



# **Harry S Truman High School Handbook and Procedures 2020-2021**

The information on the following pages is a brief summary of some of Bristol Township School District (BTSD, School District, or District) policies, procedures and practices. If parents/guardians and/or students would like to review the full policies or have questions regarding them, they may be accessed on the District Website: [www.bristoltwpsd.org](http://www.bristoltwpsd.org).

Administrators from Harry S Truman High School (HST) hope that parents/guardians and students will discuss the policies and procedures contained in this manual and the serious implications for those that violate basic school rules. When students, parents/guardians, and school staff understand their roles and responsibilities of the others, good working relationships are developed. Mutual confidence and respect will always help to provide a secure place for all of our students.

08/17/2018

Revision 10/11/2018

Updated 07/30/2019, 08/26/20

## **Accidents**

Accidents occurring in the school building, on school grounds, in school vehicles, at any athletic event, or during any school-sponsored activity must be reported to the person in charge at the time, as well as to the school nurse.

## **Act 80 Days**

In accordance with Act 80, BTSD has designated Act 80 days for the faculty, staff, and administration to address curricular issues. The entire staff will be involved with this process, and students will be dismissed early on occasions or will not report to school at all.

On days of early dismissals, activity buses will be provided, however all students must leave the building at dismissal and return to school for practice. Coaches/Advisors will notify participants of schedules. There will be no activity buses provided on days the students are not in session.

## **Activities & Clubs**

*(School Board Policy No. 122)*

Every student is encouraged to get involved in at least one extra-curricular activity. Colleges and universities look for student involvement when considering admission.

## **Address Changes**

Changes of address, telephone number, name, or parent/guardianship must be reported promptly to the Guidance secretaries in the Guidance office. Failure to do so may be the reason for withdrawal of the student. A change of address must be accompanied by proof of residency. Completing an emergency card for the nurse does not automatically change computer information. Changes must be made in the Guidance office. The Guidance office number is 267-599-2200 or 267-599-2201.

## **Administration**

TBD, Principal

Joseph Crane, Assistant Principal

George Kramarenko, Assistant Principal

Ryan Oessenich, Assistant Principal

Jon Craig, Assistant Principal

## **After School**

After the dismissal bell, students are not permitted inside the building or on school grounds without staff supervision. Students may stay after school if they are under the direct supervision of a teacher or if they are participating in a co-curricular activity. If a student misses a bus, he/she is to report immediately to the main office and remain there until a ride is provided, or until the activity bus comes to school for its pickup. If a student is found staying after school repeatedly without supervision, or if he/she is not with his supervising teacher, disciplinary action will result. Students staying after with no purpose, or if a student leaves school grounds after dismissal, they will not be permitted on an activity bus.

## **Announcements**

Announcements are made every morning. Prior to the morning announcements, students will be asked to rise for the National Anthem and the Pledge of Allegiance. The day's announcements will follow. All students are required to be quiet and respectful of others during the morning procedures.

Students can also keep up with pertinent information through the grade level specific Google classrooms which are maintained by the grade level advisors and the school administration.

## **Assault of Student**

### ***(School Board Policy No. 218.3)***

The Administration and teachers do not tolerate any violent act or actions that endanger the safety of any of our students.

Any student who commits simple assault, as defined in the policy, will also be subject to any or all of the following disciplinary actions:

1. Suspension up to ten (10) days out of school.
2. Superintendent's hearing.
3. Expulsion.

Any student who commits aggravated assault, as defined in the policy, will also be subject to any or all of the following disciplinary actions:[2][3]

1. Suspension up to ten (10) days out of school.
2. Superintendent hearing.
3. Expulsion.

Upon reporting the assault, separate criminal charges may automatically be initiated and lodged with the Bristol Township Police Department. Any student who fights will be suspended with a probable citation from the Bristol Township Police. It doesn't matter who starts the fight or who swings first -- if both students are considered to be fighting, both students will be suspended and could be cited under the PA Crimes Code.

Any student who feels threatened should contact an administrator, school security, teacher or counselor.

## **Assessments**

### ***(School Board Policy No. 127)***

The Board will grant requests by parents/guardians to review the state assessments two (2) weeks prior to their administration, during regular District office hours. The District will ensure the security of the assessment documents.

The Board will grant parents/guardians the right to have their child excused from state assessments that conflict with their religious beliefs, upon receipt of a written request to the Superintendent.

The Superintendent or designee will annually disseminate to parents/guardians and the public information regarding student assessment results.

# Athletics (Interscholastic)

HST Athletics operates within the SOL (Suburban One League) within District 1 of the PIAA. PIAA is the governing body of Interscholastic sports within the state of Pennsylvania. All PIAA mandates must be followed by HST and its student participants.

## Participation Requirements:

A student-athlete must meet the following academic requirements:

- A student-athlete must pursue a curriculum defined and approved by the principal as a full-time curriculum.
- Every student-athlete is required to do satisfactory schoolwork.
- Students must be in school by no later than 10am in order to participate in practice or competitions on that day.
- Students in ISS or OSS will not be able to participate in practice or competitions on that day(s).

## Academic Requirements

The following regulations govern academic eligibility:

- Grade averages are based on the student's cumulative average to date during the marking period.
- During the season, coaches are notified on a weekly basis by the Director of Athletics and Student Activities about the academic status of their student-athletes.
- Student-Athletes must meet the minimum academic requirement set forth by the PIAA. If they do not meet the PIAA minimum of passing 4 credits at any one time they will be placed on "Full Academic Ineligibility" for the following week (Sunday through Saturday).
- In addition to the PIAA minimum academic requirement, HST mandates that all athletes will be held to the tiered system outlined below.
  - If a student-athlete is FAILING a course(s) during the athletic season, they will be put on "Academic Probation" he/she will meet with the coach or Athletic Director/Activities Director to discuss his/her academic situation but may continue to practice and play that week.
  - If a student-athlete is FAILING the same course(s) for a second week during this/her respective season, they will move to "Partial Academic Ineligibility", they will be suspended from games for the following week (Sunday through Saturday). The student-athlete may continue to practice that week. The purpose of this week is to give students time to improve their grades. A student remains on "Partial Academic Ineligibility" for the entire week.
  - If a student-athlete is FAILING the same course(s) for a third week during his/her respective season, he/she will move to "Full Academic Ineligibility" and be eliminated from participation in practice and games/performances for the following week (Sunday through Saturday). The purpose of this period is to give students an opportunity to improve their grades. A student remains on "Full Academic Ineligibility" for the entire week.
  - Student-athletes will remain on "Full Academic Ineligibility" until the grade is brought up to passing.
- Students experiencing academic difficulty are encouraged to seek help by contacting their teachers and guidance counselors.

- Any student-athlete failing a course(s) for a marking period is ineligible for the first fifteen (15) school days of the next grading period. Eligibility for the first grading period is based on your final grades for the preceding school year. Students passing summer school courses to make up deficiencies may become eligible at the start of the new school year.

## **QUICK GUIDE FOR ACADEMIC ELIGIBILITY**

### **In-season/In progress grades**

*Not passing 4 credits as defined by the PIAA*

- Full Academic Ineligibility: Not allowed to practice or participate in a competition

### *Failing 1 or more subjects*

- Week 1 - Academic Probation: Warning, conference with Coach and/or Supervisor of Athletics allowed to practice and participate in competition.
- Week 2 - Partial Ineligibility: Allowed to practice, not allowed to participate in a competition
- Week 3 - Full Academic Ineligibility: Not allowed to practice or participate in a competition

### **End of Marking Period/Final grades**

*Failed 1 or more subjects*

1st Marking Period- ineligible first 15 school days of 2nd Marking Period

2nd Marking Period- ineligible first 15 school days of 3rd Marking Period

3rd Marking Period- ineligible first 15 school days of 4th Marking Period

End of Year/Final grades- ineligible first 15 school days of 1st Marking Period

Interscholastic sports are those that involve competition with teams from other area high schools within the Suburban I League. HST offers a wide range of such opportunities throughout the school year. For full details, consult the Athletic Director at 267-599-2133.

(Board Approved 3/9/20)

## **Attendance**

*(School Board Policy No. 204)*

No factor has a more direct relationship to a student's success in school than a good attendance record.

Attendance is required of all students enrolled in the District during the days and hours that the school is in session.

## **Attendance Regulations and Responsibilities**

### **Philosophy**

The Bristol Township School District believes that daily attendance is an integral part of an effective educational environment. Since learning occurs in a sequential order, regular attendance is necessary for

students to build upon previous information, to provide understanding, and to develop skills in all areas of the curriculum. Daily attendance contributes to the total development of the student and helps the student develop a sense of responsibility, self-discipline, and good work habits. Attendance is essential if students are to derive maximum benefit from their education and reach their fullest potential.

## Attendance Policy

Reasonable cause for absence from school: illness, quarantine, recovery from an accident, required court attendance, death in the family, family educational trips, or educational tours and trips. Religious holidays approved by the Board shall also be excused.

If written excuses are not provided within 3 days of the absence, the days will be considered unexcused. Excuses received after three (3) but before fifteen (15) days will be considered by an attendance committee. Written excuses received after fifteen (15) days may be considered unlawful. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts in any state, commonwealth or territory. Students with three (3) or more unexcused absences will receive written notification from the school.

Students under age 18 will be referred to the District Home and School Visitor. Absences will become illegal and may result in a summary conviction for a violation of Compulsory School Attendance Laws. Unexcused absences for all students may result in school disciplinary action in accordance with the Discipline & Attendance Guidelines. Excuses must be for one of the permissible reasons for absence stated above. For students age 18 or older, those who are absent for more than 30 days in a school year, may be subject to withdrawal from school proceedings.

### ● Attendance Procedures

If the attendance regulations are to be effective in reducing unnecessary student absenteeism, student absences must be monitored and related to appropriate school responses. The Discipline and Attendance Guidelines provides for appropriate disciplinary options and responses related to school tardiness and truancy. Procedures for attendance are as follows:

1. When a student is absent, a phone contact and/or evening computer message will inform parents/guardians of absence.
2. **If written excuses are not provided within 3 school days of the date of absence, the days of absence will be considered unexcused.**
3. At the discretion of an Administrator or of the Home and School Visitor, medical excuses may be required in cases of questionable absences and for absences exceeding 10 days per school year. Medical excuses must contain specific dates of absence. Blanket medical excuses will not be accepted. Medical excuses that are altered in any way will not be accepted. **Medical notes for chronic medical issues must be renewed on a yearly basis.**
4. Truancy, tardiness, and unexcused absences are behaviors which are subject to a disciplinary response under the Discipline & Attendance Guidelines.
5. Counselor contact will be made with the student whose attendance is infrequent or irregular.

### ● Lateness Policy

Lateness to school may be excused with a note from a physician or a court official. Parent notes will not be accepted. Students who are late to school will receive the following consequences:

1st Time Late Unexcused	Warning
All Other Unexcused Latenesses during 1st period	.5 Detention Hours
All Other Unexcused Latenesses during 2nd period	1 Detention Hour
All Other Unexcused Latenesses during 3rd period	1.5 Detention Hours
Each additional period missed will result in an additional half hour of detention.	

- **Acceptable Excuses for Lateness**

- Doctor appointment (Doctor's Note Presented)
- Court Appearance (Note from the Court Presented)

- **Attendance Policy**

1st & 2nd Time absent Unexcused	Warning
3rd Time absent Unexcused	1st Notice
6th Time absent Unexcused	Student Attendance Improvement Plan

Notes are required for all absences from school. All notes must be submitted within 3 days from the return to school date. All absences in excess of 10 require a note from the doctor's office.

### **Acceptable Excuses for Attendance**

- Illness
- Quarantine
- Recovery from accident
- Required court attendance
- Death in family
- Family educational trips (Prior permission required)
- Educational tours and trips

- **Student Responsibilities**

1. Attend school regularly.
2. Bring in a signed excuse on the day of return to school.
3. Be aware of the obligation to make up work missed.
4. **Be aware of the school's attendance policy and the consequences for noncompliance.**

- **Parent/Guardian Responsibilities**

1. Make sure students attend school regularly.
2. Don't keep a student home for minor ailments, especially if the student has a poor attendance record.
3. Refuse to write false excuses for the student.

- **Teacher Responsibilities**

1. Plan and conduct an instructional program that will make school attendance desirable.
2. Maintain accurate daily records of student attendance.

- **Personnel Responsibilities**

1. Notify parents/guardians by phone and/or evening computer calling system when a student is absent and school has not been notified by parents/guardians.
2. Keep parents/guardians informed of a student's absences by written contract if necessary.

- **Administrative Responsibilities**

1. Develop procedures which promote student attendance.
2. Establish communication with parents/guardians regarding student attendance. Send the Official First Notice upon three (3) days of unexcused absences.
3. Conduct a Student Attendance Improvement Plan (SAIP) meeting following three (3) unexcused absences and prior to (6) unexcused absences.
4. If a student is deemed to be habitually truant, six (6) days of unexcused absences, make a referral to a school based or community based attendance improvement program, county children and youth agency and/or a citation for truancy to the District Magistrate.

**Absence Notes Required:** Absence notes are required for all absences, and absences shall be considered as unlawful until the school receives a written excuse explaining the absence. Absence notes must be submitted within three days of the return to school. Notes received after the three days but before 15 days will be considered by an attendance committee. **Parents/guardians may submit absence notes until the 10th absence, after that only notes from a licensed practitioner of the healing arts are accepted.**

**Excused Absences:** The District considers the following conditions as reasonable absence from school: illness, quarantine, recovery from accident, required court attendance, death in the family, family educational trips (with prior approval), and educational tours and trips. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.

