

GUIDE TO BALA CYNWYD MIDDLE SCHOOL A NATIONAL SCHOOL OF EXCELLENCE



1939-2022

82 Years of Educational Excellence

610-645-1480



FREQUENTLY CALLED PHONE NUMBERS

Main Office.....610-645-1480

Information Line.....610-645-1401

Teachers' Voice Mail Press 1

General Information Press 2

Attendance.....610-645-1400

Food Services.....610-645-1481

Guidance.....610-645-1488

Nurse.....610-645-1499

Transportation.....610-645-1940

Fax.....610-664-2798

Contents

Welcome.....	4
Mission/Vision.....	5
Attendance.....	7
FoodService.....	12
School Communications.....	14
Emergency Alerts.....	15
General Information: Library, Hall Passes, Lockers, Phones, Computer.....	17
Transportation.....	20
Academic Community.....	24
Learning Community: Rights and Responsibilities, Code of Conduct.....	28
Student Activities: Clubs and Athletics.....	40
Counseling Services.....	50
Health Services.....	51
Schedules.....	56

Bala Cynwyd Middle School



A National School of Excellence

Welcome

To the Students, Parents and Guardians of Bala Cynwyd Middle School:

The faculty and staff of Bala Cynwyd Middle School welcome you to our school community. We are looking forward to an exciting and successful school year. This year there will be many challenges and even more opportunities for you to experience. We are excited to learn and grow with you this year.

Our teachers and staff are ready to guide you in a safe and respectful learning environment. They will provide a variety of opportunities, resources, support and experiences for you to grow as a learner, thinker, and citizen. We challenge you to use your mind well and expand your interests. We recommend that you work hard within your academic classes and take advantage of our many clubs, sports and other school activities outside of the classroom. Get to know your classmates and develop positive relationships with your peers and teachers.

The Guide to Bala Cynwyd Middle School is designed to familiarize you with the expectations of being a student here at BC. It will inform you of our policies, procedures, programs and opportunities. We recommend reviewing the Guide carefully. We know that your membership in our community will be an important part of your unique educational journey.

LMSD MISSION

Committed to excellence and continuous improvements, the Lower Merion School district strives to ensure that all students achieve their highest level of critical thinking and creativity, that they value themselves and the diversity of others, and that they are knowledgeable, contributing citizens capable of excelling in a rapidly changing world.

This is accomplished by individuals engaging in innovative, active experiences tailored to myriad ways of learning and in partnership with our community.

LMSD VISION

Students are our reason for being. We create an environment designed to fulfill the individual learning needs and aspirations of each student. LMSD develops active partnerships at all levels of our learning community and values the individual contribution of each member.

We view learning as a dynamic, innovative collaboration. Individuals learn best when their hearts, minds, and spirits are intimately engaged in the learning process.

Enter to learn. Go forth to serve.

LMSD SHARED VALUES

- ⇒ All people have equal intrinsic worth.
- ⇒ People learn in different ways and at different rates.
- ⇒ Each person bears responsibility for the well-being of society and the quality of the environment
- ⇒ Learning occurs everywhere and is a lifelong pursuit of knowledge, truth, and wisdom.
- ⇒ High quality public education directly benefits the entire community and is essential for a democratic society.
- ⇒ The responsibility for learning rests primarily with the individual; however, education is the shared responsibility of the student, home and family, school, and the entire community.
- ⇒ Individuals learn best when actively engaged in the learning process.
- ⇒ Excellence demands sustained effort.
- ⇒ All individuals can be successful learners.
- ⇒ High expectations yield high results.
- ⇒ Society benefits when individual rights are balanced with social responsibility
- ⇒ Ethical conduct is essential to the quality of life.

LMSD EQUAL OPPORTUNITY POLICY

The Bala Cynwyd Middle School fully supports Lower Merion School District's "Equal Opportunity Program for School and Classroom Practices" (Board Policy No. 103).

If you suspect any discrimination based on handicap/disability, race, color, age, creed, religion, gender, sexual orientation, gender identity, gender expression, ethnicity, or national origin, please contact the building principal immediately.

LMSD BOARD OF DIRECTORS

Ms. Lucy Klain - President

Dr. Melissa Gilbert- Vice President

Ms. Laurie Actman

Mr. Ben Driscoll

Ms. Debra Finger

Ms. Shayna Kalish

Mr. Peter Lee

Mr. Shawn Mooring

Ms. Subha Robinson

Mr. Robert Copeland, Superintendent

BALA CYNWYD MIDDLE SCHOOL ADMINISTRATIVE TEAM

Principal

Dr. Amy Jenkins

Assistant Principal

Ms. Christine Fleming

Assistant Principal

Mr. Jeff Hunter

For a full Bala Cynwyd faculty directory with contact information, please visit our school website

<https://www.lmsd.org/bala-cynwyd/about/directory>

GENERAL PROCEDURES

Attendance Procedure

For complete attendance information, please visit our school website:

<https://www.lmsd.org/bala-cynwyd/parent-info/attendance>

Upon arrival in the morning, students are expected to visit their lockers, unpack book bags, and organize their belongings for the day. Students may have a light breakfast in the cafeteria until 8:05 a.m.

Students are expected to arrive in time to be in their first period class by 8:15 a.m. for the morning announcements. **Students arriving after 8:15 a.m. are considered tardy and are to report to the office and then report directly to their first period class.**

Students should take care of all office business (getting forms, paying debts, reporting early dismissals, obtaining approved bus passes, etc.) before school and during lunch.

Students who wish to use the library before school may do so from 7:30 until 8:10 a.m.

School attendance continues to be one of the most important variables contributing to student achievement. It is difficult, if not impossible, to replace the learning activities and interactions that occur among classmates and teachers on a daily basis. We have entered the 21st century and have the responsibility to prepare our students for the information age. This requires that we carefully monitor student attendance. In September of 2017, the Lower Merion School District implemented new guidelines for attendance in compliance with Section 1327 of the Pennsylvania School Code of 1949, Compulsory School Attendance, and Basic Education Circular (BEC) 24 P.S. 13-1327, Compulsory Attendance and School Attendance Improvement Plan (SAIP). The Policy includes the following:

Absences fall into two categories - Excused and Unlawful/Unexcused:

- Excused Absences/Tardies/Early Dismissals:
 - Illness
 - Death of a family member
 - Medical or dental appointments
 - Authorized school activities
 - Required court attendance
 - Urgent reasons as deemed appropriate by school administration
 - Educational travel with prior approval (use LMSD form: Absence for Educational Trip)
 - Religious holidays observed by bona fide religious groups
 - Religious instruction pursuant to § I 546 of the Pennsylvania School Code (up to 36 hours per school year).
- Unlawful Absences/Tardies/Early Dismissals:
 - Absence due to parental neglect
 - Missing the bus
 - Oversleeping
 - Any other reason not covered in excused absences above.

Additional information:

- Excused absences may be considered *Absence Excused Cumulative* (AEC) or *Absence Excused Non-cumulative* (AEN). All unlawful absences are considered cumulative.
- All absences will be treated as unlawful (UNL) until the school district receives a written excuse explaining the reason(s) for the absence.
- Unexcused tardy or unexcused early dismissal minutes may be calculated and reflected as the equivalent of one unlawful absence.
- If a student has been absent from school for any period of time, the parent or legal guardian MUST provide a written explanation of the absence within 3 calendar days of the absence. If such documentation is not provided, the absence will be counted as unexcused or unlawful.
- Telephone calls are still necessary to inform the School that the student will be absent on that day but WILL NOT REPLACE a written explanation of absence upon readmission. The form for attendance notes can be found on the Bala Cynwyd website, under the “Parent Info” tab.
- Absences due to illness that are 3 or more consecutive days require an absence note documenting the reason for the absence and the dates of absence from a medical doctor or practitioner of the healing arts who is providing ongoing care for that child.
- A maximum of 10 days of cumulative lawful absences for illness verified by parental notification may be permitted during a school year. All absences beyond 10 cumulative days for illness will require a written excuse from a medical doctor or practitioner of the healing arts, who may not be the child’s parent/guardian. The definition of a cumulative absence is an absence verified by parent notification and all unlawful or unexcused absences (absences not noted by a parent or physician).
- School district shall coordinate a school/family conference to discuss the cause of the child's truancy and develop a mutually agreed upon School Attendance Improvement Plan to resolve truant behavior.

- Official Attendance Violation Notifications will be issued after 6 unlawful (UNL) absences indicating that habitual truancy will result in a citation being filed with the district magistrate, which may result in a monetary fine not to exceed \$300 for the first offense. Continued truancy, after the child has been deposed in District Court, will be referred to the Montgomery County Juvenile Court.
- Students under the age of 15 years who are habitually truant from school may be referred to the Montgomery County Office of Children and Youth (OCY).

Communication Procedures for Excused Absences (AEC)

<i>Letter</i>	<i>Description</i>	<i>When is an attendance letter sent?</i>
Letter #1	Attendance Letter of Concern	<ul style="list-style-type: none"> ● 5 AEC
Letter #2	Physician’s Verification (Doctor’s Excuse)	<ul style="list-style-type: none"> ● 10 AEC
Letter #3	First Notice of Attendance	<ul style="list-style-type: none"> ● Letter #2 plus three Unlawful Absences (UNL) ● Violation of the School Code
Letter #4	Second Notice of Attendance	<ul style="list-style-type: none"> ● Letter #3 plus one Unlawful Absence (UNL) ● Truancy Elimination Plan will be developed
Letter #5	Notice of Violation	<ul style="list-style-type: none"> ● Letter #4 plus one Unlawful Absence (UNL) ● Violation of Compulsory School Attendance Requirements

Communication Procedures for Unlawful Absences (UNL)

An Unlawful Absence is an unexcused absence for a student of compulsory school age.

<i>Letter</i>	<i>Description</i>	<i>When is an attendance letter sent?</i>
Letter #1	Official Notice of Truancy	<ul style="list-style-type: none"> ● 3 Unlawful Absences (UNL)
Letter #2	Notice of School Attendance Improvement Conference	<ul style="list-style-type: none"> ● 4th Unlawful Absence (UNL) unless previously scheduled
Letter #3	Official Notice of Violation of Compulsory School Attendance	<ul style="list-style-type: none"> ● 6 Unlawful Absences (UNL) ● Violation of Compulsory School Attendance Requirements

Absence Calls

A parent or guardian must call the Attendance/Safe Arrival Line 610-645-1400 by 8:30 a.m. to report any absences or tardy arrivals to school. When calling, please include the student’s name, grade, reason for the absence/tardiness, and date. If calling after 8:30 a.m., then call the office at 610-645-1480 . A signed note will also be required when the student returns to school (within 3 days of student’s return).

In order to participate in a scheduled interscholastic athletic contest on a given school day (afternoon or evening), the student must be signed into school **prior to 11:30 am**. The PIAA and Bala Cynwyd require that students be present for at least ½ of their regularly scheduled school day in order to participate in a scheduled contest or activity.

Absence Notes

If a student must be absent from school because of an illness or some other urgent reason, a note must be turned into the School Office within 3 days of student's return to school. The form for student absences can be found on the Bala Cynwyd website, under the "Parent Info" tab. Absences of three or more consecutive days require a physician's note upon return to school. In the event of a pre-planned absence, a note with the dates of the absence can be brought to the School Office *in advance*. Then a parent/guardian phone call will not be required on the date(s) of the absence(s).

Absence for Educational Trip

Education tours or trips have the potential of enhancing and enriching a student's overall educational experience. However, in order to ensure continuity of instruction, participation in educational activities, and compliance with Board Policy and State Law, it is suggested that you plan tours and trips during such times that schools are not in session.

Educational trips not exceeding a total of 10 school days per school year may be excused if approved by the District Superintendent/Designee and/or Principal. You must complete the "Absence for Educational Trip" form (available from the Welsh Valley or District website) and submit to the Principal's office 14 days before your planned educational trip. Students are responsible for requesting and making up any assignments for the period of absence.

Lateness to School or Class

A parent or guardian must call the Attendance/Safe Arrival Line (610-645-1400) by 8:30 a.m. to report any tardy arrivals to school. When calling, please include the student's name, homeroom, reason for the tardiness, and date. If calling after 8:30 a.m., then call the office at 610-645-1480. A student is late if he/she is not in his/her assigned seat and prepared for class when the period begins at 8:15 a.m. If a student is late to school, he/she must report to the School Office with a note from a parent/guardian so that a "Late Pass" can be issued to the student. If the student is late due to a professional appointment, then an excuse note should be provided by the professional.

Lateness is excused for the following reasons: bus is late; illness in the morning; unavoidable medical or dental appointment; detained by the teacher, counselor, nurse, secretary or administrator. Lateness not covered by a note from your parent (for the above reasons), teacher, administrator, secretary, nurse or counselor will be considered unexcused.

If a student exceeds five tardy unexcused to school, a lunch detention will be assigned. Continued unexcused lateness to school will require a meeting with an Assistant Principal.

If a student is excessively late to school with parent excuse notes (and not notes from professionals or physicians), the student will be required to meet with the School Social Worker or an Assistant Principal.

Early Dismissals

Early dismissals are usually reserved for emergencies. Please schedule routine health appointments outside of school hours. If a student must leave school before the end of the day, a note from a parent/guardian must be submitted through the BCMS school website before the start of classes (8:30 am), or as soon as the parent knows the student must leave early. The student should report to the school office at the dismissal time requested, and the parent/guardian must come into the building to pick the student up.

