to miss your detention, **you and your parent or guardian must notify the principal for reassignment prior to your scheduled detention.** If you become ill during the school day, you must see the nurse to be excused from detention. Failure to do so will be considered a cut.
4. If you have accumulated two or more after school detention assignments from the same teacher, you will be referred to the office on your next misconduct for a conference. The result of this conference may lead to your suspension from school classes and/or activities.
5. Students are not permitted to leave the school building prior to going to after school detention.

6. All students are to exit the cafeteria through the side door next to the parking lot. No students are permitted to go to their lockers after 3:00 p.m. or after detention. Coats, gym bags, etc. are permitted in after school detention due to this regulation.
7. All students are to stay clear of the cafeteria from 3:00 p.m. to 4:00 p.m. during assigned after school detention days.
8. Students who misbehave in after school detention will be referred to the principal's office for a conference and additional disciplinary action.
9. Parents are responsible for student's transportation home from detention.
10. After five after school detention assignments, a student will be assigned Saturday Morning Detention in lieu of the next after school detention.

### SATURDAY MORNING DETENTION GUIDELINES

1. Saturday Morning Detention (SMD) will be held from **8:30 a.m. to 11:30 a.m. in the high school cafeteria**. Students will enter and exit the building through the exterior high school cafeteria doors. The detention monitor will be positioned at the door during arrival and departure.



2. Students must bring work that will occupy them for three full hours. Magazines not associated with a class assignment, drawing pictures, or sleeping will not be permitted. Refusal to work or failure to bring appropriate work may result in an additional SMD assignment or suspension from school.
3. Group bathroom privileges will be available at 10:00 a.m. Any other privileges for emergencies are at the discretion of the monitor. Students are not permitted to go to their lockers.
4. SMD is assigned by the principal only. These assignments will not be scheduled around activities, trips, or work schedules. Failure to appear for SMD without notifying the office will result in an additional assignment or suspension on the first offense.
5. Parents will be notified by mail of any SMD assignments. Parents are responsible for transportation to and from school for their child.

### IN-SCHOOL SUSPENSION GUIDELINES

1. Students will be assigned to this class by administration for violation of school rules and regulations and continued behavioral problems. These assignments will not be scheduled around trips and activities.
2. Students will report on days assigned to the in-school suspension room. Assigned students will **report directly** to the Behavioral Class by 8:00 a.m. and remain there until 2:53 p.m.
3. Use of school lockers during the day will be prohibited. Students are to go to their lockers prior to 8:00 a.m. All belongings will be kept with the students.
4. All "in-school suspension" students will be off school property by 3:00 p.m.
5. Work assignments will be provided by the regular classroom teachers and the middle school principal. It is the student's responsibility to obtain, complete, and return the assignments as directed. If a student has insufficient work, teachers may assign additional work to gainfully occupy the student's time.
6. A very restricted, non-socializing school environment will be maintained. The student may receive one-to-one help with his/her regular schoolwork.
7. Use of the lavatory will be by groups at 10:00 a.m. and 1:30 p.m. Emergency situations will require use of the nurse's lavatory.
8. Students may purchase a lunch if they desire or bring their own lunch. Lunch periods will be announced by the teacher in charge. Supervision will continue through this period
9. In-school suspension also carries the restriction that the student is excluded from all extra-curricular activities including social functions, interscholastic athletic events, and academic representation of the school on the day of the ISS assignment. This includes both participation and as a spectator, and this ends at 8:00 a.m. on the day after the suspension ends.
10. If a student fails to attend for any reason, the suspension time will be completed upon return to school. Time spent in the nurse's office will also be made up. Students may be excused for individual counseling or testing by the school psychologist or guidance counselor.
11. No student will be readmitted to regular classes until a parent conference has been held. For the first two in-school suspensions, parents have the option of reinstating their child over the telephone instead of coming to school. However, in the event of any third suspension or out-of-school suspension, the student will not be readmitted until a parent-student conference is arranged with the principal.
12. Failure to comply with any of the above regulations, or if satisfactory progress in behavior modification has not been attained, additional suspension or expulsion may result.
13. Exceptional students will be subject to guidelines established by the Pennsylvania Department of Education.