**Habitual Truancy:** Habitual Truancy shall mean 6 or more school days of unexcused absences for a student subject to compulsory school attendance. Should a student be found to be habitually truant a student attendance improvement plan conference will be held.

**Excessive Absences:** BTSD mandates that absences of more than 10 days per school year are excessive. Any student who is absent more than 10 days shall have his/her attendance records reviewed by the Principal or his/her designee. The student may be required to appear at a hearing of the school's attendance review board. Included in these 10 days are all excused absences, unexcused absences, and suspensions.



Parents/Guardians of students who accrue 3 or more unexcused absences will be issued an **Official First Notice. This notice is issued once per school term.** The notice informs the parent/guardian of the PA State Law, the dates of unexcused absences and that any further unexcused absences will result in a student attendance improvement plan conference and may result in a referral to a school based or community based attendance improvement program, county children and youth agency and/or a citation for truancy to the District Magistrate.

**Make Up Work:** Students who are absent from school will have the opportunity to make up missed work. **All absences other than illness and family emergencies must be approved in advance. Educational/Family trips must get principal approval by submitting a written request at least ten days prior to the desired trip.**

Religious Observance/Instruction: An absence occasioned by observance of a student's religion on a day approved by the Board as a religious holiday shall be excused.

Students will be released from attendance for participation in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than 36 hours per school year. The Board will not provide transportation to the religious instruction.

**Perfect Attendance:** Schools may recognize those students who attain perfect attendance status. The District defines perfect attendance as being present in school every day, never tardy, and never excused early. When at a school sponsored activity, students are considered present. If absent for pre-approved religious education, though marked as an excused absence, students will not be penalized. They will be considered present for perfect attendance awards.

Students who are transported should be expected to wait a reasonable length of time if the bus is delayed. Students arriving on a late bus will not be marked late, therefore they will still qualify for perfect attendance. **Missing the school bus is not an excuse for missing school.**

Guidelines for Keeping Child Home

Question: How do I decide if my child is too ill to attend school?

You should keep your child at home if he/she has any of the following symptoms:

- A fever of 100° or higher
- Vomiting or Diarrhea
- Persistent cough or thick nasal discharge
- Itchy, watery red eyes with a crusty discharge
- Severe ear pain

## **Authority of Teachers and Other District Employees**

***(School Board Policy No. 218)***

Teaching staff and other District employees responsible for students have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

## **Bicycles and Motor Vehicles**

### ***(School Board Policy No. 223)***

The Board regards the use of bicycles and motor vehicles for travel to and from school by students as an assumption of responsibility/risk taken on by parent/guardians and students.

The Board shall permit the use of motor vehicles by secondary students in accordance with District rules, provided that such students are licensed drivers, have parental permission, and have been granted permission by the building principal to drive a motor vehicle on school grounds.

The Board prohibits the use of mini-bikes, motorcycles, and scooters on school property.

The Board shall not be responsible for motor vehicles that are lost, stolen or damaged.

## **Bullying/Cyber-bullying**

### ***(School Board Policy No. 249)***

The Board is committed to providing a safe, positive learning environment for District students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning and may lead to more serious violence. Therefore, the Board prohibits bullying by District students.

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students which occurs in a school setting and/or outside a school setting. That is severe, persistent, or pervasive and has the effect of doing any of the following:

- Substantial interference with a student's education
- Creation of a threatening environment
- Substantial disruption of the orderly operation of the school

The Board encourages students who have been bullied to promptly report such incidents to their bus driver, guidance counselor or grade level administrator.

Any student who violates BTSD Board Policy No. 249 shall be subject to disciplinary action consistent with the Discipline & Attendance Guidelines, which may include:

- Loss of school and or bus privileges.
- Exclusion from school-sponsored activities
- Suspension
- Expulsion
- Transfer to another school bldg., classroom or bus
- Counseling/Therapy outside of school
- Referral to law enforcement officials

To see the full policy and complaint procedures, please review District Policy No. 249, which is available on the District website at [www.bristoltwpsd.org](http://www.bristoltwpsd.org). Report forms are also available on the District website.

# Bus Safety Rules/Transportation

## *(School Board Policy No. 810)*

Riding the bus is a privilege. In accordance with Board policies and guidelines and contractor regulations, each school bus driver is authorized to implement safety and behavior standards on his/her bus. Drivers are to report any discipline or safety concerns to the Transportation Coordinator in writing who will share with Administrators for the discipline of students. The driver, as well as the contractor and the administrator in charge of transportation, shall maintain a list of students assigned to the bus, and the driver shall assume responsibility of informing the students of standards required of them. Each student may board and depart from their **assigned** bus only at the stop designated for him/her. Any alternate transportation needs are to be done in the car line. The district reserves the right to withdraw the privilege of transportation from any student after presenting to the student and parent/guardian just cause for the withdrawal. Failure to follow the rules can create an unsafe environment on or around the bus, which increases the risk of injury or accident for all the other riders and drivers. These rules help insure safe bus transportation for students and bus drivers.

Buses may be equipped with cameras or other recording devices. The recordings will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents/guardians are hereby notified that the content of the recordings may be used in a student disciplinary proceeding. Students who violate these Bus Safety Rules may be excluded from riding the bus and may be subject to further disciplinary action. Parents/guardians are responsible for transporting their child to and from school if the child has been excluded from bus transportation.

Email Transportation concerns or issues to: [transportation@bristoltwpsd.org](mailto:transportation@bristoltwpsd.org)

For immediate attention call 267-599-2390

Students must follow the following Bus Safety Rules:

### **Three General Rules**

- Always follow the directions of the bus driver.
- Obey all safety rules.
- Be courteous to all passengers and respect what belongs to them.

### **Waiting for the Bus**

- Help the buses run on time. Be at your stop **at least** 5 minutes before and 5 minutes beyond your assigned stop time.
- Be considerate of private property. Stay off the lawns of homes near the bus stop.
- Stay off the road while waiting for your bus.
- Do not approach the bus while it is still moving.
- Do not push or crowd when getting on the bus.
- If you are late, never run after a moving bus. Turn around and go home.

### **Danger Zone**

- Students who must cross the street must wait for a signal from the bus driver.
- Walk at least 10 feet out from the front bumper of the school bus and you will stay outside the danger zone surrounding the school bus.
- Students must always remain where the driver can see them.
- Students must always cross **in front** of the school bus.

### ***Riding the Bus***

- Keep all parts of your body inside the bus at all times.
- Help keep the bus clean. Don't throw any objects on the floor or out the windows.
- Talk quietly and avoid loud, boisterous behavior, including singing, clapping stomping or yelling that would be distracting to the driver.
- Live animals, glass containers, firearms, or any items that could be considered a weapon (i.e. toy guns, knives, razors, etc.) , explosives, or any other dangerous or objectionable item may not be taken on the bus. Balls for sports are not allowed on the bus unless they fit in the student's school bags and stay there at all times. No scooters, hoverboards or skateboards.
- Keep objects out of the aisle. Gym bags, instruments, school projects, etc.that do not fit on your lap or underneath your seat, will not be allowed on the bus.
- Find a seat as soon as you board the bus. Bus drivers can assign seats. Do not leave your seat while the bus is moving. Face the front of the bus at all times and stay seated until it stops.
- Share your seat with others. Three small students may fit in a seat as long as a student is not hanging out into the aisle.
- Absolute quiet is required when the bus approaches a railroad crossing so the driver can listen for an approaching train.
- No smoking, vaping, electronic cigarettes, lighted matches, or open flames are permitted on the bus.
- You, the student, will have to pay for the repair of any damage you may cause to the bus.
- No spitting, eating or drinking on the bus.
- No inappropriate use of any electronic device that causes a disruption on the bus and distraction to the driver will not be permitted at any time.  
Example: video or photographs of other passengers, postings on social media, inappropriate or audible music or videos.
- Do not ride a bus you are not assigned to.
- No spraying of cologne, deodorant, body spray or any other type chemicals or aerosols, pump spray or lotion while on the bus.
- Never tamper with emergency exits, or equipment unless an actual emergency exists.
- No profanity, verbal abuse, harassment, teasing obscene or sexual gestures.
- Keep your hands and head inside the bus at all times.

### ***Leaving the Bus***

- Always cross the street 10 feet in front of the bus where the driver can see you.
- Stay 10 feet away from the side of the bus, unless you are approaching the entrance door.
- Drivers are allowed to drop off passengers only at the student's regularly scheduled bus stops
- Kindergarten and designated special needs students must be met at the bus stop by a parent, guardian or responsible older sibling. If no parent is available after a series of attempts to drop off, the Driver will contact the school and transportation office and the child will be returned to school per School Board Policy No. 810.

## **Cafeteria and Lunchtime Guidelines**

Please take pride in Truman High School! A litter strewn cafeteria is a poor reflection on Truman students. Adhering to the following guidelines will make the lunchtime pleasant and relaxed:

- Remove all debris, paper, and containers and place them in the provided receptacles.
- On occasion an administrator, teacher, hall monitor, or school security officer may ask a student to remove trash that does not belong to them. Please be responsible and mature enough to comply with those requests.
- Students must stay in the cafeteria during lunch, unless they have a pass to another area.

- Food and drink are not to be taken out of the cafeteria, unless permission granted from a staff member
- Food and drink may not be ordered from outside vendors.

Your cooperation, good judgment, and courtesy will contribute to a pleasant atmosphere during lunch. See also Food Services.

## Calculator Requirement

Calculators are used as part of classroom instruction, for homework, and during the evaluation process. The secondary mathematics department recommends that students have a Texas Instrument Graphing Calculator (TI84CE+). If a student cannot afford a calculator, the District will have calculators available for students with a financial need. The student is responsible for the cost of the District calculator should it be lost, stolen, or damaged.

## Care of School Property

*(School Board Policy No. 224)*

We stress pride in our schools, and that includes making sure that our appearance is always appealing. School facilities should be treated with care and concern, and all of us should be aware that visitors are judging our school by the appearance we keep. No student should litter the hallways, or the outside area with paper or other garbage. Please put paper and trash in the proper receptacles.

**Any student who damages school property will be held liable for the damage.** A bill will be submitted to the parents/guardians for the cost of such damage. Students may also be suspended for damage done to school property. Students and others who deface or damage any school property may also be prosecuted and punished under law. Parents/guardians of those students will be held accountable for their students' actions.

**Students who lose or damage textbooks, supplies, equipment, or furniture will be expected to repay an appropriate amount to replace the damaged property.**

## Career Planning

HST students are provided with a full range of services to help them make career decisions and with programs to prepare them for entry into their chosen field. Included are: career counseling, career interest testing, computerized career information, career speakers, career study, work study, and more. For further information, contact the student's assigned counselor.

## Child/Student Abuse

*(School Board Policy No. 806)*

School employees are mandated reporters who in the course of employment come into contact with children will report or cause a report to be made when they have reasonable cause to suspect, on the basis of medical, professional, or other training and experience, that a child under the care, supervision, guidance or training of District employees is a victim of child abuse, including child abuse by an individual who is not a perpetrator.

Any person required to report child abuse who, in good faith, reports or causes the report to be made shall have immunity from civil and criminal liability related to those actions.

School officials shall cooperate with the Department of Public Welfare or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.

## **Class Activities: Dances, Proms, Trips, and Other School Functions**

### ***(School Board Policy No. 231)***

Attendance on any school trip or school function (dances, proms, etc.) is at the discretion of the Principal or his designee. Students who have been suspended or have excessive disciplinary activity may be excluded from any or all activities sponsored by HST. Students who have chronic absenteeism may also be excluded. The simple act of purchasing a ticket for these functions does not automatically signify permission to attend. Anyone purchasing a ticket that is not permitted to attend will have his or her ticket money refunded when possible. When tickets are sold at the door, all dances are “closed” to non BTSD students. Student identification is required for ticket purchase/admittance.

Class Trip Permission Form - When a parent signs their child's permission slip they are agreeing to the following terms.

1. Students must be passing at least four (4) full-credit courses (or the equivalent) during the current marking period to attend an event or trip. When applicable, students must be passing the subject that is sponsoring the event/class trip.
2. Students may not have more than one (1) suspension during the current marking period or more than three (3) suspensions during the current school year, regardless of the number of days suspended. Additionally, students may not have a suspension for fighting or assault during the previous 30 days or within one month. Suspensions include both ISS and OSS.
3. Students may not have any unserved detention hours on the final day of the event ticket sales or the day of the trip.
4. Students may not have more than ten (10) non medically excused absences during the current school year. Extreme cases must be cleared through the attendance office.
5. Students may not have any financial obligations owed to the school.

## **Class Cut Policy**

- 1<sup>st</sup> Offense - 2 hours of detention
- 2<sup>nd</sup> Offense - 4 hours of detention
- 3<sup>rd</sup> Offense - 8 hours of detention or ISS and a Warning of Superintendent Hearing
- Subsequent offenses may result in a Superintendent Hearing

## **Class Rank/Course Weighting**

Class rank will be computed by grade point average for all grades 9 through 12. Any two or more students whose computed grade point average is identical will be given the same rank. Class rank will be computed by the final grade in all subjects for which credit is awarded. For further information on class rank, see your counselor. All honors and advanced placement courses at HST are weighted with respect to establishing class rank.

