

Brandywine Heights High School

Student Handbook 2024-2025



Brandywine Heights High School

103 Old Topton Road ∞ Mertztown, PA 19539 ∞ 610-682-5102

Brandywine Heights Area School District

200 West Weis Street ∞ Topton, PA 19562 ∞ 610-682-5102

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General High School Directory

High School Office Staff

Mr. Matthew Dziunycz	Principal	Ext. 2000
Mr. William Ostroski	Assistant Principal	Ext 2001
Mrs. Laura Farkas	Administrative Asst. to the Principal/Virtual Academy Director	Ext. 2002/2030
Mrs. Lisa Renner	Administrative Asst. to the Asst. Principal/ Attendance Secretary	Ext. 2003

Guidance Office Staff

Miss Amy Yusella	Counselor, Students A-L	Ext. 2011
Mr. Adam Beacker	Counselor, Students M-Z	Ext. 2012
Mrs. Anne Moll	Transitional Coordinator	Ext. 2013
Ms. Lori Miller	Guidance Office Administrative Asst.	Ext. 2010

Athletic Office

Mr. Antonio Riggins	Athletic Director	Ext. 2500
Ms. Emily Netterville	Asst. to the Athletic Director	Ext. 2501

Department Chairs

Mrs. Kate Defibaugh	English/Language Arts	B.H.M.S.
Mrs. Michelle McMullen	Mathematics Department	B.H.M.S.
Mrs. Jessica Kost	Social Studies Department	Ext. 2151
Mr. Matthew Donato	Science Department	B.H.M.S.
Mrs. Wendy Pristash	Business/Foreign Language/ Technology Department	Ext. 2201
Dr. Mark Graham	Fine Arts Department	Ext. 2141
Ms. Jessica Lapinski	Practical Arts Department	Ext. 2207
Mrs. Terry Flamm	Special Education	Ext. 2184

High School Schedules

REGULAR -LUNCH 1 SCHEDULE	
PERIOD 1	7:30-8:17
PERIOD 2	8:20 - 9:02
PERIOD 3	9:05-9:47
PERIOD 4	9:50-10:32
LUNCH 1	10:32-11:02
PERIOD 5B	11:05-11:47
PERIOD 6	11:50-12:32
PERIOD 7	12:35-1:17
PERIOD 8	1:20-2:02
AIM BLOCK	2:05- 2:30

REGULAR -LUNCH 2 SCHEDULE	
PERIOD 1	7:30-8:17
PERIOD 2	8:20 - 9:02
PERIOD 3	9:05-9:47
PERIOD 4	9:50-10:32
PERIOD 5A	10:35-11:17
LUNCH 2	11:17-11:47
PERIOD 6	11:50-12:32
PERIOD 7	12:35-1:17
PERIOD 8	1:20-2:02
AIM BLOCK	2:05 - 2:30

EARLY DISMISSAL SCHEDULE	
PERIOD 1	7:30-8:00
PERIOD 2	8:03-8:32
PERIOD 3	8:35-9:04
PERIOD 4	9:07-9:36
PERIOD 5	9:39-10:08
PERIOD 6	10:11-10:40
PERIOD 7	10:43-11:12
PERIOD 8	11:15-11:45
BCTC Students report to Study Hall after 5th Period	

ASSEMBLY DAY- LUNCH 1 SCHEDULE	
PERIOD 1	7:30-8:09
PERIOD 2	8:12-8:51
PERIOD 3	8:54-9:33
PERIOD 4	9:36-10:15
LUNCH 1	10:15-10:45
PERIOD 5B	10:48-11:27
PERIOD 6	11:30-12:09
PERIOD 7	12:12-12:51
PERIOD 8	12:54-1:33
ASSEMBLY	1:33-2:30

ASSEMBLY DAY- LUNCH 2 SCHEDULE	
PERIOD 1	7:30-8:09
PERIOD 2	8:12-8:51
PERIOD 3	8:54-9:33
PERIOD 4	9:36-10:15
PERIOD 5A	10:18-10:57
LUNCH 2	10:57-11:27
PERIOD 6	11:30-12:09
PERIOD 7	12:12-12:51
PERIOD 8	12:54-1:33
ASSEMBLY	1:33-2:30

LATE START (2 HOURS) - LUNCH 1 SCHEDULE	
PERIOD 1	9:30-10:02
PERIOD 2	10:05-10:36
PERIOD 3	10:39-11:10
PERIOD 4	11:13-11:44
LUNCH 1	11:44-12:14
PERIOD 5B	12:17-12:48
PERIOD 6	12:51-1:22
PERIOD 7	1:25-1:56
PERIOD 8	1:59-2:30

LATE START (2 HOURS) - LUNCH 1 SCHEDULE	
PERIOD 1	9:30-10:02
PERIOD 2	10:05-10:36
PERIOD 3	10:39-11:10
PERIOD 4	11:13-11:44
PERIOD 5A	11:47-12:18
LUNCH 2	12:18-12:48
PERIOD 6	12:51-1:22
PERIOD 7	1:25-1:56
PERIOD 8	1:59-2:30