If the student is leaving for a professional appointment, then an excuse note should be provided by the professional. **Parents/Guardians must be prepared to come into the building and show identification prior to student dismissal.**

Homework and Makeup Work Responsibilities

No student shall lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. A reasonable period of time shall be defined as at least one school day per day of excused absence. Excused absences include field trips, school-sponsored sports, and other activities.

Upon timely request, students shall be given the opportunity to complete all assignments and tests for full credit. As determined by the teacher, the assignments and tests can be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students are encouraged to reach out to their peers in class, check the Blackboard, contact teachers via email, or request a pass to meet with the teacher during their Learn period on the day of their return. The goal is for the student to take a role in creating a resolution that does not have an adverse effect on the student or their class grade. Requests for missed work can be made at any time, however there is typically a 24-hour turnaround before the work is available for pickup in the school office.

Long-term absences are exceptions. Students planning to go on an approved educational trip are reminded to submit an “Educational Trip Request Form” to the building principal 14 days prior to the trip. This form can be obtained in the main office, or on the school’s website. Students are encouraged to see their teachers in advance of the trip to secure assignments. Homework will only be collected by the office in cases of students who have been absent for three days.

Student Transfer and Withdrawal Information

Parents should notify the school guidance office of a pending transfer and/or withdrawal of a child from school. Please do this two or more days in advance of the withdrawal. In this manner, a withdrawal authorization can be prepared and student obligations (school equipment and book return) can be resolved prior to leaving.

The student’s permanent record, as well as reading and standardized test scores, will be sent upon receipt of a pupil transfer card from the new school. Parents may request a copy of materials sent to the new school.

After School Policy

Students are permitted to remain in the building or on the school grounds after 3:05 PM for the following reasons:

1. Students are involved with inter-scholastic or intramural athletics
2. Students are involved with school sponsored extra-curricular activities
3. Students have scheduled appointments with a teacher, counselor, or administrator
4. Students have been assigned an after-school detention

Students involved in any of these activities and who finish their activity before 4:30 PM must report to the library homework club until 4:30 PM. Students in the library homework club must take the 4:30 PM bus home.

Students who violate this policy will be reported to the office for disciplinary action.

Cafeteria/Lunch

The Cafeteria is the place to display your very best manners and quiet, self-disciplined behavior. It is where everyone will eat lunch, whether you purchase it or bring your lunch from home.

Keep your conversation at a reasonable level. Students are expected to talk quietly so that their conversation does not interfere with the conversation of others. **Students are not permitted to save or reserve seats at cafeteria tables.***

**Due to the Current COVID-19 mitigation measures Bala Cynwyd is operating utilizing multiple dining spaces. Please follow the guidelines established in each dining space as they may vary due to capacity. To begin the year, students will be assigned a dining area and a seat. Midway through September students will be able to select a seat of their choice. All students have the option of outdoor seating and time on the BC break field together when weather permits.*

After eating your lunch, please remain seated, except to return your tray to the wash area. Weather permitting, students may be able to gather outside on the patio to eat and enjoy BC Break Time after eating in the adjacent field. The easel outside the cafeteria will announce whether BC Break Time is approved prior to lunch each day along with other announcements for students. Anyone wishing to leave the cafeteria during the lunch period must first obtain permission and have a pass from the teacher he/she is to visit.

BC BREAK EXPECTATIONS:

BC break is a privilege afforded all students showing expected behavior in the cafeteria as long as the weather is permitting. BC break rules will be explained to students during expectations assembly at the start of the school year. Students are allowed to exercise, run and converse in the adjacent field to the cafeteria and use approved sports equipment provided. Students must stay within the fenced area, abide by BC Break rules and all directions from the cafeteria aides. Students may not bring electronic speakers or their own sports equipment to the break field. Any student not behaving up to established expectations may be denied the opportunity for BC for set periods of time.

Lunch Payment

For up to date information on nutrition services please visit our website:

<https://www.lmsd.org/departments/nutritional/myschoolaccount>

BC has a Point of Sale System (POS). All students have a pin number; this number is used to access the POS system. They use this pin number to access their PREPAID ACCOUNT AT THE REGISTER. Parents have the ability to limit usage to “lunch only” if they specify in writing, otherwise students can use their account to purchase ala carte items in addition to a school lunch. Checks should be made payable to LMSD Food Service for any amount of money. The check can be sent to school with your child or you can drop it off in the school cafeteria. Notices of low balances will be sent home periodically. Students are expected to manage their accounts and maintain a positive balance at all times.

All lunches for the 2021-22 school year are at no cost to the students/families. Students do not have to pay for the lunches available, but a la carte items can be purchased for an extra charge. A la carte items vary in price.

Class Interruption Policy

To safeguard instructional time, interruptions to instruction due to parents wanting to relay messages about forgotten lunches, instruments, homework, projects, after school directions, etc., will be limited to **EMERGENCIES ONLY**. Classrooms will not be called to inform students that their missing items, etc. are in the office. Students are to stop into the office between classes to check for these items. Lunch loans are available in the cafeteria for students who have forgotten their lunch or lunch money.

School Closing Information

In the event that schools must be closed due to inclement weather, Lower Merion School District will call, email, or send a text message to parents to advise of the closing, no earlier than 5:00 am.

School Closing Numbers are no longer utilized by the media

School Operations will make a decision regarding late openings/closing as soon as possible, hopefully by 6:00 AM. Should it become necessary to close schools early (once in session), secondary schools will be dismissed first, followed by the elementary schools. If parents/guardians/or designees (with written permission on file) wish to pick their students up at school during an emergency or for an early dismissal, they should report to the office.

School Announcement Communication System

The School Announcement Communication System allows us to quickly communicate important information and emergency announcements to the LMSD community.

In the event of an emergency, we will use the six phone numbers collected on the “Emergency Contact” section of PowerSchool. If you have any questions regarding a change of phone numbers, please call the main office at 610-645-1480.

The phone messaging system, in conjunction with other information resources (school list serves, lmsd.org, and the District Hotline-610-654-0143), is part of a coordinated effort to provide timely communications to our students, staff, and parents.

Lines of Communication: Grades

Parents are encouraged to have open discussions with their children to develop a mutually acceptable approach to utilizing the Portal. Guidelines to consider:

- Talk with your child first. Direct communication with your child should be the first recourse if questions about grades arise. You are encouraged to ask your child clarifying questions.
- Refer to the grading philosophy of each teacher. This may answer questions regarding assignments and/or grading procedures. For example, an assignment handed in late may receive deductions.

- Keep in mind that grades are a work in progress.
- Parents should encourage their children to approach their teachers about patterns in performance. Seeking assignment clarification should be done in person.
- If a problem arises that cannot be resolved using the guidelines mentioned above, you may contact your child's teacher directly. They will be happy to help clarify the situation.

Some teachers work on a straight points system, while others weigh the scores according to assignment categories (tests, quizzes, etc). Teachers inform students at the beginning of the course about their expectations and grading policy and may have a variety of ways to communicate this policy to your child. That communication may include any or all of the following:

- Information provided directly to the student during class time
- Syllabus
- Blackboard
- Details Window in PowerSchool

Grades can change dramatically over the course of a quarter. In the beginning of each report period, you may see a change in the class average of your child. This may be because when there are only one or two assignments in the grade book, a low or high score can make a dramatic change in the overall average. Often the largest, long term and cumulative assessments occur toward the end of a quarter or at the conclusion of a unit and may have a significant impact on the final grade.

Parents who have concerns regarding their child's progress, curriculum, homework, etc. should contact their child's teacher/team directly. Counselors may also be helpful as a liaison between parents and the teacher/team. The administration should only be contacted after there have been discussions with the teacher/team and/or counselor. Parents and students are encouraged to check teacher's Blackboards for assignments and announcements.

Emergency Evacuation Drills

Fire and evacuation drills will be conducted regularly during the school year. A sign indicating the exit to be used in the event of fire will be displayed at the front of each classroom. When the fire alarm rings, all activities stop and you quietly await the teacher's instructions to:

1. Close all windows
2. Rise and form in double file to leave the room.
3. Walk rapidly and quietly out through the proper exit.

IT IS EXTREMELY IMPORTANT THAT SILENCE BE KEPT DURING THESE DRILLS OR EVACUATIONS AND THAT STUDENTS FOLLOW THEIR TEACHER'S DIRECTIONS AT ALL TIMES.

4. Keep in section formation and remain quiet throughout the drill.
5. Return to the building as directed.

Severe Weather or Tornado Alert

At the announcement of an alert:

1. Pupils are to follow the teachers' directions. Pupils are to remain quiet in their seats while the teacher reviews the tornado alert procedure with them. Classroom doors should be closed for added protection.
2. Pupils should then proceed to the designated safety area as directed by their teacher.

3. It is important that the pupils remain quiet throughout the alert period. It may become necessary to make additional announcements that should be heard by the teachers and pupils. The PA/Bell systems may not function if there is a loss of electricity.
4. The pupils are to sit on the floor against interior walls, knees bent up, head between knees, with arms over heads for added protection.
5. The pupils are to remain seated and quiet until there is an announcement that the alert has ended and they are free to return to their classrooms.
6. It is very important for the students to be aware of the seriousness of severe weather/tornado alerts.
7. Noisy behavior and fooling around while an alert is in force will be considered a safety violation and perpetrators will be punished.

Please Note: Once students have reached their designated safety area, all students should be seated along inner walls, knees up, heads down, arms over heads; quiet.

Emergency Security Drill

The emergency security drill (commonly referred to as a “lock down”), helps to prepare the school staff and the students for situations which require students to be safely secured in their classrooms or other instructional spaces (ex. Library, Gym, etc.). These drills will be conducted in an efficient and calm manner and students will be made aware of the importance of these procedures. In some cases the emergency drills are conducted in conjunction with the Lower Merion Police Department and with personnel from the Lower Merion School District Operations Department. In all but the most extreme circumstances students will be notified that the situation is a drill prior to it being conducted.

Expense Information

Students are expected to pay back money owed to the school by the end of each quarterly grading period. These include library fines, damage to school property, Tech Ed bills, borrowing of lunch money, lost or damaged sports team uniforms/equipment, etc. Students/parents should review the condition of all books/materials issued to the student at the date of issuance. If there are any questions about the condition of the books/materials, the student/parents should contact the teacher or school administration immediately. Students/parents will be responsible for the replacement cost of damaged books or materials. Students who fail to meet their financial obligations within the time frame announced at the close of each marking period may be required to serve detention. Replacement cost will be charged for all lost or damaged equipment and/or books, etc. Students with outstanding financial obligations may be restricted from activities until their obligations are met.

Insurance

Through a group plan, accident insurance is available to all students at a low cost. Students are encouraged to take advantage of this service. The cost of the insurance and filing of claims is the responsibility of the individual student and parent. Insurance forms are available in the school office, or on the school’s website.

Lower Merion School District’s interscholastic teams are covered by a district insurance policy. Intramural programs in the Lower Merion School District are not covered by this insurance policy.

Library Information Center

STAFF: **Kelly Anne McDermott, Librarian**
Diana Gagliardi, Library Assistant

For more information regarding our library, please visit the school website:

<https://www.lmsd.org/bala-cynwyd/library>

Hours and Availability

The library information center is open from 7:30 AM (Mon – Fri) until 4:25 PM on Homework Club days (Mon. – Thurs).

Students are welcome and encouraged to use the library:

- Before school (7:30 – 8:10 am)**
- Anytime during the school day with a signed pass from their teacher**
- During lunch recess with a lunch pass from the librarian or library assistant (students are expected to eat before reporting to the library)**
- During LEARN with a signed note from the Librarian or Library Assistant (teacher passes are not accepted for LEARN)**
- After school as part of Homework Club**

Passes

Teacher Passes

Each student must have a pass signed by their teacher in order to use the library during school hours (passes are not needed from 7:30-8:10 AM or from 3:10-4:25 PM). Students are expected to go directly to the library without making any stops and to return directly to the classroom once they are done.

Lunch Passes:

Students must obtain a pass from the Librarian or Library Assistant in order to use the library during lunch. Students are expected to eat before showing their pass to the Cafeteria Aide to be permitted to go to the library.

LEARN Passes: Students must obtain a pass from the Librarian or Library Assistant during LEARN. Only passes obtained from the library will be accepted. Passes are on a first come-first serve basis.

Circulation

- a. Students may have up to **THREE** books out at any time.
- b. Books circulate for **THREE WEEKS** and may be renewed.
- c. Current magazines are not permitted to leave the library; back issues may be signed out.
- d. Students are required to pay the replacement cost for lost or damaged books before the end of the school year.
- e. Overdue notices are distributed by teacher during LEARN or 1st period.

Library Computer Usage

- a. Sign up at the Circulation Desk to receive a computer.
- b. You must sit at the computer station that matches the number on the computer.
- c. You must charge the computer while in use.
- d. Only one person per workstation is permitted.
- e. Computers are for school assignments, no games please.
- f. Print only schoolwork (only black & white printing is available in the library).

- g. Work quickly and quietly.
- h. Ask if you need help.
- i. Be sure to ***Shut Down*** the computer completely.
- j. Return computer to the librarian.

Lockers*

Each student will have the opportunity to request a hall and gym locker. These are to be kept neat and orderly. Lockers are the property of the Lower Merion School District and may be opened and/or searched by authorized school official provided that the official has a reasonable basis to believe that articles are kept therein in violation of law or of school regulations and provided that the student user of the locker is present during the search, except in emergency situations, or after a reasonable attempt has been made to notify the student to be present or notice has been given and the student is not present.

