

**Berwick Area**

**Middle School**

1100 Evergreen Drive • Berwick, PA 18603



**2023 - 2024**

***Student Handbook  
and  
Daily Calendar***



*This handbook belongs to:*



*Name:* \_\_\_\_\_

*Homeroom:* \_\_\_\_\_

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## SCHOOL DISTRICT OFFICIALS

### School Board

Sandra Slavick - President  
Brenda Post - Vice President

Carol Bodwalk  
Keith Hess  
Krista Kukurlo  
Joseph Nespoli  
Ron Robsock  
Jeffrey Taylor  
Susy Wiegand

### District Staff

**Wendy Kupsky**–  
*Superintendent*

**Pamela Hegland** –  
*Director of Student Services*

**Dr. Elizabeth Shotwell**  
*Director of Curriculum & Instruction K-8*  
*Nescopeck Principal*

**Robert Croop** –  
*Director of Curriculum & Instruction 9-12*  
*High School Principal*

**Joseph (Bo) Orlando** -  
*Athletic Director*

**TBD** -  
*Business Manager*

**Brent Crispell** -  
*Director of Buildings and Grounds/Transportation Services*

**Sara Lanning** –  
*Transportation Secretary (ext. 3517)*

**Lori Frey** –  
*Nutrition Inc. Supervisor (ext. 3111)*

### Middle School Administration

**Wendy Daily**  
*5<sup>th</sup>/6<sup>th</sup> Grade Principal*

**David Robbins, III**  
*7<sup>th</sup>/8<sup>th</sup> Grade Principal*

### Middle School Support Staff

**Sara Ervin** - School Nurse (ext. 3230)

**Julie Sees** - Guidance 6th Grade A-E and 7<sup>th</sup> Grade

**Nicole Herron** - Guidance 6th Grade F-M and 5<sup>th</sup> Grade

**Shelly Harman** – Guidance 6<sup>th</sup> Grade N-Z and 8<sup>th</sup> Grade

**Karen Finucan** - Dean of Students

**Amy Wenner**- Secretary to the Principal (ext. 3201)

**Debra Demler**- Attendance & Discipline Secretary (ext. 3202)

**Elena Jola** – Secretary for Guidance/Cyber Education (ext. 3205)

**Jennifer Eisenhauer** - Receptionist (ext. 3200)

**WEBSITE**  
[www.berwicksd.org](http://www.berwicksd.org)

**District Mission Statement**

The mission of the Berwick Area School District is to provide quality education for all, which fosters flexible and independent thinking and action within the diverse context of family, community and cultural structure in order to maximize each student's potential in an ever-changing society.

**Building Mission Statement**

Berwick Area Middle School is committed to an atmosphere of mutual respect, hard work and excellence in education. Our daily work will be centered upon established goals and objectives. Our expectations are based in the philosophy that all learners have the potential to overcome adversity and work to their fullest capacity.

**Building Vision Statement**

Berwick Area Middle School strives to nurture all learners to become healthy, responsible, confident citizens of the world, while at the same time preparing them for a lifetime of learning and purpose-driven work.

**Greeting from the Principals**

Dear Middle School Students and Parents/Guardians:

We would like to welcome you to the Berwick Area Middle School for the 2023-2024 school year. This is a year of many new and exciting changes in the Berwick Area School District. We are very eager to begin this journey with you!

Our Middle School Staff is committed to providing each student with an outstanding educational experience, as well as promoting well-rounded student growth and achievement. We believe we can accomplish our goals of providing a safe and conducive learning environment for all students, giving students a voice, recognizing our successes, and promoting pride in our school by working in partnership with students/families/community.

Parent(s)/Guardian(s) please review the handbook with your child then sign and return the signature pages. We provide this handbook so that you may use it as a reference for procedures and guidelines.

We hope you share in the excitement and endless opportunities that a new school year holds. We are proud of our school and work hard to be the best we can be.

Sincerely,

David Robbins, III  
7<sup>th</sup>/8<sup>th</sup> Grade Principal

Wendy Daily  
5<sup>th</sup>/6<sup>th</sup> Grade Principal

## **Handbook Policy**

**Please read this handbook carefully!** It is not inclusive of all school policies and procedures; however, it will answer many of your questions. Students are asked to sign that they have received this student handbook at the beginning of each new school year. The acknowledgment sheet will be provided to the student in the homeroom and should be signed and returned to the Homeroom teacher. Should you need to replace your handbook during the school year, a \$5.00 charge will be assessed.

### **I. CODE OF STUDENT CONDUCT**

The staff of Berwick Area Middle School welcomes you to another school year. We are committed to do our best to help you meet the challenges of this year's school program as we help you prepare for the ever-changing demands of society around us.