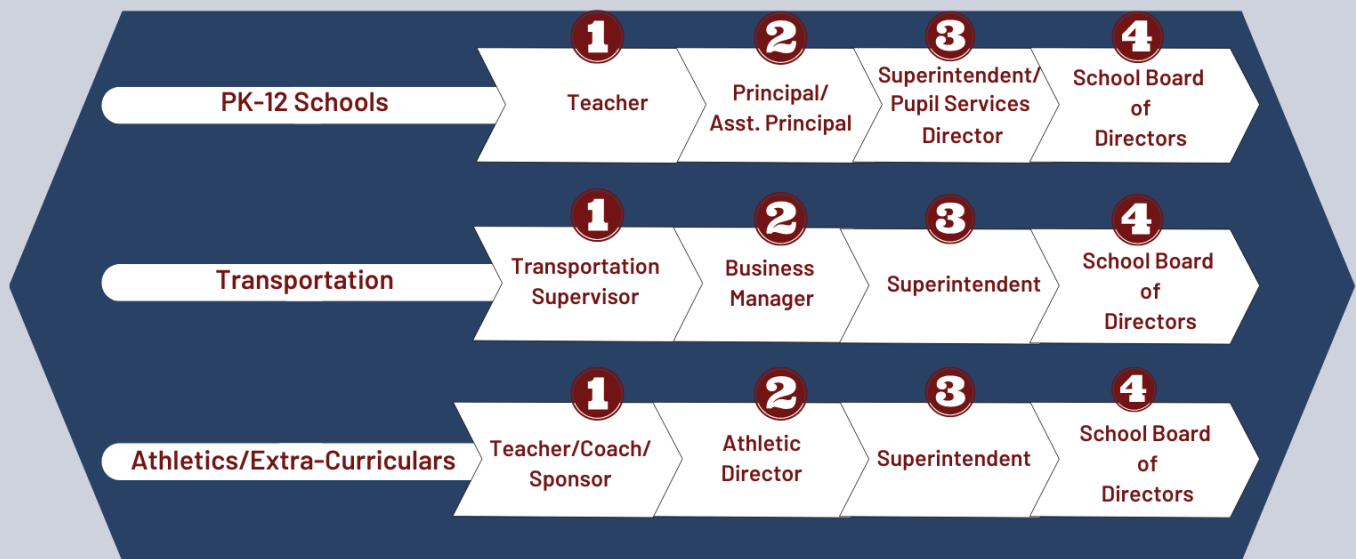
LATE START (3 HOURS)- LUNCH 1 SCHEDULE	
PERIOD 1	10:30-10:35
LUNCH 1	10:35-11:05
PERIOD 5B	11:08-11:57
PERIOD 6	12:00-12:49
PERIOD 7	12:52-1:41
PERIOD 8	1:44-2:30

LATE START (3 HOURS)- LUNCH 2 SCHEDULE	
PERIOD 1	10:30-10:35
PERIOD 5A	10:38-11:27
LUNCH 2	11:27-11:57
PERIOD 6	12:00-12:49
PERIOD 7	12:52-1:41
PERIOD 8	1:44-2:30



ADDRESSING A CONCERN

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



Each step of the process will:

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

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

Notice of Non-Discrimination

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

Student Life

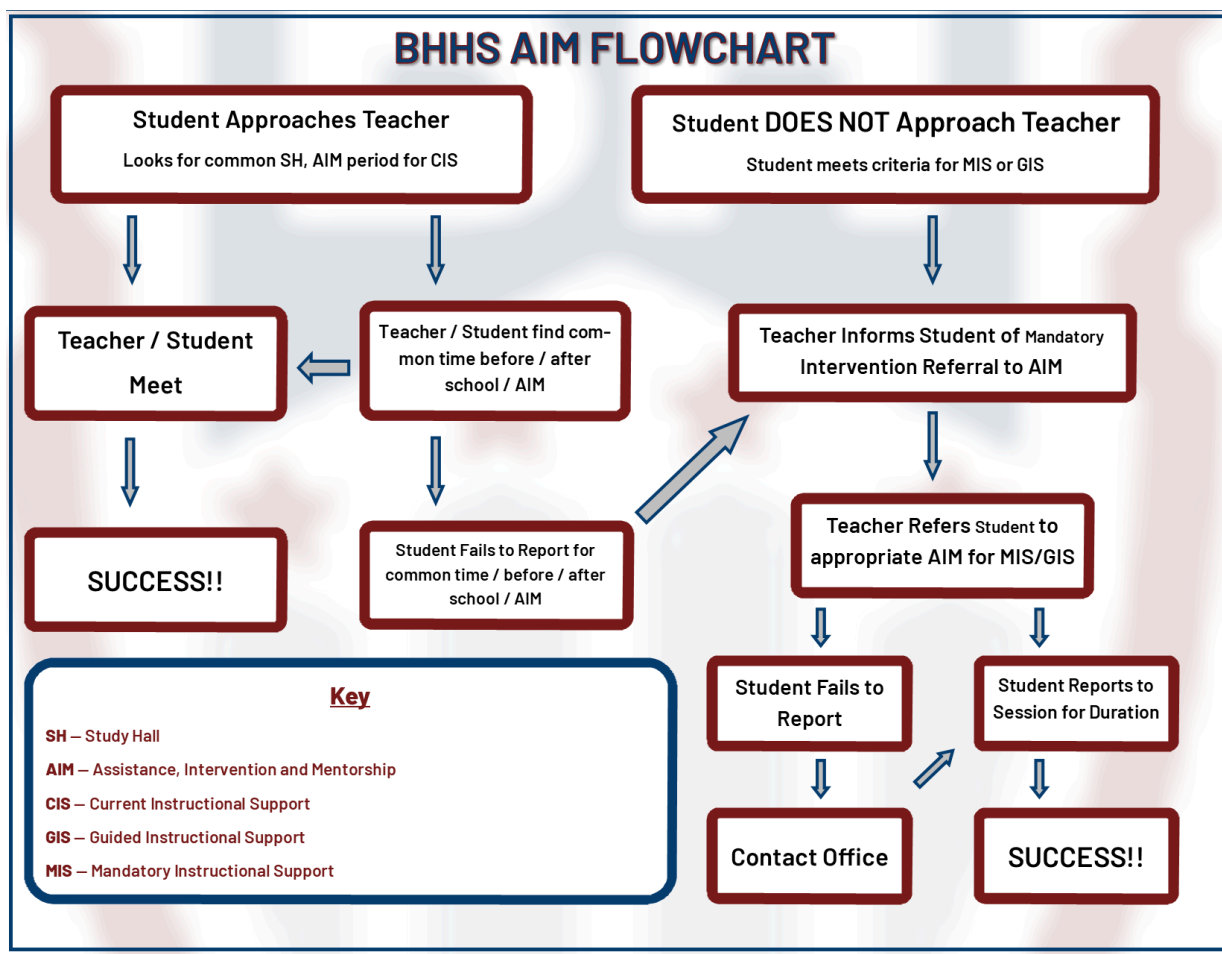
Academics

ACCEPTABLE USE POLICY (AUP)

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

AIM

Each academic day ends with an advisory period or AIM (Assistance, Intervention, Mentoring) from 2:05-2:30 P.M. It is in this dedicated time that we can connect with students academically and provide support to them in a variety of ways depending on their needs. Some students may be requested to attend a specific AIM period for targeted instructional support in identified areas of need, or for assistance in a particular subject. Students can also request to see teachers during this time to make up work, to re-test, or to connect in relation to a subject. The process for AIM in relation to instructional support requests has been outlined in the chart below.



INTERVENTION

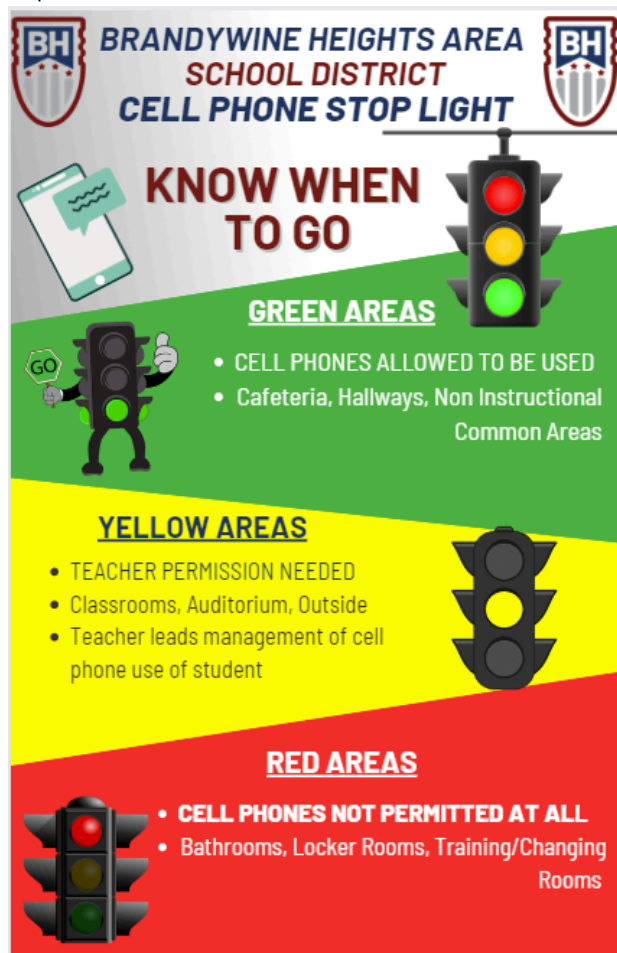
The Brandywine Heights High School offers comprehensive intervention services for academics, behavior, and social and emotional needs. Students who work with our intervention specialists receive tiered supports to assist students in turning areas of need into areas of strength. Should you like to learn more about Intervention services, please contact Amy Yusella or Adam Beacker, our Guidance Counselors, at amyus@bhasd.org or adabea@bhasd.org.

CHEATING

Academic dishonesty (cheating) is the use of inappropriate and unacknowledged materials, information, translation, or study aids in any academic exercise. Assistance from other people is restricted or forbidden unless explicitly authorized by the instructor for particular assignments. Cheating is any attempt by a student to substitute the product of another, in whole or in part, as his or her own work. It involves any attempt by the student to show possession of a level of knowledge or skill that he/she does not possess.

ELECTRONIC DEVICES

Cell phones/personal devices are permitted during the school day on a limited basis; however cell phones are to be away during instructional time unless otherwise requested by the teacher. Phones will be permitted in specific instructional areas during the day, however phone use will not be allowed in locker/changing rooms or in student restrooms per school board policy. Telephone calls are not to be made or received during instructional time. Students are not permitted to audio or video record at any time unless approved by a faculty member or administrator for a course or activity, and when approved must have expressed consent of all parties involved in the recording. Zones delineating the usage of phones/devices will be designated and marked for the students for clarification. Earbuds and headphones are permitted when silently working and in study halls, however when in the cafeteria and when passing between classes, students must have one ear bud out to ensure the safety and awareness of the students. The school is not responsible for the loss, damage, or theft of electronic items. A cell phone or personal device may be confiscated at an administrators' discretion at any time, or for repeated infractions in relation to device usage. Parents may be required to come to school to retrieve a confiscated device in the case of severe or repeated infractions. All regulations and requests have been created in accordance with School Board policy No. 237.



FIELD TRIPS

Educational field trips provide for an extended learning opportunity for students outside of the school setting. During these trips, BHHS students are expected to comply with all rules and regulations of the BHHS handbook and are expected to comport themselves as representatives of the values of the Brandywine Heights High School. Students are responsible for all work missed while on the field trip. A student may be denied participation if he/she has exhibited a pattern of misbehavior which an administrator deems likely to reoccur. Decisions will be made on an individual basis.