## **Closing of School**

Announcements concerning the closing of school due to inclement weather or other emergencies will be announced on the local radio station, WBCB, 1490 AM, Shout Point call, and our district website, which is [www.bristoltwpsd.org](http://www.bristoltwpsd.org). If listening to a Philadelphia station, the emergency closing number is seven-seven-four (774).

Please do not call the school on days that there may be a closing or delayed opening. Phone lines need to be kept open for other important matters that are necessary for keeping our schools safe during an emergency situation. See also Snow Days.

## **College Admissions Tests**

College-bound students should take the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) in October of their junior year. Sophomores are welcome to take the PSAT/NMSQT, but it is strongly recommended for juniors. Students planning to enter college are urged to take the College Board Scholastic Aptitude Test (SAT) in June of their junior year and October of their senior year. Registration materials and information are available in the Guidance office.

## **College Credit in High School**

High achieving students can earn college credit in one of several ways. Advanced placement courses and tests are offered at HST and courses may be taken at the student's expense at nearby colleges. For further information, consult the Guidance office.

## **College Planning**

The process of selecting and being admitted to a college, university, or any other institution of higher learning can be difficult for students and parents/guardians alike. While the formal process of college counseling begins when the student takes the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) in October of the eleventh grade, counselors stand ready to provide assistance whenever students and parents/guardians have questions or concerns. An excellent program on financial aid is presented by our Guidance Department on the second Tuesday in January. An evening on college planning/orientation is presented in April (see BTSD calendar). Please plan to attend. For additional information, contact the student's assigned counselor.

For further information, please contact 215-599-2200.

## **College Representatives**

Each year HST is visited during the school day by representatives of over 100 colleges, junior colleges, and business and technical schools. These representatives meet with interested students in small group

sessions to review academic programs, campus life, admissions procedures, and financial aid opportunities. Institutions scheduled to send representatives to HST are published outside the Guidance office and are announced weekly to students.

## **Communicable Diseases**

### **(School Board Policy No. 203)**

Students who have been diagnosed by a physician or are suspected of having a disease by a school nurse will be excluded from school for the period indicated by regulations of the Department of Health for certain specified diseases and infectious conditions.

Instructions regarding prevention of communicable and life threatening diseases shall be provided by the schools in the educational program for all levels, in accordance with state regulations.

Parents/guardians may review all curriculum materials used in instruction relative to communicable and life threatening diseases during school hours.

Complete copy of Communicable Diseases District Policy No. 203 is available on the District website at [www.bristoltpsd.org](http://www.bristoltpsd.org).

## **Controlled Substances/Paraphernalia**

### **(School Board Policy No. 227)**

The Administration and staff are committed to the enforcement of all existing laws, regulations, and guidelines adopted by federal, state, local, and School District authorities. The following procedures will be in effect if students are found using, possessing, distributing or being under the influence of any controlled substances on school property, at any school sponsored activity, and during the time spent traveling to and from school and school sponsored activities:

- All faculty and staff members are required to report to the building principal or his designee any such activities.
- The building principal or designee is to report such information to the Superintendent immediately.
- The building principal or designee will immediately notify the appropriate law enforcement Authorities.

School policy states that students with look-alike drugs, in possession of drug paraphernalia, or who are in possession of substances that provide a euphoric effect will be disciplined in the same manner.

### Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operation of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.



4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Discipline will be as follows:

#### **First Offense**

- Parents or guardians will be notified immediately, and the student will be sent home or removed from school for medical attention, if necessary. If parents/guardians cannot be notified, the decision to get medical attention for the student or to isolate the student from other students will be made by the school administration.
- The student will initially be suspended for at least 3 school days.
- An informal hearing may be held with the student, his or her parents or guardians, and a designated school official.
- The result of this meeting could result in one of the following actions:
  - A referral to the SAP team, school psychologist, guidance counselor, or other qualified District staff member.
  - Full suspension for up to ten school days.
  - Referral for a Superintendent's hearing.
  - Referral to the Board of School Directors for a formal School Board Expulsion Hearing.
  - Any other action determined appropriate for the situation, including referral to the appropriate local law enforcement agency.

#### **Subsequent Offense**

Subsequent offenses may result in:

- Immediate suspension from school for up to 10 days.
- Informal Hearing.
- Referral for a Superintendent's Hearing.
- Referral to the School Board for an Expulsion Hearing.
- Any other action determined appropriate for the situation, including referral to the appropriate law enforcement agency.

#### **Possession with Intent to Deliver**

Students who possess and/or intend to possess controlled substances will be subject to the following actions:

- Immediate suspension from school up to 10 days
- Informal Hearing
- Referral to the Superintendent for a hearing
- Referral to the School Board for an Expulsion Hearing
- Any other action determined appropriate for the situation, including referral to the appropriate Law enforcement agency

## Counseling

Counseling services include academic, personal, career, and college counseling, among others. To find out how to make an appointment with a counselor, students should contact the Guidance Secretary to fill out an appointment request form. Each student has an assigned counselor. Counselor designations are printed on student schedules.

## Course Failures

School policy states that failures in the following courses should be remediated.

English	Social Studies
Mathematics	Science
Science	Physical Education
Health	

See Summer Education Program.

## Course Selection

The course selection process for a given school year begins in late January of the previous school year. Group information sessions are conducted by counselors during the day for students. Counselors review each student's selections, meet directly with those who have questions or concerns, and are available for conferences with parents/guardians. For full details on course offerings and selection procedures, consult the "Course Selection" booklet.

## COVID

**The Bristol Township School District reserves the right to record lessons presented virtually to ensure that those learning from home have adequate access to instruction.**

## Health and Safety Plan

[Click Here](#)

## Curriculum Review

***(School Board Policy No. 105.1)***

Upon request by a parent/guardian or student, the District will make available existing information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

To see the full policy and procedures for requesting this information, please review District Policy 105.1 which is available on the District website at [www.bristoltwpsd.org](http://www.bristoltwpsd.org).

## **Dating Violence**

### ***(School Board Policy No. 252)***

The purpose of this policy is to maintain a safe, positive learning environment for all students that are free from dating violence. Dating violence is inconsistent with the educational goals of the district and is prohibited at all times.

The Board encourages students who have been subjected to dating violence to promptly report such incidents.

The district shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any student who violates this policy.

When a student believes that she/he has been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the building principal or designee.

The district may provide dating violence training to guidance counselors, nurses, and mental health staff at the high school as deemed necessary. At the discretion of the Superintendent, parents/guardians and other staff may also receive training on dating violence.

The district may incorporate age-appropriate dating violence education into the annual health curriculum framework for students in grades nine through twelve. The district shall consult with at least one (1) local domestic violence program or rape crisis program when developing the educational program.

A parent/guardian of a student under the age of eighteen (19) shall be permitted to examine the instructional materials for the dating violence education program.

At the request of the parent/guardian, the student may be excused from all or part of the dating violence education program.

A full copy of the policy, which contains complaint and investigation procedures, is available on the School District's website.

## **Daytime Curfew**

On July 14, 1999, the Bristol Township Supervisors enacted a daytime curfew for all school children, ages 8 to 18. This ordinance stipulates that students must be in school on all days school is in session and are not to be found on/in any public street or place when they should be in school. Students found in public places during school hours will be stopped by police and brought back to their school and issued a citation, which could carry a fine plus court costs. Parents and/or guardians with students, who refuse to leave home to attend school, can call Bristol Township Police at 215-785-4040 and police will bring the student to school and issue the citation. Payment of this fine can then be averted by continuously attending school for 30 days following the issuance of the citation.

## **Detention**

Detention can be assigned by teachers or building administrators. Students will be given at least one day's notice of having detention so they can make arrangements. Detentions can be served after school from 2:20 - 4:20 or on Saturday from 8:00 - 12:00 in the assigned room. Students who attend after-school detention may be required to provide transportation home at 4:30 and leave the building. Students must

provide transportation to and from Saturday detention. A list of detention days will be posted in the assistant principals' office.

Detention rules are as follows:

- No talking is permitted and students must bring books or written homework assignments to detention.
- Students must arrive **on time** with school supplies and ready to do some type of academic work. Students will not be admitted to detention if they are not on time.
- Students that do not follow the rules will be dismissed without credit.
- **Incomplete detention hours carry over from year to year.**

It is the responsibility of students and parents to monitor discipline hours and ensure completion of all disciplinary consequences. **Failure to complete detention hours will result in the following exclusions from the following school privileges:**

- Holiday Ball, **Class Proms**, or other dances
- Class, grade level, or club trips
- Extra-curricular activities
- **Participation in graduation ceremony**

## Discipline

### ***(School Board Policy No. 218)***

Students are responsible for abiding by the rules and regulations of the BTSD Discipline & Attendance Guidelines. These rules and regulations, as well as the consequences of violating them are issued and reviewed with the student body at an assembly each year. Questions concerning the discipline code should be directed to the high school Principal or to any Assistant Principal. Refer to the Discipline and Attendance Guidelines.

### **Disorderly Conduct**

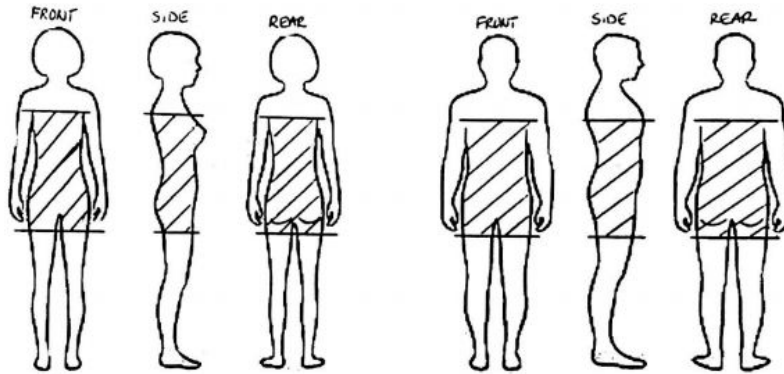
Disorderly conduct is considered behavior on the part of an individual, which causes public inconvenience, annoyance or alarm. Such behavior may include but is not limited to fighting, threatening or violent acts. Excessive noise, obscene language/gestures, or creating a hazardous or physically offensive condition is also considered disorderly conduct. Students involved in any of the above behaviors are subject to suspension and/or could be cited under PA Crimes Code.

## Dress Code

### ***(School Board Policy No. 221)***

Students should be dressed appropriately and in good taste at all school functions. Extreme styles in dress and grooming which, in the opinion of the school principals, interfere with the learning process or with the safety and order of the school will not be permitted. During the COVID 19 Pandemic, it has been determined that professional scrubs are acceptable as part of the dress code (No pajamas).

The image below represents a general guideline for appropriate student dress. The shaded areas of the body must be covered and not exposed skin or undergarments when sitting, standing or walking. Clothing must cover the entire area from the armpit to the mid-thigh.



In the hallways and classrooms, students are **NOT** permitted to wear:

- *Half shirts or blouses that expose the midriff, or excessively short shorts or skirts.*
- *Spandex shorts or tops*
- *Wallet chains, choker chains, or studded jewelry on clothing*
- ***Hats, hoods or other headgear, including bandanas, sweatbands, shower caps, do-rags, hairnets.***
- *See through clothing without proper undergarments.*
- *Any apparel that overexposes the body, such as bare midriffs or short skirts*
- *Silks, cutoff jeans, short shorts, and tightly fitting shorts*
- *Clothing with objectionable phrases or with advertisements for drugs, alcohol, or tobacco products.*
- *Heavy clothing normally worn outdoors (including jackets, coats, hooded lined sweaters, or excessive layers of clothing)*
- *Pajamas and bedroom slippers*
- *Students are not permitted to carry blankets or pillows.*
- *Flip Flops or Sports sandals*
- ***Pants and Shorts are to be worn at waist level***

To ensure their health; students may be required to wear certain types of clothing while participating in physical education classes, labs, or other classes where special attire may be required. School administrators will monitor dress and grooming. Students who violate the dress code will be referred to the principal's office where appropriate disciplinary actions will be taken.

Students inappropriately dressed will be given the opportunity to get clothing or borrow clean clothing from the office. Students not willing to comply will be suspended for the day and sent home.

## Early Dismissal

1. Any student who leaves school without express permission from a parent, which is then verified by office staff, is subject to disciplinary action.
  - a. First offense will result in 4 hours of detention.
2. School administrators may deny a request for early dismissal if a student has a record of poor attendance, chronic lateness, poor academic achievement or the abuse of the early excusal privilege.

3. Arrangements for an early dismissal must be made in the Main office before 1st period.
4. **Students leaving early for medical appointments must provide evidence from the doctor or provide the doctor's phone number for verification.**
5. Early dismissals should be for emergencies or important reasons. **Appointments should be made after school hours.**
6. Parents/guardians wanting their child excused should write a note with the reason for excusal and a phone number where the parent/guardian can be reached. **No student, regardless of age, will be dismissed early if the parents/guardians cannot be reached for verification. Parents or guardians must come to the office to pick up their child.**
7. Students will not be permitted early excusal because of lack of childcare for their child or their siblings.
8. **Students who feel ill must report to the school nurse prior to leaving the building.** A determination will be made by the nurse as to whether or not the student will be sent home.

