

# Berlin Brothersvalley Elementary School Handbook

2025-2026



Name \_\_\_\_\_

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## Message from the Elementary Principal

Welcome back to the 2025-2026 school year! We hope that you are excited and ready to begin another great year of learning here at Berlin Elementary School. Please read the information in this handbook. It will answer many questions that you might have about procedures during the school year.

Please read carefully the homework, dress code, and behavior policies. Full district policies can be obtained on the district website @ [www.bbsd.com](http://www.bbsd.com). As always, if you have any questions please call 814- 267-4623.

## Forward

The purpose of this handbook is to allow parents and students to have a better understanding of our school. This understanding will result in creating a team that will insure the best possible education for our children. Please keep this handbook as a reference throughout the year.

## Equity

The Berlin Brothersvalley School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs, or employment practices as required by Title VI, Title IX and Sections 504.

For information regarding civil rights or grievance procedures, contact BBSD Superintendent, Title IX and Section 504 Coordinator at 1025 East Main Street, Berlin PA 15530 (814-267-4621). For accessibility and use of building by handicapped persons, contact BBSD Superintendent, Support Coordinator (814-267-4621).

Adopted May 2, 1991 - Berlin Brothersvalley School District Board of Directors

## Faculty and Staff

Berlin Brothersvalley  
Elementary School  
1025 Main Street  
Berlin, PA 15530  
(814) 267-4623

### Board of Education

Jenna Ogburn, President  
JT Kline, Vice President  
Cathy E. Webreck, Treasurer  
Rachel Prosser, Secretary (Nonmember)  
Donna Dively  
Jeffrey Fisher  
Tom Smith  
Nathan Menhorn  
Norman Menhorn  
Allison Rohrs



### Administration

Eric Lauer, Principal 814-267-4623

### Pupil Personnel

Jenna Hankinson, School Counselor K-4  
814-267-4623  
Roxanna Ritchey, School Nurse  
814-267-3941  
Danielle Hay, K-12 School Social Worker  
814-267-4621

### Elementary Office and Special Education Department

Jill Marker, Secretary 814-267-4623

\*\*\* A complete faculty listing can be viewed at  
BBSD.com\*\*\*

## Attendance

### Student Arrival Time

Students who are required to enter school before 8:00 a.m., (as a result of school related activities, tutoring, etc.), will be registered by the appropriate teacher, administrator, etc. As a rule, students should not arrive prior to 8:00a.m. Any student entering the building prior to 8:00 a.m. must report to the building principal's office as would any visitor. The administration of the BBSD requests your cooperation with this procedure in the interest of security and safety of our students, staff and facilities.

### Attendance Policy

Regular school attendance is vital to the school's academic achievement. Patterns of regular and faithful attendance that carry over into adult life and post high school responsibilities must be strongly encouraged. Every effort should be taken to schedule medical and dental appointments at times other than during school hours. Lack of continuity disrupts instruction for the individual and the class.

The school laws of PA permit an excused absence for the following reasons: Personal illness, Recovery from an accident, Death or illness in the family, Observance of a religious holiday, Family educational trips with prior approval or other absences approved by building administrator.

**NOTE: It is the duty of the Principal to file charges before a magistrate against any parent or guardian whose child has more than the equivalent of 6 illegal days of absence. For more detailed information visit the schools web site at [www.bbsd.com](http://www.bbsd.com).**

1. Immediately on the day a student returns to school after an absence, the student should present an excuse signed by his/her parents/guardian, to the building secretary. A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during the school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.
2. If for some reason excuses for absences are not turned in immediately upon a student's return to school, a grace period of three (3) days will be granted. If excuses have not been turned in by the third day, these days of absence will be marked as unexcused or unlawful.
3. When a student accumulates **seven (7) days of cumulative absence without a doctor's excuse, a form letter, "NOTICE OF IRREGULAR ABSENCE TO PARENTS/LEGAL GUARDIANS," WILL BE SENT BY REGULAR OR CERTIFIED MAIL TO THE PARENTS/GUARDIANS.**
4. When a student accumulates **ten (10) days of cumulative absence without a doctor's excuse**, the home is notified by regular or certified mail that a **physician's statement** for each day must accompany all subsequent claims of illness to be ruled excusable.

### Unlawful or Unexcused Absences

1. When a student accumulates three (3) days of unlawful absences, the first official notice of unlawful absence will be delivered by regular or certified mail or in person by the principal.
2. If a student accumulates three (3) days (consecutive or nonconsecutive), of unlawful absences following the first notice, a second notice will be delivered by mail.
3. Upon the accumulation of the seventh day of unlawful/illegal absence, a notice is filed with the District Justice for issuance of summons and hearing.

### Tardiness

Tardiness and/or unapproved early departure from the school day will accumulate towards unlawful/illegal days. Students arriving after the late bell (8:15 am) but before 8:35 am will be considered tardy. Those arriving after 8:35 am will be marked as a half day absent.

### **Extracurricular Activities**

Students must be present for the entire school day in order to participate in a practice, game, or activity that day. Students may be excused for doctor and dental appointments or family emergencies approved by a building administrators.

### **Educational Travel**

Students may be excused from school for educational travel for a period of FIVE SCHOOL DAYS PER YEAR, providing the child has no failures. Assignments should be obtained prior to leaving and the student should study assigned materials so he/she may re-enter classes with minimum education disruption. Parents must fill out an Educational Travel Request form that can be picked up in the elementary office at least 1 WEEK PRIOR to the leave and make arrangements for the student's work to be completed. Students that have failing grades in core subjects will be denied any leave for travel. DO NOT plan Educational Travel during PSSA Testing Weeks in March, April or May. PSSA dates are posted on the school calendar and website.

### **Early Dismissal**

Early dismissals will be granted upon written request from parent/legal guardian and turned into the building secretary the morning of early dismissal. This request must be signed by a parent or legal guardian and indication must be given of the date, time and purpose of the early dismissal. **Emails for dismissal changes will not be accepted.** Parents are required to call the office, speak to the secretary, and receive confirmation of approval for the early dismissal or dismissal change. Students will be signed out in the office. **Continual phone calls by parents for dismissal changes are discouraged as they cause confusion for students and teachers.**

### **Missed Assignments**

When a child misses class work due to absenteeism, efforts should be made to get the assignments and have them completed for the student's return to school. Parents must request homework assignments **BY** 9:00 a.m. In most cases, it is not necessary to request assignments for one day of absence.

### **Student Dismissal**

Bus students will be escorted by their teachers to the bus parking lot exit. All other non-bus students will be dismissed by grade level teachers directly to parents. Kindergarten, grade 1 and grade 2 students will exit through the bottom doors of the K-2 wing and third and fourth grade students will exit the main doors of the elementary. Parents should park in the elementary parking lot and wait outside until approximately 3:20. At that time the doors will be unlocked and teachers will send students out one at a time to the waiting adult. Older siblings (in grades 5-12) may pick up younger siblings after third wave walking student dismissal. Please be prepared to show identification the first few weeks of school. **Parents are requested to back in the parking slots to park.** Disabled or physically handicapped students may be exempt from these procedures.