MAKE-UP WORK

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

MEDIA CENTER

The purpose of the school media center is to provide students with a place to do free reading or to work on an assignment with all the materials necessary for these purposes readily at hand. Library books & print periodicals are circulated for two weeks at a time except those that are considered reference books or are on special reserve. Reference materials, reserves, and audio-visual materials and equipment may go out overnight but must be returned to the library the following morning. There is a ten item limit to what a student may borrow. Materials not returned to the library by the end of the school day on the date on which they are due are considered overdue. Any lost materials should be reported to a librarian immediately. Students must pay the replacement cost of the lost item. If the item is returned, a refund will be made.

PLAGIARISM

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

TEXTBOOKS

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

Building and Grounds

BUILDING HOURS

Main doors into the rotunda open at 7:00 AM. Inside doors are unlocked at 7:15 for all students and students are permitted to go to designated locations prior to the start of school to complete work, purchase breakfast in the cafe, visit the school store, place personal items in their lockers and prepare for the day.

CAFETERIA

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

LOCKERS

Student lockers are assigned and issued by the homeroom period teacher during the first day of school. Every student is issued a locker so sharing is not permitted. If students are found to be sharing a locker, they will both be held responsible for the contents of the locker. It is the student's responsibility to maintain their locker for the school year. Lockers are school property and may be opened and searched by school administrators at any time.

LOST AND FOUND

Student articles that are lost and/or suspected of being stolen are to be reported by filling out a lost property form in the office the day the article is discovered missing. Students who find articles that do not belong to them are asked to turn them in at the office, where they can be claimed by the owner.

PARKING

All students who plan to park on campus must obtain a parking permit form from the high school office. The form should be filled out completely, with a parent signature, and returned to the high school office. See student agreement on paper. Any vehicle not properly displaying a student parking permit (lower right hand corner of windshield) may be subject to towing at vehicle owner's expense. Fines can be imposed for vehicles parked with no registration sticker. Students violating the state vehicle code and/or the school district's parking and driving regulations may receive disciplinary action as per the behavior code, be cited by the local police, and lose driving privileges at school.

SCHOOL BUS BEHAVIOR

Bus transportation is provided for students in grades 9 -12. Inappropriate behavior on the bus or at the bus stop will result in disciplinary action.

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

The law went into effect on August 22, 2016.

Extra-Curricular

ACTIVITY ACCOUNTS

Fundraising

1. Requests for fundraising events must be secured in the school office.
2. Sale of materials is not permitted during regular school hours unless special approval is received from the Administration.
3. Every school group will be limited to two (2) fundraising activities per school year.
4. The sales campaign for each activity will be limited to a seven (7) day week.
5. No more than two fundraising activities will be permitted each week.
6. No more than one fundraising activity of the same kind will be permitted each week.
7. All fundraising request forms must be completed and submitted to the building secretary for approval, one week prior to the starting date.
8. All fundraisers must show a profit from their sales.

Finances

1. Deposits into activity accounts must be accompanied by an appropriate deposit slip. All bills must be counted and recorded.
2. All requests for payment of bills must be submitted 3 days prior to the due date with a completed payment requisition form. Proof of purchase, invoices and supporting documents must be attached.

ATHLETIC POLICY

The student-athlete handbook is available in the athletic director's office, the high school office and the district office. It can also be found here: [Brandywine Heights Student Athlete Handbook](#).

CONFLICTING SCHOOL ACTIVITIES

The following guidelines should be observed in the event that a student has two (2) conflicting school activities:

1. The student must split the overlapping time equally between both activities.
2. Alternate arrangements can be made with the prior permission of BOTH activity advisors.

Practice vs. Contest

1. The student must attend the contest.
2. Alternative arrangements can be made with the prior permission of BOTH activity advisors.

Contest vs. Contest

1. The student may choose which activity to attend.
2. The student may not be penalized in any way for his/her decision.

DANCES

Dances are open to all Brandywine Heights High School students except those who do not meet established behavior criteria. Guests are permitted under certain conditions established by the school and district. Guests must be under 21 years of age.

Please know that current school board policy allows school administration to administer Breathalyzer tests to students whose observable behavior leads them to suspect that a student may be under the influence of a controlled substance (School Board Policy #227).

REMOVAL OF PRIVILEGES

School privileges may be withheld for a designated period of time, at the discretion of administration, and may include removal from extracurricular activities (both athletic and non-athletic) and school social events as well as other functions. Our goal is to provide an environment where students and staff feel safe to attend classes and functions, and where students can acquire the education they need for continued success beyond high school.

STUDENT COUNCIL

The Student Council is a group of democratically elected students with the following responsibilities:

1. Participate in or manage extracurricular affairs.
2. Develop student responsibility, initiative, leadership and school pride.
3. Promote the welfare of the school through proper student faculty relationships, including board meetings.
4. Represent student concerns and needs in both the school and community environments.

Counseling Services

More detailed information regarding curriculum, grades, transcripts, etc. may be found in the current Program of Studies booklet. Please contact the Guidance Office to obtain another copy of this booklet or access the information online by clicking on this link: [2024-2025 Program of Studies](#).

ACADEMIC PROGRESS REPORTS

At each mid-marking period point, progress reports will be sent to parents of those students who are in danger of failing a course for the quarter. These progress reports will ask parents to check progress on the Parent Access Center, accessible through the district website at www.bhasd.org. Once there, parents should click on the resource link and then the Parent Access link. Progress reports are designed to enlist the cooperative efforts of parents, students and teachers in helping the student achieve his or her full potential. If a family does not have access to this resource, hard copies will be available in the Guidance Office.

