

**BERLIN BROTHERSVALLEY
HIGH SCHOOL**
“HOME OF THE MOUNTAINEERS”

1025 Main Street
Berlin, PA 15530
814.267.4622
www.bbsd.com



“Educational Excellence, Community Engagement, Lifelong Success”

**Student Handbook
2025-2026**

Index

2025-26 School Calendar	6
Administration and Staff	5
Alma Mater	3
Annual Public Notice of Special Education Services and Programs	27-31
Appendix	35-36
Attendance Policy and Guidelines	8-10
Auto Permits	24
BBSD Mission Statement	3
Bell Schedule	7
Building Security	11
Bullying Prevention	16
Bus Conduct	12
Bus Passes/Transportation	11
Bus Safety	11
Cafeteria Accounts	17
Cell Phones (Electronic Devices)	12
Change of Address/Phone Number	10
Classroom Rules	17
Code of Conduct	20-23
College Navigator/High Priority Occupations Information	13
Complaint Procedure	17
Credit Requirements	16
Dress Code	11
Emergency Preparedness Responsibilities	25
Equity	4
Field Trip Guidelines	12
Food and Beverages	12
Google Workspace for Education Notice to Parent/Guardians	31-35
Grading	16
Graduation Requirements	16
Guidance Services	13
Head lice "No-Nit" Policy	19
Homeless Students	14-15
Medication	18
Personal Searches	12
P.L.A.N. (Pupil's right of refusal: animal dissection, etc.)	17
Police and Agencies Conferencing Students	12
School Messenger	10
Schoology	15
Student Arrival Time	7
Student Assistance Program (SAP)	26
Student Email/Google Accounts	20
Student Help Resources	13
Student Lockers	10
Student Wellness Policy	17
Student Work Program	19
Technology Guidelines	19-20
Textbook Policy	20
Vaping Detectors	10
Video Surveillance	10
Volunteer Drug Screening Program	26
Volunteers	12
Winter Weather Watch	10

Alma Mater

Berlin Brothersvalley friendships
Will be strong and true
Hearts united, willing eager;
We will dare and do.

Chorus:

Alma Mater, Alma Mater
We all love you true
Our unwavering true devotion
Will ne'er depart from you.

We may wander far and wide
Still the memory stays
Of the many happy hours
Of our high school days.

(Chorus)

Berlin Brothersvalley High School
We will stand by you
In your noble halls of learning
Ever tried and true.
(Chorus)

BBSD MISSION STATEMENT

"The mission of the Berlin Brothersvalley School District is to prepare students for the future by challenging their desire to learn and creating an environment that nurtures their diversity of talents."

Please be advised that the administration of the Berlin Brothersvalley School District reserves the right to revise this handbook at any time due to changes in policies, protocols and procedures.

A student handbook is a living document, regularly being updated to best meet the educational needs of the current students. The reasonable and respectful questioning of policies and procedures by students or parents, working in cooperation with the building principal, has resulted in updates to the student handbook. It is always acceptable to respectfully question the reasons for a rule; it is never acceptable to protest a rule by breaking it.

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 Section 504.

For information regarding civil rights or grievance procedures, contact Thomas Podpora, Superintendent, Title IX and Section 504 Coordinator at 1025 Main Street, Berlin, PA 15530 (267-4621). For accessibility and use of building by handicapped persons, contact the Superintendent, Support Coordinator (267-4621). *(Adopted May 2, 1991 – Berlin Brothersvalley School District Board of Directors)*

ADMINISTRATION AND STAFF

Board of Education

Jenna Ogburn, President
J.T. Kline, Vice President
Cathy E. Webreck, Treasurer
Rachel Prosser, Secretary
Donna Dively
Jeff Fisher
Nathan Menhorn
Norman Menhorn
Allison Rohrs
Thomas Smith

Administration

Thomas Podpora, Superintendent
Jim Maddy, High School Principal
Doug Paul, Athletic Director
Maria Murphy, Director of Special Education
Trevor Pritts, Director of Facilities

Pupil Services Personnel

Christy McMillen, High School Guidance Counselor
Jill Boyer, High School Secretary
Christina Grasser, Guidance Secretary
Roxanna Ritchey, School Nurse
Danielle Hay, School Social Worker
Catherine Berkebile, Food Service Director
Dawn Gindlesperger, Computer Technician/Network Administrator
Turner Paul, PIMS Administrator/Database Technician
Tim Sprowls, School Police Officer

Secondary Faculty

Christian Bench	Kitty Meehan
Holly Carney	Daniel Miller
Ernie Cooper	Emma Mumua
Ashley Cotter	Maleah Murphy
Kimberly Diehl	Doug Paul
Amanda Dowdy	Bethany Ritenour
Greta Durst	Nicole Sciscente
Chris Fabyanic	Jill Shubik
Aimee Hankinson	Joseph Shubik
Brittany Henigin	Katherine Spiri
Erin Karwatsky	Matthew Webreck
Sumer Lambie	Corey Will

A complete staff listing as well as staff contact information can be found on our website, www.bbsd.com.

BERLIN BROTHERSVALLEY SCHOOL DISTRICT

2025-2026 SCHOOL CALENDAR

S	M	T	W	Th	F	S
---	---	---	---	----	---	---

S	M	T	W	Th	F	S
---	---	---	---	----	---	---

17	18	19	20	21	22	23
	15 th Sec.	16 th Student Day		Act 80 Day	19 th Sec.	
24						
31						

4	5	6	7	8	9	10
				1 st New Years Day	2 nd Holiday	3 rd
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Student Days Month / YTD 5 5

20 101

7	8	9	10	11	12	13
	1 st Labor Day					
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

21 26

19 120

5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1	2	3	4	5	6	7
					Act 80 Day	
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

23 48

22 142

2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

18 67

19 161

7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Days of Instruction 175 In-Service Days 3
 Act 80 Days 5 Total Contract Days 183
 Make-up Days 5 Early Dismissals 10/31, 11/25, 1/16, 3/20, 4/1

0 180

8/25	ACT 80 Day	12/22-1/2	Christmas Break	PSSA Testing April 20-24, April 27-May 1
8/22, 8/25, 5/29	Teacher In-Service Days	1/15	End of Marking Period 2	Random Drug Windows Dec. 5-17 January 5-16, May 11-22
8/26	First Student Day	1/16	Early Dismissal 1 pm	5/25 Memorial Day
9/1	Labor Day	1/19	Act 80 Day	5/28 Last Student Day
10/13	ACT 80 Day	2/16	Holiday/Snow Make-up Day 1	2/16, 4/2, 6/1, 6/2, 6/3 Snow Make-up Days
10/27	End of Marking Period 1	3/6	Act 80 Day	Virtual/Remote days will be utilized as needed to reduce make-up days in June.
10/31	Early Dismissal - 1 pm	3/20	End of MP 3/Early Dismissal 1pm	
	Evening Parent/Teacher Conferences	4/2	Holiday/Snow Make-up Day 2	
11/26	ACT 80 Day	4/3-4/6	Easter Break	Grad. Date will be set at the April 2026 board meeting.
11/27-12/1	Thanksgiving Break			Approved 03-13-2025

BELL SCHEDULE

Period	Time
Tardy Bell	8:15
Period 1	8:15 - 8:58
Period 2	9:01 - 9:42
Period 3	9:45 - 10:26
Period 4	10:29 - 11:10
Period 5	11:13 - 11:54
Period 6	11:57 - 12:38
Lunch	12:38 - 1:08
Period 7	1:11 - 1:52
Period 8	1:55 - 2:36
Intervention	2:39 - 3:13

ROTATING 2-HOUR DELAY SCHEDULE

Times	Schedule A	Schedule B	Schedule C
10:15-10:20	Period 1	Period 1	Period 1
10:23-10:54	Period 1	Period 1	Period 3
10:57-11:28	Period 2	Period 2	Period 4
11:31-12:02	Period 3	Period 5	Period 5
12:05-12:38	Period 4	Period 6	Period 6
12:38-3:13	Normal Schedule	Normal Schedule	Normal Schedule

Early Dismissal
Bell Schedule

October 31, 2025, January 16, 2026 & March 20, 2026		November 25, 2026 & April 1, 2026	
Period 1	8:15 - 9:21	Period 5	8:15 - 9:21
Period 2	9:24 - 10:24	Period 6	9:24 - 10:24
Period 3	10:27 - 11:27	Period 7	10:27 - 11:27
Period 4	11:30 - 12:30	Period 8	11:30 - 12:30
Lunch	12:30 - 1:00	Lunch	12:30 - 1:00

STUDENT ARRIVAL TIME

Students will not be permitted in the building until 8:00 a.m. Students needing to enter school before 8:00 a.m., as a result of school-related activities, tutoring, etc., must make prior arrangements for a staff member to allow them access, and a written pass is required. Any student entering the building prior to 8:00 a.m. must report to the building office, as would any visitor.