### **Phone Calls**

STUDENTS ARE NOT PERMITTED TO USE THE SCHOOL PHONES TO CALL HOME EXCEPT IN AN EMERGENCY. IE: FORGETTING A TEXTBOOK IS NOT AN EMERGENCY.

### **Daily Schedule**

Student Arrival - 8:00-8:15  
Classes Begin - 8:15  
Lunch Periods - 10:45-12:20  
Dismissal - 3:13

## Visitors

### **Building Security**

All entrances to the school are locked during the school day for the safety and security of our students, staff, and building. Visitors must use the doors at the main entrance by ringing the doorbell. The elementary secretary will release the door lock after visitors have identified themselves.

### **Adult and Parent Visitors**

To ensure the protection of students as well as quality education time, visiting parents and other adults must report to the office to secure a visitor's pass. Classes are not to be interrupted and teachers have been instructed to send any unauthorized visitor to the office.

### **Student Visitors**

Berlin Brothersvalley does not permit student visitors in any district school.

### **Volunteers**

Parent volunteers or community members who volunteer their time in the school on a consistent basis must have Act 34 and 151 Clearances. Forms for obtaining these clearances are available in the elementary office. Volunteers must also receive a TB test.

## PTSO

The Parent Teacher Student Organization is a group that seeks to strengthen the bond between school and community. PTSO sponsors various activities throughout the school year to raise funds that are used for student activities. Fund raising activities include book fairs, the Christmas bazaar, and a school wide fundraiser. PTSO funds have been used to purchase playground equipment, software for the elementary computer lab, and provide funds for field trips. We will continue to collect Box Tops for Education via the scan receipt on-line program/app.

## Dress Code

One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people. Students are to dress and groom themselves so as to meet fair standards of safety, health, school-to-career goals and objectives, so as not to cause disruption to the educational process in the building and classroom. All clothing shall be neat, clean, and acceptable in appearance and shall be worn within the bounds of decency and good taste as appropriate for school.

### Guidelines

Inappropriate Dress-Wearing tube tops, halters, see-through items, cut-off tops or jeans, short mini -skirts, hats, sunglasses, headsets, wallet chains, tank tops, metal cleats, tops and shirts advertising alcoholic beverages, drugs, gang logo and/or colors, or those with obscene, sexual innuendos, or questionable printing are not permitted in the building. Shorts and skirts are to be of modest length as determined by administration and staff. As a general guideline, shorts and skirts should come to the end of your child's fingertips. Spandex or biker's shorts, cut-offs of any type, ragged or holey, skin-tight, or see-through shorts are not acceptable. All shorts or trousers must be worn at waist level, at the top of the hips. Excessively baggy shorts and trousers, that could be considered unsafe, and/or a disruption to the educational process in the building and classroom, will not be permitted. No undergarments should show. There should be no exposed mid-section or cleavage, and tops must overlap pants, skirts, and shorts when standing or sitting. Elementary students must refrain from wearing flip-flops or high-heels. Students should wear tennis shoes to school. If students do not wear tennis shoes to school, they should bring a pair to change into for recess and gym. They will not participate in gym or recess without proper footwear because of safety reasons.

The administration reserves the right to prohibit any item of clothing or jewelry that is considered potentially dangerous. Also, students who violate the policies on wearing apparel will be punished at appropriate levels of consequence. Upon violation of dress code, students will be issued clothes for the day by the school, or have parents bring in other appropriate clothing. Second and third infractions will lead to sequential consequences.

Petition for Exemption from Compliance to DRESS CODE is available in the office.

## Student Belongings

Students should mark all personal belongings such as coats, lunchboxes, book bags, etc. with their names.

The following personal items are not permitted in school:

- Electronic Personal devices, games, or toys
- Radios or headsets
- Radio controlled toys
- Inappropriate reading material
- Laser pointers
- Beepers
- Hard balls (such as baseballs)
- Trading cards (baseball, pokeman, etc.)
- Paint balls
- Dart guns
- Squirt guns or containers/objects capable of squirting
- Any form of weapon or object that could be construed as a weapon

The final determination of whether an item is permitted in school will be made by the principal

## Busing

Please be aware that the Bus Pass Policy will remain unchanged for the **2025-2026** school year. **Bus passes will not be issued.** The only instance when a bus pass will be issued is if there is a confirmed emergency and will require parental contact with the district. Contact the transportation director at 814-267-4621.

### Bus Safety

All students have the opportunity to ride on a school bus during the school year, either for daily transportation to and from school or during field trips or extracurricular activities. Student safety is a priority for all involved and requires the full cooperation of pupils and parents.

**Students should observe the following safety rules:**

1. Be at the bus stop on time.
2. Stay away from the street while waiting for the bus.
3. Form a line and use the handrail when entering or exiting the bus.
4. Sit quietly and keep the aisle of the bus clear.
5. Only use the emergency door in an emergency.
6. Always walk away from the bus so the driver can see you and you can see the bus driver.
7. Never pick up items that were dropped near the bus. Ask the bus driver for help.

### Backpacks

Backpacks, book bags, etc. may be carried to school but must be placed in the classroom.

### Bus Conduct

**FIRST OFFENSE:** a verbal warning by the bus driver and principal.

**SECOND OFFENSE:** parent/guardian will be notified by a letter from the office.

**THIRD OFFENSE:** bus transportation will not be provided for a period of time up to **ONE WEEK**. If the child is not in school, the parent/guardian will be fined according to the School Code.

**FOURTH OFFENSE:** the child will **NOT** be permitted to ride the school bus for the remainder of the school year.

### Food and Beverages

School Buses/Daily Routes - If food or beverages are permitted on school buses, students should follow bus rules in the handling and disposal of these items.

School Buses/Field Trips or Extra Curricular - Food and beverages are permitted on school buses during field trips and extra curricular activities only under the prior approval and supervision of chaperones or advisors. Only unopened cans or sealed containers will be permitted. Glass containers of any type are prohibited.

### Personal Items

Please refrain from sending flowers or balloons to your child at school. This is a nice gesture, but results in problems in the classroom and in transportation home.

## Field Trips

### Guidelines

1. An adequate number of RESPONSIBLE CHAPERONES will attend.
2. Students are to maintain a high standard of behavior. Teachers will not hesitate to bring the group back to school if appropriate behavior is not maintained.
3. Chaperones may sit throughout the bus for better student control.
4. Parent permission slips for every student must be on file in the office.
5. Liability and school policies do not allow other than students and designated chaperones to ride buses. A roster of all passengers must also be available on request.
6. All elementary field trips will return all students back to the elementary building. Buses are not permitted to make stops at various locations along the route home to discharge students.
7. Field trips are the full responsibility of the teachers. Teachers will organize and monitor all activities accordingly.
8. Field trips are an extension of the school day and, therefore, all rules, policies and guidelines that apply to in-school activities will be applicable.

## P.L.A.N.

### PA Legislative Animal Network

On July 9, 1992, Governor Robert P. Casey signed into law Act Number 1992-88, an act amending the Public School Code of 1949. Section 15-1523, Title 24, PA Consolidated Statutes, entitled Pupil's right of refusal: animal dissection, gives all students in public or non-public schools, from kindergarten through grade twelve, the right to "refuse to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of their course of instruction."