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

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

are suspended from school and school activities. If you, the student, are given an out of school suspension:

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

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

## HEARINGS

- A. Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.
- B. A formal hearing is required in all expulsion actions. This hearing may be held before the Board of Directors or a duly authorized committee of the board appointed by the board. Where the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student.
  1. The following due process requirements are to be observed in regards to the formal hearing:
    - a. Notification of the charges shall be sent to the student's parents or guardian by certified mail.
    - b. Sufficient notice of the time and place of the hearing must be given.
    - c. The hearing shall be held in private unless the student or parent requests a public hearing.
    - d. The student has the right to be represented by counsel.
    - e. The student has the right to be represented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
    - f. The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
    - g. The student has the right to testify and present witnesses on his own behalf.
    - h. A record must be kept of the hearing, either by stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
    - i. The proceeding must be held with all reasonable speed.
  2. When the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal District Court.

- C. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

#### **EXCLUSIONS FROM SCHOOL**

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

#### **ACT 26 HIGHLIGHTS**

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



system in the United States which were the result of violence or the possession of a weapon.

### **SCHOOL BUS DISCIPLINE POLICY**

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

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

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

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

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

### **ATTENDANCE REGULATIONS**

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

- A. Absences shall be treated as unlawful until the School District receives a written excuse explaining the reason for the absence. The student presents a written excuse to the attendance secretary in the attendance office immediately upon return to school. The attendance office will classify all excuses as excused, unexcused, or illegal prior to the return of the student to his homeroom.
- B. Excused absences include **only** the following:
  - a. Illness
  - b. Quarantine

- c. Family emergency
  - d. Recovery from accident
  - e. Death in the family
  - f. Required court appearance
  - g. Family educational travel
  - h. Other as approved by administration
- C. If a student refuses or fails to present an excuse within three days upon returning to school, his absence may be classified as unlawful. For documented cases of truancy, students are not permitted to make up work or take tests missed on the day of the absence. A grade of zero will be assigned for any assignments, work, or tests done or due on that day.
- D. After three unlawful absences, a First Notice of illegal absence will be sent via certified mail to the parent/guardian. Upon proof of receipt of the First Notice of illegal absence, the parent/guardian and/or student will be invited to attend an Attendance Improvement Conference. Additional absences will result in a school attendance officer contacting parents and guardians to determine the reason for the absence.
- E. After six unlawful absences, the parent / guardian may be subject to a fine issued by the District Magistrate's office as provided for in the State Compulsory Attendance Laws of Pennsylvania or be referred to Children and Youth Services.
- F. For periods of three or more days of consecutive absence, a medical excuse from a licensed physician is generally required and must be submitted within five days of returning to school.
- G. A student may be excused by a note from a parent up to 10 times in one school year. After 10 absences excused by a parent, an excuse from a licensed physician is required.
- H. Students who are absent from school because of illness are not permitted to attend school activities scheduled that day.
- I. Students are not permitted to leave the building or grounds during the school day without first being excused by the nurse, the principal or assistant principal.
- G. Early excuses may be granted by the principal or assistant principal for medical reasons or emergency situations only. Failure to return the early excuse signed by a physician will result in the excuse being classified as illegal and disciplinary action will be taken. *Any student with an early excuse that requires leaving the building for more than two hours will be charged with a half day absence.*
- H. The Bellwood-Antis School Board and administration advocates regular attendance throughout the school year for all students. However, parents wishing to take their child/children out of school for trips or vacations should acknowledge the following guidelines:
1. Family trips or vacations are not to exceed more than five school days in any one year. Additional days must have the approval of the superintendent. A student must be accompanied by a parent/guardian or grandparent.
  2. A student may be excused from school up to five days, providing that student has less than 15 total days absent without a medical excuse.
  3. Trips are not to be scheduled during administration of the PSSA or Keystone Exam(s).

- I. Pupils who are absent from school for excused reasons are permitted to make up all work including tests and quizzes and receive a grade provided:
  1. Work missed because of an absence of three to five days is made up within one week after returning to school
  2. Work missed because of an absence of six to ten days is made up within two weeks after returning to school.
  3. Special arrangements are made between pupil and teacher for longer periods of absence.
  4. Students who expect to be absent more than ten consecutive days should request homebound instruction.
- J. If, after exhausting the 10 parent approved excused absences, a student accumulates 15 unlawful / unexcused absences, the student may be retained in the current grade.

### **TARDY TO SCHOOL**

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

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

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

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

The cafeteria is provided as a convenience and service to the students and faculty. Well-balanced meals are provided for all persons desiring them at a reasonable cost. The cafeteria is operated entirely on a non-profit basis.

The lunch and breakfast program is on a point-of-sale basis. Parents and students may deposit money into a student's account at any time. Deposits may be made by cash or check using deposit envelopes provided by the school. A minimum deposit of \$2.00 is required. Parents will be notified when account balance is low and / or negative. The same account is used for breakfast and lunch.