****Due to the Current COVID-19 mitigation measures and high enrollment Bala Cynwyd is operating without the use of lockers. Locker usage will be reassessed as the health and safety plan is updated.***

Locker Policy

1. Students may go to their lockers during the day, but are responsible to be on time for class.
2. Teachers may sign a student's pass during class, if absolutely necessary, for a student to go to his or her locker.
3. No stickers or taped items or permanent writing are permitted on or in lockers
4. Students may decorate a friend's locker for a special occasion such as a birthday, but all decorations must be tasteful and will be taken down after school hours that day.

Lost and Found

Students are expected to assume the responsibility of caring for their own possessions, and it is strongly recommended that as many items as possible, especially all outerwear, like jackets, hats, and sweatshirts, be labeled with the student's name. If an item is misplaced, the student should first check the area where the item was lost, then check the Lost and Found table in the cafeteria. If the item has been missing for more than a few days and it cannot be found, the student should then contact Mrs. Gagliardi in the library for help in locating the missing item. Valuable items such as cell phones, watches, wallets, purses, jewelry, eyeglasses, keys, calculators and cameras are kept in the office, and the secretaries there can assist you in looking for these items.

Every effort is made to return found items to their owners, especially those which are labeled and with the student's name. Lost and Found will be cleaned out every two weeks. Items not claimed will be donated to a homeless shelter or other charity. This will occur only after we have made morning and lunchtime announcements and have printed reminders in the Home and School Newsletter to warn you that we can no longer hold these items.

CLEARLY LABEL ALL CELL PHONES, CLOTHING, BOOKS, BOOK BAGS, MUSICAL INSTRUMENTS, SPORTS EQUIPMENT AND OTHER VALUABLES WITH YOUR NAME.

Passes

A classroom pass must be used when moving about the building during assigned classroom time. No student should be in the halls or unassigned area without a signed pass. Students must have their teacher's permission and sign-out on the classroom sign-out or virtual pass sheet before leaving. The back of the Guide to BC can act as your hall-pass when signed if a virtual pass is not available. Students can leave their hall passes in the binder bins located outside of each restroom in order to avoid having to take them into the bathroom.

Cell Phones

The use/possession of cell phones is discouraged in school. Phones are available for student use in the office. Cell phones may not be visible in the classrooms; they may not be used in the classrooms; they may not disrupt the classroom. In some cases, students may use their cellphones in the cafeteria during lunch and before or after instructional hours. Students must continue to adhere to our code of conduct during such instances.

photos or videos may not be taken in school, on school grounds, or on buses.

Students will be asked to put their phones or electronic devices away if seen in the hallways and classrooms, they will be confiscated and returned as outlined in the discipline philosophy and procedures (p.33) if they refuse to comply.

Students are strongly encouraged to use the phone in the main office or, in case of illness, the nurse's phone. The school will not be responsible for the damage, loss or theft of cell phones.

Technology Use

The Lower Merion School District takes pride in ensuring that our students have access to information and resources available on the Internet. Policy No.134, "District Provided Technology Resources: Student Use, Rights, and Responsibilities" can be found in its entirety on the district website. This policy represents LMSD's computer network and student internet user agreement. Any student who violates the provisions of this policy may have their LMSD network privileges suspended or revoked and school disciplinary action and/or legal action may be pursued. Students access the Internet under the direction and supervision of teachers. Students can also access LMSD resources from home using their student account.

Students in grades 6 and 7 will be issued a Chromebook for the 2021-22 school year and Students in Grade 8 will be issued a MacBook. Prior to being issued students must:

1. Present Proof of insurance
2. Complete the Quiz on Safe usage in Accordance with Policy 137
3. Provided a parent digital signature for use both on and off school grounds
4. Have a student signature for acceptable use via email

Details on requirements for computer issuance will be provided during the opening days of school and made available on the Bala Cynwyd Website.

Transportation Policy (District)

Bus transportation is provided for most students to and from school. In order for our students to participate in our extracurricular activities, a 4:30 PM bus and a 5:30 PM bus are also available.

Students are encouraged to ride on the bus. The late bus routes are shorter and students must check the route schedule posted in the center hallway and main office for the closest bus stop. They may, however, walk, ride their bicycles or be brought or picked up in a car by a parent or guardian.

Students are not permitted to remain after school unless they are involved in supervised activities. Students who opt to leave school grounds to visit friends, etc., are not permitted to return to the school and will not be permitted to ride the late bus.

Because safety is a major concern of the school, all must cooperate to build proper bus riding habits. Some sound rules for developing and promoting safety habits are listed below. Bus riding regulations are no more than good practice in safety.

Students involved in a home or away sport game may return to school after the 5:30 p.m. bus has left school. Students must be prepared to have a parent or guardian pick them up at school in the event the sport team returns late from a home or away game.

To the Student:

1. It is suggested that you be at the bus stop five minutes before the scheduled departure, as the driver must maintain a schedule and cannot wait for you. If there is inclement weather, you may return home if the bus has not arrived within fifteen minutes after its scheduled departure. If the temperature is above freezing and there is no precipitation, you should wait 45 minutes.
2. Get on and off your assigned bus at your designated bus stop. Any other arrangement requires a written request signed by the Principal in **advance** (bus pass).
3. When your bus approaches, wait until it comes to a complete stop. Then, form a single line, and board courteously, one pupil at a time.
4. Once inside the bus, take your seat as soon as possible, stay seated and make yourself comfortable. The driver will give you permission to open and close your window as he/she deems necessary. When windows are open for ventilation, do not hang your hands or head out of the windows. Trash must not be thrown out of windows.
5. The bus driver is in charge of the bus and may assign seats to students.
6. Students and/or parents wishing their children to get off at a stop other than their assigned one, and/or wishing to ride a bus other than their assigned bus, must receive permission, in writing, from the principal at least one day in advance. This should be done for emergency reasons only. Parents/Guardians must send a note in with the student detailing who they are to ride home with and on what date. We cannot accept phone calls for this purpose; all requests must be received in writing.

No pass shall be issued for spending the evening, dances, games, homework assignments, etc.

The Transportation Department can be reached at (610) 645-1940.

Bus Discipline Procedures

PURPOSE

Pupils having the privilege of riding a school bus must conduct themselves in a quiet and orderly manner to and from school. The bus driver is legally responsible for the safe transportation of pupils and must be obeyed. Appropriate behavior on the buses which provide transportation for students is important for two reasons:

First: Inappropriate behavior can result in safety hazards not only for the individual student but also for other students on the bus;

Second: Socially unacceptable behavior can infringe on the rights of other individuals. These Bus Discipline Procedures have been developed with these two purposes in mind.

The Lower Merion School District Transportation Department meets with all students by grade level, in September. All students receive a Student Bus Contract. Students are not permitted to leave school (ex: to visit a friend or go to a store) and return to take a late bus home.

Bus Behavioral referrals will be submitted to principals in regard to the misconduct of those pupils who may be deprived of transportation, depending upon the infraction. It should be noted that these bus discipline procedures also apply to behavior at the bus stop area. Students should wait for the bus in a safe area, well off the roadway. Littering, “rough housing,” throwing things or damaging property are unacceptable behaviors. When exiting the bus to cross the street, students should cross only in front of the bus, making eye contact with the driver before proceeding. Students should NEVER cross in rear of bus.

In cases of criminal activity or serious safety concerns, the administrator in charge may suspend a student from bus privileges immediately.

It must be understood that these bus discipline procedures do not prevent the school from using the school’s discipline code and/or pressing civil or criminal charges in the appropriate court. Guidelines for enforcement will be handled by administrative procedures at each level.

Definitions of typical infractions are listed below. Offenses listed are typical and representative but, by no means, comprise a complete list.

LEVEL I

1. Harassing or aggravating other students.
2. Littering on the bus.
3. Moving from seat to seat or in the aisles when the bus is in motion.
4. Climbing over seats.
5. Spitting.
6. Tussling, horseplay, “fake” fighting.
7. Failure to comply with the reasonable request of the driver, including assignment of seats.
8. Putting head, hands or another part of the body outside of the bus.
9. Abusive language to other students.
10. Use of water pistols or other water propellants.
11. Throwing things on the bus or out of the bus.
12. Being on the wrong bus or getting on or off at the wrong stop.
13. Bringing live animals (including pets) on the bus.
14. Leaving school grounds on unsupervised activity and returning to school to ride late bus.

Disciplinary Options

- assigned seat
- parental contact
- detention(s)
- bus suspension (1-3 days)

LEVEL II

1. Abusive language to the driver.
2. Vandalism (Restitution is required).
3. Insubordination.
4. Fighting.
5. Behavior in a manner which would distract the driver, such as yelling, pounding on walls, floors or ceiling of the bus.
6. Unmodified Level I misbehavior.

Disciplinary Options

- assigned seat
- parental contact
- behavioral contract
- detention(s)
- probation
- in-school suspension, out-of-school suspension
- bus suspension (1-10 days)

LEVEL III

1. Possession, consumption, sale, distribution, transfer, or being under the influence of drugs and/or alcohol.
2. Physical attack on the bus driver.
3. Hitting the driver with a thrown object or throwing an object which constitutes a safety hazard
4. Tampering with or operating the emergency door except in cases of emergency.
5. Leaving or entering the bus via the emergency exit.
6. Tampering with the bus controls.
7. Behavior which constitutes a safety concern of a serious nature.
8. Smoking
9. Unmodified Level II misbehavior.

Disciplinary Options

- detention(s)
- consequences as listed in the Lower Merion Drug & Alcohol Policy and Guidelines
- consequences as listed in the Lower Merion Tobacco/Smoking Policy and Guidelines
- out-of-school suspension(s)
- bus suspension (5 days-semester-entire year)

● **Bicycles**

Bus transportation is provided for most Middle School students. Parents who permit their children to ride their bikes to school should note that the school is not responsible for loss or damage to the bike or accessories. Student bikes should be parked in the bike rack provided to the left of the Academy Building. Students must provide their own locks and/or chains, if desired.

● **Skateboarding and Rollerblading**

Skateboarding and rollerblading is prohibited on school district property. Violators will be prosecuted under PA Statute Title 18, Sec. 3503 and PA (b), (b.1) and Public School Code, Sec. 7-777. The School District is committed to enforcement in order to reduce costs to repair damage and preclude injury to pedestrians as well as skateboarders and rollerbladers. The District's Operations Department has authorized the Lower Merion Police Department to cite violators who

refuse to leave after being requested to do so or are repeat offenders. DO NOT bring skateboards to school.

- **Parental Transportation**

Parents who elect to bring their children to school should drop them off on Bryn Mawr Avenue. Students should enter the building through the main doors if they arrive before 8:00 a.m. At no time should a student arrive at school before 7:30 a.m., as no supervision is available. Parents, please be aware of pedestrian traffic. **PLEASE DO NOT DRIVE INTO THE MAIN BUS DRIVEWAY AFTER 7:40 A.M.** This practice assures a clear drive for the buses and prevents students from crossing in front of buses and between cars. Please note that students are not permitted to ride buses other than those assigned to them. Students who need to go home with another student should arrange transportation with a parent.

Visitor Policy

Student visitors are permitted to school **ONLY** with prior written permission of a building administrator. Visitation request should be coordinated with predetermined visitation days on the school calendar or receive prior approval from the office of the Principal. Visitors must communicate to district staff a clear and legitimate reason for their visit. Because these visitations may be disruptive to our students and their instructional time, all classroom visitations will be scheduled at an administrator's discretion. **All visitors must report to the main office to show their state issued photo ID and receive a visitor's pass before visiting any area of the school. Visitors must wear the visitor's pass at all times and must sign out at the main office when leaving the building.**

THE ACADEMIC COMMUNITY

Presentation of our curriculum will reflect a belief that coverage of content will never be at the expense of student understanding. The comprehensive program of study is available in the course offering guide in the office or on the BCMS website.

Rally Meetings

What is a Rally meeting?

Class meetings provide a forum for students and teachers to discuss bullying related issues, to take part in community-building activities, and to engage in conversation related to current issues impacting today's youth.

When do Rally meetings take place?

Class meetings are held for 30 minutes. Meetings typically occur monthly.

Who helps to facilitate Rally meetings?

All teachers, support staff, and administrators are actively involved in class meetings. Every class meeting has two teachers who are responsible for running the meeting and ensuring a safe and comfortable environment for all students.

What are the purposes of Rally meetings?

- To teach students what bullying is, the meaning of the four anti-bullying rules, and different ways of reacting when bullying occurs. It is our goal to empower students to play a positive role in reducing bullying incidents within the school community.
- To help students learn more about themselves and their feelings and reactions, and those of their peers, and to provide them with opportunities to express their personal opinions in a relatively safe environment.
- To build a sense of community and belonging for all students.

Parent Support:

Your support is an important component for the success of this program. Working together, we hope to reduce the amount of bullying that is taking place in our community.



LEARN

All students are assigned to a LEARN class during each of their grade levels here at Bala Cynwyd. The LEARN teacher assigned also serves as their RALLY advisor. The LEARN period is scheduled for 35 minutes at the end of the day each day of the 4 day cycle aside from selected Fridays each month when RALLY and Class Meetings are held.