GUIDANCE OFFICE

The guidance office is available to all students during study halls, lunch periods, or before and after school. In order to visit the guidance office during class time, a hall pass must be obtained from the teacher. Among the services offered are counseling, course information, career pathways assistance, personal concerns, schedule changes, entry and withdrawal assistance, testing, tutoring, assistance in choosing post-secondary education, and national testing services.

If approved by a parent, teacher, guidance counselor and/or administrator, withdrawal from a course, without penalty, is permitted during the first week of classes. After the first week, parent/student initiated schedule changes not related to a student's program of study will not be allowed. A W-F, withdrawal with a failing grade, is assigned as a final grade for any course from which a student withdraws after the first week of classes, except in cases approved by the administration. Every student is expected to maintain a schedule with a minimum of seven non-study hall class periods per day. Parents may make a request relative to a student's schedule, but the final schedule is determined by the counselors and administrators.

REPORT CARDS

Report cards are issued four times, at nine-week intervals. Any questions concerning the report card should be directed to the guidance office at 610-682-5102, extension 2010. Please see the district calendar or website for approximate dates.

STUDENT ASSISTANCE PROGRAM—SAP TEAM

The Student Assistant Program "SAP" Team seeks to help students who are experiencing problems that may be interfering with their school performance. Many services, such as assessments, individual counseling, or referrals to outside agencies, are available to students through the school district. Students, parents and staff members should feel free to come to the guidance office in order to seek assistance concerning such issues. Referrals to the SAP team are available in the guidance office, and are strictly confidential, as is all information or recommendations to and from the SAP team. Please contact Mrs. Anne Moll for information. More information about our SAP program can be found on our webpage.

STUDENT TRANSFER

As soon as a student is aware that he/she will be transferring to another school, he/she should stop in the guidance office. Arrangements will be made to sign out of Brandywine and transfer all records to the new school.

STUDENT WITHDRAWAL

Before a student may apply for permanent withdrawal from school, he/she must be at least 16 years of age, have a fulltime job of 40 hours per week or more, and working papers signed by his/her parents. Approximately one week before withdrawal, the student should stop in the guidance office to make arrangements for signing out of school. Students who are 18 years old can withdraw with their parents' permission. Students 18 or older who miss 10 consecutive days without a legal excuse will be dropped from the rolls, and required to re-register upon their return to school.

MCKINNEY-VENTO HOMELESS STUDENT RESOURCES

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

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

1. Sharing the housing of other persons due to loss of housing or economic hardship.
2. Living in motels, hotels, trailer parks, or camping grounds due to lack of adequate alternative accommodations.
3. Living in emergency, transitional, or domestic violence shelters.

4. Abandoned in hospitals.
5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar settings.
7. Living as migratory children in conditions described in previous examples.
8. Living as runaway children.
9. Being abandoned or forced out of homes by parents/guardians or caretakers.
10. Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.

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

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

School Nurse Procedures

MANDATED HEALTH SERVICES & EXAMS

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

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

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

PASSES

All students must sign out using a hall pass to come to the nurse's office. Do not come between classes. A true emergency or any life threatening illness or injury is an exception; therefore, the student should report directly to the nurse regardless of a pass.

MEDICATION

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

ILLNESS

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

STUDENT INJURIES

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

Attendance Policies and Procedures

ATTENDANCE REGULATIONS

As part of the requirements from Pennsylvania's Department of Education for the 2019-2020 school year, a truancy elimination and absence reduction plan will be implemented to help reduce chronic absenteeism. Supports and services will be in place for students and families.

This plan is intended to be a support mechanism for parents and families to ensure students are able to be successful in their academic studies through increased attendance in school.

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

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

ABSENCE TYPES

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

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

DISTRICT INITIATED DISMISSALS, ARRIVALS, AND CLOSINGS

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

LATE ARRIVAL AND EARLY DISMISSAL

Students who arrive at or after 7:30 a.m. must sign-in at the high school office and get a pass from the Attendance Secretary for admission to the building. Like absences, tardiness can fall into one of three categories:

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

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

NOTIFICATION PROCEDURES

Parents/guardians are notified of their child's absence daily.

Notification to parents/guardians regarding unlawful absences will adhere to the following steps:

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

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

PROCEDURES FOR AN ABSENCE

DAY OF AN ABSENCE

1. Parents/Guardians are required to call the attendance phone line, (610) 682-5102, ext. 2003 before 7:45 AM.
2. Leave a message stating your name, your child's name, the date and the reason for the absence. This phone call does not take the place of a written excuse. The school district is required by law to receive a written or electronic excuse from a parent/guardian.
3. If your child is absent and you do not report to the school, a call will be made home to inform you of the absence.
4. Upon your child's return to school, a written excuse stating the reason for the absence must be submitted.

FOLLOWING AN ABSENCE

1. Have your parent or guardian write a note, complete an electronic excuse, or fill in an excuse blank, which can be acquired here in the Main Office. Include the current date, the date(s) of your absence(s), the reason for the absence, and your signature.
2. Fill out the electronic excuse form, give your excuse blank, and/or parent note to the attendance office within three (3) school days of your return to school. It must be dated and signed. After three (3) days, the note will be accepted but not credited. This applies to any and all excuses, including exempt absences.

NOTE: Attendance is checked with the BCTC daily. On early dismissal days at Brandywine, BCTC students who wish to go home must sign out in the Main Office before leaving or be subject to disciplinary consequences.