Students being sent home will be given an early excusal form by the nurse. This form should be returned to the Discipline office prior to leaving the building. **At no time should students call home themselves to arrange to be picked up, prior to or after seeing the nurse.**

***Parent/guardian will be asked for identification when picking up a student from school.***

## **Electronic Devices**

### ***(School Board Policy No. 237)***

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet.

Examples of these electronic devices include, but shall not be limited to radios, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, BlackBerries, and laptop computers, as well as any new technology developed with similar capabilities.

The Board prohibits the use of electronic devices by students in locker rooms, bathrooms, health suites, and other changing areas at any time. The building administrator may grant approval for possession and use of electronic device by a student. The high school administration allows electronic devices to be used responsibly throughout the day. These devices can be used in the cafeteria, hallways and in classrooms with administrator or teacher permission.

1<sup>st</sup> Offense                      Warning issued  
Device returned to the student at the end of the day.

2<sup>nd</sup> Offense                      2 hours Saturday School  
Device returned to the student at the end of the day.

3<sup>rd</sup> Offense                      4 hours Saturday School  
Device returned to the student at the end of the day.

4<sup>th</sup> Offense                      ISS  
Device returned to the student at the end of the day.

Additional Offenses              Consequences to be determined by the administration.

- Students that refuse to turn over the device will be assigned ISS.
- Students that do not turn over an electronic device to an administrator will be suspended out

of school for 3 days.

Possession of laser pointers and attachments and telephone paging devices/beepers by students on District property, District buses and vehicles and at school-sponsored activities is prohibited.

The District shall not be liable for the loss, damage or misuse of any electronic device.

## **Eligibility for Sports and Co-Curricular Activities**

In order for a student to be excused from any scheduled class for **any** co-curricular activity (athletics, music rehearsal, student council activity, etc.), that student must have earned a passing grade in that particular subject during the previous marking period and have teacher permission. If a student does not have a passing grade in a class, he / she is **not** to be excused from the class until the progress report (mid marking period) is issued and indicates a passing grade.

No student may participate in a sport or extracurricular activity while suspended from school. Once the student returns to the team from the suspension, he/she will be placed on probation. If the student is suspended a second time during the season or during the activity, he/she will be dismissed from the team or group.

Students may try out for any other team or school activities even if they were suspended or dismissed from a previous activity.

## **Emergency/Fire Drills**

Emergency drills will be conducted regularly, and all students are required to take the exercise seriously.

At the sound of the alarm, students should immediately follow the direction of their teachers and safety procedures. There shall be no pushing, shouting, or horseplay. All students should report to a staff member once outside the building.

## **English as a Second Language (ESL)**

*(School Board Policy No. 138)*

The District provides a program of educational services for each student whose dominant language is not English for the purpose of facilitating the student's achievement of English proficiency and the academic standards. The program includes bilingual/bicultural or ESL instruction. For more information contact the Federal Programs Supervisor or Secondary Supervisor of Curriculum and Instruction at 215-943-3200.

## **Field Trips**

*(School Board Policy No. 121)*

Frequently teachers may escort their classes or groups to sites off the HST campus to enhance the learning experience of the students. All students of the school are reminded that they are representatives of the school when they attend museums, theaters, or other public places. All school rules are in effect, and students are required to follow the directions of their teachers.

**Any students suspended out of school within 30 school days before the scheduled trip will not be permitted to attend the field trip. Any money paid for the trip before the suspension WILL NOT be**

refunded unless another student buys the ticket or pays the fare, or the theater, restaurant, museum, or other attraction refund the school.

## Exchange Student Program

Each year HST serves as host of students visiting from a variety of countries in Asia, Africa, Europe, and South America. Similarly, HST students are offered opportunities to spend a summer, semester, or year in those same countries. Contact the school Guidance Office for more information.

## Fighting Citations

Any student found fighting in the school building, on school property, or on transportation equipment will be suspended for up to 10 days out of school and maybe issued a citation which could include a fine and court costs. **All students are encouraged to contact the Discipline office or an Administrator if they are having a problem with any other student which they feel will result in a fight.** Citations can also be issued for violations of the State Crime Code.

## Final Examinations

Examinations are administered annually over a four-day period in early June. Examinations are given in all subject areas. Examination results carry the weight of 20% of the final grade in a full year course. Specific details concerning exams are announced during the fourth marking periods.

## Financial Obligations

Students are obligated to return or make restitution for all borrowed books, materials and equipment. Restitution is also required for damage caused by student carelessness or vandalism. Students should be encouraged to resolve financial obligations as they are incurred, rather than postponing them until a later date. The penalty for failure to resolve obligations by the end of the school year includes the withholding of the diploma for seniors.

## Food Allergy Management

*(School Board Policy No. 209.1)*

The District is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies. Prior to enrollment in the District or immediately after diagnosis of a food allergy, appropriate medical plans of care shall be developed for each student identified with a food allergy. Plans shall be developed by the school nurse, in collaboration with the student's healthcare provider, the student's parents/guardians, District or school nutrition staff, the student, if appropriate, and any other appropriate persons.

A complete copy of the Food Allergy Management Policy is available on the District website at [www.bristoltwpsd.org](http://www.bristoltwpsd.org).

## Food and Beverage

Students are to be responsible for consuming food and drink throughout the school day. Food or beverages are not to be ordered from outside establishments and delivered to school. **Students are not permitted to sell candy or other food items in school without Administration authorization.** Breakfast is served daily and must be consumed by the end of homeroom.



# Food Services/Free/Reduced Meal Guidelines

*(School Board Policy No. 808, 808.1)*

The goal of the Food Services Department is to provide students with lunches that are nutritionally balanced, and reasonably priced. Four food lines offer students a full range of choices from snack foods to a hot lunch. Students may also bring a lunch, which has been prepared at home. Parents/guardians may fund their child's food service account by simply sending a check to the Cafeteria Service Manager made out to "Bristol Township Food Service". Lunchroom behavior is supervised by members of the faculty. Students are expected to abide by established rules and regulations. Students are not permitted to leave school premises for lunch. Breakfast is served daily and must be consumed by the end of homeroom.

Students whose families are financially disadvantaged may qualify for the free or reduced price lunch program. For further information on program qualifications and requirements, contact the school nurse at 267-599-2171, the Food Service office at 267-599-2035, or online by logging onto [www.schoolcafe.com](http://www.schoolcafe.com).

## School Breakfast & Lunch Prices -Effective for 2019-20:

Elementary Breakfast	1.30
Secondary Breakfast	1.55
Elementary Lunch	2.80
Secondary Lunch	3.30
Adult Lunch	4.50

# Gifted Education

*(School Board Policy No. 114)*

The School District is required to identify students of school age who are thought to be mentally gifted. If you believe your child is talented and may be eligible for gifted education, please contact the principal or counselor at your student's school to request an evaluation.

All information by evaluation is strictly confidential. Provisions will be made for parents/guardians needing communication in their native language. If you are in need of further assistance, contact the Special Education office at the School District Administration offices.

# Grading

Grading procedures are determined by each teacher depending upon the nature of the course, departmental requirements, and the guidelines for curriculum.

Sixty-five (65%) percent of the marking period grade is comprised of unit projects, tests, quizzes, portfolios, and other summative assessments, and thirty-five (35%) of the marking period grade is homework, classwork, and other formative assessments.

Students will fail a course if their cumulative score is below a 60% in all four marking periods.

Should a student not complete all requirements for a course an incomplete grade can be given. The student and parents/guardians will be notified of the problem and a date will be established on which the

work must be completed. Should the work not be completed on the specified date the incomplete grade will convert to a failure of the course for the year.

## Graduation

Information concerning Commencement, Tiger Tracks, Class Night, Proms, Honors Night, and other events related to graduation is released periodically by class advisors, in cooperation with the administration of the high school. Details concerning class rings, yearbooks, graduation announcements, etc. are also available through the class leadership.

**Failure to complete detention hours will result in exclusion from participation in graduation ceremonies.**

## Graduation Requirements

*(School Board Policy No. 217)*

The purpose of the HST program is to provide the best possible education to all BTSD students. Every course offered is considered important. All courses are available to all students, provided the stated prerequisites are met.

The minimum curriculum should never be accepted as the standard for all students. For most students, such a program would be inadequate preparation for future life. Courses will be scheduled only if a sufficient number of students select the course. In order to participate in the graduation ceremony, the following requirements must be met:

- ✓ All credits and courses must be completed satisfactorily.
- ✓ The graduation ceremony is a privilege and students may lose that privilege due to disciplinary action.

## Graduation Credits & Guidelines

To receive a credit, a minimum of 60% grade must be attained in all courses. A diploma will not be issued until:

- All financial obligations are met
- All graduation requirements are met

Beginning with the class of 2020 the Board requires that each student complete and earn passing grades in twenty-five (25) units of credit in order to meet the requirements for graduation.

Subject	Units of Credit
English	4
Mathematics	3
Social Studies	3
Science	3
STEM Elective	1 (includes electives in Mathematics, Science, Technology, or PLTW)

Arts and Humanities	2 (includes electives in Fine Arts, World Language, FCS, and Music)
Physical Education	1.5 (Physical Education 9/10)
Health	.5 (Health & Wellness)
Electives	7

English and Physical Education will be offered to every student yearly in grades 9 through 12.

Additional district graduation requirements are as follows:

1. Proficiency on all State mandated assessments;
2. Fulfillment of attendance requirements.

### **Guidelines**

Students shall be informed of graduation requirements.

Any student who does not complete the requirements for graduation before the graduation ceremony will not be permitted to participate in the graduation ceremony.

Periodic warnings shall be issued to students in danger of not fulfilling graduation requirements[20]

A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure but the student may be denied participation in the graduation ceremony when personal conduct so warrants or if special circumstances warrant such exclusion. Such exclusion may be regarded as a school suspension.

### **ACT 158**

#### **[Additional PDE Requirements:](#)**

In addition to completing the above requirements, the Pennsylvania Department of Education requires students, beginning with the **class of 2022**, to meet an additional statewide graduation requirement. This may be accomplished by:

- meeting Proficiency in Algebra I, Biology, and Literature on the Keystone Exams
- earning satisfactory composite scores on the Algebra I, Biology, and Literature Keystone exams
- earning passing grades in the courses corresponding with Keystone exams **and** satisfactorily completing an alternative assessment (PSAT, SAT, ACT, ASVAB, or Gold Level ACT Work Keys), advanced coursework (AP, IB, dual enrollment), pre-apprenticeship, or acceptance in a four-year, non-profit institution of higher education for college level coursework
- earning passing grades in the courses corresponding with Keystone exams **and** pass the National Occupational Competency Testing Institute (NOCTI) or the National Institute of Metalworking Skills (NIMS) assessment in an approved career and technical education concentration
- earning passing grades in the courses corresponding with Keystone exams **and** demonstrate readiness for postsecondary engagement through three pieces of evidence from the student's career portfolio aligned to student's goals and career plan (ACT Work Keys, SAT Subject Test, AP, IB, dual enrollment, higher education acceptance, community learning project, completion of an internship, externship, or coop, or full-time employment)

## Hazing

### ***(School Board Policy No. 247)***

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

For purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in, or affiliation with any organization. Hazing activities of any type are inconsistent with the educational goals of the district and prohibited at all times. The district shall enforce its anti-hazing policy consistent with legal definitions, prohibitions, and obligations, as may be amended by the Legislature from time to time.

Endanger the physical health shall include, but not be limited to, any brutality of a physical nature, such as: whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, drug or controlled substance, or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer or District employee shall plan, direct, encourage, assist or engage in, permit, condone or tolerate any hazing activity.

Students who have been subjected to hazing are encouraged to promptly report such incidents to the building principal.

## Health Services

### ***(School Board Policy No. 210)***

All student medications must be taken to the Nurse's office upon arrival at school for administration by the school nurse. Students cannot be treated in the Nurse's office unless a current medical emergency card is on file. **As emergency information changes, please inform the Nurse's office.** Students who become ill during the school day must report to the Nurse's office. **If it is necessary for the student to go home, the nurse will inform the parent/guardian and the student will be released from school with parental permission. If the procedure is not followed and the student leaves without properly checking out, the student may be subject to disciplinary action.** A school nurse is on duty throughout the day and can be contacted at 267-599-2171. See also Medication – Use of.

## **Home & School Visitor**

It is the job of the Home and School Visitor to explore the causes of poor attendance with the student and parents/guardians. The goal is to involve the School District in a partnership with the home and community to assure a high-caliber learning experience. For additional information, call 267-599-2078.

## **Homebound Instruction**

*(School Board Policy No. 117)*

When a student is prevented from attending school for an extended period of time, parents/guardians may request homebound instruction. To be eligible for this service, a statement from the student's physician must indicate that the condition will keep the student out of classes beyond 15 school days.

To find out more about homebound instruction, contact the Guidance office at 267-599-2200. If a student will be absent for more than 3 days, but less than 15, parents/guardians may obtain assignments for home study by contacting the Guidance office. The secretary will assign a time when assignments may be picked up in the Guidance office.

## **Homework**

*(School Board Policy No. 130)*

Homework is an important part of your child's education. For more specific information regarding homework requirements, contact the individual teacher or go to the Infinite Campus parent portal located at: <http://www.bristolwpsd.org/subsite/dist/page/parent-portal-325>.

Parents/Guardians will need an activation key code to access information. Access information can be obtained by reaching out to the guidance secretary.