The amendment also states that "the school shall notify incoming pupils and their parents or guardians of the right to decline to participate in an education project involving harmful or destructive use of animals and to authorize parents or guardians to assert the right of their children to refuse to participate in those projects. Notice shall be given not less than THREE (3) WEEKS prior to the scheduled course exercise which involves animals."

## **Cafeteria**

### **Accounts**

The cafeteria uses a computerized system for accounting purposes for student meals. Each student will receive a PIN (personal identification number) at the beginning of his/her school career at Berlin for tracking cafeteria accounts. The same number will be used by the student as long as he/she attends Berlin Brothersvalley School.

Students should bring money or checks (preferable) to be placed in their individual accounts in a sealed envelope marked with the student's name and PIN. Students may pay weekly, monthly, or yearly for breakfast and/or lunch. The cafeteria will send a statement of the student's account to parents upon request. **A New Student Debt policy** is located on the school website under the Food Services link, please read this information concerning our new policy for the school year. A hard copy of this policy is available upon request.

### **Using the Cafeteria Computer System**

The cafeteria has a computerized point-of-sale (POS) cashier system. Each student will have money on account ahead of time. After the student goes through the lunch line he/she types in his/her pin number into a small black number pad. When the cashier brings up the pin number on the screen, the student's picture and information is displayed. From this screen the cashier can sell the student a lunch or breakfast. The price of lunch or breakfast will come directly from the student's account. The picture serves as a security measure to prevent students from accidentally charging items to someone else's account. Full paid, free and reduced students go through the line in the same manner. The system knows the student's meal status and charges them the correct amount. Account information is kept confidential.

All students will need to keep money on account if they want to purchase additional food items that are not part of the regular menu. Our system, [www.myschoolbucks.com](http://www.myschoolbucks.com), allows parents to go to the school web page, click on School Bucks and make deposits with a debit or credit card.

### **Breakfast Program**

Breakfast is offered to all students in the elementary school. Students will be permitted to enter the serving line between 8:00 and 8:10 am. Students must be in homerooms by 8:15 am.

### **Kindergarten Breakfast Program**

All students in kindergarten receive breakfast daily free of cost. Kindergarten students will be served breakfast each morning with their class at 8:30.

### **Student Wellness Policy**

The student Wellness Policy has been updated and is located on the school website under the Food Services link. Please read this update concerning our policy for the school year.

A hard copy of this policy is available upon request.

## Guidance Services

### Guidance Services

The BBES school counselor assists students, parents/guardians, teachers and administrators in addressing student's social, academic, and career needs. Through classroom guidance lessons on social emotional learning, students learn about growth mindset, goal setting, emotion-management, empathy and kindness, and problem solving. Students also begin career exploration and learn about using technology responsibly. The school counselor can meet with students individually or with a group. Students may ask to visit the counselor or be sent through a teacher or parent/guardian request.

The main goals of the elementary guidance program are to help students develop:

- A growth mindset
- The ability to make good decisions
- The ability to manage their emotions
- The ability to get along well with others

Additional questions regarding the elementary guidance program or to request that your child meet with Jenna Hankinson, the school counselor, please call (814)267-4623 or email [jhankinson@bbsd.com](mailto:jhankinson@bbsd.com).



## Grading and Testing

The purpose of the school testing program is to determine overall strengths and weaknesses in the education program in order to plan for instruction.

Testing is also a tool used in diagnosing the student's strengths and weaknesses in school-related tasks. Tests, along with other pertinent data, are a means of identifying where the child is currently functioning academically (i.e. his/her instructional level) and how he/she is progressing academically in comparison with his/her peers.

Students in Grades K, 1, 2, 3 and 4 are assessed in the fall, winter and spring with DIBELS 8<sup>th</sup> Edition: Dynamic Indicators of Basic Early Literacy Skills.

Students in Grades 3 and 4 will take the Exact Path Diagnostic Test in reading and math in the fall, winter, and spring to establish their own learning path. They will also take the Math and Reading PSSA. Grade 4 students also take the Science PSSA.

### GRADING (1-4)

Grading Scale for Grades 1, 2, 3 & 4

A+	=	97 - 100%
A	=	93 - 96%
A-	=	90 - 92%
B+	=	87 - 89%
B	=	83 - 86%
B-	=	80 - 82%
C+	=	77 - 79%
C	=	73 - 76%
C-	=	70 - 72%
D+	=	67 - 69%
D	=	63 - 66%
D-	=	60 - 62%
F	=	0 - 59%

Student progress reports will be sent home at the end of each **nine** week grading period.

## Title I Services

Berlin Elementary School is considered a Schoolwide Title I School. All students can be provided with services through supplemental instruction by the Title I teacher and/or assistance in the regular classroom by a district Title I aide or classroom teacher.

## Home and School Involvement Compact

The Berlin Brothersvalley Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during school year 2025-2026.

### School Responsibilities

The Berlin Brothersvalley Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.
2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.
3. Provide parents with frequent reports on their children's progress.
4. Provide parents reasonable access to staff.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.

### Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

1. Monitoring attendance.
2. Making sure that homework is completed.
3. Monitoring amount of television my children watch.
4. Volunteering in my child's classroom.
5. Participating, as appropriate, in decisions relating to my children's education.
6. Promoting positive use of my child's extracurricular time.
7. Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

### Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

1. Return neatly completed homework on time.
2. Attend school unless I am sick and be on time.
3. Pay attention, try my best, and ask for help when needed.
4. Show respect for myself, my school, and other people.
5. Be responsible for my work and my behavior.

## Library Services

The goal of our school library is to support our curriculum, meet teachers' and students' needs, implement and familiarize students with library media technology and provide recreational reading.

No child should be in the library to exchange books during lunchtime.

### Overdue Book Policy

**Circulation of materials:** Library books (except reference materials) will be checked out for one week and may be renewed twice. Reference books such as encyclopedias will be checked out for overnight use. Reference books may be renewed once. Overnight materials should be checked out between 3:00 p.m. and 3:10 p.m. Reserved books are held for one day only.

**Library Fines:** No fines will be charged for overdue books or magazines. A fine of twenty-five cents a day is charged for each day a reference book is overdue. Allowance will be made for absenteeism. Library materials will not be checked out to students who have books or magazines overdue, or if any overdue fine has not been paid. Circulation privileges will be limited for students who habitually return library materials late.

Accidentally damaged books should be brought to the library for repair. Lost and damaged books will be paid for by the student. If a book or magazine is lost, report it at once to the librarian. If the student is unable to locate it, he/she will be asked to pay for it.

**\*ALL library books must be returned or paid for in order for your children to participate in end of the year activities.**

## Copyright Materials

The Board recognizes that it is illegal for anyone to duplicate copyrighted materials without permission. The Board further realizes that severe penalties are provided for unauthorized copying of audio, visual, or printed materials unless the copying falls within the bounds of the "fair use" doctrine. As an extension of this policy, regulations and guidelines are available from the principal's office.