PRECEDING A PLANNED ABSENCE

Education Travel Form

For Educational travel information please view the District and School Information on the Parent Resources page of our website. <https://www.bhasd.org/page/parents>

Student Dress and Grooming (SBP 221)

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

BACKPACKS AND WINTER COATS

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

FOOTWEAR

1. Safe footwear should be worn at all times.

GENERAL DRESS GUIDELINES

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

1. Any type of shirt, top, skirt, dress, pants, shorts, etc. must reflect modesty. Clothing cannot be see-through or excessively revealing.
2. Each student is expected to maintain good personal hygiene.
3. Excessively baggy clothing that poses a safety hazard.
4. Undergarments should not be exposed nor any other clothing that proves to be a safety hazard.
5. Clothing, patches, buttons, pins jewelry, backpacks and exposed tattoos are not permitted if they fall into the following categories: have sexually suggestive writing/pictures, advocate violence, advertise or promote the use of tobacco, alcohol or drugs, have innuendos or obscene language, or are disrespectful.
6. Pants should not be excessively baggy, be tear away, or be a costume.
7. Coats, jackets or garments designed for protection from the outside weather are not to be worn during the school day.

HEADWEAR

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

JEWELRY

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



Bullet: PROUD

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



Prepared

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



Respectful

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



Ownership

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



Understanding

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



Determined

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

	Classroom	Bathroom	Hallways	Cafeteria	Arrival/Departure	All Areas
Prepared	<ul style="list-style-type: none"> * Be ready to learn * Assignments completed * Computer charged * Notes ready and pencil in hand 	<ul style="list-style-type: none"> * Follow bathroom procedures * Return to class promptly 	<ul style="list-style-type: none"> * Walk don't run * Stay to one side * Quiet voices 	<ul style="list-style-type: none"> * Bring lunch box * Get everything you need before sitting * Decide what you want to eat ahead of time * Clean up after yourself 	<ul style="list-style-type: none"> * Unpack/pack up in a timely manner * Listening for directions * Come to school with the correct supplies and clothing 	<ul style="list-style-type: none"> * Be responsible for your belongings * Pay attention and listen * Respect others * Use manners
Respectful	<ul style="list-style-type: none"> * Show respect for yourself and others * Follow expectations * Eyes on the teacher * Raise your hand * Do not antagonize someone who is having a bad day 	<ul style="list-style-type: none"> * Respect others privacy * Respect school property * Use quiet voices 	<ul style="list-style-type: none"> * Smile at others * Greet others * Hold doors for others * Offer help to those in need * Avoid touching projects and lockers 	<ul style="list-style-type: none"> * Being friendly to everyone at your table * Using manners while eating * Raise your hand for help * Listen to school staff 	<ul style="list-style-type: none"> * No pushing others * Take care of your belongings * Keep hands/feet to yourself * Walking slowly * Listen to school staff 	<ul style="list-style-type: none"> * Do not touch someone else's belongings * Do not shove or push others * Listen when someone talks * Respect objects around you * Do not destroy books/materials of others
Ownership	<ul style="list-style-type: none"> * Do the right thing at all times * Do your work * Take responsibility for your actions * Be honest * Pay attention to your mistakes and fix them * Show pride in your 	<ul style="list-style-type: none"> * Follow bathroom rules * Wait your turn * Report inappropriate behaviors immediately * Help keep the bathroom clean by flushing toilets, throwing towels away 	<ul style="list-style-type: none"> * Keep halls clean * Only go into your locker when needed * Keep hands to yourself * Model good behavior 	<ul style="list-style-type: none"> * Clean up messy areas * Check your area for crumbs/dropped food * Wait your turn * Use good manners 	<ul style="list-style-type: none"> * Listen to school staff * Take care of your belongings * Keep hands to yourself * Own up to your mistakes and learn from them 	<ul style="list-style-type: none"> * Use appropriate behavior * Take responsibility for your actions

	work					
Understanding	<ul style="list-style-type: none"> * Listen to and acknowledge others * Learn from your mistakes * Communicate with others to show you understand/care 	<ul style="list-style-type: none"> * Help others if they need it * Be patient and wait your turn * Mind your own business 	<ul style="list-style-type: none"> * Think before you act * Model good behavior 	<ul style="list-style-type: none"> * Be patient * Be a good listener * Help others 	<ul style="list-style-type: none"> * Understand others needs * Be polite * Use good manners 	<ul style="list-style-type: none"> * Listen to staff * Help others when they have a problem * Be empathetic * Interact with others
Determined	<ul style="list-style-type: none"> * Do your best * Help others * Move forward * Focus on the goal 	<ul style="list-style-type: none"> * Do what you need to do * Be ready to go back to class * Try your best to learn good bathroom behavior 	<ul style="list-style-type: none"> * Walk with a purpose * Get to class on time * Use time wisely * Be ready to learn and do great when returning to class 	<ul style="list-style-type: none"> * Working to win a character award during lunch * If using the bathroom, go and come right back * Keep body and objects to self 	<ul style="list-style-type: none"> * Get packed up or unpack all necessary materials * Use time wisely * Be positive * Know assigned areas 	<ul style="list-style-type: none"> * Trying your best even when it's hard * Leave things like you found them * Be eager to do what you're supposed to do * Respect the space

Student Discipline

STUDENT RIGHTS/RESPONSIBILITIES (SBP 235)

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

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

STUDENT DISCIPLINE (SBP 218)

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

DETENTION

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

- A student's job.
- Extra-curricular activities, including sports.
- Appointments other than medical or legal.

All school detentions are one hour long. Students are expected to report on time and to bring educational work to the detention. Students may choose to serve an AM or PM detention.