## **Honors & Awards**

Students must maintain a 90 to 94.59 average in all courses to be placed on HST Honor Roll, and a 95 or greater average in all classes to be placed on the HST Distinguished Honor Roll. A "D" or "F" (or 69 and below) in any course excludes the student from Honor Roll status.

## **Hours**

The eight period high school day begins with first period at 7:13 a.m. and ends with the conclusion of eighth period class at 2:13 p.m.

## **Identification Cards (School ID's)**

All students are required to have their school ID on them and visible at all times during the school day. School IDs will be provided at the start of each school year. Students who do not have a school ID can obtain one from the Assistant Principal's office. The replacement cost for a lost ID is set at \$5.00 which can be paid at the time of replacement or can be entered as an obligation to be paid later.

## **Insurance**

*(School Board Policy No. 211)*

Student insurance is available at a nominal cost and is optional. When students are insured under this Student Insurance Plan and have a claim, they will be given a claim form from the Nurse's office. This

form should be completed by the parents/guardians and presented to the doctor or hospital. The School District merely acts as an intermediary in making the insurance available through an insurance company, and assumes no liability or responsibility for student illness or injury, or for medical services contracted by individual students, or any losses, costs or expenses not covered by the insurance company.

## **Interim Progress Reports**

Interim progress reports are used by teachers to inform students of their progress between report cards. They may be used to note both positive and negative trends. The reports are available on-line on the parent portal at: <http://icampus.btsd.us/potal/bristol.jsp>. Progress reports are available on the Parent portal. Each marking period consists of 45 school days. If you need assistance with access to the BTSD parent portal, please contact your school counselor.

## **Lateness to Class**

Students have 4 minutes to get to class & lunch. Students will be assigned lunch detention each time they are late. Refusal to serve lunch detention will result in further consequences in addition to serving the original lunch detention. Chronic lateness will be referred to the discipline office and may result in additional disciplinary measures.

It is recommended that parents/guardians utilize the parent portal to monitor their child's lateness.

## **Lateness to School**

All students not in class by 7:13 a.m. are late to school. Late students must report to the Late Sign-In window to sign-in. Students who are late to school are subject to disciplinary consequences. See Attendance section for more details (page 4).

## **Lockers/ Searches**

### ***(School Board Policy No. 226)***

For students who are assigned a locker, it is important that no one -- not even your best friend -- knows your locker combination, and it is important that your locker remains locked at all times. If something is stolen from a student's locker it is usually because the locker was unlocked or because too many people knew the combination to get into the locker.

An administrator of the School District has the right to search or inspect a student's locker when that administrator has reason to believe that the locker is improperly used for the storage of contraband, an illegal substance, or an object, which poses a hazard to the safety, and good order of the school.

Students are reminded that all lockers are the property of the school and they may not be used for storage of substances or objects that are prohibited by law or school regulations or that may be considered hazardous to the welfare of the occupants of the school or the building itself.

See Searches. Complete copy of District Policy No. 226 is available on the District website at [www.bristoltpsd.org](http://www.bristoltpsd.org).

## Lost and Found

Students who find lost articles are asked to take them to the main office. Lost articles which are not claimed within a reasonable time will be donated to a charitable organization in the community. Students who experience a loss of personal property need to report the loss to Security as soon as the loss is noted. Students are to file a Stolen Article Report. These reports can be found in the Attendance office.

## Make-up Work Due to Absences

Students will be given a time span equal to the number of days absent in which to make-up missed work/assignments/tests. Teachers may expand that time span if they so choose.

## Medications – Use of

*(School Board Policy Nos. 210 and 210.1)*

Prescription medications will be administered only upon written order by a private physician and only with the written permission of the parent or guardian. Only medications, which are absolutely necessary, will be administered during the school day.

**All medications brought to school must be kept in the nurse's office in a locked cabinet or drawer, and must be administered in that office by a licensed nurse.** A prescription label must accompany each drug and must include the prescription number, date of prescription, the student's name, the name of the medication, directions for administering it, the name of the prescribing doctor, and the name of the issuing drug store.

**Over the counter medications other than acetaminophen will not be dispensed in school unless prescribed by a physician.** Over the counter medications that have been approved by the District physician will be dispensed by a licensed nurse with written parent/guardian permission.

The school nurse will notify teachers if a student is to receive medication during the school day.

All personnel are directed to report to the principal any student observed taking medication anywhere other than in the health office unless that student has a medication pass. Principals are directed to investigate and take appropriate action.

A student may be allowed to carry an asthma inhaler/epinephrine auto-injectors that is needed for immediate relief of a medical condition on his/her person as long as all requirements set forth in District Policy No. 210.1 are met.

A school nurse will assess a student's capabilities for self-administration and for ability to act responsibly.

Students who are allowed to carry and self-administer asthma inhaler/ epinephrine auto-injectors must carry a medication pass that the student must show to any inquiring school personnel to verify that s/he has permission for carrying and taking the medication. The pass must designate the name of the medication, dosage, times to be taken and any other special considerations. The asthma inhaler/ epinephrine auto-injectors itself must be labeled with the student's name.

Complete copies of District Policy Nos. 210 and 210.1 are available on the District website at [www.bristoltwpsd.org](http://www.bristoltwpsd.org).

## Messages & Deliveries

The administration, faculty, and staff of HST strive to make each moment of your child's education as meaningful as possible. It is imperative that we work together to insure that your son/daughter receives the highest quality instruction available.

Please be advised that only emergency situations will be acknowledged if a student is to be disturbed during the course of the school day. **Non-emergency messages, deliveries and phone calls will not be honored as a reason to interrupt a student's educational setting. Students will be notified at their lunch time.** We hope that this policy will help to minimize disruptions in your child's school day.

## Military Recruiting

*(School Board Policy No. 250)*

Representatives of the U.S. Army, Navy, Air Force, Marine Corps, Coast Guard, and the Pennsylvania National Guard visit HST during the school year to provide information and answer questions concerning opportunities in the military service. To arrange a meeting with a military recruiter or to learn more about the ASVAB test, parents/guardians and students should contact their assigned guidance counselor.

Pennsylvania law now requires public schools to provide military recruiters with names, addresses, and listed telephone numbers of high school juniors and seniors. Parents/guardians or students 18 years or older may opt out of this requirement. Those who wish to opt out must notify the Guidance office and complete an opt-out form within 20 days from the 1<sup>st</sup> day of school or if a new student within 20 days from the date of enrollment. Opt out forms must be completed annually.

## Nondiscrimination in School & Classroom Practices

*(School Board Policy No. 103)*

The policy of this District is to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The District will provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The equitable distribution of District resources is one means the District will use to ensure all students receive a quality education. The District will make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

Students and third parties who have been discriminated against are encouraged to promptly report such incidents. To see the full policy and complaint procedures, please review District Policy No. 103, which is available on the District website at [www.bristoltpspd.org](http://www.bristoltpspd.org). Report forms are also available on the District website.

Compliance Officer  
Melanie Gehrens, Ed.D., Superintendent  
6401 Mill Creek Rd.  
Levittown, PA 19057  
(215) 943-3200



# Nondiscrimination – Qualified Students with Disabilities

## *(School Board Policy No. 103.1)*

The policy of this District is to ensure that all District programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

The District will provide to each qualified student with a disability enrolled in the District, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

Students and parents/guardians who have been discriminated against or harassed are encouraged to promptly report such incidents. To see the full policy and complaint procedures, please review District Policy No. 103.1, which is available on the District website at [www.bristoltpsd.org](http://www.bristoltpsd.org). Report forms are also available on the District website.

Compliance Officer  
Melanie Gehrens, Ed.D, Superintendent  
6401 Mill Creek Rd.  
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## Obligations

If students damage or fail to return any materials that were issued to them, they will be given an obligation. Periodic letters are sent home to indicate an obligation was recorded. Other misconduct may generate an obligation, such as vandalism or destruction of property.

No student will attend a class trip or attend any prom until all financial obligations are met. Seniors will not receive diplomas, until all obligations are met.

## Orientation

Orientation programs for ninth graders and other new students are offered through the combined efforts of the student government association, administrators and counseling staff. Ninth grade orientation is held on the first school day for ninth graders.

## Parking

Parking is a privilege not a right. Student parking is available for seniors first (underclassmen are a secondary option) and in designated areas of the parking lot. Students will need to complete an application to obtain a parking permit. This application can be obtained in the school office or online. Procedures will be given to the students. Parking permits will be awarded as space allows. **Students parking illegally on school property will be ticketed and/or have the vehicle towed at their expense and are also subject to disciplinary action. Parking privileges can be revoked at any time.**

# Student Parking Rules and Regulations

1. **A non-refundable permit fee of \$35.00 will be charged for each parking pass.**
2. Driving/Parking on School Property is a privilege not a right.
3. Administration reserves the right to search any vehicle on school property.
4. Students must provide proof of a current/valid Pennsylvania Driver's license for the type of vehicle they will be driving. Students must provide proof of current registration and insurance for their vehicle.
5. Parking permit is assigned to the registered vehicle and is **NOT** transferable! It must be used by the assigned student for the listed vehicle.
6. Parking permit/tag must be displayed on the rear view mirror.
7. Students must enter and exit the school property using the Green Lane entrance (closest to softball field) nearest to Mill Creek Road.
  - a. Using the rear access road behind the stadium is prohibited.
  - b. Driving around the rear of the school building is prohibited.
  - c. During dismissal, no vehicles may enter the bus area in the front lot until all busses have left the lot.
8. Students must drive courteously and safely with their vehicles. Reckless and unsafe acts will not be tolerated. **THE SPEED LIMIT ON SCHOOL PROPERTY IS 10 MPH.**
9. The vehicle must be parked in the assigned numbered parking spot.
10. Students must notify Security prior to using any other vehicle. Students must provide proof of current registration and insurance for the alternate vehicle.
11. Students are not to be in their car or any other student's car during school day without the permission of an administrator..
12. Loss or damage to a vehicle and/or any personal property is the responsibility of the owner. Vehicles should be locked at all times. Any loss or damage must be reported to the Discipline Office immediately.
13. Contraband is not to be in any vehicle located on school district property.
14. Students may not leave school property without prior authorization.
15. Return the parking tag at the end of the school year or receive a \$10.00 obligation.

Violation of the rules listed above may result in:

- Parking ticket ranging from \$10 - \$50
- Revocation or suspension of parking permit
  - \$35.00 permit fee will not be refunded as a result of revocation of parking pass.
- Vehicle towed at the owner's expense

## Parent Conferences

Parents/guardians are encouraged to request a conference with high school faculty members whenever they have a concern about their student's progress. A conference with a counselor, teacher or several teachers can be arranged by calling the Guidance Office at 215-599-2200. Several days' notice is generally required to arrange a joint conference involving several teachers.

## Parent Portal / Student Portal

The icampus system provides access to a portion of each student's school records for parents as students. The "parent portal" is the best way for parents and guardians to monitor each student's grades

and attendance. Access to the parent portal can be obtained on <http://bristoltwpsd.org/> Under the parent tab there is a link labeled Parent Portal.

### [Instructions for accessing Parent Portal](#)

**First Time Users:** If you are a FIRST TIME user, of a student please contact the Guidance Office secretaries for your Activation Key.

\*\* Even if a student leaves and returns to the district the parent portal information will remain the same.

**Existing Users:** If you forgot your password, please contact the Guidance Office secretaries for your password to be reset.

**Student Portal:** Access to the student portal can be obtained on <http://bristoltwpsd.org/> Under the Student tab there is a link labeled Student Portal

Username is your Student #

Password is your first initial of your first name (capitalized), the first initial of your last name (lowercase), and your 6-digit birthday (MMDDYY)

Example: Student's name is Harry Truman

Username: 123456

Password Ht031703

## Parent Teacher Organizations (PTO)

*(School Board Policy No. 915)*

Parental involvement at the high school level is available through a number of organizations.

Well-established booster organizations exist for various athletic and music groups.

## Photographs

HST has contracted with Lora Photography to perform all student photographic services. Each summer, seniors will be notified by mail of a time to report to HST for a sitting for the senior pictures. All students will be photographed for the yearbook and their identification card early in the school year. Photo packages will be made available to parents/guardians for purchase as a result of these photo sessions. Parents/guardians are in no way obligated to purchase any photographs. The customer service number for Lora is 1-908-964-3040.

## Plagiarism

Plagiarism in any form, whether intentional or unintentional, is unacceptable in the work of HST students. The penalty for plagiarism is a grade of zero for any assignment in which plagiarism occurs.

Plagiarism – High School - Repeated offense could result in additional disciplinary measures such as detention or suspension.

## Psychological Services

A psychologist is available to help parents/guardians and school personnel understand the uniqueness of individual students--their strengths, limitations, and potential. In response to referrals by the child study team, the psychologist evaluates students experiencing difficulty in school and recommends services and

programs designed to meet specific needs. The school psychologist is a member of both the Child Study team and the Student Assistance Program (SAP) team. For further information, contact the Guidance office at 267-599-2200.

## Report Cards

### *(School Board Policy No. 213)*

Student progress is reported 4 times per year. Please see the school calendar for the dates. Report cards are available through the parent portal. A parent may request a paper copy, by contacting the Guidance office. The following letters are used for reporting:

IN	Incomplete - No credit
NG	No grade
P	Pass
WD	Withdraw passing
WF	Withdraw failing

If you need assistance with access to the BTSD parent portal, please contact your school counselor.