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

### **CAFETERIA REGULATIONS**

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

## **MISCELLANEOUS INFORMATION**

### **CHARGES AND FINES**

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

### **DENTAL/PHYSICAL EXAMINATIONS**

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

### **FIELD TRIP ELIGIBILITY**

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

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

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

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

- A. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions.

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

#### **MAINTENANCE OF STUDENT RECORDS**

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

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

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

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

#### **SALES**

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

#### **STUDENT PICTURES**

Student pictures for students in grades five through eight will be taken in the fall by Manning Photography. The cost of the pictures will be payable in advance. Students not wishing to

purchase their pictures must still have their pictures taken for the office records. Additional picture packages at higher prices are available.

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

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

### **SAFE2SAY**

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. All reports are anonymous.

Every student has the Safe2Say app preloaded on the school issued iPad. Annually, teachers review the steps to making a report using the app.

Additionally, students may report concerns by calling 1-844-723-2729.

### **CHILD ABUSE REPORT**

If you suspect child abuse, call Childline at 1-800-932-0313. Trained specialists are available 24/7 to receive referrals of suspected child abuse and general child well-being concerns. Additionally, students may talk to a teacher, guidance counselor, principal, or other trusted adult at school or home with concerns. The Safe2Say app, available on every school iPad, can also be used to make your concerns known.

### **SUPPORT GROUPS**

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

### **USE OF MEDICATIONS**

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

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

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

### **iPADS**

All BAMS students will be issued an iPad to use as a tool in the classroom and for educational purposes. The iPad is the property of the school district, and can be taken from the student's possession at any time, for routine maintenance, as part of a code of conduct investigation, or at the discretion of the district staff or administration. It is the sole responsibility of the student to keep the device safe, free from damage, and in proper working order at all times. The iPad must be kept in the protective plastic case that was given to each student upon deployment, or an appropriate alternative case. Intentional theft or damage to an iPad will be dealt with under the code of conduct, and subject to disciplinary action. It is the responsibility of the student to notify the school of any lost or damaged iPad. Students and parents must complete required forms to receive iPads.

Upon receipt of the iPad, a *Loaner Agreement* must be signed by the parent and student. The loaner agreement establishes guidelines for the safe, efficient, and appropriate use of the iPad. Insurance will be available to purchase each year to cover breakage issues.

### **ANNUAL NOTICE TO PARENTS SERVICE FOR SCHOOL-AGE EXCEPTIONAL STUDENTS**

Bellwood-Antis School District provides a free, appropriate, public education to exceptional students according to state and federal law. To qualify as an exceptional student, the child must be of school age, must be in need of specially-designed instruction, and must meet eligibility criteria for mentally gifted and/or one or more of the following physical or mental disabilities, as set forth in Pennsylvania State Regulations: autism, deaf-blindness, visual impairment, deaf and hard of hearing, intellectual disability, multiple disabilities, traumatic brain injury, other health impairment, orthopedic impairment, emotional disturbance, specific learning disability, speech/language impairment.

The District engages in identification procedures to ensure that all students receive an appropriate educational program, consisting of special education and related services which are individualized to meet the educational needs of the student, and reasonably calculated, to yield



meaningful educational benefit and student progress, at no cost to the parents and in compliance with state and federal law.

Various screening activities are conducted on an ongoing basis to identify students who may be eligible for special education programs and services. These include: universal screening of reading and math skills for all students in grades K-4 conducted 3 times per year; review of group-based data (cumulative records, enrollment records, health records, report cards, and achievement test scores); hearing, vision, physical and speech/language screening; and review by grade level intervention teams, when appropriate. When screening results suggest that a student might be exceptional, the district seeks parental consent to conduct a multidisciplinary evaluation.

Parents who suspect that their child is exceptional may request a multidisciplinary evaluation of their child at any time through a written request to the School Psychologist or the Director of Special Education.

Services designed to meet the needs of exceptional students include the annual development of an Individualized Education Program (IEP), triennial multidisciplinary reevaluation, supportive intervention in the regular class, supplemental intervention in the regular class or in a special education resource program, placement in a part-time or full-time special education class in a regular school or placement in a full-time special education class outside of a regular school. The extent of special education services and programs is provided by the District through a continuum of services based on each individual student's degree of need.

## **TEXTBOOKS**

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

## **HOMELESS STUDENTS**

Pennsylvania's Education for Children and Youth Experiencing Homelessness Program

The main purpose of the Pennsylvania's Education for Children and Youth Experiencing Homelessness Program is to make sure homeless youth have access to free and appropriate public education while removing barriers that homeless children face. Its goal is to have the educational process continue as uninterrupted as possible while the children are in homeless situations.