ATTENDANCE POLICY AND GUIDELINES

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. Parents are urged to restrict travel, which would result in missed class time. 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 Pennsylvania permit an excused absence for the following reasons:

- Illness
- Quarantine
- Medical and dental appointments
- Recovery from accident
- Required court attendance
- Death in family
- Family educational travel, with prior approval
- Educational tours and trips, with prior approval.
- 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.

RETURNING TO SCHOOL AFTER AN ABSENCE

Immediately on the day a student returns to school after an absence, the student should present an excuse signed by his/her parents/legal guardians 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 medical doctor only which includes MD, DO, DMD, DDS, PA, and/or CRNP.

- If 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 for absence have not been turned in by the third day, these days of absence will be marked as unexcused or unlawful.
- 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 parent/legal guardian.
- 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

- 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.
- If a student accumulates three (3) additional days (consecutive or nonconsecutive), of unlawful absences following the first notice, a second notice will be delivered by regular or certified mail.
- Upon accumulation of the seventh day of illegal absence, a notice is filed with the District Magistrate for issuance of summons and hearing.
- Students who accumulate twenty (20) unexcused absences from any year-length course or ten (10) unexcused absences from a semester-length course may be denied credit. The final decision shall be made by the principal after consultation with the counselor and teacher(s).

Note: Students may not receive credit for work missed during unexcused absences.

Any student, regardless of age, who lives at home with parents/guardians must have a parent/guardian signature on all school forms, such as excuses for absences, tardiness, early dismissals, permission forms, etc.

STUDENT ATTENDANCE IMPROVEMENT PLAN (SAIP)

In an effort to improve student attendance, increase academic performance, prevent student drop-outs, and involve parent(s)/guardian(s) in their child's educational process, a student attendance improvement plan will be initiated when a student of compulsory attendance age accumulates their fourth unexcused absence or tenth overall absence.

TARDINESS

- Tardiness and/or unapproved early departure from the school day will accumulate as illegal days. Students arriving between 8:15 a.m. and 8:45 a.m. will be considered tardy. Students arriving after 8:45 a.m. will be marked as half day absent.

High school students will be assigned detention on the 5th tardy to school and each successive unexcused tardy and may be kept from participating in extracurricular events. An accumulation of ten (10) school tardies or unexcused absences will result in the student being ineligible to be excused from class to go to competitions, extracurricular and co-curricular events.

Students who receive unexcused tardies to school forfeit the opportunity to make up work in those classes they missed due to their late arrival.

- Students arriving after the late bell (8:15) without a medical excuse are prohibited from participating in team activities for that day, regardless of whether it is a game or practice.
- High school students will lose their driving privilege for the remainder of the school year when they accumulate three (3) unexcused tardies or 6 cumulative tardies. Physician notes will be taken into consideration. If driving privileges are lost, students will not be reimbursed for parking passes.

PARTICIPATION IN SCHOOL 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 as approved by the building administrator.

EARLY DISMISSALS

Early dismissals from school will be granted upon written request from parent/legal guardian and turned in to the building secretary the morning of the early dismissal. This request must be signed by a parent or legal guardian and indication must be given of the date, time, and purpose for the early dismissal. An excuse must be signed with the name of the child, time released, reason, and signature of the person taking the child.

NURSE DISMISSALS

If a student becomes ill, the parent/guardian will be contacted by the school nurse, building principal or designee so that arrangements can be made to have the student taken home. Students sent home by the nurse are not permitted to return to school for the remainder of the day, thus a student will not be able to participate in extracurricular activities without a doctor's note. Students who are not dismissed by the school nurse and claim illness will be marked as unexcused unless a doctor's note can be provided.

EDUCATIONAL TRAVEL/COLLEGE VISITS/JOB SHADOWING

Upon prior parent/legal guardian request, a student may be excused for purposes of educational travel up to a maximum of five (5) school days per year, providing the child has no current course failures. Assignments should be obtained prior to leaving and the student should study assigned materials so he/she may re-enter classes with minimum educational disruption. An educational travel form must be obtained from the office and must be turned in for approval at least one week prior to the date of travel.

STUDENTS WILL NOT BE APPROVED FOR EDUCATIONAL TRAVEL DURING PERIODS OF STATE REQUIRED TESTING.

COLLEGE VISITS: Students who wish to visit a college, trade school, or meet with Armed Services representatives on a school day may do so with parental and prior administrative approval. The day of absence will be considered an excused absence if a written excuse from both a parent and the college or representative visited is presented in the office the day following the visit. Limited to four (4) days per school year.

JOB SHADOWING: Students that wish to job shadow on a school day may do so with parental and prior administrative approval. The day of absence will be considered an excused absence if a written excuse from both parent and the person who you shadowed is presented in the office the day following the visit. Limited to four (4) days per school year.

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. *All student assignments will be located on their teachers' Schoology page.* 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.

Upon returning to school the student should meet with each teacher to get their missed assignments.

STUDENT LOCKERS

Upon entering 9th grade, students will be assigned a locker that will remain their locker until they graduate. Lockers should be locked at all times for the protection of personal possessions. Students compromising the locking device which causes damages will be responsible for repair costs. It is the responsibility of the student to report malfunctioning lockers to the building office.

BBSD board policy #226 states, "all lockers are and shall remain the property of the school district. As such, students shall have only a limited expectation of privacy in their lockers. No student may use a locker as a depository for a substance or object that is prohibited by law, Board policy or district rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself." School lockers are subject to random searches that may include the utilization of drug detection dogs, metal detectors, or other devices to ensure the health and safety of the school environment.

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.

VAPING DETECTORS

The safety and health of the students are of the utmost importance. The effects of vaping are harmful to users and may be harmful to those in close proximity. Berlin Brothersvalley High School has installed and uses vaping detectors to help with investigating suspected occurrences of vaping and to reduce its use. Students who are found to be actively using or in possession of a vaping device will be disciplined in accordance with the Student Code of Conduct.

WINTER WEATHER WATCH

As we enter the winter season, parents should be prepared for school cancellations, early dismissals or delays due to impassable roads, unsafe traveling conditions, or emergencies. If we are confronted with such situations, announcements will be made on the district phone messaging system and on the following radio and/or TV stations: WJAC, WTAJ, ROCKY 99, 96 KEY, FROGGY 95, KDKA, WWCP, WQZS, WFRB AND WTAE. In order to keep the district phone messaging system up to date, parents are reminded to notify the school of any phone number changes immediately.

Early dismissals will only be used as a last alternative. We are aware that many parents are working and may not get the notice. With young children being dismissed to homes that may be locked or without supervision, we only consider early dismissals in the most severe conditions. Cancellation of school does not guarantee cancellation of sporting activities. Sporting event cancellations due to weather are determined by the administrative team and will be announced as early as possible. In the event that school is dismissed early due to inclement weather, all sporting events will be canceled. Breakfast will be served even if there is a delay in the start of school.

SCHOOL MESSENGER

SchoolMessenger is the district's notification system to communicate school closings, emergencies, early dismissals, transportation delays, special events and any other type of information pertaining to Berlin Brothersvalley School District. The following phone numbers will be notified through SchoolMessenger: father's home phone, father's cell phone, mother's home phone and mother's cell phone. These numbers are pulled from the medical emergency form.

CHANGE OF ADDRESS/PHONE NUMBER

When a student changes his/her phone number or address, the high school office needs to be notified immediately so that student records and district notification systems can be updated accordingly.

DRESS CODE

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. Every staff member has the authority and responsibility to address inappropriate dress. Any exceptions to the dress code due to a medical condition or other reasons must be approved by the building principal.