Although the LEARN period is not a graded academic class, the time spent during LEARN is crucial to many students success while in middle school. There are two specific types of LEARN periods. The first type is a typical LEARN period in which students may use their time to begin working on assignments, visit teachers with questions, work with other students on group projects, organize their work, and make up missed work. In some cases a student may be assigned a LEARN room by an instructor for remediation or a specific assignment that needs to be completed. The second is a meeting period such as RALLY, Team Meeting, or Club/Rehearsal such as Advanced Choir or Model UN.

Academic Teams

Students are grouped for instruction into grade level teams. 6th and 7th grade also offer an integrated-curriculum team centered around a theme. These two interdisciplinary programs are eVOLVE (6th), Communiqué (7th). All of these programs require the completion of a student application and the positive recommendation of their current team in order to be considered. The remaining students are then selected into each of these programs via a lottery system. Because of the rigorous and challenging content of these programs, students are expected to be self-motivated, comfortable with independent and small group work, and well organized. Students are also expected to be working at or near grade level in all subject areas. In order to ensure that all students' needs can be appropriately met, parents should consult with their child's team and give careful consideration to applying for these programs BEFORE the selection process is completed. Because of staffing and other concerns, applicants who are accepted into these programs will not be dropped out of them after the admission's lottery is completed.

Team Meetings:

If you are unable to attend the Parent - Teacher conferences or feel you need to meet with your child's teachers to discuss new concerns, you may wish to schedule a team meeting. Please email or call your child's team leader at 610-645-1480 to schedule a team meeting.

Academic Calendar

End of 1 st Quarter	Friday, November 12 th	Report cards are available in Power School on Tuesday, November 24 th
End of 2 nd Quarter	Friday, January 21 th	Report cards are available in Power School on Friday, February 4 th
End of 3 rd Quarter	Friday, April 1 st	Report cards are available in Power School on Friday, April 22 th
End of 4 th Quarter	Friday, June 17 th	Report cards will be available in PowerSchool on June 24 th

Standardized Testing for 2021-22

Grade 6-7-8	PA State Assessment – English Language Arts – April 25-29, 2022*
Grade 6-7-8	PA State Assessment – Math– May 2-13, 2022*
Grade 8	PA State Assessment – Science – April 30 to May 3, 2022*

*These dates are approximate as the Pennsylvania Department of Education has issued a “testing window” which may change after the publication of this guide.

Grading Scale

Grades are to be an evaluation of a student’s academic work. Student discipline shall have no effect on grades. Student achievement will be reported as a letter grade.

Numeric Average	Alpha Grade	Final Grades
97-100	A+	<p>A final year-long grade is issued in every class. The numeric averages of each of the four quarters are totaled and divided by four, which results in a final grade. In summary, each quarter equates to 25% of a student’s final grade. Also, there is a statistical “floor” of 50% for each of the first two quarters. Students who receive a grade of “F” for the final yearly grade in a course will be expected to re-take the course in Summer School. This is reflected in School Board Policy Number 213.</p>
93-96	A	
90-92	A-	
87-89	B+	
83-86	B	
80-82	B-	
77-79	C+	
73-76	C	
70-72	C-	
67-69	D+	
63-66	D	
60-63	D-	
Below 60	F	
> 86.5	O – Outstanding	
64.5-86.4	S – Satisfactory	
< 64.5	U - Unsatisfactory	

Learning Support Room Students

Special grading and test-taking considerations may be implemented for a child with identified learning difficulties by the child’s study team (counselor, learning support teachers, academic teacher(s), administration and parents). Grades may be adapted due to individual academic needs, as prescribed by the student’s Individualized Education Program (IEP).

Scholastic Honors

To recognize those students who have accomplished a high standard of academic performance, the following “Scholastic Honors” system has been established. Students have the opportunity to earn Honor Roll status every marking period as recognition will be given each quarterly grading period to students who meet the honor roll criteria. A student that earns any grade below a B in any subject has not met the honor roll criteria.

Two-Tiered Honor Roll

- 1) **First Honor Roll** – Awarded to those students who have earned report card grades of all A and O.
- 2) **Second Honor Roll** – Awarded to those students who have earned report card grades of all A, B, O, or S.

Retention Policy Students who have failed one or more of the required academic subjects (Mathematics, English/Language Arts, Science or History), if approved by the Principal and if the course is available, may attend a summer program for completion. Successful completion of a summer program may make the student eligible for promotion. Private tutoring of the student during the summer will not meet the requirements of a student to be promoted for the year.

Parent Conferences

Dates: Thursday, Oct. 28th*; Wednesday, Nov. 23*; Wednesday, Feb. 16*

*Please note: These dates are pending Board Approval. BCMS will send out additional information for conferences as soon as it is available.

Times: 6:00 – 8:00 pm

Parent conferences are an excellent opportunity to meet with your child's teachers and get feedback on their progress. An email will come from the building principal with exact dates and times for parents to sign up for conferences. If the conference dates are full, please call Mrs. Miller, in the Guidance Office at 610-645-1488, to schedule a conference.

Maintaining a Productive Learning Environment

All students share with the administration and faculty the responsibility of making the Middle School a place where learning can take place with enjoyment for all.

Students have the right to learn as much as they can in school. They also have the responsibility of showing respect for the rights of others in the school. This means that their behavior should not interfere with another student's learning or the teacher's attempts to teach.

Students have the right to express their ideas and opinions in school. Along with this right is the responsibility to express themselves in a courteous and thoughtful manner. Disrespect, offensive language or statements made to hurt fellow students and/or any school personnel are considered wrong and are unacceptable.

Textbooks

All textbooks issued to students are to be covered at all times throughout the year. Students are responsible for the condition of their books. Students who damage school property will be required to pay for the damage.

Students and parents should review the condition of all books/materials issued to the student at the date of issuance. If there are any questions about the condition of the books/materials, the student/parents should contact the teacher or school administration immediately. Students/parents will be responsible for the replacement cost of damaged books or materials.

If a book is lost, the student should report the loss to the subject teacher. A new book will be issued to a student and the lost book must be paid for **within 10 days**. If the lost book is found, the money paid will be refunded upon evidence of the book's return and presentation of a receipt.

If a textbook is lost, the student should report the loss to the subject teacher. A new textbook will be issued to a student and the lost book must be paid for **within 10 days**. If the lost textbook is found, the money paid will be refunded upon evidence of the book's return and presentation of a receipt.

For a novel (library book, English class novels, etc) a student will be permitted to purchase a replacement copy which is in good condition.

Homework

Students, parents and teachers generally believe homework to be helpful. The terms listed below describe types of and purpose for homework. The purpose of their homework within this framework should be made clear to students.

Type	Purpose
PRACTICE	- help students master skills presented in class.
PREPARATION	- help students gain maximum benefit from future lessons.
EXTENSION	- determine whether students can transfer specific skills or concepts to new situations.
CREATIVITY	- require students to integrate many skills and concepts in order to produce original responses.

Homework can play an important role in the academic experience of each student in the middle school. While a teacher is responsible for defining the specific role such study will play in a given student's education, the student and his/her parents must also assume their responsibilities. Cooperation and communication between the home and the school are essential if educational assignments are to make a significant contribution to a student's total educational experience.

Formal homework assignments should require from an average of 10 to 15 minutes per academic subject in 6th grade, 15 to 20 minutes in 7th grade and 20 to 25 minutes per academic subject in 8th grade.

MAINTAINING A POSITIVE LEARNING ENVIRONMENT

Student Rights

Students do have rights. Having legal rights as persons and citizens, they may not be deprived of what the law gives them. These rights include the right to an education, the right to express their opinions and the right to be free from discrimination. They also have human rights as persons and participants in the educational community. These rights include the right to be treated with dignity by other participants and the right to contribute to the educational process.

Minors are compelled by law to attend school until they are 17 years of age. They cannot be compelled to want to attend or to like to attend, but all school personnel and parents shall encourage students to attend at all times.

Student Responsibilities

A. Attend school and all classes daily, except when excused, and be on time for all classes and other school functions.

- B. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
- C. Make all necessary arrangements for making up work when absent from school (classwork, homework, tests, quizzes, etc.).
- D. Respect the rights of other students.
- E. Express ideas and opinions in a respectful manner so as not to offend or slander others.
- F. Respect the rights and authority of teachers, administrators and all others who are involved in the educational process.
- G. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
- H. Assume that until a rule is waived, altered or repealed, it is in full effect.
- I. Be aware of and comply with federal, state and local laws.
- J. Be willing to volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- K. Dress and groom themselves to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
- L. Assist the school staff in operating a safe school.
- M. Exercise proper care when using public facilities, supplies, and/or equipment.
- N. Avoid the use of indecent or obscene language when dealing with other students or school district staff members.

Personal Conduct and Appearance

All students are expected to conduct themselves properly at all times. When in school, **students are to walk to class and not linger between classes.** Students may be told to remove gum during classes based on teacher classroom rules and expectations. It is strongly encouraged that items such as cell phones and other personal electronic devices which are not necessary for instructional purposes should be left at home or locked in a locker upon arrival- a student will never be required to have a cell phone for a class assignment. BC is not responsible for the damage, loss, theft or destruction of these articles.

According to the Lower Merion School District policy regarding student rights and responsibilities (policy no. 235, rev. 6/11/12), it is the student's responsibility to "Dress and groom themselves in accordance with community norms of decency so as to meet fair standards of safety and health, so as not to damage property, and so as not to cause substantial disruption to the education process."

It is with these standards in mind that the following dress code is set forth for students to consider when selecting attire to wear to school.

1. Students should dress in a manner that shows respect for themselves and for those around them. We welcome a wide variety of individual tastes, styles and forms of self-expression, but we will not tolerate inappropriate or disrespectful clothing or attire.
2. There should be no spaghetti straps, bra straps, or visible underwear on girls or boys.
3. There should be no see-through shirts, tube tops, halter tops, muscle shirts or bare midriff. Shirts must touch the top of the waist band when a student is sitting down and raising both hands above their head.
4. There should be no short shorts or mini-skirts, rolling down of shorts, or pockets that fall below the hem line. Pants should be worn at the waist or close to the waist.
5. Clothing, including hats and jewelry, may not display inappropriate words or promote vulgarity. Clothing or accessories with logos or words that either celebrate or advertise alcohol, sex, drugs, racism, or prejudice of any kind are not permitted.

Students who violate the dress code may be asked to replace or remove any article of clothing or accessory that is either dangerous or disruptive to the learning environment.

Tobacco, Drugs and Alcohol

The Principal shall immediately suspend a pupil who on school grounds sells, uses, possesses or aids in the procurement of narcotics or restricted drugs, including marijuana or any material purported to be such, during a time school is in session or any time during a school activity. “Narcotics” includes opiates, hallucinogenic substances, marijuana, barbiturates, heroin, morphine, alcohol, tranquilizers, amphetamines, glue and other solvent-containing substances and those substances listed by schedules in the Controlled Substance, Drug, Device and Cosmetic Act. The punishment will be in accordance with School Board Policy. The Principal may then proceed with the necessary steps provided in the School Laws of Pennsylvania.

Students are not permitted to smoke or carry a lighted object or substance in the school buildings or on school property. This policy will also be in effect while students are traveling on school buses. Students found smoking outside of the school buildings on the school grounds will also be suspended from school.

Tobacco and products that contain nicotine in any form are prohibited on school grounds.

Students are not permitted to possess or use tobacco or related products such as cigarettes, e-cigarettes, cigars, vapor pens, juul products, snuff, snus or chewing tobacco in or on school property or at school activities. Tobacco products are not permitted in any form in school under any circumstances.

Weapons

Pennsylvania Act 26 stipulates that any student found in possession of a weapon is subject to suspension from school and possible expulsion. All weapon offenses must be reported to the Lower Merion Township Police and to the Superintendent of Schools. According to Pa. Law, (Public School Code 24, PSC 23-1317.2) “Weapons include but are not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily harm.”

Student Sales/Invitations

Students will not be permitted to sell anything in school including candy, gum, etc., that is not approved by the Administration. Students are not permitted to print and/or distribute personal party invitations in school.

Discipline Policy

All Bala Cynwyd Middle School students share in the responsibility of developing and maintaining a climate which is conducive to wholesome learning and living. In addition, all Bala Cynwyd students are expected to behave in a manner which will naturally bring praise and respect to themselves, their families, and their school. Students are further expected to maintain good school attendance, to be conscientious in their classwork, and to conform to all school rules and regulations.

Bala Cynwyd Middle School respects the rights of students to be free of unreasonable searches of their persons and their possessions. However, in certain circumstances, the safe and orderly operation of the school sometimes requires the investigation of possible violations of school rules.

The Bala Cynwyd Middle School subscribes to all the regulations of the State Board of Education of Pennsylvania regarding Students Rights and Responsibilities.

Discipline Code

INTRODUCTION

It is the responsibility of the total school community to create and maintain an atmosphere that is conducive to teaching, learning and living. Everyone in the educational process has the right to expect that the environment shall be safe, pleasant and well organized. The climate should produce security and consistency through the establishment of reasonable rules and guidelines that require an interaction based upon mutual respect and cooperation. The emphasis should be on courtesy, consideration and the fulfillment of all necessary obligations at all times.

Discipline Philosophy and Suggested Procedures

At Bala Cynwyd, we want students to do well in school, holistically. It's important to understand that as students grow and develop they will inevitably make mistakes or choices that aren't in their best interest, or the best interest of the community. Therefore, using what we know about the importance of creating safe spaces, building community and fostering relationships we aim to transform school climate and culture so that every student feels dignified and connected to their community here.