## **McKinney-Vento Homeless Education Assistance Improvements Act of 2001**

On July 22, 1987, the Stewart B. McKinney Homeless Assistance Act became public law. This was the first comprehensive federal law dealing with the problems of homelessness in America.

Recently included in the 2001 No Child Left Behind Act, it is now called the McKinney-Vento Homeless Education Assistance Improvements Act of 2001.

#### **Examples of Homelessness**

- Students staying with friends or family because they lost housing
- Students living in a shelter, including transitional programs
- Students staying in motels because their family cannot get their own home
- Students living on the streets, in a car, van, tent or other nonpermanent structure

#### **Summary of Educational Rights for Homeless Students**

- Choice to attend school of origin (when feasible), or school of current residence
- Immediate enrollment
- Assistance from school district in obtaining required documentation; immunization records
- Prompt access to appropriate education services
- Transportation
- Free breakfast and lunch

#### **How can you refer a student who you suspect may be homeless?**

Contact the student's counselor or principal. Include the information you know that leads you to suspect the student may be homeless. Danielle (Patton) McNelis is the school district's Homeless Coordinator, 814-742-2275.

#### **SCHOOL SECURITY AND DRILLS**

School security drills are designed to practice procedures to respond to other emergency situations such as an act of terrorism, armed intruder situation or other violent threat. School security drills are conducted in accordance with Policy 805 and 24 P.S. §15-1517 with one (1) drill being held within ninety (90) days of the start of the school year.

#### **TUTORING**

Students who are on the weekly ineligibility list are required to attend tutoring Monday through Friday from 7:30 a.m. – 8:00 a.m. in room 6.

#### **SEARCHES POLICY No. 226**

The Board reserves the right to authorize its employees to inspect a student's locker or any district property at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and order of the schools in accordance with school board policy 226.

All requests for the search of a student's locker shall be directed to the principal. The principal may appoint a representative to be present at the inspection in his/her absence. No less than two people will be present at all searches.

Random searches and the use of drug-sniffing dogs in the school building and on the grounds of [INSERT SCHOOL] may take place periodically during the school year.

The principal or representative may take possession of weapons, contraband, or illegal substance found in the locker and shall be responsible for the safekeeping and proper disposal of any substance, object or material found to be improperly stored in a student's locker. Locker inspections will be recorded, setting forth the reasons(s) for the search, persons present, objects found, and their disposition.

Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety, and welfare of the school population.

### **DATING VIOLENCE**

Dating violence is inconsistent with the educational goals of the district and is prohibited at all times. Dating partner shall mean a person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement, whether casual, serious or long-term. Dating violence shall mean behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner.

The Board encourages students who have been subjected to dating violence to promptly report such incidents. The district shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any students who violates this policy. Every report of alleged dating violence that can be interpreted at the outset to fall within the provisions of policies addressing potential violators of law against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a dating violence investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged dating violence. Upon notification of a conviction or adjudication of a student in this district for sexual assault against another student enrolled in this district, the district shall comply with the disciplinary requirements established by state law and Board policy.

### **SUICIDE PREVENTION**

Any student who is considering suicide or is concerned about the well-being of another, should report the concern immediately to one of the following: school guidance counselor, school social worker, teacher, or principal.

#### **BASD Suicide Prevention Policy (819) - Purpose**

The Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response

to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources.[1][2][3][4][5]

#### Authority

In compliance with state law and regulations, and in support of the district's suicide prevention measures, information received in confidence from a student may be revealed to the student's parents/guardians, the building principal or other appropriate authority when the health, welfare or safety of the student or any other person is deemed to be at risk.[6][7][8][9]

#### Guidelines

The district shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.

The district shall notify district employees, students and parents/guardians of this policy and shall post the policy on the district's website.[1]

#### SUICIDE AWARENESS AND PREVENTION EDUCATION[1]

##### Protocols for Administration of Student Education

Students shall receive age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others including how to engage school resources and refer friends for help.

Lessons shall contain information on comprehensive health and wellness, including emotional, behavioral and social skills development.

##### Protocols for Administration of Employee Education

All district employees, including but not limited to secretaries, coaches, bus drivers, custodians and cafeteria workers, shall receive information regarding risk factors, warning signs, response procedures, referrals, and resources regarding youth suicide prevention.