## Rings

School rings are uniquely designed for each class and initially offered for student purchase in the fall of the student's sophomore year. Information about ring purchases can be obtained from class advisors. HST has a contract for school rings with Student Services, Inc. The customer service number is 1-610-539-1330.

## Schedule Changes

Schedule changes are costly to the School District and disruptive to the student's educational program. The course selection process is as follows:

1. Course selection begins in February.
2. Student course request verification letters are mailed home to parents/guardians at the end of April.
3. **NO CHANGES** will be made except to correct computer errors or as otherwise deemed necessary by the administration.

**After the course change deadline, students are expected to continue in and complete the courses they have chosen.**

Most schedule changes can be avoided through careful planning in the course selection process. Parents/guardians who feel that an error has been made in a student's schedule and those who have a special concern about their son's or daughter's schedule, should contact the appropriate counselor at 267-599-2200. No schedule changes will be made after June 30<sup>th</sup>, unless the schedule problem was a result of computer error or with the approval of an administrator.

## Scholarships & Financial Aid

Currently, higher education can cost from \$5,000 to over \$40,000 per year for each student in college. Scholarships and financial aid are available from a variety of sources ranging from local scholarships or

organizations to the federal government. While some agencies focus on either financial need or academic merit, many organizations consider both factors. The HST counseling staff stands ready to assist parents/guardians and students with questions and concerns related to scholarships and financial aid. A Financial Aid Night program is offered in early January to provide parents/guardians with the information they need to get started.

## **SCHOOL HOURS**

The following hours are established for the elementary and secondary schools of the District:

### ***Student Day***

<b>School Level</b>	<b>Start</b>	<b>Dismiss</b>
High School	7:13 a.m.	2:13 p.m.
Middle Schools	8:00 a.m.	2:45 p.m.
Elementary Schools	9:20 a.m.	3:45 p.m.

## **Searches**

### ***(School Board Policy No. 226)***

School authorities may search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules.

School authorities, under certain circumstances, may also conduct general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.

Prior to a locker search students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare or safety of the school population of the school, student lockers may be searched without prior warning. Illegal and prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding, and will be turned over to law enforcement.

A complete copy of the Searches Policy is available on the District website at [www.bristoltwpsd.org](http://www.bristoltwpsd.org).

## **Security/School Police**

Security/School Police services are provided by BTSD Security Personnel and School Police. Security Personnel/School Police assist with traffic management, parking, and enforcement of regulations. Any questions or concerns about Security Services/School Police should be directed to the School Police Coordinator at 267-599 2029

## **Snow Days**

The snow emergency number for BTSD is 774. When inclement weather causes schools to close or to open late, information will be broadcast on WBCB-AM (1490 AM radio), as well as on metropolitan Philadelphia radio stations. The same information will be broadcast on cable channel 28 (Comcast) and channel 41 (Verizon), Facebook and district websites as soon as the decision is made.

In the event of a school closing, notification will be made by the Shout Point phone & email systems. It is important to keep all contact information current. Corrections are to be made in the Guidance office or through the parent portal.

## **Special Education**

*(School Board Policy No. 113, 113.3, and 113.4)*

The Individuals with Disabilities Education Act (IDEA) mandates school districts to provide outreach to parents/guardians to inform them of the full spectrum of instructional programs and related services offered to students with disabilities.

If your child is not currently receiving special education services and you believe that he/she has developmental, learning, and/or behavioral difficulties, please contact the principal or counselor at your student's school to request an evaluation.

All information by evaluation is strictly confidential. Provisions will be made for parents/guardians needing communication in their native language. If you are in need of further assistance, contact the Special Education office at the School District Administration offices at 215-943-3200. Complete copies of Board Policies Nos. 113, 113.3 and 113.4 are online at [www.bristoltwpsd.org](http://www.bristoltwpsd.org).

## **Student Assistance Program (SAP)**

*(School Board Policy No. 236)*

The HST Student Assistance Team is a group of trained, caring staff members ready to assist students who are experiencing problems coping with drugs, alcohol, or depression. Students requiring information or assistance can drop a note in the SAP mailbox in the Main office or see a counselor in the Guidance office.

## **Student Conduct: Disruption of School**

It is the purpose of the Board of Education, acting within the intent and letter of the laws and constitution of this state, to provide instruction for students at public expense.

Any act of any person or persons to interfere with or to thwart that purpose is unlawful. Therefore, actions by a student or students to interfere materially or substantially with the operation of the school by infringing upon the rights of others to accept instruction will be held responsible for their actions and appropriate disciplinary measures will be taken.

## **Student Expression/Distribution and Posting of Materials**

### ***(School Board Policy No. 220)***

Students in high school have the right to express themselves in word or symbol or to distribute and post materials as part of that expression in areas designated for posting as part of that expression. That right, however, cannot infringe upon the need to maintain an orderly environment on school grounds, or in the hallways or classrooms.

Any student expression that violates the rights of others is prohibited. Students are not permitted to express themselves in any manner, which may:

- Label a specific person.
- Advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students.
- Use obscene, lewd, vulgar or profane language – whether verbal, written or symbolic.
- Incite violence, advocate the use of force, or encourage violation of federal, state or municipal law, Board policy or District rules or regulations.
- Materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threaten serious harm to the school or community; encourage unlawful activity; or interfere with another's rights.
- Violate written school District administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.

Students who wish to distribute materials must submit them to a building Principal for review. The principal will give his / her approval or disapproval within two school days. If the materials are disapproved, the student has the right to appeal to the superintendent.

Distribution of materials may not interfere with the orderly running of the building and must meet the requirements of the Principal or Superintendent. A complete copy of Student Expression/Distribution and Posting Materials Policy is available online at [www.bristoltpsd.org](http://www.bristoltpsd.org).

## **Student Records**

### ***(School Board Policy Nos. 216 and 216.1)***

Parents/guardians of high school students are reminded that they have a right to review their child's official school records under the provisions of BTSD Board Policy No. 216. This same policy also prohibits the release of confidential student information to unauthorized individuals without the knowledge and consent of the student and/or his/her parents/guardians. It is necessary to make an appointment in advance to review records. Students and parents/guardians should contact the Guidance office at 267-599-2200.

## **Student Rights/Surveys**

### ***(School Board Policy No. 235)***

Attendants under the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Board policies and school rules and regulations; respect for the rights of students, administrators, and others; and expression of ideas and opinions in a respectful manner. A listing of students' rights and responsibilities are included in the District's Discipline and Attendance Guidelines (Code of Student Conduct).

All instructional materials, including teacher's manuals, audiovisuals, and other supplementary instructional material used in the instructional program are available for inspection by parents/guardians of students in accordance with Board policy. Instructional materials do not include tests or academic assessments.

A complete copy of the Student Rights/Surveys Policy is available on the District website at [www.bristoltpsd.org](http://www.bristoltpsd.org).

## **Student Wellness**

### ***(School Board Policy No. 246)***

The District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, regular physical activity and physical education as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement and lifelong health.

## **Study Halls**

During periods when students are not scheduled for a class or lunch, they will be assigned to a study hall. Study halls are supervised by a member of the faculty, and students are expected to use their study time for completing homework assignments, preparing for tests and reviewing notes.

## **Summer Education / Course Remediation**

Students, who fail subject(s) and need to remediate the course(s), should meet and discuss options with their guidance counselor before the end of the school year. Summer courses are offered online via Educere.

## **Surveillance System**

Bristol Township School District has installed a video surveillance system throughout the schools which provides a visual recording of all monitored areas 24 hours a day. The purpose is to promote the safety and security of the school population, the protection for BTSD property, deterrence, and prevention of criminal activities and the enforcement of school rules.

## **Suspensions and Expulsions**

### ***(School Board Policy No. 233)***

Every principal or person in charge of the school, may temporarily suspend any student on account of disobedience or misconduct, and any principal or person in charge of the school, suspending any student shall promptly notify the parent/guardian and the District Superintendent when the student is suspended. The Board may, after a proper hearing, suspend such child for such time as it may determine, or may permanently expel him/her. Such hearings, suspensions, or expulsions may be delegated to a duly authorized committee of the Board, or a duly qualified hearing examiner, who need not be a member of the Board, but whose adjudication must be approved by the Board.



# Suspensions

Suspensions from school occur for many different reasons. Suspensions are not limited to the infractions listed below:

## 1. In-School Suspensions:

- Gambling
- Class cuts
- Leaving school without permission
- Failure to report to the office when sent
- Truancy
- Vulgar language (this could warrant a citation)
- Failure to report to office detention or lunch detention
- Using forged notes/excuses
- Threatening another student
- Violation of Smoking Policy (Citation)
- Failure to attend Saturday School
- Defiant behavior/insubordinate

## 2. Out-of-School Suspensions:

- Drugs, alcohol, tobacco
- Four class cuts/accumulative
- Gross disrespect directed to a teacher/staff member
- Threats to others (Not students)
- Theft
- Fighting (Citation)
- Continuously disrupting class
- Vandalism (minor)
- Refusing to follow directives of an administrator
- Refusing to attend ISS on scheduled day
- ISS is exhausted

## 3. Out of School Suspensions Pending Superintendent Hearing:

- Tampering with fire alarms or extinguishers
- Arson/weapons
- Threatening school personnel
- Chronic disregard of school rules
- Multiple incidents which warrant suspension
- Fighting or assault
- Drugs / Alcohol

**Expulsion** is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before a duly authorized committee of the Board, and upon action taken by the Board after the hearing.

Expulsion Hearings: A formal hearing shall be required in all expulsion actions. A complete copy of School Board Policy No. 233 can be found on [www.bristoltwpsd.org](http://www.bristoltwpsd.org).

## Teachers

Questions/concerns about your child's academic progress, grades or teacher grading policies, as well as requests for academic support should be directed to your son's/daughter's teacher. You can contact your student's teacher via telephone or email. To contact via telephone, call the main number of the school (267) 599-2210. Teacher email addresses are available in the "staff directory" tab on the individual school page of the district's web page ([btsd.us](http://btsd.us)).

## Technology Insurance Fee Waived for 2020-21

The district will be providing device insurance coverage for all students assigned an iPad/Chromebook to use in school and at home as an instructional tool. As with any instructional material, there will be a small annual technology usage fee of \$35.00 per student, with a max of \$100.00 per household.

### Technology Damage Fees 2020-21

During the 2020-21 School Year, no Fee will be charged. All incidents are to be reported to the building principal. Building principals will review each incident for negligence. Negligence designations will result in fees being assessed for repair and replacement.

Incidents of damage, theft or loss for 2020-21

- First incident: No Cost
- Each Additional incident: assessment from \$50 for repair to \$350 for replacement.

***Any theft or loss report of a device, even with adequate security measures, must be supported by an official police report.***

Any damage or loss due to negligence will result in a fee that will be the financial responsibility of the student and the student's family. Such damages may include but may not be limited to:

- Damage caused by reckless handling of the device
- Damage caused by storing additional items in the device case
- Damage caused by excessive heat (Devices must be stored at room temperature ***inside***)
- Theft due to inadequate or negligent security measures

The cost of replacement due to negligence is as follows:

- Chromebooks \$350
- Cables, chargers \$30
- Cases \$30

***In the event of an incident that is deemed negligent assessed charges must be paid prior to the replacement device being issued.***

# **Technology Resource/Use of the Internet**

***(School Board Policy No. 815)***

## **Purpose**

The Bristol Township School District provides its employees, students, and guests (“users”) access to technology resources including, but not limited to, electronic communications systems, computers, computer networks, networked devices, hardware, software, internet access, mobile devices, peripherals, copiers, and cameras.

The Board supports the use of the District’s technology resources to facilitate teaching and learning, to provide access to information, to aid in research and collaboration, to foster the educational mission of the District, and to carry out the legitimate business and operation of the District.

The use of the District’s technology resources is for appropriate school-related educational and operational purposes and for the performance of job duties consistent with the educational mission of the District. Use for educational purposes is defined as use that is consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities and developmental levels of students. All use for any purpose must comply with this policy and all other applicable codes of conduct, policies, procedures, and rules and must not cause damage to the District’s technology resources.

All employees and students are responsible for the appropriate and lawful use of the District’s technology resources. This policy is intended to ensure that all users continue to enjoy access to the District’s technology resources and that such resources are utilized in an appropriate manner and for legitimate purposes.

## **Definitions**

### **District Technology Resources**

District technology resources mean all technology owned, operated, and/or licensed by the District, including computers, projectors, televisions, video and sound systems, mobile devices, calculators, scanners, printers, cameras, portable hard drives, hardware, software, accounts, routers, and networks, including the Internet.

### **User**

User means anyone who utilizes or attempts to utilize District technology resources while on or off District property. The term includes, but is not limited to, students, staff, parents and/or guardians, and any visitors to the District that may use District technology.

### **Authority**

The Board establishes that access to and use of its technology resources is a privilege, not a right, which may be revoked at any time. The District’s technology resources are the property of the District. The District provides these resources for educational and operational purposes as stated herein and are not provided as a public access service or to provide a public forum.

The Superintendent or his/her designee is ultimately responsible for overseeing the District’s technology resources. The Superintendent will designate a network administrator who will serve as the coordinator and supervisor of the District’s technology resources and networks, and who will work with other regional

and state organizations as necessary to educate users, approve activities, provide leadership for proper training for all users in the use of the District's technology resources and the requirements of this policy, and who will establish a system to ensure that users who access District technology resources have agreed to abide by the terms of this policy.