School experience plays an important role in shaping and reinforcing a child's ability to function independently and to become an effective, contributing member of a democratic society. Fostering social growth is an important responsibility of the school, second only to the mastery of basic and academic skills. Opportunities should be provided to allow the child to realize the pride and pleasure which comes from the exercise of his or her own UNIQUE TALENTS. The program should also provide experiences which encourage the student to understand and appreciate those of various backgrounds, interests, and talents.

Since it is the goal of the Bala Cynwyd Middle School to educate each child to the best of his/her ability, it is necessary that the school function within a disruption free environment. Every attempt will be made by school personnel to alleviate the causes of misbehavior and to prevent its reoccurrence.

Successful teaching (quality instruction) depends on an orderly, organized classroom atmosphere. It is of utmost importance that a teacher establish this atmosphere. Classroom discipline is primarily a teacher responsibility, with support from the principal, other staff members and the home. SELF-DISCIPLINE IN STUDENTS SHOULD BE OUR COLLECTIVE GOAL.

Whenever possible, the teacher in charge will deal immediately with disciplinary problems. When the teacher's attempts prove to be unsuccessful in modifying the behavior, the student will be referred to the building administrator. The building administrator will be involved in any incident of a serious nature.

The rules you are about to read in this code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.

Circumstances may exist that could result in the stated discipline procedures being less than outlined above, or extended. This may include, but is not limited to, the involvement of local or state authorities and an expulsion hearing before the Lower Merion Board of School Directors.

SUGGESTED PROCEDURES

<i>Infraction</i>	<i>Minimum</i>	<i>Maximum</i>
<i>Bullying (District Policy 249)</i>	Warning	Suspension-Restriction from extra-curricular activities
<i>Bus Infraction</i>	Warning	Loss of transportation privileges/Suspension
<i>Cheating</i>	Warning/ Academic Resolution with teacher	Alternate assignment for academic resolution possible Suspension-Restriction from extra-curricular activities
<i>Cutting Class</i>	Detention	Suspension-Restriction from extra-curricular activities
<i>Detention (Failure to report)</i>	Additional Detention	Make up of Detention- Suspension-Restriction from extra-curricular activities
<i>Disrespect</i>	Warning	Suspension-Restriction from extra-curricular activities
<i>Fighting</i>	Suspension - Restriction from extra-curricular activities – Possible police involvement	Board Expulsion
<i>Harassing-Repeatedly Intimidating other students</i>	Detention	Suspension-Restriction from extra-curricular activities
<i>Hate Speech</i>	Warning	Suspension-Restriction from extra-curricular activities
<i>Forgery</i>	Detention	Suspension-Restriction from extra-curricular activities
<i>Harassment-Threatening- Intimidating an adult</i>	Suspension -Restriction from extra-curricular activities	Board Expulsion
<i>Inappropriate conduct</i>	Warning	Suspension-Restriction from extra-curricular activities
<i>Inappropriate conduct after school</i>	Detention	Suspension of all after school privileges-Trespassing charges filed
<i>Inciting/Instigating others</i>	Detention	Suspension-Restriction from extra-curricular activities
<i>Insubordination</i>	Warning	Suspension-Restriction from extra-curricular activities
<i>Plagiarism</i>	Detention/ Academic Resolution with teacher	Suspension-Restriction from extra-curricular activities

<i>Infraction</i>	<i>Minimum</i>	<i>Maximum</i>
<i>Use of cell phones or other electronic devices during instructional time or in Unauthorized locations.</i>	Warning	Detention-Confiscation
<i>Possession, Use and/or Distribution of Controlled Substances, Alcohol, Tobacco or Inhalants</i>	Suspension-Restriction from extra-curricular activities	Board Expulsion
<i>Presence in unauthorized areas of school grounds</i>	Warning	Suspension-Restriction from extra-curricular activities
<i>Running-Pushing-Horseplay</i>	Warning	Suspension-Restriction from extra-curricular activities
<i>Threat – verbal, written and/or gestures</i>	Suspension-Restriction from extra-curricular activities	Board Expulsion
<i>Theft</i>	Restitution- Suspension- Restriction from extra-curricular activities	Extension of suspension- Restriction from extra-curricular activities
<i>Vandalism</i>	Detention-Restriction from extra-curricular activities/ Hallway restrictions	Suspension-Restriction from extra-curricular activities
<i>Violation of Sexual Harassment Policy (District Policy 246)</i>	Suspension-Restriction from extra-curricular activities	Extension of suspension- Restriction from extra-curricular activities
<i>Violation of Student Dress Code</i>	Warning	Restriction from extra-curricular activities
<i>Violation of LMSD Net: Student Uses, Rights, and Responsibilities (District Policy 134)</i>	Warning Restriction from LMSD NET privileges	Suspension-Restriction from extra-curricular activities- Suspension of LMSD Net privileges
<i>Weapons (includes water guns, look-a-like guns, ammunition, knives, and items used as weapons)</i>	Suspension-Restriction from extra-curricular activities	Board Expulsion

Detentions

There are two types of detentions assigned as consequence if necessary at Bala Cynwyd: Lunch Detention and After School Detention. Students may receive a teacher or administrative lunch detention based on the infraction, to be served during the school day. After school detentions are served from 3:15 – 4:25 PM and are supervised by a teacher. Students may ride the 4:30 buses home after detention. Depending upon the infraction a detention could be extended until 5:30 PM whereas the students may take the 5:30 bus home. During detention, students are expected to answer a series of reflective questions explaining how they intend to avoid repeating their infraction in the future. Parents will be notified of all after school detentions in writing by the school.

Students are expected to attend detentions when they are assigned. Students who fail to attend detentions may be assigned two detentions for each missed detention, per offense. Continued failure to attend detention may result in out-of-school suspension.

Exclusion from School Activities

Bala Cynwyd Middle School attempts to help our students develop the necessary skills and attitudes which will help them become successful, productive members of society. In addition to developing our students' minds, we are responsible for working with our parents and community to help students develop a sense of individual discipline and responsibility.

Working with our student government, we have developed discipline guidelines regarding suspension of school privileges. This discipline policy has been reviewed and endorsed by the Student Government, faculty, administration, Home and School Executive Board, The Caring Parents Organization, and The Human Resource Committee, as well as many interested parents. These guidelines concern possible exclusion from school activities and are in addition to the regular disciplinary consequences for misbehavior.

The school year offers many opportunities for students to engage in field trips, field days, dances, sports and activities. Students' ability to self-monitor their behavior, treat others with respect and accept responsibility for their actions is important every day. However, during special activities these become critical issues. **Any student who is suspended from school for any reason will be automatically placed on restrictions until he or she has demonstrated that he or she is able to self-monitor behavior. The cost of the trip will not be reimbursed.**

In an effort to set clear guidelines for students, parents and teachers, we present the following examples for excluding students from activities (this is not meant to be an all-inclusive list):

1. Any student engaged in a fight and who is determined to have instigated the fight.
2. Any student found in possession of a weapon - knives (toy or real), firearms, brass knuckles, fireworks, etc.
3. Any student found in possession of any illegal substance (tobacco products, drugs, alcohol).
4. Any student found to be drinking, smoking/vaping or under the influence of an illegal substance.
5. Any student found guilty of vandalism.
6. Any student found guilty of stealing or breaking into lockers.
7. Any student endangering the safety and well-being of students/staff in building-"playing" with matches, lighters, etc.
8. Any student being disrespectful to a teacher or school personnel.
9. Any student who is a chronic discipline offender.
10. Any student repeatedly late to school/class.

The following infractions may also result in exclusion from school activities:

1. Any student found cutting classes.
2. Any student consistently late to class, late to school, or is absent from school without proper excuse.
3. Any student reported by the bus driver for misconduct on the bus.
4. Any student suspended from school.
5. Any student who repeatedly demonstrates irresponsible, noncompliant, or inappropriate behavior.

A review of individual student behavior will be conducted no more than 30 days after a student has been placed on restrictions. If significant improvement has been made in behavior, restrictions may be rescinded at the discretion of the administration.

After consultation with the appropriate teachers, final determination for exclusion of any given student from an activity rests with the administration.

Hearings

Education is a fundamental right and students must be afforded all appropriate elements of due process if they are to be excluded from school.

1. Investigatory Hearing

- a. The purposes of the investigatory hearing are:
 - (1) To enable the principal or his/her designee to investigate the circumstances surrounding the incident for which the student may be temporarily suspended from school, including conferring with members of the staff, other students or other possible witnesses who may have first-hand knowledge of the incident for which the student is being charged.
 - (2) To inform the student of the specific policy or regulation which has been violated; and
 - (3) To enable the student to present reasons why he/she is not guilty of the charge(s) and, therefore, should not be suspended.
- b. If the principal or his/her designee decided to suspend a student from school:
 - (1) Before the suspension takes place, the principal or his/her designee shall notify the parent or guardian by telephone.
 - (2) If the parent or guardian cannot be contacted, the Principal or his/her designee at his/her discretion may temporarily postpone the suspension.
 - (3) When the parent or guardian has been contacted and if he/she wishes to confer with the principal or his/her designee, the principal and his/her designee shall arrange a conference. The suspension shall be held in abeyance until such a conference has been held and a final decision has been made by the principal or his/her designee.
 - (4) The principal or his/her designee shall forthwith notify the parents or guardians in writing of such action.

2. Informal Hearing

- a. The purpose of the informal hearing is to enable the appropriate school official to determine the circumstances surrounding the event for which the student may be given a full suspension, to enable the student to demonstrate that there is a case of mistaken identity and/or enable the student to show that there are other reasons why the student should not be suspended.
- b. At the informal hearing, you have the right to have:
 - (1) Written notification of the reasons for which the full suspension may be imposed shall be given to the parents or guardian;
 - (2) Sufficient notice of the time and place of the informal hearing.

3. Formal Hearing

- a. A formal hearing may be held before the Board or a duly authorized committee of the Board, preferably composed of no fewer than three members of the Board. The hearing committee's decision is advisory to the Board where expulsion is recommended.
- b. At the formal hearing, the following due process requirements are to be observed:
 - (1) Written notification of the reasons for which expulsion may be imposed shall be sent to the parents or guardian by certified mail, and to the student;
 - (2) Sufficient notice of the time and place of the hearing;
 - (3) The right to an impartial tribunal;
 - (4) The right to be represented by counsel;
 - (5) The right to be presented with the names of witnesses against the student, and copies of

- any written statements and affidavits of those witnesses;
- (6) The right to demand that any such witnesses appear in person and answer questions or be cross-examined;
 - (7) The student's right to testify and produce witnesses on his/her own behalf and not be compelled to testify against himself/herself;
 - (8) A record must be kept of the hearing, either by a stenographer or by tape recorder. The parent(s) or guardian and the student are entitled, at their expense, to a copy of the transcript;
 - (9) The proceeding must be held with all reasonable speed;
 - (10) The Board is not bound by strict rules of evidence; and
 - (11) The decision must be based upon such relevant evidence as a reasonable mind might accept as adequate to support a conclusion.
 - (12) If requested by the student or the student's parents or guardians, the formal hearing shall be held in private.

Parents or guardians and students are reminded that where the student is dissatisfied with the results or the procedure of the formal hearing, recourse can be had to the appropriate court.

Bullying Policy

The Institute of Child Health and Human Development defined bullying as a pattern of abuse over time and involves a student being "picked on." Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation. Bullying can be physical (hitting), verbal (teasing), or psychological (shunning). Bullying is defined as behavior aimed at causing another person to feel threatened, harassed or embarrassed. Bullying behavior is destructive to individuals and to our school's general sense of safety and well-being. Students, staff and parents at Bala Cynwyd Middle School have identified bullying behaviors in many ways. Bullying might look like this:

- Taking hats or other items for the purpose of hurting someone's feelings (lunch, drinks, books, binders, etc.)
- Blocking access or egress in the halls, in the classroom or cafeteria
- Threatening another student either physically or verbally or deliberately frightening or intimidating another
- Refusing to make room for or to allow another student to sit at a table or bus seat
- Shunning another student (deliberately excluding someone)
- Running in halls and pushing others maliciously
- Continuously making fun of someone, even after being asked to stop
- Calling another person names for the purpose of hurting that person
- Stealing things or damaging another's belongings for the purpose of upsetting someone
- Making insulting, negative, or culturally insensitive remarks about another person or teasing another person's abilities or lack of abilities in academics, sports, etc.
- Blackmail, extortion of money or favors – exploiting another student
- Making false accusations for the purpose of hurting another person (rumors)
- Cyber-bullying
- Sexual Harassment

Some of these behaviors may not always be bullying and often these situations can be handled through an appropriate dialogue. Students who feel that they are being bullied are encouraged to get an adult involved immediately. This adult could be their parent, guidance counselor, teacher, coach or a building principal. With the help of a caring adult, many of these situations can be addressed before they become disciplinary issues.

For more information on the district bullying policy, please refer to Administrative Regulation Number 249.

Disciplinary Action

First offense:

- Warning – meeting between administrator and offender (this meeting may include the victim if the victim elects to be present to confront the offender)
- Written or verbal apology
- Parent contact

Second offense:

- Meeting between the administrator and offender (this meeting may include the victim if the victim elects to be present to confront the offender)
- Letter sent home to inform parent/guardian of offense and disciplinary action taken
- Guidance counselor informed
- Detention

Third offense:

- Suspension (in or out of school)
- Parent contacted
- Guidance counselor involvement
- Possible behavior contract

Fourth offense:

- Out of school suspension
- Parent conference with disciplinarian
- Referral to police

Any disciplinary action follows a fact-finding investigation conducted by the building administrator. The final decision regarding specific disciplinary actions rests with the administrator in charge of the fact-finding investigation and may involve input from other students, teachers, guidance counselors, other administrators, and parents. At each step of the disciplinary process, the individual rights of all students will be respected.