As part of the district's professional development plan, professional educators in school buildings serving students in grades six (6) through twelve (12) shall participate in four (4) hours of youth suicide awareness and prevention training every five (5) years.[1][10]

Additional professional development in risk assessment and crisis intervention shall be provided to guidance counselors, district mental health professionals and school nurses.

##### Resources for Parents/Guardians

The district may provide parents/guardians with resources including, but not limited to, health promotion and suicide risk, including characteristics and warning signs; and information about local behavioral/mental health resources.

#### METHODS OF PREVENTION[1]

The methods of prevention utilized by the district include, but are not limited to, early identification and support for students at risk; education for students, staff and parents/guardians; and delegation of responsibility for planning and coordination of suicide prevention efforts.

##### Early Identification Procedures

Early identification of individuals with one (1) or more suicidal risk factors or of individuals exhibiting warning signs, is crucial to the district's suicide prevention efforts. To promote awareness, district employees, students and parents/guardians should be educated about suicidal risk factors and warning signs.

Risk factors refer to personal or environmental characteristics that are associated with suicide including, but not limited to:

- Behavioral Health Issues/Disorders:
  - Depression.
  - Substance abuse or dependence.
  - Previous suicide attempts.
  - Self injury.
- Personal Characteristics:
  - Hopelessness/Low self-esteem.
  - Loneliness/Social alienation/isolation/lack of belonging.
  - Poor problem-solving or coping skills.
  - Impulsivity/Risk-taking/recklessness.

- Adverse/Stressful Life Circumstances:
  - Interpersonal difficulties or losses.
  - Disciplinary or legal problems.
  - Bullying (victim or perpetrator).
  - School or work issues.
  - Physical, sexual or psychological abuse.
  - Exposure to peer suicide.
- Family Characteristics:
  - Family history of suicide or suicidal behavior.
  - Family mental health problems.
  - Divorce/Death of parent/guardian.
  - Parental-Child relationship.

Warning signs are indications that someone may be in danger of suicide, either immediately or in the near future. Warning signs include, but are not limited to:

- Expressions such as hopelessness, rage, anger, seeking revenge, feeling trapped, anxiety, agitation, no reason to live or sense of purpose.
- Recklessness or risky behavior.
- Increased alcohol or drug use.
- Withdrawal from friends, family, or society.
- Dramatic mood changes.

## Referral Procedures

Anyone who has identified a student with one (1) or more risk factors or who has an indication that a student may be contemplating suicide, shall refer the student for further assessment and intervention.

### Procedures for Students at Risk

A district-approved suicide assessment instrument may be used by trained mental health staff such as counselors, psychologists and social workers.

Parents/Guardians of a student identified as being at risk of suicide shall be notified by the school. If the school suspects that the student's risk status is the result of abuse or neglect, school staff shall immediately notify Children and Youth Services.[5]

The district shall identify mental health service providers to whom students can be referred for further assessment and assistance.

Mental health service providers – may include, but not be limited to, hospital emergency departments, psychiatric hospitals, community mental health centers, psychiatrists, psychologists, social workers, and primary care providers.

The district shall create an emotional or mental health safety plan to support a student and the student's family if the student has been identified as being at increased risk of suicide.

### METHODS OF RESPONSE TO SUICIDE OR SUICIDE ATTEMPT[1]

The methods of response to a suicide or a suicide attempt utilized by the district include, but are not limited to:

1. Identifying and training the school crisis response/crisis intervention team.
2. Determining the roles and responsibilities of each crisis response team member.
3. Notifying students, employees and parents/guardians.
4. Working with families.
5. Responding appropriately to the media.
6. Collaborating with community providers.

The Superintendent or designee shall develop administrative regulations with recommended guidelines for responding to a suicidal act or attempt on school grounds or during a school-sponsored event.

#### REPORT PROCEDURES[1]

Effective documentation assists in preserving the safety of the student and ensuring communication among school staff, parents/guardians and mental health service providers.

When a district employee takes notes on any conversations or situations involving or relating to an at-risk student, the notes should contain only factual or directly observed information, not opinions or hearsay.

As stated in this policy, district employees shall be responsible for effective documentation of incidents involving suicide prevention, intervention and response.

The suicide prevention coordinator shall provide the Superintendent with a copy of all reports and documentation regarding the at-risk student. Information and reports shall be provided, as appropriate, to guidance counselors, district mental health professionals and school nurses.