## Homework Guidelines

Homework is an important and integral part of the educational program of the school district. It is an extension of daily instruction for the purpose of reinforcement, enrichment and practice of skills and concepts developed in the classroom. As such, the following guidelines have been developed with student, teacher, principal and parent input and are an effort to represent a uniform approach to homework across the district.

Homework assignments may be assigned for any subject area. Emphasis is placed on mathematics, language arts (English, reading, spelling), science and social studies at the elementary level. As such, homework in these areas should be assigned on a regular basis. A minimal amount of homework may be assigned for weekends or holidays for elementary students. Homework assignments are intended for work at home; therefore, students should not expect to use class time to complete homework.

Teachers have a right to expect that homework assignments be completed promptly; teachers also have a responsibility to inform parents and to solicit their help when homework assignments fall below the expectations of the teacher. Completion and quality of homework is part of the grading standard. If students do not have homework complete, the teacher has the right to keep those students in from recess or from attending specials. Homework, as independent practice, is a crucial component of high quality instruction. Principals and teachers are encouraged to work for communication and cooperation between the home and the school regarding homework.

### Time Guidelines for Homework

The amount of time actually spent on homework varies from grade to grade and student to student. The following are approximate time recommendations for daily homework assignments:

KINDERGARTEN - Specific daily assignments and time spent reading with your child.

FIRST GRADE - 10 minutes and reading with your child.

SECOND GRADE - 20 minutes and reading with your child.

THIRD GRADE - up to 30 minutes

FOURTH GRADE - up to 40 minutes

## Complaint Procedures

It is the desire of this school district to keep teachers involved in the decision making process as much as possible. Therefore, any complaint/concern regarding a teacher should be brought first to the attention of the teacher by the party issuing the complaint/concern.

If a satisfactory solution of the problem cannot be reached with the teacher, parents and students, you may contact the building principal for a solution.

If the building principal is unsuccessful in proposing a satisfactory solution to the student or parent problem, the concern may be taken to the superintendent.

Whenever the superintendent cannot resolve the matter to the satisfaction of the student or parent, policy matters may be taken to the Board of Education providing that the request to be heard by the Board has been made to the superintendent five days before the next regularly scheduled board meeting.

All appeals of administrative procedures and non-policy matters stop at the superintendent level and may not be appealed to the Board of Education.

## Federal Educational Rights and Privacy Act (FERPA)

1. Have the right to inspect and review a student's education record and the procedure to do so.
2. Can seek to amend inaccurate or misleading information contain in a student's education record and how to do that.
3. Must consent to the disclosure of personally identifiable information except as otherwise authorized by stature.
4. Have the right to file a complaint with the Family Policy Compliance Office (FPCO) at the Department of Education. Additional information is available on FPCO's web site- [www.edgov/policy/gen/guid/fpc](http://www.edgov/policy/gen/guid/fpc).

## Protection of Pupil Rights Amendment (PPRA)

The protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Berlin Brothersvalley School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parents;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility

A more comprehensive report of your rights under FERPA or PPRA is available, upon request, at Berlin Brothersvalley School District office. If you have any questions on these policies, please contact Christy McMillen, Counselor-grades 9-12 at 267-4622, Mark Smith, Counselor-grades 5-8 at 267-6931, or Jenna Hankinson, Counselor-grades K-4 at 267-4623.

Revised 2/19/04

# Medication Administration

(REVISED 1/10/89)

The school district recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school.

Physicians should be made aware of the problem associated with giving medications in school and arrange for medication to be administered before and/or after school hours whenever possible. When medication must be administered during school hours, the following procedures shall be followed in order to ensure the student's safety, to prevent mistakes, illegal acts or subjection to possible liable situations for school nurses, administrators and the school district.

## **ALL FORMS SHALL BE SUBMITTED AND PROCEDURES FOLLOWED REGARDING THE DISPENSING OF MEDICATION.**

### **Epinephrine Auto-Injector:**

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request and exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.

### **Delivery of Medication**

Any medication to be given during school hours must be delivered directly to the school nurse. The medication must be brought to the school in the original pharmaceutically dispensed and properly labeled container. Consent forms for prescription medication should be signed and accompany the medication.

### **Administering Prescription Medication During School Hours**

Only a written request signed by the parent and the prescribing physician will be accepted and must include:

1. Date
2. Child's Name
3. Diagnosis
4. Medication
5. Dosage
6. Time to be administered
7. Termination date for administering the medication
8. Other medication being taken at present (prescription and non-prescription)
9. Any particular condition or circumstance relating to this patient that should cause school personnel not to administer the medication
10. Any particular side effect relating to this patient that school personnel should make special effort to inquire about or to observe
11. Physician's phone number

The initial dosage of medication shall have been administered either at home, the physician's office, or the hospital except in life threatening situations. In this case, the initial dosage may be administered in school. "Initial dosage" refers to the first dosage administered from the prescription.

## Medication Administration Continued

### Non-Prescription Medication

Non-prescription medication for students in grades K-4 that must be given during school hours must be sent in its original properly labeled container and accompanied by a written request signed by the parent or guardian and a medication order signed by a licensed prescriber or it WILL NOT be given during school hours. Medication may NOT be sent on the bus or in student backpacks. Information on the request shall include:

1. Date
2. Child's name
3. Reason for giving the medication
4. Name of the medication
5. Dosage
6. Time to be administered
7. Termination dates for administering medication
8. Other medication being taken at present time (prescription and non-prescription)
9. School activity restrictions

### Head Lice "No Nit" Policy

Due to rapid communicability of head lice and the chance of re-infestation, the Berlin Brothersvalley School District has adopted this Head Lice No-Nit Policy.

STUDENTS HAVING LICE OR NITS SHALL BE EXCLUDED FROM SCHOOL UNTIL THEY ARE ABSOLUTELY FREE OF BOTH LICE AND NITS. UPON EXCLUSION, INFORMATION FOR TREATMENT WILL BE PROVIDED BY THE SCHOOL NURSE. STUDENTS WILL NOT BE PERMITTED IN SCHOOL WITH NITS IN THEIR HAIR EVEN THOUGH PARENTS CLAIM THEY HAVE BEEN TREATED.

**Absences beyond 3 days will be considered unlawful.**

Upon returning to school, it is recommended that a parent accompany the child for examination by the school nurse for re-admission into school.

### Personnel Responsible for Administering Medication

1. The school nurse will be the person to administer or supervise the self-administration of all medication.
2. A prescription drug log will be kept on any student receiving medication during school hours.

### Supply of Medication

A single day's supply may be sent for short-time illnesses. One two-week supply for long-term illness or medication that is given on a daily basis throughout the school year may be sent.

For long-term medication, a written re-authorization by parent and prescribing physician will be required on the first day of each school term.

### Storage of Medication

1. Prescription medication will be kept in a locked cupboard in the nurse's office in the elementary school's health room.
2. In grades K-4, individualized plans will be made for the administration of medication by the school nurse.