The following guidelines must be followed concerning student dress:

- Attire must not interfere with the education process or the rights of others.
- Shoes must be worn at all times.
- Hats, headbands, bandannas, hoods, and/or sunglasses must not be worn during the regular school day.
- Winter coats and jackets are not permitted to be worn during class.
- Backpacks are not permitted to be worn during the school day.
- Shirts exposing the midriff, unbuttoned shirts, tube tops, tank tops (less than a two-inch strap), strapless, low cut, or other revealing tops, are not permitted.
- Cut off shirts that expose one's side or undergarment is not permitted.
- Skirts and shorts must extend to the end of the first knuckle when standing upright.
- See-through clothing,
- Leotards may only be worn with other apparel such as shorts or skirts.
- Clothing with suggestive, derogatory, violent or obscene slogans, pictures, or innuendo is not permitted.
- Clothing advertising or mentioning drugs, tobacco or alcohol is not permitted.

Teachers have full authority to address dress code violations and refer students to the office if further clarification is necessary. The administration reserves the right to prohibit any item of clothing or jewelry that is considered potentially dangerous or disruptive to the education process. Students who violate the policies on wearing apparel will be subject to discipline according to the Student Code of Conduct.

Sequence of Dress Code Referrals

First offense:
Referral completed
Written warning
Parent notification
Student changes attire to adhere to code

Second offense:
Referral completed
Level 1 offense
Detention assigned
Parent notification
Student changes attire to adhere to code

Additional offenses: Refer to sequential discipline listed in the code of conduct.

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 High School secretary will release the door lock after visitors have identified themselves. All students must use the main high school entry to enter and exit the building during the school day.

BUS PASSES/TRANSPORTATION

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. These requests must be made through the BBSD business office at 814-267-4621.

BUS SAFETY

Students should observe the following safety rules:

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

BUS CONDUCT

- Discipline in accordance with the student code of conduct.
- Loss of bus riding **privilege** for a specific period of time.
- Loss of bus riding **privilege** for the remainder of the school year.

ELECTRONIC DEVICES AND CELLULAR PHONES

Per BBSD Board Policy #237, "The Board of Education prohibits use of electronic devices by students in district buildings and property during the school day and in locker rooms, bathrooms, health suites and any other changing areas at any time. The building principal has the discretion to establish particular times and locations where the use of electronic devices is permitted during the school day."

Cell Phones may be used prior to the start of school, during class changes, during lunch, and after the dismissal bell.

SmartPass (electronic hall pass) will be utilized for student travel throughout the school during regular scheduled class times. Students will be required to have their school supplied chromebook to access the SmartPass program. Students are expected to have their chromebook in their possession and fully charged at the start of each school day. For additional information, please refer to BBSD Policy #237.

STUDENT TELEPHONE CALLS: Parents, guardians, and all others are not to call students by phone during the school day, except on matters of extreme importance or emergencies.

FIELD TRIP GUIDELINES

An adequate number of responsible chaperones will attend. Students are to maintain a high standard of behavior. Parent permission slips for every student must be on file in the office. Liability and school policies do not allow anyone other than students and designated chaperones to ride buses. A roster of all passengers must be available upon request.

All field trips will return all students back to the building. Buses are not permitted to make stops at various locations along the route home to discharge students. Field trips are the full responsibility of the teachers. Teachers will organize and monitor all activities accordingly. 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. Participation in field trips is a privilege, not a right. The school reserves the right to deny students participation in a field trip because of poor academic or behavioral records.

VOLUNTEERS

Parent volunteers or community members who volunteer their time in the school on a consistent basis must have Act 24, 34 and 151 clearances. Forms for obtaining these clearances are available in the Administration office. Volunteers must also receive a TB test. For more information on volunteers, please refer to BBSD Policy #916.

FOOD AND BEVERAGES

If food or beverages are permitted on school buses, students will follow rules concerning their use and the disposal of such items, as directed by the bus driver. All food items must be eaten in the cafeteria unless prior administrative approval is granted. Students are permitted to have beverages throughout the school day. All drinks must be in sealable containers and may only be consumed with permission from the classroom teacher.

POLICE AND AGENCIES CONFERENCING 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 (CYS) 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.

PERSONAL SEARCHES

A school official stands in loco parentis to pupils under his charge for disciplinary action for purposes that are consistent with the need to maintain an effective educational atmosphere. Where "*reasonable suspicion*" exists, a search of the student by a staff member of the same sex may be made to determine if the student possesses stolen property, illegal substances, or items that pose a risk to others.

GUIDANCE SERVICES

The duties of the guidance counselor include:

- Short-term "developmental" counseling of students with educational or personal problems.
- Interpreting test results to students, parents, and teachers.
- Registration and orientation of new students.
- Conducting guidance lessons to classes of students.
- Scheduling
- Assisting Students in the Development Career Objectives and Educating Students on Career Pathways

Questions about the guidance program or requests for guidance services should be directed to Mrs. McMillen by calling 267-4622 or emailing her at cmcmillen@bbsd.com.

SCHEDULE CHANGE PROCEDURES: High School students are given two weeks into the year for year-long classes, and one week for semester classes to make changes to their class schedule with approval from the building principal. Any student who withdraws from any class after this time will receive a Withdrawal Failure, WF, on their transcript. The grade will negatively affect GPA and class rank. Administrative approval of schedule changes will be made in the best interest of a student's career objectives.

SCHEDULE CHANGE CRITERIA

Schedule Changes will only be granted in the following instances:

1. a student has an incomplete schedule
2. a student has been placed in courses out of sequence (i.e. Spanish II before taking Spanish I)
3. a student desires to move to a more advanced course (i.e. from English 12 to AP English 12) and meets the prerequisite
4. a student did not receive a course required for graduation
5. a student's I.E.P. necessitates a change via the special education process
6. a teacher recommends that the student be moved to a different level based on the student's needs and provides documentation demonstrating this need
7. a student selects another career pathway and different course requirements or recommendations

Schedule Changes will NOT be granted in instances, not limited to, but including:

1. a request for a specific teacher is made when the student did receive the course requested unless that student previously had the class with the teacher with whom he/she is currently scheduled and did not pass (please realize that there are some courses that are taught by only one teacher)
2. The student has received the classes for which he/she registered and has since changed his/her mind
3. A student did not turn in a schedule selection sheet (in this case, the student would be scheduled into classes according to his/her four-year plan)

COLLEGE NAVIGATOR/HIGH PRIORITY OCCUPATIONS INFORMATION

In addition to local resources, Pennsylvania schools are required to notify students and parents of the following Websites: <https://nces.ed.gov/collegenavigator/> and <https://www.workstats.dli.pa.gov/Products/HPOs/Pages/default.aspx>.

STUDENT HELP RESOURCES

For any emergency, Dial 911

Safe2Say Something Anonymous Tip Line: 1-844-SAF2SAY (1-844-723-2729) or www.safe2saypa.org

National Suicide & Crisis Lifeline: 988

Crisis Text Line: Text "START" to 741-741

PA Bullying Prevention Consultation Line: 1-866-716-0424

National Domestic Violence Hotline: 1-800-799-7233

National Teen Dating Abuse Helpline: 1-866-331-9474

Drug and Alcohol Abuse/Mental Health Helpline: 1-800-662-HELP (1-800-662-4357)

PA Childline (Suspicion of Child Abuse): 1-800-932-0313

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 the 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.

SCHOOLGY

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.

GRADING

Grade	Range	General Courses	Honors & Lab Courses	AP/College Dual Enroll	SCTC Range	SCTC
A+	97-100	4.333	4.550	4.766		
A	93-96	4.000	4.200	4.400	90-100	4.0
A-	90-92	3.667	3.850	4.034		
B+	87-89	3.333	3.500	3.666		
B	83-86	3.000	3.150	3.300	80-89	3.0
B-	80-82	2.667	2.800	2.934		
C+	77-79	2.333	2.4465	2.566		
C	73-76	2.000	2.100	2.200	70-79	2.0
C-	70-72	1.667	1.750	2.834		
D+	67-69	1.333	1.400	1.466		
D	63-66	1.000	1.050	1.100	60-69	1.0
D-	60-62	0.667	0.700	0.734		
F	0-50	0	0	0	0-59	0
P	60-100	0	0	0		
	Weight	1.000	1.050	1.100		

HONOR ROLL

Honor Roll Thresholds	Lowest	Highest
High Honors	3.67	
Honor Roll	3.0	3.66

GRADUATION REQUIREMENTS

State Required Courses	Credits
English	4
*Social Studies	3
Math	3
Science	3
Arts/Humanities	2
Physical Education	1
Health	1
Graduation Project	0.5
Local District Required Courses	Credits
STEM	2
Concentration Pathway	5
**Flex Credit (Math, Science, or Social Studies)	1
Total	25.5

*All students are required to take Government/Personal Finance as one (1) of their Social Studies credits.