Book	Policy Manual
Section	200 Pupils
Title	School Wellness
Code	246
Status	Active
Legal	<ul style="list-style-type: none"> <li>1. 24 P.S. 1422.1</li> <li>2. 42 U.S.C. 1758b</li> <li>3. 7 CFR 210.31</li> <li>4. 7 CFR 210.15</li> <li>5. 24 P.S. 1422</li> <li>6. 24 P.S. 1513</li> <li>7. Pol. 102</li> <li>8. Pol. 105</li> <li>9. Pol. 808</li> <li>10. 24 P.S. 1512.1</li> <li>11. 7 CFR 210.10</li> <li>12. 7 CFR 220.8</li> <li>13. 42 U.S.C. 1751 et seq</li> <li>14. 42 U.S.C. 1773</li> <li>15. 7 CFR 210.30</li> <li>16. 7 CFR 210.11</li> <li>17. Pol. 229</li> <li>18. 24 P.S. 504.1</li> <li>19. Pol. 209.1</li> <li>20. 7 CFR 220.12</li> <li>21. 24 P.S. 701</li> <li>22. 24 P.S. 742</li> <li>24 P.S. 1337.1</li> <li>24 P.S. 1422.3</li> <li>P.L. 111-296</li> <li>7 CFR Part 210</li> <li>7 CFR Part 220</li> <li>Pol. 103</li> <li>Pol. 103.1</li> </ul>
Adopted	April 11, 2017
Last Revised	May 14, 2019

#### **Purpose**

Bellwood-Antis School 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 and promotion, and regular physical activity 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.

#### **Authority**

The Board adopts this policy based on the recommendations of the Wellness Committee and in accordance with federal and state laws and regulations.[1][2][3]

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutrition guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

#### **Delegation of Responsibility**

The Superintendent or designee shall be responsible for the implementation and oversight of this policy to ensure each of the district's schools, programs and curriculum is compliant with this policy, related policies and established guidelines or administrative regulations.[2][3]

Each building principal or designee shall annually report to the Superintendent or designee regarding compliance in his/her school.[3]

Staff members responsible for programs related to school wellness shall report to the Superintendent or designee regarding the status of such programs.

The Superintendent or designee and the established Wellness Committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:[2][3]

1. The extent to which each district school is in compliance with law and policies related to school wellness.
2. The extent to which this policy compares to model wellness policies.
3. A description of the progress made by the district in attaining the goals of this policy.

At least once every three (3) years, the district shall update or modify this policy as needed, based on the results of the most recent triennial assessment and/or as district and community needs and priorities change; wellness goals are met; new health science, information and technologies emerge; and new federal or state guidance or standards are issued.[3]

The district shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents, updates and implementation of this policy via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods. This annual notification shall include information on how to access the School Wellness policy; information about the most recent triennial assessment; information on how to participate in the development, implementation and periodic review and update of the School Wellness policy; and a means of contacting Wellness Committee leadership.[2][3]

#### **Guidelines**

##### **Recordkeeping**

The district shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include:[3][4]

1. The written School Wellness policy.
2. Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the School Wellness policy and any updates to the policy.
3. Documentation of efforts to review and update the School Wellness policy, including who is involved in the review and methods used by the district to inform the public of their ability to participate in the review.
4. Documentation demonstrating the most recent assessment on the implementation of the School Wellness policy and notification of the assessment results to the public.

##### **Wellness Committee**

The district shall establish a Wellness Committee comprised of, but not necessarily limited to, at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, school health professional, physical education teacher and member of the public. It shall be the goal that committee membership will include representatives from each school building and reflect the diversity of the community.[2]

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a School Wellness policy that complies with law to

recommend to the Board for adoption.

The Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school based activities that promote student wellness as part of the policy development and revision process.[3]

#### Nutrition Education

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.[6][7][8]

#### Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

#### Physical Activity

District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

District schools shall contribute to the effort to provide students opportunities to accumulate at least sixty (60) minutes of age-appropriate physical activity daily, as recommended by the Centers for Disease Control and Prevention. Opportunities offered at school will augment physical activity outside the school environment, such as outdoor play at home, sports, etc.

Students shall participate daily in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness and performance benefits.

#### Physical Education

A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. All district students must participate in physical education.[7][8][10]

Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.

A comprehensive physical education course of study that focuses on providing students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented.

#### Other School Based Activities

Drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.[11][12][21][22]

Nutrition professionals who meet hiring criteria established by the district and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for district nutrition staff, as required by federal regulations.[9][13][14][15]

District schools shall provide adequate space, as defined by the district, for eating and serving school meals.

Students shall be provided a clean and safe meal environment.

Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch.

District schools shall implement alternative service models to increase school breakfast participation where possible, such as breakfast served in the classroom, "grab & go breakfast" and breakfast after first period to reinforce the positive educational, behavioral and health impacts of a healthy breakfast.