# Technology Guidelines

## General Principles

When a student at our school accesses computers and computer networks owned or operated by our school district, he/she assumes certain responsibilities and obligations. All access of this type is subject to school policies and to local, state and federal laws. Berlin Brothersvalley expects that student use of computers provided by this school will be ethical and will reflect academic honesty. Students must demonstrate respect for intellectual property, ownership of data, system security mechanisms, and rights to privacy.

## Guidelines

As a student, you are expected to make appropriate use of computer resources provided by Berlin Brothersvalley. You must:

1. Use computer resources only for authorized purposes following established procedures.
2. Be responsible for all activities on your assigned computer.
3. Access only files and data that are your own, which are publicly available, or to which you have been given authorized access.
4. Use only legal versions of copyrighted software.
5. Be considerate in your use of shared resources.
6. Abide by the acceptable Internet use policy.

Students must not make inappropriate use of computer resources provided by our school. The following are non-exhaustive actions that are considered inappropriate:

Using another person's password; using another person's programs to decode passwords or to access control information; attempting to circumvent or subvert system security measures; engaging in any activity that might be harmful to systems or to any information stored thereon, such as creating viruses, damaging files or disrupting service; making or using illegal copies of copyrighted software, storing such copies on school systems or sending them over networks; using mail service to harass others; wasting computing resources; engaging in any activity that does not comply with the general principles listed at the beginning of this document, violating the regulations of the Berlin Brothersvalley School District regarding appropriate use of the Internet.

Our school considers any violation of appropriate use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information that may suggest that a student is using school computer systems inappropriately. Violators are subject to disciplinary action by school officials following the district discipline policy that may include in-or-out-of-school suspension. Offenders may also be prosecuted under laws including, but not limited to the Privacy Protection Act of 1974, the Computer Fraud and Abuse Act of 1986, the Computer Virus Eradication Act of 1989 and the Electronic Communications Privacy Act.

The Berlin Brothersvalley School District will observe all copyright restrictions applicable to computer use.

## District Webpage

The district web page is available on the Internet at [www.bbsd.com](http://www.bbsd.com). The following information can be found on the web page:

School Bulletins	Staff e-mail
Calendars	Educational Travel form
Menus	Administration/Business
Excuses	Office Information

**Each student must turn in a completed Student Internet User Contract to the classroom teacher to be permitted to access the internet.**

# Parent/Guardian consent for students to use Google Workspace for Education

To parents and guardians,

At Berlin Brothersvalley School District, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Berlin Brothersvalley School District, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a Google Workspace for Education account for your child. Students who cannot use Google services may need to use other resources to complete assignments or collaborate with peers.

## Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google (described at [https://workspace.google.com/terms/user\\_features.html](https://workspace.google.com/terms/user_features.html)):

- Assignments
- Calendar
- Classroom
- Cloud Search
- Drive and Docs
- Gmail
- Google Chat
- Google Chrome Sync
- Google Meet
- Google Vault
- Groups for Business

- Jamboard
- Keep
- Migrate
- Sites
- Tasks

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following "Additional Services":

- Chrome Web Store - only the apps we allow
- Google Alerts
- Google Arts and Culture
- Google Cloud Platform
- Google Earth
- Google Maps
- Google News
- Google Photos
- Google Play - only the apps we allow
- Google Play Console
- Google Translate
- Scholar Profiles
- Search and Assistant
- YouTube - limited access

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student's Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third party services. Specifically, your child may have access to the following "Third-Party Apps":

<ul style="list-style-type: none"> <li>• myShakespeare</li> <li>• CMU CS Academy</li> <li>• BeFunky Photo Editor</li> <li>• WeVideo</li> <li>• Screencastify</li> <li>• Gale Cengage</li> <li>• Typing.com</li> <li>• CK-12</li> <li>• Visme</li> <li>• Jotform</li> <li>• Clever</li> </ul>	<ul style="list-style-type: none"> <li>• Grammarly</li> <li>• SketchUp</li> <li>• Quizlet</li> <li>• Seesaw</li> <li>• Lightspeed Systems</li> <li>• Schoology</li> <li>• Canva</li> <li>• TED</li> <li>• Quizzizz</li> <li>• DeltaMath</li> <li>• Edmentum</li> <li>• Kami</li> </ul>
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Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google

Workspace for Education Privacy Notice. You can read that notice online at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html) You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Berlin Brothersvalley School District may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google core services, Google also collects information based on the use of those services. This includes:

- account information, which includes things like name and email address.
- activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.
- direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the [Google Privacy Policy](https://policies.google.com/privacy), <https://policies.google.com/privacy>:

- activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.
- apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.
- location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the [Google Cloud Privacy Notice](https://cloud.google.com/terms/data-processing-addendum) (at <https://cloud.google.com/terms/data-processing-addendum>) for more information.

In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the [Google Privacy Policy](https://policies.google.com/privacy) (at <https://policies.google.com/privacy>) for more details.

Does Google use student personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;

- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our [Google Privacy Policy](#), the [Google Cloud Privacy Notice](#), and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting Thomas Podpora. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact Thomas Podpora. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](#) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](#) (at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html)), and the [Google Privacy Policy](#) (at <https://www.google.com/intl/en/policies/privacy/>), and the [Google Cloud Privacy Notice](#) at (<https://cloud.google.com/terms/cloud-privacy-notice>).

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](#) (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)) and the Cloud Data Processing Addendum (as <https://cloud.google.com/terms/data-processing-addendum>).

# Berlin Brothersvalley Elementary Code of Conduct

## **Student Rights and Responsibilities**

The staff of the Berlin Brothersvalley Elementary School believe that all children and adults have certain rights and responsibilities. Given positive learning experiences, reinforcement, and consequences, we believe that children can learn to make responsible decisions and take appropriate action. We believe that parents, staff members and community members have a responsibility to model and teach appropriate behavior to our students.

We realize that some types of student behavior will require disciplinary procedures. Discipline, however, is not the same as punishment. Because the dictionary defines discipline as "training that develops self-control, character, or orderliness and efficiency," we believe that discipline should be viewed as a teaching opportunity to help train our students to develop the self-control and character needed to make responsible decisions about their actions.

## **Objectives, Principles, and Goals**

The objectives of the Berlin Brothersvalley Elementary School Code of Conduct Plan are:

1. To promote belonging
2. To define limits
3. To develop responsible behavior
4. To develop skills in recognizing and resolving conflict
5. And to support instruction.

The principles guiding rule development in the elementary school are:

1. All students and staff have a right to a safe, peaceful, and healthy environment.
2. All students have the right to learn and all teachers have the right to teach.
3. Students and staff will be respectful of one another, school property and the property of others.

Our goal is to provide students with an appropriate learning climate as well as the tools for successful living, both as children and, later, as adults.

## **General Rules and Expectations**

Students learn more and develop a sense of pride when they are a part of a productive, orderly, safe learning environment. Each student in our school will be made aware of general school rules and expectations and will be held accountable for his/her actions, behavior, and conduct at school and school sponsored events. Appropriate behavior is expected, and inappropriate behavior will be subject to established consequences.