**All students are required to have four (4) credits in one of the following subject areas: Math, Science, or Social Studies.

CREDITS

9th grade students must secure 6.0 credits to go onto 10th grade. 10th grade students must secure 13.0 credits to go onto 11th grade. 11th grade students must secure 19.0 credits to go onto 12th grade. 12th grade students must have 25.5 credits in order to graduate.

BULLYING PREVENTION

The Berlin Brothersvalley School District believes that every student has the right to pursue an education in an environment that is free of harassment. It is for this reason that we have implemented the Olweus Bullying Prevention Program. The Olweus Bullying Prevention Program is a comprehensive, systematic, and research based program that has been shown to result in substantial reductions in the frequency with which students report being bullied and significant improvement in the social environment of the school. Core components of the program are implemented at the school, the classroom, and the individual levels. These components include questionnaires and data interpretation, establishing and enforcing classroom rules concerning bullying, classroom lessons and discussions, individual intervention, and faculty training.

CLASSROOM RULES

The following six district-wide classroom rules have been established. These rules will be emphasized in order to promote a more positive educational setting. The student will:

1. Be seated in the classroom on time.
2. Be prepared daily with appropriate materials.
3. Raise his/her hand and be recognized to speak.
4. Keep hands, feet and objects to oneself.
5. Be dismissed from the classroom by the teacher.
6. Follow the classroom rules of individual teachers.

CAFETERIA ACCOUNTS

The cafeteria uses a computerized system for accounting purposes for student meals. Each student will receive a PIN (personal identification number) for tracking cafeteria accounts. The student will use the same number as long as he/she attends Berlin Schools. Students should bring money or checks (preferable) to be placed in their individual accounts in a sealed envelope marked with the student's name, grade, and PIN. Alternatively, students and parents may use the online portal at bbsd.com to deposit money into lunch accounts. Please note, there is a fee for this service. Students may pay weekly, monthly, or for the year for breakfast and/or lunch. The cafeteria will send a statement of the student's account to parents upon request.

Breakfast Program:

Breakfast is offered to all students in the High School both in the cafeteria and at the grab and go kiosk near the high school office. Students will be permitted to enter the serving line between 8:00 and 8:15 a.m. It is expected that students will be in 1st period class before 8:20, when attendance and lunch counts are taken. Students arriving to class after 8:20 from breakfast will be marked as an unexcused tardy.

- All food items must be eaten in the cafeteria unless prior administrative approval is granted.
- Students are permitted to have beverages throughout the school day. These must be in sealable containers, and they may only be consumed with permission of the classroom teachers. Open cups or cartons are not permitted.
- A student debt policy (BBSD Policy #808.1) was developed prior to the 2017-2018 school year. This policy is located on our school website under the Food Services link.

STUDENT WELLNESS POLICY

The Student Wellness Policy (BBSD Policy #246) was updated prior to the 2017-2018 school year. This policy is located on the District website under the Food Services link. A hardcopy is available upon request.

COMPLAINT PROCEDURE

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

P.L.A.N. – PA Legislative Animal Network

According to Pennsylvania law, students may “refuse to dissect, vivisection, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of their course of instruction.” This law also requires 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.”

MEDICATION ADMINISTRATION

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 procedure shall be followed in order to insure the student's safety, to prevent mistakes, illegal acts or subjection to possible liable situations for school nurses, administrators, and the school district.

EPINEPHRINE AUTO-INJECTOR

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an 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.

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

ADMINISTRATION OF PRESCRIPTION MEDICATION DURING SCHOOL HOURS:

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

- A. Date
- B. Child's Name
- C. Diagnosis
- D. Medication
- E. Dosage
- F. Time to be Administered
- G. Termination date for administering the medication
- H. Other medication being taken at present (prescription and non-prescription)
- I. Any particular condition or circumstance relating to this patient that should cause school personnel not to administer the medication.
- J. Any particular side effect relating to this patient that school personnel should make special effort to inquire about or to observe
- K. 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. "Initial dosage" refers to the first dosage administered from the prescription.

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.

PERSONNEL RESPONSIBLE FOR ADMINISTRATION OF MEDICATION

- A. The school nurse will be the primary person to administer or supervise the self-administration of all medication.
- B. 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-term 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

- A. Prescription medication will be kept in a locked cupboard in the nurse's office in the elementary school.
- B. Students in grades 5-12 will be responsible for reporting to the nurse's office at the time the medication is to be given.

OTHER GUIDELINES FOR ALL MEDICATIONS

- A. The parent of the child must inform the school nurse of any change in the child's health or when a change in medication varies from the original written instructions.
- B. In the event the following specific requirements are not met, the Berlin Brothersvalley School District retains the discretion to reject requests for administering medications:
 1. Requirement for written authorization by legal parent
 2. Requirement for written authorization by prescribing Physician
 3. Requirement that medication be delivered to the school in its original container
 4. Requirement for written indication that initial dosage has been administered either at home, the physician's office, or the hospital--except in life-threatening situations
 5. For long-term medication, written re-authorization by parent and prescribing physician shall be received in school on the first day of each school term
- C. A copy of this policy will be provided to parents upon request.

HEAD LICE “NO-NIT” POLICY

Due to rapid communicability of head lice and the chance of 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. Per BBSD Board Policy #209-Health Examinations, “Students who are treated for this condition will have three (3) days of excused absence to remedy the problem, beginning with the day after the student is sent home from school. Any days missed after that date will be considered unexcused absences.” Upon returning to school, a parent or guardian must accompany the child for examination by the school nurse for readmission into school.

BERLIN BROTHERSVALLEY HIGH SCHOOL STUDENT WORK PROGRAM Eligibility Requirements and Program Guidelines

1. Student must be enrolled at Berlin Brothersvalley High School and have 12th grade status.
2. Student must be enrolled in at least four (4) classes at BBHS.
3. Student must fully complete and submit the work program student-employer agreement before the end of the application window.
4. Students who apply for the student work program at the beginning of the year must have a Grade Point Average of 2.00 or higher.
5. Student must maintain a C or higher in all current classes to be eligible.
6. Student must be in good standing with credits for graduation.
7. Attendance from the previous school year
 - a. No more than 5 unexcused times tardy to school
 - b. No more than 10 unexcused absences
8. Attendance for the current school year
 - a. No more than 5 unexcused times tardy to school
 - b. No more than 10 unexcused absences
9. Student must not receive an office referral during the current school year.
10. Student may apply for the student work program on a semester basis.
 - a. 2025-2026 Timeframes
 - i. 1st Semester Application Window
 1. August 26, 2025 September 14, 2025
 - ii. 2nd Semester Application Window
 2. January 8, 2026 -January 25, 2026

*If the student does not meet or maintain the eligibility requirements throughout the school year, the parent/guardian will be notified by phone and a letter. As stated in the student handbook, students may lose driving privileges or be pulled from the student work program and required to resume a full-day class schedule for excessive truancy, tardiness, or absence.

**Students will be required to submit a timecard on a weekly basis. Time cards will be issued by Mrs. Boyer every Friday. Time cards for the previous work week are required to be turned into the BBHS office by Tuesday at 8:20 a.m. the following week.

***The building principal has the right to revoke a student’s participation in the work program at any time.

BERLIN BROTHERSVALLEY SCHOOL DISTRICT TECHNOLOGY GUIDELINES

GENERAL PRINCIPLES

When a student at our school accesses computers, computer networks owned or operated by our school district, he or 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 students’ use of computers provided by this school district will be ethical and will reflect academic honesty. Students must demonstrate respect for intellectual property, ownership of data, system security mechanisms, and rights of 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 nonexhaustive actions that are considered inappropriate: Using another person’s password; using another person’s file, system, or data without permission; using computer programs to decode passwords or to access control information; attempting to circumvent or subvert system security measure; 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 computer 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, referral to alternative education placement, or expulsion. 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.

STUDENT EMAIL/GOOGLE ACCOUNTS

Upon entering 9th grade, each BBHS student has been provided with a Google account that also serves as a working email address. These accounts are utilized in various capacities throughout a student's high school career. For more information, contact the BBHS office.

TEXTBOOK POLICY

Textbooks are the property of the Berlin Brothersvalley School District and are loaned to students at no charge. Students must assume full responsibility for all books loaned to them. It is recommended that textbooks be covered appropriately for protection. Unreturned or damaged textbooks become a financial obligation to the student.