The Superintendent or his/her designee is directed to implement Internet safety measures to effectively address the following, both through general policy and through the use of filtering technology:

1. Access by minors to inappropriate or harmful content.
2. Safety and security of minors when using electronic mail, chat rooms, and social networking.
3. Prevention of unauthorized access of District technology resources.
4. Prevention of unauthorized disclosure and dissemination of minors' personal information.

### **Delegation of Responsibility**

The Superintendent shall develop procedures, in cooperation with the District technology staff, for the acceptable use of all District technology resources including, but not limited to: software, hardware, electronic devices, servers, and networks.

### **Limitation of Liability**

The District makes no warranties of any kind, whether express or implied, for the service it is providing through its various technology resources. The District is not responsible, and will not be responsible for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruption. Use of any information obtained through the District's technology resources is at the user's own risk.

### **Guidelines**

#### **Unauthorized Use Prohibited**

Only users who have agreed to abide by the terms of this policy may utilize the District's technology resources. Unauthorized use, utilizing another user's District account, or exceeding one's authorization to use District technology resources is prohibited. Nothing in this policy, however, shall prevent a Parent or Guardian from assisting his or her child with the use of the District's technology resources, or from monitoring a student's use of the District's technology resources in the student's home.

#### **Use of Personal Electronic Devices**

The use of personal electronic devices on the District network is permitted only on designated networks. When a user connects a personal electronic device to a District network or District technology resources, this policy and its guidelines apply. Users are subject to the same levels of monitoring and access as if a District-owned device were being utilized. Users who connect a personal electronic device to a District network explicitly waive any expectation of privacy in the content exchanged over the District technology resources.

### **Privacy**

The District reserves the right to monitor any user's utilization of District technology resources. Users have no expectation of privacy while using District technology resources whether on or off District property. The District may monitor, inspect, copy, and review any and all usage of District technology resources including information transmitted and received via the internet to ensure compliance with this and other District policies, and state and federal law. All e-mails and messages, as well as any files

stored on District technology resources, may be inspected at any time for any reason. The District may decrypt and inspect encrypted internet traffic and communications to ensure compliance with this policy.

### **Internet Filtering and CIPA Compliance**

The District utilizes content and message filters to prevent users from accessing material through District technology resources that have been determined to be obscene, offensive, pornographic, harmful to minors, or otherwise inconsistent with the District's educational mission. The Superintendent or his/her designee shall establish a procedure for users to request that a legitimate website or educational resource not be blocked by the District's filters for a bona fide educational purpose. Such requests must be either granted or rejected within three school-days pursuant to the established procedure.

The Board directs that the Superintendent or his/her designee ensure that students at the elementary, middle school, and high school levels are educated about appropriate online behavior including interacting via social networks and in chat rooms, cyber-bullying, and disclosure of personal information.

### **Monitoring**

District technology resources shall be periodically monitored to ensure compliance with this and other District policies including monitoring of users' online activities. The network administrator designated by the Superintendent shall ensure that regular monitoring is completed pursuant to this section. However, the Superintendent, or his/her designee, shall also implement procedures to ensure that District technology resources are not utilized to track the whereabouts or movements of individuals and that remotely activated cameras and/or audio are not utilized except where necessary to recover lost or stolen District technology.

### **District Provided Resources**

District technology resources may be assigned or allocated to an individual user for his or her use (e.g. individual email accounts, laptop computers, etc.) Despite being allocated to a particular user, the technology resources remain the property of the District and may be revoked, suspended, or inspected at any time to ensure compliance with this and other District policies. Users do not have an expectation of privacy in any District provided technology resource or any of its contents.

### **General Prohibitions**

The following uses of District technology resources are prohibited:

1. Use of technology resources to violate the law, facilitate illegal activity, or to encourage others to do so.
2. Use of technology resources to violate any other District policy.
3. Use of technology resources to engage in any intentional act which might threaten the health, safety, or welfare of any person or persons.
4. Use of technology resources to cause, or threaten to cause harm to others or damage to their property.
5. Use of technology resources to bully, or to communicate terroristic threats, discriminatory remarks, or hate.
6. Use of technology resources to communicate words, photos, videos, or other depictions that are obscene, indecent, vulgar, rude, profane, or that advocate illegal drug use.
7. Use of technology resources to create, access, or to distribute obscene, profane, lewd, vulgar, pornographic, harassing, or terroristic materials, firearms, or drug paraphernalia.

8. Use of technology resources to attempt to interfere with or disrupt District technology systems, networks, services, or equipment including, but not limited to, the propagation of computer “viruses” and “worms”, Trojan Horse and trapdoor program codes.
9. Altering or attempting to alter other users’ or system files, system security software, system or component settings, or the systems themselves, without authorization.
10. The attempted physical harm or attempted destruction of District technology resources.
11. Use of technology resources in a manner that jeopardizes the security of the District’s technology resources, or in a manner that attempts to circumvent any system security measures.
12. Use of technology resources to intentionally obtain or modify files, passwords, and/or data belonging to other users or to the District.
13. Use that conceals or attempts to conceal a user’s identity, including the use of anonymizers, or the impersonation of another user.
14. Unauthorized access, interference, possession, or distribution of confidential or private information.
15. Using technology resources to send any District information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the District’s business or educational interests.
16. Use of technology resources to commit plagiarism.
17. Installing, loading, or running software programs, applications, or utilities not explicitly authorized by the District technology staff.
18. Installing unauthorized computer hardware, peripheral devices, network hardware, or system hardware onto technology resources.
19. Copying District software without express authorization from a member of the District’s technology staff.
20. Use of technology resources for commercial purposes.
21. Use of technology resources for political lobbying or campaigning, not including student elections (e.g. student government, club officers, homecoming queen, etc.)
22. Use of District technology resources to tether or otherwise connect to a non-District owned device to access an unfiltered and/or unmonitored internet connection.
23. The use of proxies or other means to bypass internet content filters and monitoring.
24. The use of technology resources to gamble.
25. Unauthorized access into a restricted system or changing settings or access rights to a restricted system or account.
26. The use of encryption software that has not been previously approved by the District.
27. Sending unsolicited mass-email messages, also known as spam.
28. Scanning the District’s technology resources for security vulnerabilities.

### Consequences for Inappropriate Use of District Technology

Violations of this policy may result in the temporary or permanent revocation of a user’s right to access District technology resources. Additionally, students may be subject to other forms of disciplinary actions for violations of this policy and/or local, state, and/or federal law.

## Telephone

Office phones are available for student use in the event of an emergency. Teachers are to send the student to an administrator for approval of phone use.

## **Terroristic Threats/Acts**

### ***(School Board Policy No. 218.2)***

Every student has the right to feel safe. Any student with knowledge of a terroristic threat or act must inform one of the building principals immediately. Students who make these threats or who talk about harming other people will be disciplined severely with suspension and a possible referral for a Superintendent's Hearing. At the Superintendent's Hearing, a student may be referred to the Bristol Township School Board with a recommendation for expulsion. Charges will also be filed under the PA Crimes Code.

Any student who sets a fire or assists in setting a fire on school property will be suspended from school pending a Superintendent's Hearing. Any student found tampering with a fire alarm or safety device or pulling a fire alarm without just cause will be reported to the fire marshal and will be suspended pending a Superintendent's Hearing.

Any students who threaten to use a bomb or who plant any incendiary or explosive device on school property will be suspended pending a Superintendent's Hearing and will also be subject to those disciplinary actions leading up to an Expulsion Hearing with the School Board.

Police will be contacted, and appropriate charges will be filed under the PA Crimes Code.

## **Textbooks**

Students are furnished with the textbooks they need at the beginning of each course. Students are expected to exercise good judgment and care in using the books loaned to them. Reasonable depreciation is expected as a result of daily use. Students must pay for lost textbooks and those which have sustained unreasonable damage.

## **Title I**

Title I is a federally funded program under the Improving America's Schools Act effective July 1, 1995. The purpose of this act of Congress is to provide extra staff, equipment and materials for schools who meet qualifying requirements of economically disadvantaged students. In Bristol Township, Title I serves all elementary students, as needed. Students are selected on the principle of serving those in greatest educational need first. Funds are based on economic need, while help to children is based on educational need.

## **Tobacco Use**

### ***(School Board Policy No. 222)***

Tobacco use is not only against Bristol Township School Policy, it is against the law! No person, regardless of age, is permitted to use any tobacco products on any school property in the state of Pennsylvania.

For purposes of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form or any packaging of such products even such packaging is empty. "Vaping" devices and e-cigarette products and paraphernalia including but not limited to vape juices (including those labeled as nicotine free), vape pods, batteries and chargers will also fall under the tobacco policy.

Some vaporizing devices are used to deliver drugs such as THC (the intoxicating chemical in marijuana). Such devices will fall under the school's Controlled Substance policy (page 14) . Such a distinction is at the discretion of the building administrator.

The Board prohibits tobacco use and possession by students at any time in a school building or on any property, buses, vans and vehicles that are owned, leased or controlled by the School District. The Board prohibits tobacco use and possession by students at school-sponsored activities that are held off school property. The Board prohibits tobacco use by any persons in its school buildings and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. The District may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.

A complete copy of the Tobacco Use Policy is available on the District website at [www.bristoltwpsd.org](http://www.bristoltwpsd.org).

## **Transcripts**

The official school transcript reflects the sum total of the student's final grades in all subjects from grade 9 through grade 12. Parents/guardians and students have a right to review the transcript upon request and to request an official copy for use in college or job interviews. Copies of the official transcript may not be released to other agencies and organizations without the written permission of the student and/or parent/guardian. For further information, contact the Guidance office at 267-599-2200.

## **Transferring to a New School**

As soon as it becomes definite that a student will be transferring to a different school, the student should inform his or her counselor who will provide the student with a transfer form which must be completed and signed by his or her parents/guardians. On the student's last day at HST he or she will be issued a withdrawal card which must be signed by each of the appropriate teachers and staff members. Records will be mailed to the receiving school upon request, after all books and equipment have been returned and after all financial obligations are resolved.

## **Unlawful Harassment**

### ***(School Board Policy No. 248)***

The Board prohibits all forms of unlawful harassment of students, staff members, and third parties by all District students and staff members, contracted individuals, vendors, volunteers, and third parties on school property, in school transportation, in all academic programs and extracurricular activities and at school-sponsored events and activities, regardless of whether or not the event takes place on District property. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees. Harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

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



To see the full policy and complaint procedures, please review District Policy No. 248 which is available on the District website at [www.bristoltpsd.org](http://www.bristoltpsd.org). Report forms are also available on the District website. All complaints should be directed to an Administrator, guidance counselor or an adult in the school. All complaints will be investigated promptly and appropriate action will be taken.

Any student who is found to have engaged in such conduct will be subject to immediate disciplinary action including but not limited to detention, suspension, and/or expulsion from school.

## **Use of Physical Force**

### ***(School Board Policy No. 218)***

The School District prohibits corporal punishment to discipline students for violations of Board policies and District rules and regulations. However, reasonable force may be used by teachers and school authorities under any of the following circumstances:

- To quell a disturbance
- To obtain possession of weapons or other dangerous objects
- For the protection of persons, property, and self-defense

## **Visitors**

### ***(School Board Policy No. 907)***

Students are not permitted to bring visitors to school, unless they have received prior permission from the principal. Parents/guardians must make an appointment to see a teacher, an administrator, or visit classes. ALL VISITORS MUST REPORT TO THE MAIN OFFICE TO OBTAIN A VISITOR'S PASS. Visitors must also sign out at the main office upon completion of visit.

## **Vulgar Language**

The PA Crimes Code prohibits the use of vulgar/obscene language or gestures in public places and considers its use as disorderly conduct. On the first use of vulgar language students will be dealt with via a school disciplinary action and will sign an acknowledgement of disorderly conduct. On the second and subsequent occurrences of vulgar/obscene language or gestures students will be cited under the PA Crimes Code.

## **Weapons**

### ***(School Board Policy No. 218.1)***

Students may not possess, handle, transmit or bring weapons or replicas of weapons, onto school property, to any school-sponsored activities, events or functions, or onto any public or private conveyance providing transportation to or from school, including school bus stops, or a school-sponsored activity before, during or after school hours.

As required by law, any student determined to have violated the School District's Weapons Policy shall be expelled for a period of not less than one year.

Please Note: The laws of the commonwealth and local jurisdictions also apply on school grounds. If the behavior warrants the involvement of the local or state police departments, outside authorities will be called. Offenders that require outside intervention may be subject to school consequences. Offenses such

as fighting, assault, disorderly conduct, drug offenses, vandalism, weapon offenses, etc. will result in discipline apart from those imposed by local authorities. A complete copy of School Board Policy No. 218.1 is available on the website [www.bristolwpsd.org](http://www.bristolwpsd.org).

## Working Papers

Please contact Harry S Truman High School at 267-599-2210..

## Yearbook

A school yearbook will be available for purchase each school year. Students will be informed of information regarding the purchase of yearbooks.