Cyber Bullying

Bala Cynwyd students are educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and Cyber Bullying awareness and response. Cyber Bullying includes, but is not limited to, using Email, Social Media, Cellphone Photos, Text Messages or Video, to make a student feel threatened, harassed or embarrassed.

What parents can do to help:

Talk to your child. Make sure your child comes to you when targeted for abuse.

Learn about the websites your child visits. Know what tools are available for use---and misuse---by your child and friend.

Talk up values. The technology may have changed, but kindness and decency should still be at the top of everyone's list.

Guard passwords. Tell your child not to share with friends and to change passwords frequently.

Keep copies. Print out and save any offensive communications. Report the incident to the proper authorities.

Stress the internet's impact. An electronic communication sent to one child, can be resent to hundreds. Old electronic communication may resurface and get even a well-meaning child in trouble. Encourage your child to think before sending anything.

Sexual Harassment Policy

Sexual harassment may be defined as any unwelcome sexual behavior that makes a student feel uncomfortable or unsafe. Sexual harassment may be physical, verbal or nonverbal.

In order to maintain a learning and working environment which promotes self-worth and respect for the dignity and worth of others, it is the policy of the Lower Merion School District to prohibit sexual harassment and to provide education about the problem of sexual harassment. The policy is designed to provide guidelines for a prompt and appropriate response to allegations of sexual harassment as well as guidelines for a prompt and appropriate remedy of an instance of sexual harassment.

A student who believes that he or she has been subjected to sexual harassment has the right and is encouraged to file a complaint. He or she may direct the complaint to either Mrs. Zuroski or Dr. Shore, the designated resource persons for sexual harassment at Bala Cynwyd. A complaint may also be initiated by a student's parent or guardian.

STUDENT ACTIVITIES

The following are brief descriptions of some of many extra-curricular opportunities available to students at Bala Cynwyd Middle School. Students will be provided an opportunity to explore these activities in more detail during activities fair in the small gym at the beginning of the school year.

For a complete list of activities, sponsors and contact information please see our website:

<https://www.lmsd.org/bala-cynwyd/activities/before-after-school-activities>

Student Government

The Student Government is a vital link between students, faculty and school administration. It also sponsors social activities and service-related projects. Student Government is composed of representatives from each LEARN Class and other special classes. The representatives are chosen by popular vote conducted within each LEARN Class sometime during the fourth quarter for grades 7 & 8 and during the first quarter for grade 6. Seventh and Eighth grade students who run in their classroom election but are not elected may apply to the Student Government officers to be a member-at-large as the student government is always interested in those who want to participate.

Student Government officers, representatives, and members-at-large are the leaders in the school and as leaders should represent our school in the best possible manner. In keeping with this philosophy, any officer or representative of Student Government will fulfill the following eligibility requirements for his/her position.

- a. Must not receive a failing grade in any subject and must maintain a minimum 2.0 G.P.A.
- b. Must not serve a school suspension during the year.
- c. Must not receive more than two school detentions.
- d. Must perform their duties and responsibilities as stated in the BCMS Student Government Constitution.

If these requirements are not met, the officer or representative will have his/her eligibility revoked according to the Student Government Constitution.

The Student Government representatives, once elected, assemble with the officers on a regular basis during the school year in accordance with the Constitution of the Student Government. A faculty member, appointed by the Principal, serves as general advisor of the Government.

All Middle School social activities sponsored by Student Government must have prior approval of the Principal and advisor.

Student Government social activities are only open to Bala Cynwyd Middle School students unless otherwise specified.

For more information about student government, please speak to the student government sponsors, Mrs. Groen and Mrs. Morrison

Science Olympiad

Each year 15 top-notch science students will be picked by the science teachers to represent our school in the Pennsylvania Science Olympiad. These students must be in sixth, seventh, eighth or ninth grade. The team will build various science projects and prepare for extensive testing in all areas of the science curriculum.

In March, the team travels to a college in the area to compete against other middle schools in the Southeastern Pennsylvania Regional Science Olympiad. Based on performance in regional competition, eligible teams may participate in state finals.

Students who are members of this team should be excellent science students and be willing to spend quite a bit of time building projects and studying for the competitions. Commitment (attendance at practices, etc.) is a criterion for member selection.

Mathcounts

Mathcounts is a nationwide program designed to increase students' interest and ability in mathematics, and to heighten awareness of the importance of math. It is an opportunity for sixth, seventh and eighth grade students to compete with other students in mathematical problem solving at the local, state and national levels. Practice sessions for the competition begin in September. Students meet weekly culminating in the county competition in February. The four members of the Mathcounts team are chosen from participants in these practice sessions. Practice is informal and allows students enrichment in math, as well as an opportunity to have fun working on unusual problems in groups with other students.

School Store

The school store is located in the cafeteria. The school store offers an opportunity for our students to learn to operate a small retail business and provides a service to our students, parents, and teachers by making needed school supplies readily available. We are open from 7:50-8:10 AM on Tuesday and Wednesday unless school is closed or there is a two hour delay. During certain athletic seasons the school store will be open briefly after school from 3:10-3:20 PM.

Theater Productions

The middle school theatre program affords 6th, 7th and 8th grade students the opportunity to showcase their many talents. Auditions are held for all students interested in performing in a musical and/or drama production. The BCMS theatre season consists of a full length play (drama or comedy), and a musical show. The theatre program offers students a chance to learn technical and performance skills. Lighting, sound, sets, costumes, props, and stage crew are the major technical crews. Students have the chance to perform as actors, dancers, singers, and musicians. By stimulating creative thinking and problem solving, the BCMS theatre program teaches the importance of personal commitment, cooperative work and goal setting.

BC Applause

This organization is for all students who are interested in theatre arts. Students who want to learn more about theatre and who want to participate in the performing and/or technical areas of theatre are invited to be a part of BC Applause. Any student who participates in the fall play and/or the school musical becomes a member of BC Applause.

BC Applause provides students with support, information, and experiences to make theatre an important part of middle school education. Officers (who are elected) and board members meet

during selected LEARN periods through the year. BC Applause has a fundraiser each year as a way for students to give back to their community. Membership is open to all 6th, 7th and 8th graders who are interested in theatre.

Yearbook Committee: The Lance & Shield

Each year, the middle school publishes a school yearbook. The yearbook includes pictures of all the students, faculty and staff, as well as team pictures for sports and organizations. The yearbook staff is composed of middle school students who take pictures, assist with the design and layout, and help with the sales and advertising. Order forms for the yearbook will be mailed to students in early fall. Additional ordering information will be advertised throughout the school year. The sale will run until February and all yearbooks are distributed in June.

Student Government Sponsored Activities

BCMS Student Government sponsors several events for each grade level. These activities in the past have included but are not limited to: a school dance for 6th Graders, Campus Spirit Game/Pep Rally for 7th Graders, 8th Grade Spirit Game and Pep Rally at the High School, Schoolwide Challenge Day in December, School-wide Fundraiser in the spring and 8th Grade Movie/Activity Night. All activities are based on student government planning and preparation and are subject to change depending on the school year.

The following rules apply to night time events:

1. Tickets will be sold before school every morning for the week of the event and at the door the night of the event.
2. Guests from other schools are not permitted to attend.
3. The doors will close 30 minutes after the events start time and no students will be admitted after that time.
4. Students are not permitted to leave the dance until unless a parent/guardian comes to the door in person to pick up his or her child.
5. No students will be permitted to leave the events early with anyone other than their own parent or guardian.
6. Students who are not picked up 20 minutes after the end of an activity may be restricted from future participation.

Stage Crew

Members of the stage crew are responsible for stage operations during play rehearsals and performances. Duties include props and set construction, scenery handling, curtain operations, and special effects. Student stage managers also assist faculty stage managers in backstage management.

Tech Crew

Members of the theatre tech crew become acquainted with aspects of stage production dealing with light and sound, including lighting design, sound and microphone plots, sound effects, spotlights, and operation of the sound and light boards

Technology Student Association (TSA)

The Technology Student Association (TSA) is a nation-wide organization dedicated to students K-12 with an interest in technology education. Through more than thirty competitive events, TSA teaches members a variety of lifelong skills such as teamwork, leadership, perseverance and dedication. TSA members have the opportunity to travel to exciting places across the country and the chance to form lasting connections with students of similar interests but diverse backgrounds.

TSA offers three levels of competition:

Regional Conference – one day in mid-February

State Conference – four days in mid-April

National Conference – four to six days in late June, early July

Students must be successful at a conference in order to advance to the next conference. Students qualify for the Regional Conference by attending chapter meetings and putting forth good effort in their projects.

Intramural Program

Intramurals sports and activities are designed to take place during the off season. However, we make an effort to fit in intramurals whenever the athletic teams are not using the gym, fields or courts.

In addition to having after school intramurals offered between sports seasons, sixth grade intramural sports and activities will be offered a few mornings a week from 7:20 AM. to 7:50 AM. Parents are responsible for transportation. Students should listen to the daily announcements (morning, lunch, and end of the day) for dates and times of events

Depending upon availability of facilities and coaching staff, events may include soccer, field hockey, basketball, floor hockey, chess and computer games to mention a few. To participate in the intramural program daily attendance is not required; students may attend any session. Intramural activities are fun and participation is high. We're proud of this extensive and varied program.

ATHLETICS

Interscholastic Sports

Athletic Director:

Mr. Dave Lloyd

Website:

<http://bcknights.digitalsports.com/>

For a complete list of available sports and seasons please visit the website:

<https://www.lmsd.org/bala-cynwyd/athletics/interscholastic>

The Interscholastic Sports teams at BC operate under the aegis of the PIAA (Pennsylvania Interscholastic Athletic Association). Hence, no sixth-graders are allowed on interscholastic teams.

Physical examinations and parental/guardian permission are required for participation in interscholastic sports. **Only the CIPPE Form will be valid for sports participation.** CIPPE (Comprehensive Initial Pre-Participation Physical Evaluation) must be performed on or after June 1st of each year and will be valid until the next May 31st. After completion of the CIPPE, the student's parent/guardian shall be required to complete and submit Section 7 of the CIPPE Form prior to the student's subsequent participation in another sports season. The form is available on the athletics website, on the school website, and in the main office. The form is available on the PIAA website, on the school website, and in the main office.

The sports program at Bala Cynwyd is designed to promote an enriching and rewarding athletic experience for all students involved. We will make every effort to include all students who come out for any particular sport. In certain situations, however, there may be a need to have "limited rosters." This decision would be based on the number of current students interested in a specific sport and the "ideal" number of participants in that sport to provide a safe and enriching athletic experience for each student athlete. Student safety will also play a role in the determination of an "ideal" number for a specific sport. The administration and athletic department will evaluate these situations on a season-by-season, team-by-team basis.

All uniforms and equipment are numbered. Students must return uniforms and equipment with the same number they were issued. No exchanging of uniforms or equipment is permitted. This means students must maintain possession of the correct numbered uniform and equipment in the locker room, at practice and at games at all times. All equipment and uniforms must be returned at the end of the season (Autumn, Winter, Spring). Students must pay for lost equipment and uniforms. Students who have not either returned or paid for equipment and uniforms issued to them may not participate in the next season's sport.

Note: Cross-country is a fall activity. It is labeled a "club" sport, or intramural. It is open to any 6th, 7th or 8th grade student. All runners are required to fill out a CIPPE form and will be held to eligibility standards. Our cross-country club does run against other schools' running clubs and parents/guardians should be aware that class time will be missed by participants of cross-country.

Rules of Eligibility for Athletic Activities

All athletic activities in the Middle School in grades seven and eight are governed by the P.I.A.A.

Eligibility for Extra-Curricular Activities:

To be eligible for participation in extra-curricular activities, a pupil must pursue a curriculum defined and approved by the Principal as a full-time curriculum. Where required, this curriculum, or its equivalent, must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the local school board.

Eligibility for Competitive Athletics

Academic eligibility is achieved by maintaining good standing (60% average or higher) in scheduled classes during the course of the current athletic season. A student's academic eligibility will begin one full week into the given athletic season. A preliminary list will be run on Wednesday for the purpose of notifying the student-athlete. A student's academic progress is evaluated each week. The final list will be generated on Friday and any student who is deemed ineligible will be so from Saturday of that week until Saturday of the following week. Students will have an opportunity during the course of the week to improve their academic standing and become academically eligible for the subsequent week. Students not meeting district eligibility standards repeatedly during the course of a season may be dismissed from the team in order to focus on making academic progress.

The following criteria are used to determine ineligibility:

- One failing grade in a core course or any course that meets 4/4 days in a cycle (math, science, English, Social Studies, or World Language)
- A failing grade in two or more personal development courses.
- If an athlete fails the quarter, under PIAA regulations, she/he is ineligible for the first 15 school days of the next quarter.

Attendance Rules

Students must be in attendance before the end of the fourth class period (11:27 am) to participate in sports competitions, practices and extracurricular activities.