PM Detention

- PM detentions are one hour in length and are held on Thursday from 2:30 PM to 3:30 PM.
- Students attending BCTC will serve their detention for one hour upon return from their program.

Any student who is reported for causing a disturbance while serving a detention will be subject to further consequences.

EXCLUSIONS FROM SCHOOL (SBP 233)

SUSPENSIONS

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

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

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

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

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

EXPLUSIONS

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

CORPORAL PUNISHMENT

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

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

Student Code of Conduct

OFFENSE	FIRST CONSEQUENCE	SECOND CONSEQUENCE	THIRD CONSEQUENCE
Littering	Teacher/Administrative Warning	1 Day Detention	1 Day OSS
Public show of affection	Teacher/Administrative Warning	Administrative Discretion	Administrative Discretion
Classroom/ Hall misconduct	Teacher/Administrative Warning	1 Day Detention	1 Day OSS
Any condition that causes a disruption of the educational process or constitutes a health or safety hazard/ General Misconduct	Administrative Discretion	Administrative Discretion	Administrative Discretion
Being out of your assigned area/ misuse of a hall pass	Teacher/Administrative Warning	1 Day Detention	3rd Consequence - 3 Days Detention. Future Consequences - Administrative Discretion
-Unexcused late to class 4 or more times (<10 Minutes)	Late 4 - 9 Times - 1 Day Detention Each Time	Late 10+ Times Administrative Discretion	Administrative Discretion/Possible Truancy Consequences
Unexcused late to school 3 or more times	Late 4 - 9 Times - 1 Day Detention Each Time	Late 10+ Times Administrative Discretion	Administrative Discretion/Possible Truancy Consequences
Disrespect	Teacher Warning Documented Via a Referral	1 Day Detention	Administrative Discretion
Causing a classroom disturbance	Teacher Warning Documented Via a Referral	1 Day Detention	Administrative Discretion

OSS = Out of School Suspension

SBP = School Board Policy

SCE = State Code Equivalent for Safe Schools database

NOTE: After Third Offense, Administrator Reserves the Right to Use Discretion

Student Code of Conduct

OFFENSE	FIRST CONSEQUENCE	SECOND CONSEQUENCE	THIRD CONSEQUENCE
Inappropriate conduct at lunch	1 Day Detention	2 Day Detention	1 Day OSS
Missing an assigned detention	1 Day Detention and Reschedule Original	2 Days Detention and Reschedule Original	1 Day OSS
Minor bus infractions	Administrative Warning	2-4 Times - 1 Day Detention Each Time	Administrative Discretion/ Possible Suspension of Bus Privileges
Cutting class or arriving more than 10 minutes late to class without a pass from another staff member	Parent Contact by Classroom Teacher, Teacher Discusses Cut/ Lateness with Student and 1 Day Detention	Conference with Student and Admin- istration, Guidance, or Impartial Third Party and 2 Days Deten- tion	1 Day OSS
Offensive language/gestures	2 Days Detention	1 Day OSS	Administrative Discretion
Leaving the classroom without permission	1 Day Detention	2 Days Detention/ISS	1 Day OSS
Leaving school grounds without permission	1 Day ISS/OSS	1 Day OSS	Administrative Discretion
Theft	Restitution, 1 Day OSS and Police Referral	Restitution, 3 Days OSS and Police Referral	Restitution, 4 to 10 Days OSS and Police Referral
Forgery	1 Day OSS	2 Days OSS	3 Days OSS
Cheating/Plagiarism	Maximum Grade of "50" if Redone and 1 Day Detention	Grade of "0," and 1 Day OSS	Administrative Discretion

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Student Code of Conduct

OFFENSE	FIRST CONSEQUENCE	SECOND CONSEQUENCE	THIRD CONSEQUENCE
Creating a disturbance during detention	2 Days Detention	1 Day OSS	3 Day OSS
Hazing or inappropriate initiation ceremonies	1- 10 Days OSS as Per Administrative Discretion and Possible Referral to Police as Per Administrative Discretion		
Reckless driving and/or speeding	Removal of Parking Privileges for 10 School Days, Parent Contact	Referral to Police	Administrative Discretion
Egregious bus infractions	1 Day OSS	Removal of Bus Privileges/ Administrative Discretion	Administrative Discretion
Possessing and/or using any type of tobacco product (SBP 222, SCE 50)	Administrative Discretion - See SBP, 1 Day OSS	3 Days OSS	10 Days OSS
Damaging or destroying school property which may involve law enforcement (SBP 224, SCE 32)	Administration Discretion- See School Board Policy, Minimum 1 to 10 Days OSS		
Fighting, assault and/or battery (SCE 1-4, 17, 38)	Administrative Discretion - See School Board Policy, Minimum 3 to 10 Days OSS		
Possessing instruments of crime (SBP 218.1, SCE 39-46)	Administrative Discretion -See School Board Policy, Minimum 3 to 10 Days OSS		

OSS = Out of School Suspension

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NOTE: After Third Offense, Administrator Reserves the Right to Use Discretion