## **Scope of Plan**

The Code of Conduct is designed to allow teachers and students flexibility in developing classroom behavior management systems that meet individual classroom needs. Commendable behavior will be recognized by classmates, staff, district, and community members. Inappropriate behavior will be addressed at the classroom, building, or district level.

# Berlin Brothersvalley Elementary Code of Conduct Continued

## General School Rules

Students shall:

1. Show respect to self and others.
2. Be considerate and courteous to other students and adults by not swearing, making inappropriate gestures, or engaging in verbal, physical, or unlawful harassment, or any form of physical confrontation.
3. Follow the directions given by school personnel and other authorized adults.
4. Follow all adopted rules for the cafeteria, bus, playground, and classrooms.
5. Help keep our school clean and orderly.

## Classroom Rules

Students throughout the Berlin Brothersvalley School District are expected to follow seven basic rules of behavior in the classroom. These rules have been established to promote a positive, educational setting for students.

Students will:

1. Obey all teachers and authorized adults.
2. Be seated in the classroom on time.
3. Be prepared daily with appropriate materials.
4. Raise his/her hand and be recognized to speak.
5. Keep hands, feet, and objects to oneself.
6. Be dismissed from the classroom by the teacher.
7. Show respect for self, others, and the school and the property of self, others, and the school.

## Cafeteria Rules

Students shall:

1. Obey all teachers and authorized adults.
2. Remain seated until directed to empty trays.
3. Talk softly and not disturb others.
4. Clean up all trash and food on, under, and around the seating area.
5. Use good manners.
6. Not throw food or other objects.

Disciplinary responses to inappropriate behavior in the cafeteria will be determined by staff members monitoring breakfast and lunch.

# Berlin Brothersvalley Elementary Code of Conduct Continued

## Playground Rules

**Students shall follow these rules:**

1. Obey teachers at all times.
2. No fighting or physical confrontations.
3. Stay within playground boundaries.
4. Use appropriate language.
5. No name calling.
6. No throwing of rocks, snowballs, or other objects.
7. Swings-One person on a swing at a time; sit correctly; no twisting, standing, or swinging sideways; no jumping out of swings.
8. Bars-everyone goes the same way; no standing or sitting on top of bars.
9. Slides-One person on ladder, One person on slide at a time.
10. No tackle football.
11. No spitting.
12. Soccer, basketball, kickball, and other team games must be played responsibly without roughhousing. Teachers have the discretion to limit the number of students participating in activities if necessary.
13. Show respect for self, others, and the school and the property of self, others, and the school.
14. Appropriate footwear must be worn (ie. tennis shoes). Footwear such as flip-flops and high heels will not be permitted.

## Acts of Misconduct Requiring Disciplinary Action

The following types of behavior may require disciplinary action by the classroom teacher or the principal depending on the severity of the behavior:

1. Refusal to follow directions or complete assignments.
2. Verbal, physical, or unlawful harassment.
3. Disruptive behavior- any act which interferes with the teaching/learning process.
4. Lying.
5. Use of inappropriate or vulgar language/gestures.
6. Stealing.
7. Defiance.
8. Using forged notes or excuses.
9. Fighting.
10. Vandalism-damaging school property or equipment.
11. Threatening another student or teacher.
12. Physical or verbal attacks on students or school personnel.
13. Extortion-obtaining money or possessions from other students under duress.
14. Leaving school grounds without permission.
15. Use of drugs and/or alcohol.
16. Possession of weapons or objects that could be construed as weapons.
17. Cutting school.
18. Bullying.

# Disciplinary Responses and Procedures for Student Misconduct

## Behavioral Guide

Level	Behaviors	1 <sup>st</sup> Incident	2 <sup>nd</sup> Incident	3 <sup>rd</sup> Incident
I	<ul style="list-style-type: none"> <li>• Lack of Effort</li> <li>• Classroom Disruption (ex. speaking loudly, not speaking in turn, playing in desk)</li> <li>• Rough Play</li> <li>• Exclusion of Friends from Group</li> <li>• Improper Use of Playground Equipment or Educational Tools</li> <li>• Name Calling</li> <li>• Teasing and Putdowns</li> <li>• Spreading Rumors</li> <li>• Throwing Objects</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher Warning</li> <li>• Student Conference with Teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Second Teacher Warning</li> <li>• Complete "Think Form"</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of Mountaineer</li> <li>• Note or discussion with parents</li> <li>• Loss of Recess (classroom teacher)</li> </ul>
II	<ul style="list-style-type: none"> <li>• 4 or more incidents from Level I</li> <li>• Swearing</li> <li>• Disrespectful Behavior and/or Language</li> <li>• Refuse to follow adult directions</li> <li>• Refusal to do work</li> <li>• Throwing object at someone</li> <li>• Damage School Property</li> <li>• Mean Notes</li> <li>• Pushing, tripping, or like behavior</li> <li>• Stealing</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of Mountaineer</li> <li>• Conference with Principal or Head Teacher</li> <li>• Phone call home</li> <li>• Loss of Recess or socialization time at breakfast or lunch</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of Mountaineer</li> <li>• Conference with Principal or Head Teacher</li> <li>• Phone call home</li> <li>• Complete "Think Form"</li> <li>• Loss of Recess or socialization time at breakfast or lunch</li> </ul>	<ul style="list-style-type: none"> <li>• No Mighty Mountaineer Program</li> <li>• Conference with Parents</li> <li>• Behavior Plan</li> <li>• OR</li> <li>• Suspension</li> </ul>
III	<ul style="list-style-type: none"> <li>• Repetitive Level II Behaviors</li> <li>• Bullying</li> <li>• Fighting</li> <li>• Major destruction of property</li> <li>• Dangerous object at school</li> <li>• Threatening Harm</li> </ul>	<ul style="list-style-type: none"> <li>• Sent to office immediately</li> <li>• Principal's Discretion of Severity of Punishment based on severity of behavior and past incidents</li> <li>• Possible consequences could be suspension, behavior plans, and multiple infractions could be alternate placement.</li> </ul>		

Other consequences may be imposed as appropriate such as missing a class field trip, party, etc. This document is meant to be used as a guide. Decisions regarding specific consequences may be tailored to individual circumstances and student needs.