Regulations Governing Activities

1. All middle school activities must end no later than 10:00 PM unless approved by the Principal.
2. A minimum of two faculty members should be present at all activities.
3. A form of application for a school activity to be scheduled after school hours must first be completed and presented to the Principal in order to have such an activity approved.
4. Pupils who have been suspended or who have been restricted for disciplinary infractions are denied attendance at school activities and programs, in school and after school.
5. Once students have entered the building and attend an activity, they must remain in the building until the activity is over. Exceptions are made if the parents come inside to pick them up before the activity ends.
6. Family and community attendance at school activities is encouraged. Spectators are expected to behave in an appropriate manner and respect our students, visiting teams, coaches and teachers. *PIAA rules do limit the amount of face paint a spectator can display to school colors and a logo on the cheek or forehead. Spectators are not allowed to attend games in full face paint of any color.*

Expectations of a Student-Athlete Ineligible for Participation:

- Initiate a conversation with the classroom teacher.
- Initiate a conversation with the coach.

- Work out a schedule to attend practice and improve academic standing
- Utilize Academic Recovery time
- Attend the Homework Club Tuesday, Wednesday, or Thursday and then return to practice at 4:30 if applicable.

PIAA TEAM SPORTS		
Fall Sports	Winter Sports	Spring Sports
Unlimited Football - 8th/7th Grade	Boys Basketball - 8th Grade	Baseball - 8th Grade
115 lb. Football - 8th/7th Grade	Girls Basketball - 8th Grade	Baseball - 7th Grade
Field Hockey - 8th Grade	Boys Basketball - 7th Grade	Girls Lacrosse - 8th Grade
Field Hockey - 7th Grade	Girls Basketball - 7th Grade	Girls Lacrosse - 7th Grade
Volleyball - 8th/7th Grade	Wrestling - 8th/7th Grade	Boys Tennis - 8th Grade
Girls Tennis - 8th Grade		Boys Tennis - 7th Grade
Girls Tennis - 7th Grade		Girls Track - 8th/7th Grade
Boys Soccer 8th Grade		Boys Track - 8th/7th Grade
Boys Soccer - 7th Grade		Softball - 8th Grade
Girls Soccer - 8th Grade		Softball - 7th Grade
Girls Soccer - 7th Grade		Boys Lacrosse - 8th/7th Grade
Additional Information		
Time Commitment		
<ul style="list-style-type: none"> Practices are daily from 3:10 pm to 5:10 pm. Game and matches start at 3:15 pm. 		
Transportation Arrangement		
<ul style="list-style-type: none"> Late buses pick up students from BCMS at 4:30 pm and 5:30 pm. (Buses are provided by LMSD.) 		
Student Responsibility		
<ul style="list-style-type: none"> Students are expected to attend all practices and games unless prior arrangements are made with the coach. Students are expected to sign and adhere to school and team rules. 		
Parent Responsibilities		
<ul style="list-style-type: none"> Parents are expected to pick up all students if they miss the 5:30 pm bus. This often occurs after all away games. Parents are expected to sign any mandatory forms such as permission forms, insurance forms, emergency and BCMS rules form. 		
Possible Costs		
<ul style="list-style-type: none"> Students are required to pay for any lost or unreturned uniforms and equipment. Unreturned or nonpayment for equipment prohibits a student from participation on a team later in the year 		
Eligibility		
<ul style="list-style-type: none"> Failure of one subject results in one week of ineligibility (One week=Monday to Friday). Students are encouraged to see teacher for extra help. Students may not participate in games during this week. 		

Spectators

NOTE: Spectators at Bala Cynwyd contests are encouraged to actively support the teams at sporting events, but within the guidelines of “appropriate conduct.” Those persons violating these guidelines will be asked to leave the premises. It is also school policy that any student staying to observe after school sports must go home on the 4:30 pm buses; this includes walkers and students being picked up via car. Adult supervision is necessary to remain in attendance beyond 4:30 pm. Thank you for supporting BCMS athletics.

Away Game Directions from Bala Cynwyd Middle School

ARCOLA MIDDLE SCHOOL 610-631-9403

Left on Bryn Mawr Ave.; right on Amherst Ave; left on Conshohocken State Rd.; right at first light onto Rock Hill Rd.; left onto Belmont; left onto 76W; Exit at 202S; bear right onto Route 422; exit North onto Route 363 to Ridge Pike (Burger King on diagonal right): left about 1-3/4 miles; left onto Eagleville Rd. (Eagleville Hotel on right, school is on left).

BALA PARK (398 Belmont Avenue)

Head south on Bryn Mawr Ave toward W. Princeton Rd. Turn left onto W. Levering Mill Rd. Turn right on Belmont Ave. Park will be on the right.

BEVERLY HILLS MIDDLE SCHOOL 610-626-9317

Right on Bryn Mawr; left on Levering Mill; Right on Conshohocken State Road to City Ave.; Right on City Ave.; cross West Chester Pike, next traffic light make left on Lansdowne Ave.; go past Upper Darby High School, cross trolley tracks and make left on Garrett Rd.; school is on right before Sherwood Blvd.

DREXEL HILL MIDDLE SCHOOL 610-622-7000

Right on Bryn Mawr Ave; left on Levering Mill; right on Conshohocken St. Rd. to City Ave; Right on City Ave; cross West Chester Pike; next traffic light make left on Lansdowne Ave; Right on State Rd; continue to Penn Ave; school is on right.

E.T. RICHARDSON MIDDLE SCHOOL 610-938-6300

Right on Bryn Mawr Ave; right on W. Levering Mill Rd; left onto Levering Mill Rd; slight left onto Old Lancaster Rd; right on City Ave and continue to follow US-1 S; take Sproul Rd/PA-320 ramp toward shopping centers; turn left onto W. Sproul Rd/PA-320 S; turn left onto Woodland Ave/PA-420; school is about 1 mile on right.

HAVERFORD MIDDLE SCHOOL 610-853-5900

Right on Bryn Mawr Avenue; Right on Levering Mill; Right on Montgomery; Left on Winding Way which becomes Bowman and after crossing Wynnewood becomes Remington; left on Haverford; right on Manoa; right on Darby Rd to Haverford Middle School. Baseball: continue on Manoa, cross W. Chester Pike to Williamson Field before you get to Eagle Rd.

HAVERFORD PREP SCHOOL 610-642-3020

Left on Bryn Mawr Ave; right on Montgomery Ave; any left to a right on Lancaster Ave left on Haverford Station Rd; right on Old Railroad to school.

NORTHLEY MIDDLE SCHOOL 610-497-6300

Right on Bryn Mawr Ave; right on W. Levering Mill Rd; left onto Levering Mill Rd; slight left onto Old Lancaster Rd; right on City Ave and continue to follow US-1 S; take PA-352 ramp; turn right on Middletown Rd/PA-352; continue to follow PA-352 and turn right onto Dutton Mill Rd; left on Concord Rd; school is approximately ½ mile down on right.

PAXON HOLLOW MIDDLE SCHOOL 610-359-4320

Right on Bryn Mawr Ave; right on W. Levering Mill Rd; left on Levering Mill Rd; slight left onto Old Lancaster Rd; right on City Ave and continue to follow US-1 S; right on West Chester Pike/PA-3 W; left on

Lawrence Rd; right on Sproul Rd/PA-320; left on Paxon Hollow Rd; school is approximately ½ mile down on left.

RADNOR MIDDLE SCHOOL 610-688-8100

Left on Bryn Mawr Ave; right on Montgomery Ave; any left to a right on Lancaster Ave; left on S. Wayne for one block; schools sits on left. **7th/8th soccer** plays at Odorisio Park - Lancaster Ave to W Wayne Ave; make right and cross Conestoga; continue about 1/2 mile and park on left about 1/2 mile. **7th/8th baseball** plays on North Wayne Field: Lancaster Ave, right onto N. Wayne Ave; field is on first left after going under the railroad underpass. Go through apartment parking lot.

RIDLEY MIDDLE SCHOOL 610-534-1900

Right on Bryn Mawr Ave; left on Levering Mill Rd; left on Belmont Ave; merge right onto I-76 E; merge onto S. 26th St/PA-291 via exit 347A on left toward I-95 S/Penrose Ave/Intl Airport; right on Penrose Ave/PA-291W; merge onto I-95 S. toward airport; take exit 8 toward US-13/Ridley Park; merge onto S. Stewart Ave; turn right on Chester Pike/US-13; left onto N. Swarthmore Ave; left onto W. DuPont St; left onto Free St; school is approximately 1/10th of a mile on left.

SPRINGTON LAKE MIDDLE SCHOOL 610-627-6500

Take Route 1 South to Route 252 North. At the first light make a left onto Rose Tree Road, then a quick right onto Sycamore Mills Road. Continue on Sycamore Mills Road for about ½ mile, school entrance is on the right.

TREDYFFRIN EASTTOWN MIDDLE SCHOOL 610-240-1200

Left on Bryn Mawr Ave; right on Montgomery Ave; left on Upper Gulph; zigzag at King of Prussia Rd; Upper Gulph becomes Conestoga which passes in front of school at Cassatt Rd. Softball is played across Lancaster Ave. at 1st and Bridge Sts.

UPPER MERION MIDDLE SCHOOL 610-337-6053

Left on Bryn Mawr Ave; right on Montgomery, past "Hanging Rock", follow S. Gulph Rd for 1-1/2 to 2 miles; at traffic light make right on Henderson Rd; follow across Rt. 202 to left on Crossfield Rd. which leads directly to school.

VALLEY FORGE MIDDLE SCHOOL 610-240-1300

Left on Bryn Mawr Ave; right on Conshohocken State Rd; immediately bear right; next traffic light make a left; next light make a left on Belmont Ave; take 76W to Valley Forge; take Rt. 202S; get off at Devon exit (Gateway Shopping Center); right onto Valley Forge Rd; school is 2 block on the left side.

COUNSELING AND CONSULTATION SERVICES

For updated information on grade level counselors and consultation services please visit our website:

<https://www.lmsd.org/bala-cynwyd/school-counseling>

Student Records

Parents who wish to review their child's school records may contact the counselor for an appointment. Both permanent and cumulative records are housed in the guidance office.

The basic information contained on file includes: grades, achievement and ability test results, reading records, progress reports, as well as miscellaneous outstanding achievement or other significant information deemed important to help students in career decision making.

A typical record review session would involve discussing the educational implications of the information as previously mentioned. Although levels of ability and achievement may be discussed, a review of actual test scores on the tests measuring mental ability (I.Q. scores) are not included as part of the record review. Such scores will only be reviewed with a parent or legal guardian present.

Health records are maintained by the school nurse. Parents are encouraged to share any information with the school nurse that may be helpful in updating current health records.

Student Assistant Program START (Student Assistant Referral Team)

The START program provides a safety net for students who need assistance with transition in the middle school years. Students receive support on an as needed basis throughout the school year.

The START team at Bala Cynwyd has many responsibilities. First, the START team assists with connecting students with staff mentors. The mentoring program is for any child that may benefit from an additional adult to connect with at school. To kick off the program, the START team has a mentor-mentee breakfast at the beginning of the school year. Mentors also check-in with their students throughout the year.

The START team also organizes afterschool Fun Days. The purpose of these days is to encourage *all* students to partake in age-appropriate fun activities. This allows students to see staff members and other students in a different environment and leads to the development of new relationships.

Lastly, we identify students who exhibit behaviors, actions, thoughts, etc. that might inhibit their learning. These referrals for high risk behaviors can come from parents, teachers, counselors, administrators or students. Information is anonymously gathered from any adult in the building who has contact with a referred student in our school. Each adult is asked to check off identifiable, observable behaviors, both positive and of concern, relative to the student. The START team then compiles the data, shares the information with the parent, and comes up with a plan to move forward. **This process may only be initiated with written, parent/guardian permission.**

COMMUNICATION between families and the school is the foundation of the START Program. The START Team meets weekly to discuss individual students, plan START days, and discuss and implement resources to positively impact our school.

Please contact your child's counselor if you have questions regarding the START program or would like to refer a student you may have concerns about.

Clinical Services

The School Psychologist provides support for all students to help them achieve the most from their educational experiences. The School Psychologist offers consultation to parents, teachers and school personnel and provides assessment when recommended by the Multi-disciplinary Team. In addition, direct intervention for problem solving with students and families is also available. The School Psychologist may also provide educational programs to help parents, school personnel and others be more effective in their roles.

The School Social Worker provides direct intervention and consultation with students, teachers and families, referrals are made to appropriate community services. Contact is facilitated and maintained with the outside agency to ensure that school, family and community programs are working toward common goals for the student.

The BC Achievement Team is a clinical team that meets weekly to review individual student's academic, social, and emotional concerns and monitor student academic progress.

HEALTH SERVICES

The focus of the school health program is on the total child. Health, as defined by the World Health Organization, is "a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity."

School health services are intended to encourage and support the belief that to live and grow effectively, students should have optimum physical and emotional health. The Certified School Nurse is an advocate for health rights for children and functions as the manager of health care, deliverer of mandated health services, as a health counselor and educator for the school and community.

It is important to update each student's record by receiving current information from the parents or guardians regarding: change of health status; medications a child may currently be taking; long-term medication therapy; medication that has been discontinued; any recent hospitalizations for medical treatment or surgery; and routine immunization and booster information.

If a student becomes ill at school, he/she should obtain a pass from the teacher and report to the nurse's office. The student is not to call home before going to the nurse's office. No student is permitted to leave school during school hours whether for illness or other cause without the permission of the Principal or the Nurse.

Due to the increasing allergies and sensitivity of all staff and students, it is recommended that students do not carry any scented items, including sprays and aerosols during school.

Accident and Injury Information

If a student is involved in an accident, or injured during school, he/she should immediately tell the teacher in charge to contact the nurse.