BERLIN BROTHERSVALLEY HIGH SCHOOL STUDENT CODE OF CONDUCT

GOALS

The goals of the *Student Code of Conduct* are:

1. To guarantee the rights of all staff and students by providing a discipline code that establishes rules and regulations prohibiting speech or action that is disruptive to the work of the school
2. To guarantee the rights of each individual through fair and reasonable treatment of violators of the discipline code
3. To teach self-discipline by clearly communicating to students their rights and responsibilities as outlined in the discipline code
4. To respect the rights and personal dignity of all students and staff by providing a discipline code that will ensure a safe school environment
5. To comply with federal, state and local laws
6. To protect and maintain school property
7. To ensure all students the right to complete the course of study prescribed by state and local school authorities
8. To reduce the occurrence of discipline problems through supportive measures to the discipline code by providing:
 - a. An atmosphere within the school of mutual respect and productive interdependence
 - b. A Student Assistance Program (SAP) team to address issues of children at risk, socially, emotionally and academically and are facing a barrier to learning
 - c. A referral process to appropriate personnel for counseling, examination and such other rehabilitative measures as may be necessary

RESPONSIBILITIES

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome living and learning. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process.

Every student should:

1. Be aware of all rules and regulations for student behavior and conduct oneself in accordance with them
2. Be willing to volunteer information and cooperate with school staff should he or she have important information concerning a violation of school rules
3. Assume that a rule is always in effect unless everyone has been notified that it has been changed
4. Assist the school staff in running a safe school for all students
5. Attempt to complete all scheduled courses

LEVEL I BEHAVIORS AND CONSEQUENCES

Level I behaviors are actions that interfere with the orderly operation of the class or school.

It is understood that certain actions or expressions may cause students to violate established school policies. These violations are not sufficiently serious to render major disciplinary action. Some violations may seem more serious than others depending upon the nature of the circumstances. However, it must be understood that a violation must be followed by consequences or else the policies set forth here become meaningless. All offenses will be handled on an individual basis with the understanding that constant violators will be handled with increasing severity.

A violator should expect disciplinary action in one or more of the following forms: teacher reprimand; detention; parent contact by teacher and/or administrator; community service; administrative reprimand; referral to counselor; loss of privileges or credit; required payment for damages, in-school suspension, or out-of-school suspension, and SWAP (Saturday Work Alternative Program)

Examples of these violations include, but are not limited to:

- Disruptive/inappropriate behavior in assemblies, cafeteria, classroom, hallway and/or library
- Failure to follow attendance procedures
- Failure to return required forms
- Failure to return school-loaned equipment, books and other materials
- Hall pass violation
- Inappropriate displays of affection
- Littering
- Loitering
- Tardy to school and/or class
- Unauthorized use of parking facilities, parking lot or other parts of school grounds
- Unauthorized use of electronic devices
- Unauthorized/inappropriate use of school equipment or property including telephones and computers
- Unprepared of class
- Violation of Dress Code
- Other actions of a similar nature

Procedures:

- Immediate intervention by the teacher
- Verbal reprimand by teacher
- Special assignment or withdrawal of privileges by teacher
- Unified referral completed and sent to the building principal

Consequences for Level I offenses may include, but are not limited to:

- Verbal Warning
- Written Warning
- Detention (Lunch, before school, or after school)
- Community Service
- Referral to Guidance Counselor and/or Student Assistance Program
- Loss or suspension of certain privileges to include extra /co-curricular, field trips, all other school events and activities.
- SWAP

LEVEL II BEHAVIORS AND CONSEQUENCES

Level II behaviors are actions that are frequent or serious enough to disrupt the learning climate of the class or school.

Certain offenses against the well-being of the educational community may require a more formal disciplinary response although they may not involve infractions of the state penal laws. The reason for this is that these offenses interfere with the rights of others in the system and the operation of the educational process and must be dealt with accordingly.

Examples of these serious violations include, but are not limited to:

- Continuation of Level I misconduct
- Acceptable Use of Technology Policy violation
- Cheating & Plagiarism*
- Cutting class
- Defacing school property

- Expectoring
- Failure to follow rules and regulations established by the school and/or misconduct on school trips
- Failure to serve detention (failure to serve detention result in the assignment of an additional detention --failure to serve both results in 1 day of In-School Suspension per missed assigned detention)
- Falsifying documents
- Falsifying information
- Forgery
- Horseplay
- Insubordination, disrespectful speech or actions, or open defiance of authority
- Leaving school without permission
- Out of assigned area
- Threatening, intimidating or bullying fellow students
- Using profanity-obscenities on school premises
- Other actions of a similar nature

Procedures:

- Unified Referral Form is completed and student referred to Principal or designee
- Principal or designee verifies the offense, collects documentation, and meets with student
- Parent contact and conference via phone or in-person

Consequences for Level II offenses may include:

- Detention (Lunch or after school)
- Community Service
- Out-of-School Suspension
- SWAP
- Assignment to Alternative Education
- Expulsion
- Referral to Guidance Counselor and/or SAP
- Restitution of property damage and/or loss
- Referral to law enforcement
- Loss or Suspension of certain privileges to include extra /co-curricular, field trips, all other school events and activities.

*Students caught cheating or plagiarizing on an assignment will receive a score of zero for the assignment. In the case of a final paper, project or test, the student will receive an "F" on the assignment and can receive no higher than a "C" as a final year grade (Policy 218.1).

LEVEL III BEHAVIORS AND CONSEQUENCES

Level III behaviors are those actions directed against persons or property but limited to the degree that they endanger the health or safety of others.

Such offenses are clearly of a serious nature and not only are disruptive of the educational process but also may be in violation of state penal laws. There is no excuse for their commission in the school setting and it is expected that they will be dealt with promptly and firmly. Disciplinary action involving violations of the Penal Crimes Code will result in notification of the incident to the High School Administration, immediate suspension, notification of the Superintendent of Schools, Police and possible recommendation for prosecution and/or expulsion.

Examples of these violations include, but are not limited to:

- Continuation of Level II misconduct
- Criminal trespassing
- Disorderly conduct
- Destruction of school property
- Gambling
- Harassment
- Indecent exposure
- Theft
- Minor altercation/fighting
- Endangering the safety of others
- Sexting
- Sexual harassment
- Unauthorized use of school fire alarm system
- Institutional Vandalism
- Violation of Drug and Alcohol policy

- Tobacco Policy^
- Violation of state vehicle code
- Other actions of a similar nature

Procedures:

- Unified Referral Form is completed and student referred to Principal
- Principal verifies the offense, collects documentation, and meets with student
- Telephone call to parents
- Student dismissed to custody of parent if suspended out of school
- Letter sent to parents
- Notification of police as necessary (mandatory in cases violations of penal code)
- An informal hearing may be scheduled at the discretion of the parents or administration
- In cases of vandalism, theft, and loss and/or damage to property, the student will be required to make compensation for damages
- Possible conference with district Superintendent

Consequences for Level III offenses may include by not limited to:

- Up to ten days of In-School or Out-of-School Suspension
- Community Service
- Referral to law enforcement
- Assignment to an Alternative Education placement
- Loss or suspension of certain privileges
- Expulsion
- Restitution of property damage and/or loss
- Referral to Guidance Counselor, SAP, and/or outside agencies

^Students found to be in possession or using tobacco will be referred to law enforcement for citation, in addition to school district disciplinary action. This policy also includes the use or possession of e-cigarettes.

LEVEL IV BEHAVIORS AND CONSEQUENCES

Level IV actions which result in violence to another's person or property or which pose a direct threat to the safety of the individual or others in the school.