**Berlin Brothersvalley Elementary Office Discipline Form**

Student \_\_\_\_\_ IEP: Y or N Date \_\_\_\_\_ Grade: K 1 2 3 4

Time of Incident: \_\_\_\_\_ Classroom Teacher \_\_\_\_\_ Referred by \_\_\_\_\_

Location of Incident: (please check)

- Restroom     Library     Playground     Hallway     Special event (field trip/assembly)  
 Bus area     On bus     Cafeteria     Classroom     Other \_\_\_\_\_

**REASON(S) FOR THE REFERRAL: (Please attach narrative of the incident if necessary.)**

LEVEL I OFFENSE	LEVEL II OFFENSE	LEVEL III OFFENSE
<input type="checkbox"/> Lack of effort <input type="checkbox"/> Classroom disruption (ex. speaking loudly, not speaking in turn, playing in desk ) <input type="checkbox"/> Rough play <input type="checkbox"/> Exclusion of friends from group <input type="checkbox"/> Improper use of playground tools or equipment <input type="checkbox"/> Name calling <input type="checkbox"/> Teasing and putdowns <input type="checkbox"/> Spreading rumors <input type="checkbox"/> Throwing objects <input type="checkbox"/> Minor inappropriate language	<input type="checkbox"/> 4 or more level I offenses <input type="checkbox"/> Defiance/disrespect <input type="checkbox"/> Swearing <input type="checkbox"/> Throwing objects at someone <input type="checkbox"/> Damage school property <input type="checkbox"/> Mean notes <input type="checkbox"/> Pushing, tripping, hitting, or like behavior <input type="checkbox"/> Stealing <input type="checkbox"/> Other _____	<input type="checkbox"/> Repetitive level II behaviors <input type="checkbox"/> Bullying <input type="checkbox"/> Fighting <input type="checkbox"/> Major destruction of property <input type="checkbox"/> Dangerous object at school <input type="checkbox"/> Threatening harm <input type="checkbox"/> Other _____

POSSIBLE MOTIVATION:	OTHERS INVOLVED:
<input type="checkbox"/> Attention from peers(s) <input type="checkbox"/> Avoid work <input type="checkbox"/> Attention from adult(s) <input type="checkbox"/> Obtain item <input type="checkbox"/> Avoid peer(s) <input type="checkbox"/> Don't know <input type="checkbox"/> Avoid adult(s) <input type="checkbox"/> Other _____	<input type="checkbox"/> None <input type="checkbox"/> Substitute <input type="checkbox"/> Peers <input type="checkbox"/> Unknown <input type="checkbox"/> Staff <input type="checkbox"/> Other: _____ <input type="checkbox"/> Teacher

TEACHER ACTION TAKEN PRIOR TO REFERRAL		
<input type="checkbox"/> Changed student's seat <input type="checkbox"/> Consulted Counselor <input type="checkbox"/> Sent previous report home <input type="checkbox"/> Conferred privately with student	<input type="checkbox"/> Consulted Principal <input type="checkbox"/> Time out in the classroom <input type="checkbox"/> Met with Student Assistance Team	<input type="checkbox"/> Telephoned parent/guardian <input type="checkbox"/> Other (Please specify) _____

TYPE OF DISCIPLINE ASSIGNED BY ADMINISTRATOR:		
Number of previous Referrals: Level I _____	Level II _____	Level III _____
<b>LEVEL I DISCIPLINE</b> <input type="checkbox"/> Counselor referral <input type="checkbox"/> Time out in office <input type="checkbox"/> Conference with student <input type="checkbox"/> Complete "Think Form" <input type="checkbox"/> Loss of recess <input type="checkbox"/> Loss of Mountaineer	<b>LEVEL II DISCIPLINE</b> <input type="checkbox"/> Time out in office <input type="checkbox"/> Loss of privilege _____ <input type="checkbox"/> Conference with student <input type="checkbox"/> Restitution <input type="checkbox"/> In-school detention <input type="checkbox"/> Loss of Mountaineer <input type="checkbox"/> No Mighty Mountaineer Reward <input type="checkbox"/> Parent conference <input type="checkbox"/> Behavior plan	<b>LEVEL III DISCIPLINE</b> <input type="checkbox"/> Sent home <input type="checkbox"/> Out of school suspension (____ days) <input type="checkbox"/> Agency referral <input type="checkbox"/> Other: _____
PARENT CONTACTED: (Check one) <input type="checkbox"/> Call <input type="checkbox"/> Mail <input type="checkbox"/> Message <input type="checkbox"/> Email <input type="checkbox"/> Conference		

Comments: (see reverse side)

Principal's Signature: \_\_\_\_\_

CC: \_\_\_\_\_

## District Policies

**Violation of the following district policies will result in disciplinary action as described in the policy.**

### **Dangerous weapons - School Board Policy 218.2**

Weapons and replicas of weapons are forbidden on school premises. For the purposes of this policy, school premises means the school, school grounds, or any premises, grounds, or vehicles used for official school purposes.

Weapons shall include, but not be limited to firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure, forfeiture, and further disciplinary and/or legal action.

### **Action- Policy 218.2**

The school district shall expel, for a period of not less than one year, any student who brings a weapon onto any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity. The Superintendent may recommend discipline short of expulsion on a case-by-case basis. In case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act.

### **Drug and Alcohol Policy and Administrative Guidelines - School Board Policy 227**

Through the use of an up-to-date curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Berlin Brothersvalley School District will work to educate, prevent and intervene in the use and abuse of all drug, alcohol and mood-altering substances by the entire student population. As an extension of this policy, regulations and guidelines are available from the principal's office

### **Cheating—218.1**

Students caught cheating (including un-permitted talking) during tests or other graded school work will receive an "F" and can receive no higher than a "C" as a final year grade. The student will also be suspended one to three days at administrative discretion for the above. (This guideline also includes "deliberate destroying/sabotaging test results" such as standardized tests.)

### **Electronic Devices and Cellular Phones**

Students are not permitted to use electronic devices in school, on school property, at school-sponsored field trips and on buses or other vehicles provided by the school district. These include, but are not limited to: laptops, radios, tape and CD/DVD players, MP3 and iPod players, video games, headphones, universal remotes, laser pens, pagers, beepers and other portable devices. Cellular phones that have the capability to take photographs or record audio or video are not permitted to be used during the school day in the district buildings. The use of cellular phones is prohibited during school hours. In an effort to accommodate students involved in after-school activities, possession of a cell phone will be permitted under the following stipulations:

1. The cell phone must be in the off mode and not visible during the school day.
2. The use of cell phones will be allowed after the close of the school academic day

Students in violation of this rule will surrender the item and can pick it up at the end of the school day. A second offense will require a parent or guardian to sign a parental notification of the offense to pick the

## District Policies Continued

### **Tobacco Policy and Regulations—School Board Policy 222**

The Berlin Brothersvalley School district is dedicated to providing a healthy, comfortable and productive environment for staff, students, and citizens.

Curriculum related to tobacco use prevention will be developed and introduced to the elementary grade levels and given greater depth concentration at the secondary level.

Smoking and the use of tobacco products shall be prohibited in the school district buildings and on school property. The use of tobacco by students and/or personnel shall not be permitted within the school buildings, on school buses or on the school grounds, adjacent to the buildings, which shall include the parking lot and athletic fields.

The penalty for a student caught using tobacco products on school property shall be:

First offense - In-school suspension of one day and penalty according to state laws.

Second offense - In-school suspension of two days and penalty according to state laws.

Third offense - In-school suspension of three days and penalty according to state laws.

Students with three offenses will be required to participate in a smoking cessation program. The Board of Education will hold an INFORMAL HEARING with the student and parent or legal guardian as a result of repeated violations when requested by the Principal and the Superintendent.

Students are not permitted to carry cigarettes or tobacco products to/in school or on school property.

First offense- Suspension of one day.

Second offense-Suspension of two days.

Third offense- Suspension of three days.