Students shall have access to hand washing or sanitizing before meals and snacks.

#### Nutrition Guidelines for All Foods/Beverages at School

All foods and beverages available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established

federal nutrition standards. Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare.<sup>[11][12][13][14]</sup>

#### *Competitive Foods -*

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers.<sup>[3][16][20]</sup>

**Competitive foods** are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.

For purposes of this policy, **school campus** means any area of property under the jurisdiction of the school that students may access during the school day.<sup>[3][16]</sup>

For purposes of this policy, **school day** means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.<sup>[3][16]</sup>

The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.<sup>[16]</sup>

#### *Fundraiser Exemptions -*

Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved in accordance with applicable Board policy and administrative regulations.<sup>[17]</sup>

The district may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to five (5) exempt fundraisers in elementary and middle school buildings, and up to ten (10) exempt fundraisers in high school buildings. **Exempt fundraisers** are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.<sup>[16]</sup>

The district shall establish administrative regulations to implement fundraising activities in district schools, including procedures for requesting a fundraiser exemption.

#### *Non-Sold Competitive Foods -*

Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the district.

If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

1. Rewards and Incentives:
  - a. Foods and beverages shall not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (e.g., guest chef, field trip to a farm or farmers market, etc.).
2. Classroom Parties and Celebrations:
  - a. Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties.
3. Shared Classroom Snacks:
  - a. Building principals shall develop guidelines for shared classroom snacks.
  - b. The District shall provide a list of suggested nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

#### *Marketing/Contracting -*

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations.<sup>[3][16]</sup>

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Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.<sup>[18]</sup>

Management of Food Allergies in District Schools

The district shall establish Board policy and administrative regulations to address food allergy management in district schools in order to:<sup>[19]</sup>

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities.

Safe Routes to School

The district shall cooperate with local municipalities, public safety agency, police departments and community organizations to develop and maintain safe routes to school.

## EDUCATION FOR CHILDREN AND YOUTH EXPERIENCING HOMELESSNESS

This resource is intended for parents/guardians/staff/community members to utilize if experiencing homelessness or in crisis. This resource also provides guidance and training and is updated annually.

If you or someone you know is in need of assistance — please reach out to XXXXXXXXXXXX Homeless Liaison(s):

Liaison Responsibilities:

The district's liaison shall coordinate with:

1. Local service agencies that provide services to homeless children, youth, and families.
2. Other school districts on issues of records transfer and transportation.
3. District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and Individuals with Disabilities Act.
4. State and local housing agencies responsible for comprehensive housing affordability strategies.

The district's liaison shall provide public notice of the educational rights of homeless students in schools, family shelters, soup kitchens, public libraries, and locations frequented by parents/guardians of homeless children.

The district liaison shall provide reliable, valid, and comprehensive data to the coordinator of Pennsylvania's Education for Children/Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state law regulations.

Definition of Homelessness:

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

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

School of origin is defined as the school the student attended when permanently housed or the school in which the student was last enrolled, including pre-school. When the student completes the final grade level served by the school of origin, the school of origin shall include the designated receiving school at the next grade level for all feeder schools.

Unaccompanied youth is defined as a homeless child or youth not in the physical custody of a parent or guardian.

**Enrollment/Placement:**

To the extent feasible and, in accordance with the student's best interest, a homeless student shall continue to be enrolled in his or her school of origin while he or she remains homeless or until the end of the academic year in which he or she obtains permanent housing.

Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the district liaison will assist the student with placement and enrollment decisions and give priority to the views of the student in determining where he or she will be enrolled.

If after such consideration, the district determines that it is not in the student's best interest to attend the school of origin or the school requested by the parent/guardian or unaccompanied youth, the district shall provide the parent/guardian or unaccompanied youth with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the parent/guardian or unaccompanied youth and shall include information regarding the right to appeal.

The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to district policies. However, the district may require a parent/guardian to submit contact information. The district liaison may contact the previous school for oral confirmation of immunizations, and the school shall request records from the previous district, pursuant to Board policy. Homeless families are not required to prove residency regarding school enrollment.

**School/Health Records:**

The receiving school district may contact the district of origin for oral confirmation that the student has been immunized but must not be a barrier to enrollment. Oral confirmation between professionals is a sufficient basis to verify immunization with written confirmation to follow within thirty (30) days. The instructional program should begin without delay after the enrollment process is initiated and should not be delayed until the procedure is completed. The enrolling district's liaison will assist the parent/guardian/student in obtaining necessary immunizations, or immunization or medical records.