Examples of these violations include, but are not limited to:

- Continuation of Level III misconduct
- Assault/Battery
- Major vandalism
- Arson
- Terroristic threats
- Threatening phone calls or bomb scares
- Extortion
- Possession or use of firearms, firecrackers, knives or other weapons
- Possession use sale or transfer of drugs
- Possession, use, sale or transfer of alcoholic beverages
- Theft, possession, sale of stolen property

Procedures:

- Unified Referral form is completed and student referred to Principal
- Principal verifies the offense, collects documentation, and meets with student
- Police are notified
- Parents are requested to come to school immediately and remove the student
- An informal hearing is scheduled within five days
- Letter is sent to parents and copied to school and district administration

Consequences for Level IV Offenses may include, but are not limited to:

- Up to 10 days In-School or Out-of-School Suspension
- Law Enforcement Notification
- Assignment to Alternative Education placement
- Loss or suspension of certain privileges to include extra /co-curricular, field trips, all other school events and activities.
-
- Expulsion
- Restitution of property damage and/or loss

- Referral to Guidance Counselor, SAP, or/or outside agency

AUTO PERMITS/RIDING PERMITS

Any student who wishes to drive his/her car to school on a regular basis will need to do the following:

- Complete an application for driving a vehicle to school. The application, which requires the signature of a parent/guardian, as well as the student, includes rules and regulations for driving/riding permits. Turn the application into the office, along with a \$10 application fee.
- Because of limited parking facilities, permits will be issued only to students who have a legitimate need to drive to school on a regular basis.
- Students needing to drive one day only must bring a written note signed by his/her parent or guardian each time he/she needs to drive. A daily parking permit will be issued to the student and is to be placed on the center of the dash.
- Students must obey state traffic laws, drive in a safe manner, and give the right of way to the buses.
- Any violation of driving or parking rules while on school property may result in the student being denied the privilege of bringing a vehicle onto school property.
- Students will lock their vehicles when arriving at school and will not return to or occupy the vehicle during the school day without permission from the office.
- Students who drive to school without obtaining an appropriate parking permit will be subject to disciplinary action.
- Follow School Drug and Alcohol Policy-Policy 227
- Follow School Search and Seizure Policy-Policy 226
- Driving to school and parking on school grounds is a privilege. School and district administration reserve the right to revoke this privilege at any time without refund of the application fee.
- Students who attend SCTC and wish to drive must obtain a permit from SCTC and adhere to all policies and procedures set forth by SCTC administration.

Parking passes may be revoked without refund for the following reasons:

- Accumulating 3 or more tardies to school without medical excuse
- Accumulating 6 absences to school
- Leaving school without permission. Students must have prior authorization from school personnel
- Reckless driving, speeding, riding on hoods, or driving in a manner that is dangerous to oneself or others on school property. These actions are also subject to prosecution under the Pennsylvania Motor Code.
- Unauthorized entry into a car during school hours (including lunch/study hall periods)
- Repetitive violations of student code of conduct
- Administrative discretion

POLICY #223 – USE OF MOTOR VEHICLES

General Rules

- Must be a licensed driver
- Must have parental permission
- Must drive a registered vehicle
- Vehicles should be backed in with all cars facing the street
- One parking space per vehicle.

Priorities

- Hardship (family or work)
- Grade (12, 11, 10)
- Extra-curricular, co-curricular, work

EMERGENCY PREPAREDNESS RESPONSIBILITIES

PREPARING FOR, RESPONDING TO AND RECOVERING FROM AN INCIDENT

Understanding your role during a District emergency will reduce stress and may help save lives.

STUDENT RESPONSIBILITIES:

Preparing For an Incident:

- **Cooperate** during emergency drills and exercises
- **Participate** in any District sponsored training concerning student conduct in emergencies
- **Learn** to be responsible for yourself and others in an incident
- **Develop an awareness** of natural, technological, and human-caused hazards and associated prevention, preparedness, and mitigation measures
- **Don't be a bystander!** Report situations to the adult in charge (medical, emotional etc.)

Responding To An Incident:

- **Stay Calm**
- **Listen** to Directives given by **adults** in charge (**any staff member or chaperone.**)
- **Follow Instructions** given by **adults** in charge (**any staff member or chaperone.**)
- **Help Others** as needed
- **Redirect persons asking questions to the District Office**
- Do Not repeat or perpetuate rumors (anything you did not see happen with your own eyes)
The definition of rumor: information or story that is passed from person to person but is not proven to be true.
I.e. truth: there are two police cars at the school. Rumor: someone was arrested at the school today. **This would be incorrect.** What you know is that there were two police cars at the school.

Recovering From An Incident:

- **Talk to adults** about how you are feeling.
- Be willing to **take help** if recommended/needed

PARENTS/GUARDIANS :

Preparing For an Incident:

- Go over your children's roles and responsibility in an emergency
- Encourage and support District safety, violence prevention, and incident preparedness programs within the District
- Provide the District with requested information concerning the incident, early and late dismissals, and other related release information
- Practice incident management preparedness in the home to reinforce District training and ensure family safety

Responding To An Incident:

- **Do Not proceed directly to the school unless directed.** Only show up to the appointed information location.
- Seek information through the school website and or news agencies. Flooding the District with phone calls or showing up in person may exacerbate the emergency and place children at heightened risk. During certain emergencies, there will be periodic public briefings by the District. The briefings will be at regular intervals if possible.
- Assist in rumor control by redirecting other parents to the appropriate information avenues

Recovering From An Incident:

- Ask your children how they are feeling after an incident.
- Report to the school counselor if you or your child is having any difficulties following an incident.

STUDENT ASSISTANCE PROGRAM

Rationale:

The Berlin Student Assistance Program (BSAP) has been designed to improve the quality of education in our school by providing assistance to students experiencing barriers to learning. These could be academic, physical, emotional, health, or drug/alcohol related problems. The goal of the program is to identify and assist these students. The BSAP team consists of: Mrs. Hay, Mr. Paul, Mrs. Shubik, Mr. Bench, Mrs. Meehan, Ms. Montgomery, Mrs. McMillen, and Mr. Maddy. To locate a BSAP team member, look for a BSAP logo sticker near the teacher's door.

Procedure:

A referral may be made by school staff, a parent/guardian, other students or by the students themselves to any member of the SAP team. Upon receiving a referral, the SAP team collects information and conducts an interview with the student. After the interview, parents must provide written consent for their child to receive SAP services that could consist of in-school or outside agency interventions. The SAP team will continue to work with the student and provide support. Every effort will be made to maintain confidentiality at every level of the process in the best interest of the student. **REMINDER: SAP is designed as a support team and is not a disciplinary consequence.**

REMEMBERING ADAM—VOLUNTARY DRUG SCREENING PROGRAM

Remembering Adam is a voluntary drug screening program used as a substance abuse prevention tool for students, designed to provide encouragement, guidance, and positive reinforcement to be drug free. Students in grades 9-12 are eligible to join. The program is voluntary and no action is taken toward students who choose not to participate. Students who join this program are encouraged to make a pledge to live a drug free lifestyle. In order for students to join the program, the student and their parent/legal guardian will sign a consent form giving their permission to join. The parent/legal guardian will also sign a "Release Hold Harmless Agreement".

This agreement releases Remembering ADAM, the school district and all entities from any legal action. Participating students will sign a pledge card and poster that states their commitment NOT to use tobacco, alcohol, and other illegal drugs. Students will keep the pledge card, and the poster will hang inside the school. Each student will receive a Remembering ADAM magnet. Hanging this magnet inside their locker will reinforce their commitment to the program. Parents will receive a Remembering ADAM magnet that states "My child belongs to Remembering ADAM". Displaying this magnet at home will reinforce the student's pledge in the home environment.

Participating student names are mixed together and at random days and times throughout the school year a Remembering ADAM school appointed advisor will randomly draw a student name. At that time the student will be notified, and testing will be conducted within the same school day in a nonpublic area. Once the drug screening process is complete, the Remembering ADAM advisor will contact the parent/legal guardian by phone to inform them their child was drug screened and the results. Procedures for both "PASS" and "FAILED" screening results are outlined in the forms provided to the parents and students.

Students who are taking medications are eligible to participate in the program. It is the responsibility of the parent/legal guardian to provide the Remembering ADAM school appointed advisor with a list of medications. The Remembering ADAM school appointed advisor has been provided with a list of medications developed by a pharmacist that could result in a FAILED screen.

Remembering ADAM has developed an anonymous survey with questions concerning usage, interest, risk and disapproval of tobacco, chewing tobacco, alcohol, marijuana and other illegal drugs. On the parent/legal guardian consent form B, you may check the box if you do not want your child to participate in the survey; if the box is not checked your child will automatically participate in the survey. A copy of the survey is on file at the school.

This program differs from other prevention programs because it is an environmental approach to substance abuse prevention. An environmental approach creates change among a large number of individuals. The student's pledge to living a drug free lifestyle could create change among anyone who is involved with the student, which may include family, peers, teachers and communities.

For any questions or more information contact the High School Guidance Office.

ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS SERVICES FOR GIFTED STUDENTS AND SERVICES FOR PROTECTED HANDICAPPED STUDENTS

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, including children with disabilities attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Act Amendments of 2004 (IDEA '04).