### **Police and Agencies Conferencing with or Questioning Students - School Board Policy 225**

Any outside agency may not meet with or question any student without the notification and approval of the building administrator. Under law, CHILDREN AND YOUTH SERVICES, have authority to question students on suspected abuse but are required to notify the building administrator.

State or local police in an outside investigation may not question a student without parent permission and the approval of building administration.

In a school initiated investigation involving the police, the building administrator will be present during questioning.

### **School Search and Seizure Policy-226**

School authorities may search a student, his/her personal effects, lockers and vehicles, based on reasonable suspicion, and may seize any illegal, unauthorized, or contraband materials discovered in the search.

Searches conducted by the administrator may include, but not be limited to, utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population. A student referral or failure to permit searches and seizures as provided in Policy 226 will be considered grounds for disciplinary action.

## VIDEO SURVEILLANCE

The Berlin Brothersvalley School District believes that schools and other work sites in the district should be safe and secure to protect individuals and their property from harm. To this end, the Board supports the controlled use of video surveillance systems in the district. The Board also believes that the privacy of individuals should be protected; and, therefore, the use of video surveillance must be strictly monitored and controlled to ensure the protection of individual rights and compliance with federal and state laws addressing issues such as wiretapping/electronic surveillance and the privacy and disclosure of student records.

The purpose of this policy is to authorize the limited use of video surveillance systems in furtherance of the district's efforts to protect school property and the health, safety and welfare of the students and employees. When using video monitoring systems, the district must balance its need to protect persons and property with the privacy rights of students and employees. For more information on video surveillance, please see BBSD Policy #709.1."

## Schoology and PowerSchool

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Schoology is a Learning Management System (LMS) which Berlin Brothersvalley School District has implemented to enhance teaching and learning using technology to connect teachers, students, and parents. Every student and parent will be able to utilize Schoology to access all student learning data. In addition, it will provide a platform to continue learning if students are not physically in school buildings.

Schoology is owned by PowerSchool which is our Student Information System (SIS). This provides an optimal integration of information transfer. Parents can access their child/children's grades, attendance, and other school information through the parent portal on the school web page. Schoology is the next step in providing quality communication regarding student learning.

### **Previous Statement:**

#### *HOMELESS STUDENTS*

*The Berlin Brothersvalley School District is required to provide educational activities and programs to homeless children within our District's borders. Students can be homeless for a variety of reasons and the situations are not always easily identified. The Berlin*

*Brothersvalley School District's Homeless Liaison responsibilities are currently assigned to Mrs. Danielle Hay, School Social Worker.*

*All questions regarding homeless students should be communicated to the District's Homeless Liaison.*

*Children experiencing homelessness may be living in but not limited to the following situations:*

- *Doubled up (Living with another family)*
- *Living in a shelter, transitional housing, or awaiting foster care.*
- *Living in a hotel/motel.*
- *Unsheltered (living in a car, park, campground or tent)*

*Children can become homeless due to but not limited to these precipitating events:*

- *Eviction*
- *Fire*
- *Hospitalization of parent/guardian*
- *Incarceration of parent/guardian*
- *Left home/run away*
- *Military*
- *Parental Job Loss*
- *Parent divorce/separation*

*If you become aware of any of the above listed living situation or precipitating events that have taken place with one of our students, notify the District's Homeless Liaison and Guidance Counselor immediately. Notification of school staff will allow resources and supports to be supplied to the student. You will want to notify the appropriate personnel through a written statement.*

*Resources and supports may include:*

- *Transportation to school and/or school of origin.*
- *Educational evaluations and placement in appropriate programs.*
- *Academic support programs such as Title I.*
- *Medical, dental and vision referrals.*
- *Free and reduced lunch program.*
- *Enrollment Support.*
- *Referral to Social Work to support locating a residence and other social services.*

**New Statement:**

**McKinney-Vento Homeless Assistance Act**

In compliance with the federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), PA Distance Learning Charter School is attempting to identify all children within the district that may be experiencing homelessness, including unaccompanied homeless youth.

The term homeless children and youth is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals:

- ☐ Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason
- ☐ Living in a motel, hotel, trailer park or campground due to lack of alternative adequate accommodations
- ☐ Living in emergency or transitional shelters
- ☐ Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings
- ☐ Living in substandard housing (no running water or working utilities, infestations, etc.).

BBSD attempts to identify homeless students during the initial enrollment process and on an ongoing basis. If a student or family has indicated they are homeless, or if a staff member has reasonable suspicion that a student or family is homeless, they are required to alert the Homeless Liaison. All procedures in place are designed to ensure this identification does not create or exacerbate educational barriers.

Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless. To the extent feasible, and in accordance with the student's best interest, a homeless student shall continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the BBSD Homeless Liaison will consider the views of the students in determining where they will be enrolled.

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

BBSD may contact the district of origin for oral confirmation that the student has been immunized, but must not be a barrier to enrollment. Oral confirmation between professionals is a sufficient basis to verify immunization with written confirmation to follow within thirty (30) days. The instructional program should begin as soon as possible after the enrollment process is initiated and should not be delayed until the procedure is completed. The Homeless Liaison will assist the parent/guardian in obtaining necessary immunizations, or immunization and medical records. Homeless students shall be provided services comparable to those offered to other BBSD students including but not limited to: programs for students with limited English proficiency; and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, and students with disabilities. Homeless families will also have access to all parent involvement activities and initiatives.

Students automatically qualify for free lunch services.

BBSD has staff members who will work with local community agencies to coordinate services in the student's community. The staff includes: (liaison, Social Worker, counselor etc.) as well as those involved in Student Assistance Program. Additionally, BBSD has a certified nurse on staff that work to ensure necessary referrals take place to appropriate health care, dental services, and other medical services.

BBSD will ensure the student has transportation to school related events, such as, but not limited to testing and field trips.

Placement/Dispute/Complaints: If BBSD is unable to determine the student's grade level due to missing or incomplete records, the school shall administer tests or utilize appropriate means to determine the student's placement.

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

If disputes or complaints on noncompliance arise regarding the education of homeless students, the following steps may be taken:

- The person filing the complaint shall first contact the school's Homeless Liaison to present their concerns to the people closest to the situation and most likely to be able to resolve it quickly.

- If Step 1 is not successful or is not possible under the circumstances, contact should be made with the Homeless Project Education Liaison, or the Pennsylvania Department of Education (PDE) will accept complaints directly through the Education for Homeless Children and Youth Program.

- Individual cases may be referred to PDE's Office of Chief Counsel and the Office of the Deputy Secretary for Elementary and Secondary Education, as needed, by the State Homeless Coordinator. PDE will deliver a response within fifteen (15) business days of the receipt of the complaint. The complaint may arrive in the form of a copy of the school/district letter or on the Dispute Letter Form if given directly to a Liaison of the Homeless Initiative. Children who are experiencing homelessness may qualify for assistance, with school supplies/materials, and/or tutoring so that they can remain in their school throughout the duration of their homeless episode. If you believe your child(ren) may qualify for this service, please contact the- Homeless Liaison at 814-267-4621.

If your living situation changes during the school year, and you and your children become homeless, please be sure to contact the school. We will work with you so that your child(ren)'s education is disrupted as little as possible.