The district will support families with accessibility to health-related resources — not limited to access to a physician, dentist, and other specialty doctors.

The district may assist with transportation for access to medical providers as well as assist with overcoming barriers related to insurance.

**Placement/Disputes/Complaints:**

If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's placement.

If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent/guardian/student will be provided with a written explanation of the school's decision on the dispute, including the right to appeal. The parent/guardian/student will be referred to the district liaison, who will carry out the state's grievance procedure as expeditiously as possible after receiving notice of the dispute. In the case of an unaccompanied student, the district liaison shall ensure that the student is immediately enrolled in school pending resolution of the dispute.

If disputes or complaints of noncompliance rise regarding the education of homeless students,

the following steps shall be taken:

1. The person filing the complaint shall first contact the school or district through the district liaison, the principal, or Superintendent to present their concerns to the people closest to the situation and, most likely, to be able to resolve it quickly.
2. If Step 1 is not successful or is not possible under the circumstances, contact should be made with the Homeless Project Education Liaison, or the Pennsylvania Department of Education (PDE) will accept complaints directly through the Education for Homeless Children and Youth Program.
3. Individual cases may be referred to the PDE's Office of Chief Counsel and the Office of the Deputy Secretary for Elementary and Secondary Education, as needed, by the State Homeless Coordinator.

PDE will deliver a response within fifteen (15) business days of the receipt of the complaint. The complaint may arrive in the form of a copy of the school district letter or on the Dispute Letter Form, if given directly to a Liaison of the Homeless Initiative.

Education Records:

Information about a homeless student's living situation shall be treated as a student education record subject to the protections of the Family Educational Right and Privacy Act (FERPA) and shall not be deemed to be directory information.

Homeless students shall be provided services comparable to those offered to other district students including, but not limited to: transportation services, school nutrition programs, vocational programs and technical education, preschool programs, programs for students with limited English proficiency, and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, and gifted and talented students.

Transportation:

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district.

If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method.

to apportion the responsibility and costs of the transportation.

Fiscal Responsibilities:

The following guidelines will be followed in cases when the education of the student is provided by the district where the homeless student is temporarily living. The guidelines shall also apply in cases when the district of prior attendance, where that is not the district the student attended when permanently housed, will educate the student:

1. Homeless individuals not in facilities (shelters) or institutions, as well as homeless individuals living in hotels, motels, cars, tents, or doubled-up with a resident family, shall be reported and reimbursed as resident students.
2. For homeless individuals in temporary shelters, the educating school district will send a form for the determination of district residence for students in facilities or institutions to the presumed district of residence.
3. If the form is acknowledged by the resident district, the educating district will enter the



student on its rolls as a nonresident student from the acknowledging resident school district. The educating district will bill the resident district for tuition and will report membership data according to state child accounting procedures.

4. If the form is disclaimed and a district of residence cannot be determined, the student will be considered a ward of the state. The educating district will enter the student on its rolls as a nonresident ward of the state and will report membership according to state child accounting procedures. The Department of Education will pay tuition to the educating district based on membership reported to child accounting.

In cases when the education of the student is provided by the district of origin, where that is the district, the student attended when permanently housed, the district will continue to educate a homeless student for the period of temporary displacement and should maintain the student on its rolls as a resident student.

In cases when the student becomes permanently housed during the academic year and continues in the school of origin, which is not the district of new residence, the educating district will continue to educate the formerly homeless student on its rolls as a nonresident student.

**Training:**

Offered by the Coordinator of Pennsylvania’s Education for Children and Youth Experiencing Homelessness Program.

The district’s liaison shall arrange professional development programs for school staff, including office staff.

School personnel providing services to homeless students, including enrollment staff, shall receive professional development and support to:

1. Improve the identification of homeless students.
2. Understand the rights of such children, including requirements for immediate enrollment and transportation, and
3. Heighten the awareness of, and capacity to respond to, the educational needs of such children.

**Free and Reduced Meals:**

Apply online for free/reduced benefits. Financial assistance is available for families that need assistance paying for school meals. Eligibility for free/reduced meals must be established each school year, regardless of eligibility in previous years.

**Family Engagement:**

Families are a valued member of our community and an essential part of a child’s success. Opportunities for participation in school and building sponsored events are communicated in a variety of ways throughout the school year. If you need assistance to participate, please contact your building principal.

**Academic Supports:**

Students have access to numerous academic supports — based on the need of each individual student. Examples include but are not limited to:

- Title 1 services
- Multi-Tiered Intervention Supports
- After School Tutoring
- Credit Recovery