The IDEA '04 requires each state educational agency to publish a notice to parents, in newspapers or other media, before any major identification, location, or evaluation activity. The IDEA '04 requires this notice to contain certain information. Another federal law, the Family Educational Rights and Privacy Act of 1974 (FERPA), which protects confidentiality, requires educational agencies to notify parents annually of the confidentiality rights (FERPA regulations have been amended 9 times). Pennsylvania special education regulations require each school district to fulfill the IDEA '04 notice requirement by providing an annual public notice. To comply with the above requirements, following is the annual public notice for the school districts in the accompanying list.

The school districts in the accompanying list are required by the IDEA '04 to provide a free appropriate public education to children with disabilities who need special education and related services. (Note: The duty to identify, locate, evaluate and provide special education services to school-age individuals incarcerated in local correctional institutions rests with the school district within whose boundaries such an institution is located.) School age children who need special education and related services are identified as children with disabilities. These students have been identified as being in need of specially designed instruction and have one or more of the following physical or intellectual disabilities:

- *Autism
- *Emotional disturbance
- *Deafness
- *Hearing impairment
- *Specific learning disability
- *Intellectual disability
- *Multiple Disabilities
- *Other health impairment
- *Orthopedic Impairment due to chronic or acute health problems
- *Speech and language impairment
- *Visual impairment including blindness
- *Deaf-blindness
- *Traumatic Brain Injury
- *Developmental Delay

Early Intervention

The IDEA '04 requires the provision of a free appropriate public education to children with disabilities between 3 years of age and the school district's age of beginners. In Pennsylvania, a child between 3 years of age and the school district's age of beginners who has a developmental delay or one or more of the physical or intellectual disabilities listed above may be identified as an "eligible young child."

Eligible young children are afforded the rights of school age children with disabilities, including screening, evaluation, individualized education program planning, and provision of appropriate programs and services.

Potential signs of developmental delay and other risk factors that could indicate disabilities and the possibility that a child is an eligible young child could include: **By the age of 3:** not saying many words; not using 2 or 3 word phrases and sentences; not walking; awkward gait (walking); drooling; not able to answer "who" or "what" questions; not using utensil to feed self; **By the age of 4 (all of the above included):** not toilet trained; difficulty with directional words (in, on, under, out); not playing with other children; not able to draw a circle, cross or imitate a vertical line; not able to understand the child's speech most of the time; difficulty following simple two-step directions (pick up the paper and put it in the garbage); **By the age of 5 (all of the above included):** unable to answer "where" questions; unable to recall details from a story; not drawing a person with at least 6 parts; immature speech patterns (me instead of I); not able to hop forward with one foot without support; **Other warning signs-at any age:** Little or no eye contact; over/under sensitivities to pain, light, noise; hand flapping; no awareness of space-always bumping into other people or things; awkward hand or foot positioning; won't touch or eat certain textures; child no longer can do things he/she used to do; developed normally, then stopped; echoes what is said; plays with toys inappropriately (watches wheels spin on the car but doesn't play with the car).

The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System Act. The Berlin Brothersvalley School District provides programs and services to eligible young children on behalf of the PDE. For more information, contact the District Office at (814) 267-4621.

Screening

The Berlin Brothersvalley School District and Intermediate Unit 8 has established and implemented procedures to locate, identify, and evaluate students and young children suspected of being exceptional. These procedures include screening activities which

include but are not limited to: review of group-based data (cumulative records, enrollment records, health records, and report cards); hearing screening (at a minimum of kindergarten, special ungraded classes, first, second, third, seventh, and eleventh grades); vision screening (every grade level); motor screening; and speech and language screening. In schools which have a Pre-Referral, Child-Study, Early Intervening or Instructional Support Team, the above screening activities may lead to consideration by the teams to move to the next level of screening activities. The Berlin Brothersvalley School District and Intermediate Unit 8 has an established annual schedule to conduct screening activities. The screenings are conducted at specific times during the school year in designated school buildings and community sites. Screening may also be conducted in the student's home school unless other arrangements are necessary.

Parents, guardians or surrogate parents may contact the Berlin Brothersvalley School District or Intermediate Unit 8 contact person if they wish to learn more, have questions, believe their child may need to be identified or to obtain specific information about the times and locations of screening activities. The contact person for each school district and their phone number is listed at the end of this notice.

Except as indicated above or otherwise announced publicly, screening activities take place in an ongoing fashion throughout the school year. Each educational agency has a system for annually evaluating the effectiveness of its screening process.

Evaluation

When screening indicates that a student may be a child with a disability, the school district will seek parental consent to conduct an evaluation. Evaluation means procedures used in the determination of whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and does not mean basic tests administered to or procedures used with all children.

This evaluation is conducted by a multidisciplinary team (MDT) that includes the parent and a group of qualified professionals. The process must be conducted in accordance with specific timelines and must include protection-in-evaluation procedures. For example, tests and procedures used as part of the evaluation may not be racially or culturally biased. The evaluation process results are arranged in a written evaluation report. This report specifies a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction. The evaluation report also makes recommendations for educational programming. Once parental consent for evaluation is obtained, the school district has timelines and procedures specified by law, which it must follow.

Parents who think their child is exceptional may request that the school district conduct an evaluation. This request should be made in writing to the contact person in the accompanying listing. If a parent makes an oral request for an evaluation, the school district shall provide the parent with a form for that purpose. Pre-Referral, Child-Study, Early Intervening, or Instructional Support Team activities do not serve as a bar to the right of a parent to request. (at any time, including prior to or during the conduct of instructional support activities, an evaluation.) Parents also have the right to obtain an independent educational evaluation. The school district must provide to parents, on request, information about where an independent educational evaluation may be obtained. Under certain circumstances, such an independent educational evaluation may be obtained at public expense.

Educational Placement

The IEP team develops a written education plan called an IEP. The IEP is based on the results of the evaluation. Required members include at least one regular education teacher of the child (if the child is, or may be, participating in the regular education environment), at least one special education teacher, or where appropriate, at least one special education provider, a local educational agency, the child, whenever appropriate, or beginning at age 14. Parents may agree, in writing, to excuse a team member or members.

An IEP describes a student's current educational levels, goals, objectives (when required), and the individualized programs and services that the student will receive. IEP's are reviewed on an annual basis. The IEP team will make decisions about the type of services, the level of intervention, and the location of intervention. Types of services include:

1. Autistic Support
2. Blind and Visually Impaired Support
3. Deaf and Hard of Hearing Support
4. Emotional Support
5. Learning Support
6. Life Skills Support
7. Multiple Disabilities Support
8. Physical Support
9. Speech and Language Support

Level of support options include:

- Itinerant – Special Education supports and services provided by special education personnel for 20% or less of the school day.
- Supplemental – Special Education supports and services provided by Special Education personnel for more than 20% but less than 80% of the school day.
- Full-time - Special Education supports and services provided by Special Education personnel for 80% or more of the school day.

Placement must be made in the least restrictive environment in which the student's needs can be met with special education and

related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

Services for Protected Handicapped Students

Students who are not eligible to receive special education programs and services may qualify as "protected handicapped" students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that "protected handicapped" students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for each individual student. In compliance with state and federal law, the school district will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or intellectual disability that substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped" students may be distinct from those applicable to exceptional or thought-to-be exceptional students. The school district or the parent may initiate an evaluation if they believe a student is a protected handicapped student. For further information on the evaluation procedures and provision of services to protected handicapped students, parents should contact the Special Education Contact in the accompanying listing.

Confidentiality

Each school district protects the confidentiality of personally identifiable information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws, policies, and regulations. Education records means those records that are directly related to the student, including computer media and videotape, which are maintained by an educational agency or by a party acting for the agency. Educational agency, for purposes of this notice, means the local school district and/or the Intermediate Unit 8. For all students, the educational agency maintains education records that include but are not limited to:

- Personally identifiable information - confidential information that includes, but is not limited to, the student's name, name of parents and other family members, the address of the student or student's family, and personal information or personal characteristics which would make the student's identity easily traceable.
- Directory information - information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is **not limited** to, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

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

1. Parents have the right to inspect and review a child's education record. The educational agency will comply with a request to inspect and review education records without unnecessary delay and before any meeting regarding an IEP or any due process hearing, but in no case more than 45 days after the request has been made. Requests should be submitted in writing, indicating the records the parents wish to inspect, to the school principal or other appropriate school official. Parents have the right to a response from the educational agency to reasonable requests for explanations and interpretations of the records. Parents have the right to request copies of the records. While the educational agency cannot charge a fee to search for or to retrieve information, it may charge a copying fee as long as it does not effectively prevent the parents from exercising their right to inspect and review the records. Parents have the right to appoint a representative to inspect and review their child's records. If any education record contains information on more than one child, parents have the right only to inspect and review the information relating to their child.