Medication in School or For Field Trips

LMSD Policy 210 regarding medications has been revised in compliance with changes in regulations from the Pennsylvania Department of Health and the Pennsylvania Department of Education. Policy 210 (medication) in its entirety is available on the district website. The School Nurse is available to assist you with the Medication Policy and procedures. Some important points of the policy are summarized below. All forms can be found on the district website by clicking on “Departments”, then “Health Services”. There you will find the link “Forms and Additional Resources”.

- Form LM 28C must be completed by the Licensed Prescriber and the parent/guardian before any medication (prescription or “over the counter”) may be administered. Medication orders can be accepted via fax or electronically from a Licensed Prescriber and may be on the prescriber’s letterhead instead of form LM 28C if they contain all of the required information listed in form LM 28C and the parent/guardian has provided written authorization for the administration of medication. The medication order must include:
 - student’s name
 - name, signature and phone number of the Licensed Prescriber
 - Name of the medication
 - Route and dosage of the medication
 - Frequency and time of administration of the medication
 - Date of the medication order and discontinuation date if any
 - specific directions for administration if necessary
 - potential adverse reactions or contraindications with other medications (prescribed or “over the counter”) taken by the student
- Students may not carry or self-administer prescription or “over the counter” medication with the exception of specific emergency medications in compliance with regulations of the Pennsylvania Department of Health. If you would like your child to be able to take “over the counter” medications such as acetaminophen (Tylenol) throughout the school year, please ask your care provider to complete Form LM 28C. Completion of form LM 28C by licensed prescriber and parent/guardian allows nurses to administer “over the counter” medications throughout the school year when necessary to your child. Please provide a supply of the “over the counter” medication in the original container to the school nurse along with the completed form LM 28C .
- Students may carry and self-administer specific emergency medications such as epi-pens, “rescue” type asthma inhalers and medication for diabetes only if a properly completed LM Form 28C and 28D (Permission to Carry and Self-Administer Emergency Medication) are on file and the medication order specifies the need for the student to carry and self-administer the medication. PA regulations now required that parent, prescriber and School Nurse all agree that the student is competent to carry and self-administer the emergency medication. Students who self-administer emergency medications must notify the School Nurse following each use.
- All medications (prescription and “over the counter”) must be provided to the school in the original pharmacy labeled container or original container for “over the counter” medications.

Additional information for medications:

- All medications (prescription and “over the counter”) must be brought to school by the parent/guardian. No more than a 30 day supply for any medication will be stored at school with the exception of emergency medication which may be stored until the end of the school year or until the medication has expired or has been discontinued (whichever comes first). Parents/guardians are responsible for noting expiration and refill dates of medications and providing medication to the school. Expired medication will not be administered.
- Changes in dosage/frequency require an updated form LM 28C. Medication forms must be updated annually.

- Medication must be picked up by the parent/guardian at the end of the school year or upon the discontinuation of the administration of the medication, whichever is earlier. Medication that is not picked up will be discarded.

Please bring all emergency medications and corresponding physician orders on or before the first day of school. Students who have not submitted emergency medication and signed physician’s orders will NOT be permitted to attend field trips and after school activities until those items are received by the nurse.

When to Keep Your Child at Home

It is important to maintain a healthy environment in the classroom to protect all students. The following symptoms may indicate contagious illness. Your child should be kept at home if any of these occur:

- Fever of 100 degrees or more within the past 24 hours
- Rash (unless determined to be non-communicable by physician)
- Vomiting and/or diarrhea within the past 24 hours
- Yellow or green drainage from the eyes or nose
- Excessive coughing

The student experiencing any of the contagious conditions listed below will be readmitted to school after 24-48 hours of appropriate therapy. A physician's note may be required.

- Strep throat, scarlet fever, impetigo, ringworm, pinworm, conjunctivitis (pinkeye).
- Chickenpox: May return six days after the last crop of vesicles and vesicles must be completely crusted.
- Hepatitis A, Hepatitis B and meningitis: Require a physician's note to return to school.
- Head lice (pediculosis): Students may return when appropriately treated with a pediculocide. Your child's School Nurse is a valuable resource in the prevention and treatment of head lice. No pediculocide is 100% effective; therefore, removal of all nits is essential to prevent re-infestation. Please notify the School Nurse if your child has been treated for head lice. It is advisable for parents to check their child's hair for head lice weekly.
- Fifth disease: Children with fifth disease are not excluded from school however parents should notify School Nurse.

Please note that the district follows the recommendations and cooperates with the Montgomery County Health Department and the Pennsylvania Department of Health in matters of communicable illnesses. The Health Departments have the authority to require exclusion from school for communicable illness. The Health Departments also have the authority to exclude students who are unimmunized or partially immunized during outbreaks of communicable illness.

Health Testing and Screening Programs

Health Screening – November

Scoliosis Screening–May

The following programs are mandated by the Commonwealth of Pennsylvania, and will be conducted during the school year:

Physical Examinations	Grade 6 and all new entrants.
Growth & BMI Assessment	All grade levels.
Vision Screening	All grade levels.
Scoliosis Screening	Grades 6 and 7 with parent written permission. Parents will be informed by letter when the screening is to take place.
Hearing Screening	Grade 7 and selected grade levels
Dental Screening	Grade 7

Immunizations

The following immunizations are required of every student entering the Bala Cynwyd Middle School:

For attendance in all grades:

- 4 doses of tetanus (1 dose on or after the 4th birthday)
- 4 doses of diphtheria (1 dose on or after the 4th birthday)
- 3 doses of polio
- 2 doses of measles (1st dose on or after 1st birthday) usually given as MMR
- 2 doses of mumps (1st dose on or after 1st birthday) usually given as MMR
- 1 dose of rubella (German measles)-(1st dose on or after 1st birthday) usually given as MMR
- 3 doses of hepatitis B
- 2 doses of varicella (chicken pox) vaccine (1st dose on or after 1st birthday) or history of disease

Children entering 7th grade will also need

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) if 5 years has elapsed since last tetanus immunization
- 1 dose of meningococcal conjugate vaccine

If students have at least one dose of the antigen in the series, they will be put on provisional status until the required number of doses has been received, but no longer than 8 months from the first day attending school. If the series is not completed in 8 months the student will be excluded from school at discretion of the health department and administration.

If a physician writes that the child is adequately immunized, (Ex: inappropriate intervals between Hepatitis B doses, MMR given 4 days prior to 12 months of age, any other spacing issues) it will be considered a medical exemption. In the event that there is an outbreak, the Department of Health would recommend exclusion and make recommendations based on actual immunization history.

Communicable Disease Regulations for School Children

<u>DISEASE</u>	<u>PERIOD OF EXCLUSION FROM SCHOOL</u>
Chicken Pox	6 days from the last crop of blisters
Strep Throat and other Respiratory Strep Infections	7 days from onset or 24 hours from start of prescribed appropriate medication
Scarlet fever	7 days from onset or 24 hours from start of prescribed appropriate medication
Acute contagious conjunctivitis	24 hours from start of appropriate medication (pink eye)
Ringworm, all types	Until judged non-infective by the school nurse or child's physician
Impetigo	Until judged non-infective by the school nurse or child's physician
Pediculosis capitis (head lice)	Until treated and judged non-infective by the school nurse.

Pediculosis corpora (body lice)	Until treated and judged non-infective by the school nurse.
Scabies	Until treated and judged non-infective by the school nurse.
Tonsillitis	24 hours from the start of appropriate medication
Trachoma (chronic contagious conjunctivitis)	24 hours from the start of appropriate medication

Letter Days, 2021-22

Four Day Cycle Schedule 2021-2022										
Bala Cynwyd Middle School										
Day	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1		D	A	D	---	A	C	B	---	B
2		---	H/SD	A	---	B	D	---	B	C
3	H	---	B	B	A	C	A	---	C	D
4	---	A	C	---	B	D	B	C	D	---
5	---	B	D	---	C	---	---	D	A	---
6	H	C	---	C	D	---	---	A	B	A
7	H	D	---	D	A	A	C	B	---	B
8	H	A	A	A	---	B	D	C	---	C
9	A	---	B	B	---	C	A	---	C	D
10	B	---	C	C	B	D	B	---	D	A
11	---	B	D	---	C	A	C	H	A	---
12	---	C	A	---	D	---	---	H	B	---
13	C	D	---	D	A	---	---	H	C	B
14	D	A	---	A	B/ED/SD	B	D	H	---	C
15	A	B	B	B	---	C	A	H	---	D
16	H	---	C	C	---	D	B	---	D	A
17	B	---	D	D	H	A/ED/SD	C	---	H	B/ED
18	---	C	A	---	C	H	D	D	A	---
19	---	D	B	---	D	---	---	A	B	---
20	C	A	---	A	A	---	---	B	C	SD
21	D	B	---	B	B	H	A	C	---	
22	A	C	C	C	---	B	B	D	---	
23	B	---	D	D	---	C	C	---	D	
24	C	---	A/ED/SD	H	C	D	D	---	A	
25	---	D	H	---	D	A	A	A	B	Enjoy your summer!
26	---	A	H	---	A	---	---	B	C	
27	D	B	---	H	B	---	---	C	D/ED/SD	
28	A	C	---	H	C	B	B	D	---	
29	B	D/ED/SD	B	H	---		C	A	---	
30	C	---	C	H	---		D	---	H	
31		---		H	D		A		A	
A, B, C, D = School Days				H = Holiday			ED/SD = Early Dismissal			
SD = Staff Development Day				--- = Weekend			Staff Development			
<i>If school is closed for any reason during the calendar year, the above printed letter days remain the same.</i>										
KL 6/23/2021										

Bell Schedule

Grade 6		Grade 7		Grade 8	
1st Bell	8:10 -Report to Period 1 -Morning Announcements	1st Bell	8:10 -Report to Period 1 -Morning Announcements	1st Bell	8:10 -Report to Period 1 -Morning Announcements
2nd Bell	8:15 -Attendance	2nd Bell	8:15 -Attendance	2nd Bell	8:15 -Attendance
Period 1	8:15 – 9:05	Period 1	8:15 – 9:05	Period 1	8:15 – 9:05
Period 2	9:08 – 9:53	Period 2	9:08 – 9:53	Period 2	9:08 – 9:53
Period 3	9:56 – 10:41	Period 3	9:56 – 10:41	Period 3	9:56 – 10:41
Lunch	10:41 – 11:11	Period 4	10:44 – 11:29	Period 4	10:44 – 11:29
Period 5	11:14 – 11:59	Lunch	11:29 – 11:59	Period 5	11:32 – 12:17
Period 6	12:02 – 12:47	Period 6	12:02 – 12:47	Lunch	12:17 – 12:47
Period 7	12:50 – 1:35	Period 7	12:50 – 1:35	Period 7	12:50 – 1:35
Period 8	1:38 – 2:23	Period 8	1:38 – 2:23	Period 8	1:38 – 2:23
LEARN	2:26 – 3:05	LEARN	2:26 – 3:05	LEARN	2:26 – 3:05

RALLY Day Schedule

Grade 6	TIME	Grade 7	TIME	Grade 8	TIME
Warning Bell	8:10	Warning Bell	8:10	Warning Bell	8:10
Period 1	8:15-9:01	Period 1	8:15-9:01	Period 1	8:15-9:01
RALLY	9:04-9:34	RALLY	9:04-9:34	RALLY	9:04-9:34
Period 2	9:37- 10:18	Period 2	9:37-10:18	Period 2	9:37-10:18
Period 3	10:21-11:02	Period 3	10:21-11:02	Period 3	10:21-11:02
LUNCH	11:02-11:32	Period 4	11:05-11:46	Period 4	11:05-11:46
Period 5	11:33-12:14	LUNCH	11:46-12:16	Period 5	11:47-12:28
Period 6	12:17-12:58	Period 6	12:17-12:58	LUNCH	12:28-12:58
Period 7	1:02-1:43	Period 7	1:02-1:43	Period 7	1:02-1:43
Period 8	1:46-2:27	Period 8	1:46-2:27	Period 8	1:46-2:27
LEARN	2:30-3:05	LEARN	2:30-3:05	LEARN	2:30-3:05

Delayed Opening Schedule

Grade 6		Grade 7		Grade 8	
Period 1	10:20 - 10:54	Period 1	10:20 - 10:54	Period 1	10:20 - 10:54
Period 2	10:57 - 11:31	Period 2	10:57 - 11:31	Period 2	10:57 - 11:31
Lunch	11:32 - 12:02	Period 4	11:34 - 12:08	Period 4	11:34 - 12:08
Period 5	12:03 - 12:37	Lunch	12:09 - 12:39	Period 5	12:11 - 12:45
Period 6	12:40 - 1:14	Period 6	12:40 - 1:14	Lunch	12:46 - 1:16
Period 3	1:17 - 1:50	Period 3	1:17 - 1:50	Period 3	1:17 - 1:50
Period 7	1:53 - 2:26	Period 7	1:53 - 2:26	Period 7	1:53 - 2:26
Period 8	2:29 - 3:05	Period 8	2:29 - 3:05	Period 8	2:29 - 3:05

Typical Half Day Schedule

	<u>Grade 6</u>	<u>Grade 7</u>	<u>Grade 8</u>
8:15 - 8:46	1	1	1
8:50 - 9:17	2	2	2
9:21 - 9:48	3	3	3
9:52 - 10:19	5	4	4
10:23 - 10:50	6	6	5
10:54 - 11:21	7	7	7
11:25 - 11:55	8	8	8