Student Code of Conduct

OFFENSE	FIRST CONSEQUENCE
Possessing, using or being under the influence of any alcoholic beverage or illegal chemical substance (SBP 227, SCE 47, 49)	Administrative Discretion - See School Board Policy, Minimum 3 to 10 Days OSS
Sale or distribution, or intent to sell or to distribute, and illegal or look-alike chemical substance (SBP 227, SCE 48)	Administrative Discretion - See School Board Policy, Minimum 3 to 10 Days OSS
Possessing and or using any explosive devices or smoke bombs (SBP 218.1, SCE 44)	Administrative Discretion - See School Board Policy, Minimum 3 to 10 Days OSS
Physical, verbal, or sexual harassment, including bullying/cyberbullying (SBP 238, 248, SCE 14 - 16)	Administrative Discretion - See School Board Policy, Minimum 3 to 10 Days OSS
Any severe infraction, which, in the opinion of the administration, causes a disruption of the educational process or constitutes a health or safety hazard. Examples of such infractions include, but are not limited to: arson, bomb threats, false alarms, continued harassment of a student or staff member, and threats	Administrative Discretion - See School Board Policy, Minimum 3 to 10 Days OSS

OSS = Out of School Suspension

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NOTE: After Third Offense, Administrator Reserves the Right to Use Discretion

School Board Policies

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

BULLYING AND CYBERBULLYING (SBP 238)

The Board strives to provide a safe, positive learning climate in its schools. The district, its schools, and the school community have an obligation to promote mutual respect, tolerance, and acceptance, and will not tolerate any behaviors that infringe on the safety of any student. Therefore, it shall be the policy of the School District to maintain an educational environment in which bullying and cyberbullying in any form are not tolerated. Toward that end, bullying and cyberbullying are prohibited on school grounds, at school-sponsored events and activities, on school buses and other school-sponsored transportation as well as at school bus stops.

Bullying should mean any intentional and repeated occurrences of unwelcomed and hurtful words, acts, or other behaviors, such as name-calling, threatening, and shunning, committed by one or more individuals against another.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening or terrorizing another student, teacher or employee of the School District by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images or Web site postings (including blogs).

CONTROLLED SUBSTANCES/PARAPHERNALIA (SBP 227)

Any pupil in possession of controlled substances (drugs or alcohol) on school grounds or on a school vehicle will receive a suspension from school with a parent conference required for rein-statement. Expulsion from school will be considered in any case concerning the possession of controlled substances.

Any pupil who supplies or sells any controlled substance on school property will be recommended to the Superintendent for an expulsion hearing.

HAZING (SBP 247)

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

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

SEARCHES (SBP 226)

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

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

TOBACCO/NICOTINE (SBP 222)

The Brandywine Heights Area School District administration and staff are responsible for the health, safety and welfare of all students during normal school hours and during school sponsored activities. Because we are concerned about the health, safety and welfare of our students, smoking and/or possession of tobacco, tobacco products such as smokeless tobacco, nicotine and nicotine delivery products are prohibited in or about Brandywine Heights Area School District property or on school buses. Students taking part in any Brandywine Heights Area School District activity such as field trips are also expected to abide by this regulation.

It is recognized that the purchase of tobacco products by minors is unlawful and that the Surgeon General of the United States has indicated that the use of tobacco products is hazardous to one's health. Therefore, in keeping with the Brandywine Heights Area School District's "smoke free" policy, the use or possession of tobacco products by students in the buildings, on school buses, vans or other forms of transportation or on or about school grounds is prohibited.

Violation of this policy shall result in the following penalties:

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

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

UNLAWFUL HARASSMENT (SBP 248)

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers and third parties in the schools. Harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

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

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

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

WEAPONS (SBP 218.1)

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

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

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

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

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

SBP = School Board Policy

SCE = State Code Equivalent for Safe Schools database

Safety

Video Surveillance Notification

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

FERPA Notification of Rights

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

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

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

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

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

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

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

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

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

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

July 1, 2024

Dear Brandywine Heights High School Families,

Under § 9528 of the Elementary and Secondary Education Act (ESEA) of 1965, schools are required to give military recruiters the same access to secondary school students as they provide to post-secondary institutions or to prospective employers. As part of this legislation, Brandywine Heights High School is required to provide the names, addresses, and telephone listings of students who will be Juniors or Seniors during the 2024-2025 school year to military recruiters when requested.

Parents have the right to opt out of this public, non-consensual disclosure of directory information and may do so by selecting "Opt Out" on this Google Form and submitting by July 26, 2024 otherwise, no response is required. If you do not submit the Opt Out form by July 26, 2024, your child's information will be included on directory information lists requested by the military.

If you should have any questions, please contact the high school Guidance Office.

Sincerely,

Matthew Dziunycz Principal
Brandywine Heights High School

[MILITARY OPT OUT FORM LINK](#)

Special Education Services

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

SPECIAL EDUCATION SERVICES POLICY NO. 113

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

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

Brandywine Heights Area School District's Director of Pupil Service is Mrs. Mandi Kercher. She can be contacted at manker@bhasd.org and (610) 682-5100 extension 1400.

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

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

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

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

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

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

District Office Staff

Mr. Andrew Potteiger	Superintendent
Mr. Robert Farina	Assistant to the Superintendent
Mrs. Mandi Kercher	Director of Pupil Services
Ms. Nicole DelGuerico	Business Manager
Mrs. Sarah Soffa	Director of Athletics and Facilities
Mrs. Carolyn Hanych	Director of Virtual Academy
Mr. Michael Wetzel	Director of Building and Grounds
Ms. Carly Worman	Supervisor of Instruction, Assessment, & Technology

School Board of Directors

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

Alma Mater

Brandywine, Dear Brandywine	Brandywine, Dear Brandywine
To thee we will be faithful	Your guiding light will lead the way
For all the things you gave to us,	To future light of great success
We will be always grateful.	From happiness we cannot stray.
Behind your walls are memories	You taught us strength to find the way
Of days and joys and reveries.	To love each other every day.
Though years may go, we will return	Brandywine, we sing to thee
For thoughts of you we'll always yearn.	With loving praise and loyalty.