2. If parents think information in an education record is inaccurate, misleading, or violates the privacy or other rights of their child, they may request an amendment of the record. Requests should be in writing and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. The educational agency will decide whether or not to amend the record and will notify the parents in writing of its decision. If the educational agency refuses to amend a record, it will notify the parents of their right to a hearing to challenge the disputed information. Additional information regarding the hearing procedures will be provided to the parents or student when notified of the right to a hearing.

3. "Destruction" of information means physical destruction or removal of personal identifiers so the information is no longer personally identifiable. Whenever information is no longer needed to provide educational services to a child or six (6) years after graduation, the information in their education record will be destroyed by the educational agency, if there is not a current request to inspect and review or a request for copies. However, a permanent record of a former student's name, telephone number, grades, achievement, attendance, classes attended, grade level completed, year completed, Evaluation/Re-evaluation Reports, last three (3) IEP's, and last Notice of Recommended Educational Placement may be maintained in an electronic form without time limitation.

Information no longer needed to provide educational services must be destroyed if requested by a parent. However, a permanent record of a student's name, address, phone number, grades, attendance, classes attended, grade level completed, year completed may be maintained in an electronic form without time limitation.

4. The educational agency will provide, upon request, a listing of the types and locations of education records maintained, the school officials responsible for these records, and the school personnel authorized to see personally identifiable information. Such personnel receive training and instruction regarding confidentiality. The educational agency keeps a record of parties obtaining access to education records, including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

5. Parents have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. "Consent" means: the parent(s) have been fully informed regarding the activity requiring consent, in their native language or other mode of communication; they understand and agree in writing to the activity; and they understand that consent is voluntary and may be revoked at any time. Information may be disclosed without consent to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); person or company with whom the educational agency has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Directory information may be released without parent consent unless the parent has exercised their right to opt out of disclosure of directory information. Parents have the right to refuse to let an agency designate any or all of the above information as directory information. Upon request, the educational agency discloses education records (including disciplinary records) without consent to officials of another school district in which a student seeks or intends to enroll.

6. Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by an educational agency to comply with the requirements of FERPA. Complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

7. NDAA of 2002 also requires districts to give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and provide students' names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information.

Mode of Communication

The content of this notice has been written in straightforward, simple language. If a person does not understand any of this notice, he or she should contact the Berlin Brothersvalley School District or Intermediate Unit 8 and request an explanation.

The educational agency will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language, the educational agency will arrange for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication).

Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or 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 with 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.

Receive notice and an opportunity to opt a student out of—

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use—

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who has graduated from high school, or is 18 years old, or an emancipated minor under State law, or has reached the age of majority in Pennsylvania. The educational agency will develop and adopt policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The educational agency will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The educational agency will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The educational agency will make this notification to parents at the beginning of the school year if the educational agency has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

A parent may file a written complaint alleging that the rights described in this notice were not provided:

Pennsylvania Department of Education
Bureau of Special Education
Division of Compliance
333 Market Street
Harrisburg, PA 17126-0333

Berlin Brothersvalley School District
Maria Tuthill Murphy, Director of Special Education
1025 Main Street
Berlin, PA 15530

Appalachia Intermediate Unit 8
Amy Woomer, Contact Person
4500 Sixth Avenue
Altoona, PA 16602
1-800-228-7900 ext. 1320

Federal Education Rights and Privacy Act (FERPA)

Parents/Guardians and eligible students (18 years of age)

1. Have the right to inspect and review a student's records and the procedure to do so.
2. Can seek to amend inaccurate or misleading information contained 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 statute.
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 website—www.ed.gov/policy/gen/guid/fpco.

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):

- 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"> • myShakespeare • CMU CS Academy • BeFunky Photo Editor • WeVideo • Screencastify • Gale Cengage • Typing.com • CK-12 • Visme • Jotform • Clever 	<ul style="list-style-type: none"> • Grammarly • SketchUp • Quizlet • Seesaw • Lightspeed Systems • Schoology • Canva • TED • Quizzizz • DeltaMath • Edmentum • Kami
--	--

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 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](https://policies.google.com/privacy), the [Google Cloud Privacy Notice](https://cloud.google.com/terms/data-processing-addendum), 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](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](https://workspace.google.com/terms/education_privacy.html) (at https://workspace.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>), and the [Google Cloud Privacy Notice](https://cloud.google.com/terms/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](https://www.google.com/apps/intl/en/terms/education_terms.html) (at 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>).

APPENDIX

District Policies

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

Weapons – School Board Policy 218.2

Purpose

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

Definitions

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, look-alike gun, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

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

Authority

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

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis. A student expelled from the Somerset County Technology Center for a violation of this policy shall consequently be expelled from the Berlin Brothersvalley School District.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment may not exceed the expulsion period.

Controlled Substances - School Board Policy 227

Purpose

The Board recognizes that the misuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As the educational institution of this district, the schools should strive to prevent abuse of controlled substances.

Definition

For purposes of this policy, controlled substances shall mean:

1. All dangerous controlled substances prohibited by law.

2. All look-alike drugs.
3. All alcoholic beverages.
4. Anabolic steroids.
5. Any drug paraphernalia.
6. Any prescription or patent drug, except those for which permission for use in school has been granted pursuant to Board policy.

Authority

The Board prohibits the use, possession, and distribution of any controlled substances during school hours, on school property, and at any school sponsored event.

Tobacco Use – School Board Policy 222

The Berlin Brothersvalley School District is dedicated to providing a healthy, comfortable and productive environment for staff, students, and citizens. The School Board believes that education has a central role in establishing patterns of behavior related to good health and shall take measures to help its students to resist tobacco possession and use. 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. The School Board is concerned about the health of its employees and also recognizes the importance of adult role modeling for students during formative years. Therefore, the Board shall promote a smoke-free environment and tobacco-free environment among staff, students and citizens.

Policy—

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.

Co-Curricular Activities Code of Ethics - School Board Policy 122.1

Every participant in an interscholastic/co-curricular activity must remember that they are a student first, and a participant second. Participation in interscholastic/co-curricular activities at the Berlin Brothersvalley School District is a privilege extended to you and is subject to this Code of Ethics. Participation in interscholastic/co-curricular activities is a privilege granted to a student, not a right guaranteed to them.

Copyright Material – School Board Policy 814

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. Further regulations and guidelines can be found in BBSD Policy #814.

Hazing Policy-School Board Policy 247

The Board recognizes the practice of hazing may endanger the physical or mental/emotional health and safety of student to which it is directed. The School District does not sanction, promote, or endorse the practice of “hazing” by and or students in any manner whatsoever. The practice of hazing is not permitted whether initiated by one person or a group, directed against one or more students.

Hazing is defined as:

1. Any type or manner of physical brutality, such as but not limited to, whipping, grabbing, beating, striking, branding, electronic shocking, placing a harmful substance on a student, and/or sexually related activities.
2. Any type of physical activity that subjects a student to an unreasonable risk of harm or has an adverse affect on the student's mental or physical health or safety. This may take the form of exposure to weather elements, confinement, excessive calisthenics or exercise, or any other manner or form of physical stress imposed on a student and/or athlete.
3. Any type of activity involving the ingestion of foods, liquids, or other substances that has the potential for placing the student at an unreasonable risk or harm, or that can adversely affect the student's mental/emotional, physical health, or safety.
4. Any activity that intimidates or threatens a student with ostracism, that subjects a student to extreme mental stress, shame, embarrassment, humiliation, having a detrimental affect on the student's dignity. Any activity that discourages someone from entering or remaining in an organization, rather than subjecting themselves to such hazing activity.

School Search and Seizure Policy-School Board Policy 226

To maintain order and discipline in the schools and to protect the safety and welfare of students and personnel, school authorities may search a student; his/her personal effects, lockers and vehicles under the circumstances outlined and may seize any illegal, unauthorized, or contraband materials discovered in the search.

Equity In Education: This school district is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex or handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights, grievance procedures, or accessibility and use of the building by handicapped persons, contact Mr. Thomas Podpora, Superintendent at 1025 Main Street, Berlin, PA 15530 (814) 267-4621.