### Harry S Truman High School

3001 Green Lane

Levittown, PA 19057-3105

Main Line	215-547-3000	Guidance	267-599-2200
Fax	215-547-4802	Fax	267-599-2199
Athletics	267-599-2133	Discipline	267-599-2112
Fax	215-547-6491	Fax	215-547-4802
Attendance	267-599-2109	Nurse	267-599-2171
Fax	215-547-4802	Fax	215-547-4802

## COVID- 19 STUDENT HANDBOOK ADDENDUM

August 20, 2020

***With this health crisis in society taking place, the following policies will be adopted to preserve a healthy and safe learning environment for students and faculty here at Bristol Township School District. This Addendum is as of August 20, 2020 and applies to a hybrid return to school should that be possible in the 2020-2021 school year. . Guidelines are fluid and adapted as they are released from the Pennsylvania health Department. This means that this addendum could be adjusted at any time.***

### Masks

***The usage of face masks has proven to be successful in stopping the transmission of the virus. In order to preserve the health of our faculty and students, please adhere to the following:***

- Students will be required to wear masks at ALL times in the building with only the exceptions of: eating breakfast/lunch & designated mask breaks throughout the day. (When eating students will be socially distant by either eating at individual desks six feet apart or eating outside six feet apart).
- Students walking to school must wear a mask once on school property;
- Students being driven to school must wear a mask before leaving the vehicle;

- Students taking the bus must wear masks upon entering the bus and must not take the mask off until completely off the bus;
- Parents are expected to provide masks for students every day. If you are having difficulty supplying a mask for your child each day, please contact the school;
- Mask breaks will be determined by the schedule and communicated to the students ahead of time. Such breaks will be the ONLY time permitted to remove a mask;
- If students are having breathing problems at any time while wearing a mask, tell an adult immediately.

### **Social Distancing**

***The practice of social distancing has been widely accepted as a preventative measure during Covid-19. In order to preserve the health of our faculty and students, please adhere to the following:***

- Students will not be permitted to congregate/gather in large groups at any point during the day; Students will maintain social distance when speaking to other teachers/students/staff throughout the school day as much as physically possible;
- Students will not be permitted to enter the school building until ( ) a.m. and must exit the building at the end of the day ( )p.m. A grab and go breakfast will be given to students at the end of the school day to be eaten at home the following day. Upon entering the school building students must go directly to their first period class, no congregating will be allowed in the building;
- Students will practice social distancing at all times. Hallway Directions/Traffic Flow. The practice of minimizing traffic flow has been widely accepted as a preventative measure during COVID-19.
- Passing time between classes will be staggered to ensure social distancing; Class dismissal will be staggered from one period to the next to lessen the number of students in the hallways at a time.
- There will be monitors in the hallways as well as posters and floor markings to remind students to practice social distancing.

### **Hygiene/Hand-washing**

***The practice of frequent hand-washing and sanitizing has been widely accepted as a preventative measure during Covid-19. In order to preserve the health of our faculty and students, please adhere to the following:***

- Students will be encouraged to frequently wash hands/use hand sanitizer when entering the building for the day, before/after eating, and at various points during the day;
- Throughout the building there will be hand sanitizing stations.

### **Eating/Drinking**

***Lunch times will be staggered to keep our cafeteria numbers to a minimum. Hand-sanitizing stations will also be in the cafeteria as a preventative measure during COVID-19. In order to preserve the health of our faculty and students, please adhere to the following:***

- Students will be encouraged to frequently wash hands/use hand sanitizer when entering the building for the day, before/after eating, and at various points during the day;
- Students will maintain social distance in the cafeteria at individual desks;
- Tables will be sanitized between all lunch shifts;

- Students will only be allowed to take off their mask while sitting at the individual desk while eating;

### **Bathroom usage**

***In order to preserve the health of our faculty and students, please adhere to the following:***

- Bathrooms will be limited to 3 occupants at a time to maximize social distancing requirements; Students will wear masks.
- Bathrooms will be cleaned 3 times a day by the custodial/maintenance staff;

### **Health/Coronavirus Policy**

1. Each morning, students/parents will perform a self-assessment for COVID symptoms including fever, body aches, cough, difficulty breathing, headache, runny nose, nasal congestion, change in taste or smell, and fatigue. If a child has a symptom, they will be expected to stay home. If a child has a temperature greater than 100.0 F, the parent/guardian will keep the child home and contact their physician and the school.
2. If a child experiences any symptom of COVID, the parent/guardian will contact their physician and have a medical note clearing them to return to school.
3. If a family member of a child or a child has been exposed to anyone with a diagnosed case of COVID, the parent/guardian will keep the child home and contact the school nurse,
4. In the event a child experiences any symptom of COVID at school, the parent/guardian will have made arrangements for the child to be picked up at school in an expedient manner. Until the parent comes to get the child, the student will be quarantined in a designated isolation room.
5. In the event a child takes off his/her mask and is sent home, arrangements will be made for the student to walk/be picked up in an expedient manner. Students will NOT be allowed to stay in the building when mask violations have taken place; this is a safety hazard. If this behavior continues, a meeting with parents will be scheduled to discuss actions.
6. Parents/guardians will provide children with masks for school. Any child riding the bus will be required to wear a mask for the entire ride. Fabric masks will be washed at home regularly. Any family having difficulty supplying a mask should contact administration.
7. Parents/guardians will have each child's temperature taken at home every morning before school. If a child has a temperature greater than 100.0 F, the parent/guardian will keep the child home and contact their physician and the school.



# Bristol Township School District

5 Blue Lake Road, Levittown, PA 19057-4014

## Annual Parent Notice Right to Request Teacher Qualifications

School: \_\_\_\_\_ Date: \_\_\_\_\_

Our school receives federal funds for programs that are part of the *Elementary and Secondary Education Act (ESEA)*, as amended (2015). Throughout the school year, we will continue to provide you with important information about this law and your child’s education. Based on current education law, teachers must have earned State certification and licensure. State certification and licensure is the training required to be a teacher.

We are very proud of our teachers and feel they are ready for the coming school year. We are prepared to give your child a high-quality education. You have the right to request information about the professional qualifications of your child’s teacher(s) or paraprofessional(s). A paraprofessional provides academic or other support for students under the direct supervision of a teacher. If you request this information, the district or school will provide you with the following as soon as possible:

- a. if the teacher has met State certification and licensing requirements for the grade levels and subjects for which the teacher provides instruction;
- b. if state certification and licensing requirements have been waived (is not being required at this time) for the teacher under emergency or other temporary status;
- c. if the teacher is teaching in the field of discipline for which they are certified or licensed;
- d. if the teacher has met State-approved or State-recognized certification, licensing, registration, or other comparable requirements. These requirements apply to the professional discipline in which the teacher is working and may include providing English language instruction to English learners, special education or related services to students with disabilities, or both; and
- e. if your child is receiving Title I or Special Education services from paraprofessionals, his or her qualifications.

Our staff is committed to helping your child develop the social, academic and critical thinking he or she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you would like to request information about your child’s teacher(s) or paraprofessional(s), or if you have any questions about your child’s assignment to a teacher or paraprofessional, please contact the following person at your child’s school:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Thank you for your interest and involvement in your child’s education.

Sincerely,

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title



## **Bristol Township School District**

**5 Blue Lake Road, Levittown, PA 19057-4014**

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Dear Parent/Guardian:

On December 10, 2015 a new federal education law was signed by the President. This law, the Every Student Succeeds Act (ESSA), requires schools that received federal Title 1 funding ensure that all teachers teaching in a program supported with Title 1 funding must hold appropriate state certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification.

The new law also requires us to notify parents if their child is being taught for four or more consecutive weeks by a teacher in a Title 1 school or program who does not yet meet the definition of "appropriate state certification".

This letter is to inform you that your child's teacher, \_\_\_\_\_, is in the process of meeting these requirements, and we are providing him/her the support necessary for success.

Your child's teacher is dedicated to the success of every child in the class. While report cards are an important measure of student success, it is not the only opportunity you have to access your child's achievement and growth. As the year progresses please feel free to contact us and request additional information regarding your child's progress.

I thank you for your continued support of your child's education and encourage you to communicate with his or her teacher on a regular basis so that together we can provide your child with the best education possible.

Sincerely,

\_\_\_\_\_  
Principal



# Truman High School

*Truman High School is committed to fostering and promoting family participation in our Title I programs. In accomplishing this goal, our schools will encourage parent participation in the development of our district wide parent involvement plan, and in continuing to improve our family involvement activities in accordance with Section 1112 of the Elementary and Secondary Education Act (ESEA).*

## **Goals**

1. Schedule parent/family meetings and activities
2. Survey both parents/students annually
3. Conduct Conferences and parent contacts

**Goal 1:** BTSD will invite parents to annual Title I Family gatherings to ensure parent involvement in the decision making for our Title 1 programs, and to provide guidance in how to support their Title I child's academic progress.

1. Letters of invitation to Title I Family gatherings
2. Disseminate Title I parent information, share Title I Parent Involvement Policy and review contents annually for parent input.
3. Reserve monies for Title I family involvement activities
4. Establish Title I Parent Involvement contact as: Federal Programs Coordinator
5. Ensure that parents of children with disabilities or limited English proficiency have the same access as other parents including information in a language and form that they can understand.
6. Disseminate district parent involvement policy.
7. Provide parent materials and training to support involvement in their child's academic achievement.
8. Enhance the awareness and continue to develop the skills of teachers, pupil services personnel, principals, and staff in communicating and working with parents as equal partners in their child's education.
9. Monitor each Title I school to ensure that the following documents are in place: Parent Involvement Policy, School/Parent Compacts and Qualified teacher notice in addition to providing real time access to their child's attendance and academic standing, provide technical assistance as needed: dissemination of state testing information, quarterly reports cards, bi-annual conferences, additional conferences as deemed necessary by the teacher or family.
10. Encourage parent participation in the schools through volunteering/visiting
11. Encourage family participation by offering scheduled activities at a variety of times.
12. Provide resources for building parent understanding of child development, and academic strategies which are designed to support parents as partners in their child's education.
13. Provide outreach and a transitional plan for Incoming kindergarteners and their parents.

**Goal 2:** BTSD will conduct evaluations on all aspects of our Title I Program to ensure that we are meeting the needs of all families in supporting their child's academic success.

1. Survey both parents and students to assess areas of strength and identify barriers to parental involvement. Use this assessment in making recommendations to individual schools, specialists, teachers, etc.
2. Continue to collect parent participation data through the use of parent sign-ins for workshops, meetings and/or conferences.

**Goal 3:** In order to build a strong partnership with each child’s family, BTSD staff will ensure open lines of communication in sharing student progress through the use of the following:

1. Allot time for parent-teacher conferences.
2. Parent Forum Meetings to keep parents apprised of district initiatives.
3. Training workshops for parents of Title I students.
4. Share information/access with parents for Infinite Campus so that families can track their child’s grades and progress.
5. Share our district website where parents can access the following information: their child’s school, tips for helping meet the state standards, websites for reinforcement of activities.
6. BTSD will provide parents, through district mailings, our district newsletter.

### **Truman High School**

#### **SCHOOL – PARENT – STUDENT COMPACT**

The School Parent Compact will describe school-parent compact will be jointly developed with parents and family members and the compact outlines how parents, the entire school staff, and students will share in the responsibility for improved student academic achievement and the means by which the school and parents will build and develop partnerships to help children achieve the State’s high standards (*ESSA, Section 1116(d)*).

#### **School**

The school understands the importance of the school experience to every student and their role as educators and models. Therefore, the school agrees to carry out the following responsibilities to the best of their ability:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards (required)
- Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—
- parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child’s achievement
- frequent reports to parents on their children’s progress;
- reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities; and
- Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand. (required) (*ESSA, Section 1116(d)(1-2)*)
- Treat each child with dignity and respect
- Strive to address the individual needs of the student
- Acknowledge that parents are vital to the success of child and school
- Provide a safe, positive and healthy learning environment



- Assure every student access to quality learning experiences
- Assure that the school staff communicates clear expectations for performance to both students and parents.

## ***Parent***

The parent understands that participation in his/her student's education will help his/her achievement and attitude. Therefore, the parent will continue to carry out the following responsibilities to the best of his/her ability:

- Support their child's learning (required)
- Participate, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time (required)
- Create a home atmosphere that supports learning
- Send the student to school on time, well-fed, and well-rested on a regular basis
- Attend school functions and conferences
- Encourage their child to show respect for all members of the school community and school property
- Review all school communications and respond promptly

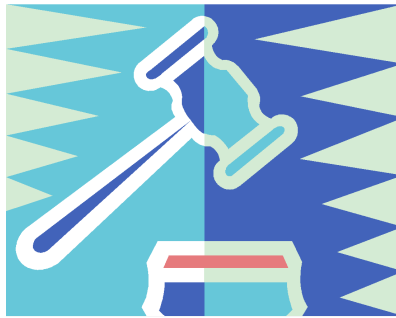
## ***Student***

The student realizes education is important. He/she is the one responsible for his/her own success. Therefore, he/she agrees to carry out the following responsibilities to the best of his/her ability:

- Get to school on time every day
- Develop a positive attitude toward school
- Be responsible for completing schoolwork on time
- Be cooperative by carrying out the teacher's instructions and ask for help when needed
- Do daily work that reflects the student's best effort
- Be respectful to all school members and school property

## **BOARD OF SCHOOL DIRECTORS**

**2020-2021**



James P. Morgan, III, President

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Kellie A. Buchanan

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### **ADMINISTRATION**

Melanie Gehrens, Ed.D., Superintendent

Lou deFonteny, Director of Pupil Personnel & Special Education

Catherine Newsham, Ed.D., Curriculum & Instruction - Secondary

Karen Snedeker, Curriculum & Instruction - Elementary

Audrey Flojo, State & Federal Programs Coordinator

Josh Sweigard, Business Manager