There is also the expectation that you, the student, will share in this commitment by being dedicated to your education, developing good work habits and cultivating a wholesome attitude about yourself and your school.

One of the major goals of education is to help students learn self-discipline, to know how to act and how not to act in various situations, and to accept responsibilities. Meeting the expectations of the school is part of the educational process. The purpose of this code is to make known the responsibilities of each student, so that all students may realize their full potential, and so we may be able to provide the best possible learning climate.

These guidelines are not intended to be all inclusive as they do not always cover every situation and every condition inside the school zone. Therefore, if in the judgment of the middle school administration, a student's behavior is not defined in the code of student conduct, the administration will take appropriate action in the best interest of the student and the school. The information in this handbook does not supersede any policy approved by the Berwick Area School District.

#### **Berwick Area Middle School Student Responsibilities PA Code 12.2**

- (a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- (b) No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- (c) Students should express their ideas and opinions in a respectful manner.
- (d) It is the responsibility of the students to conform to the following:
  - (1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
  - (2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
  - (3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.

- (4) Assist the school staff in operating a safe school for the students enrolled therein.
- (5) Comply with Commonwealth and local laws.
- (6) Exercise proper care when using public facilities and equipment.
- (7) Attend school daily and be on time to all classes and other school functions.
- (8) Make up work when absent from school.
- (9) Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
- (10) Report accurately in student media.
- (11) Do not use obscene language in student media or on school premises.

### **Change of Address**

All changes of address and home telephone numbers should be promptly reported to the office. Changes during the school term, as well as those made during summer vacation, should be reported immediately.

### **Compliance Statement**

Equal opportunity will be afforded our pupils in accord with the following nondiscrimination laws:

1. Title VI Civil Rights Act of 1964.
2. Title VII Civil Rights Act of 1964.
3. The Equal Act of 1963, as amended.
4. Executive Order 11246, as amended.
5. Section 503 of the Rehabilitation Act of 1973
6. Section 504 of the Rehabilitation Act of 1973, as amended

*NOTE: Synopses of the above laws are available in the school library, guidance office, faculty handbook, and principals' offices*

## II. BERWICK MIDDLE SCHOOL 2023-2024 FACULTY ASSIGNMENTS

### 5th grade

Michael Coffman	108	Social Studies/Science	Ethan Hoyt	111	English
Tanya Cleaver	112	English	Lisa Seely	114	English
Jennifer Marshman	130	Math	Jamie Slusser	131	Social Studies/Science
Nicole Kozma	132	Social Studies/Science	Kim Waltman	133	Math
Jill Simmons	134	Math	Jennifer Carroll	137	MTSS (5th/6th)

### 6th grade

Chris Rivera	117	Math	Brian Pinterich	118	Social Studies/Science
Wendy Landis	119	Social Studies/Science	Aileen Lear	120	English
Jerry Marks	121	Social Studies/Science	Tara Bacon	122	Math
Amber Mensinger	125	English	Joshua Dunn	126	Math
Christine Powlus	127	English			

### 7th Grade

Jake Titus	211	Science	Donald Plyler	212	English
Joe Kovalewski	213	Social Studies	Sarah Bolig	214	English
Janet Laubach	215	Math/Algebra	Erica Phillips	216	English
Kylie Dawson	217	Social Studies	Elizabeth Frye	218	Math
Rose Henrie	219	Math	Marisa Boschetto	220	Science

### 8th Grade

Tami Evans	202	Math	Laura Chapin	203	Social Studies
Mary Ann Boyles	204	English	Kristy Marshman	205	English
Matthew Navin	206	Social Studies	Amy Daniel	221	Science
Elizabeth Roberts	222	Science	Aaron Keefer	223	English
Michelle Kimbell	225	Geometry/Algebra	Kelly DeFinnis	226	Math

### Related Arts Staff

Amy Pocius	102	Orchestra	Mark Belles	103	Ind Arts
Jared Spaide	104	Art	Sue Zarrett	105	Comp. Sci. Fundamentals
Kathleen Holdren	106	Chorus	Tricia Baker	115	Family Consumer Science
Kerri Troiani	Lib	Digital Foundations	Sandra Tobey		Phys Ed
Amanda Ziegler	123	Band	Bernadette DiPippa	230	Spanish
Eric May		Phys Ed	Maria Kingery	232	Spanish
Toni Phillips	231	Keyboarding			

### Special Education Teachers

Scott Welliver	136	5 <sup>th</sup> Math LS	Jennifer Marks	210	6 <sup>th</sup> LS/Wilson
Lori Fenstemaker	224	8 <sup>th</sup> LS ELA	Sandy Remphrey	124	6 <sup>th</sup> LS Math/Gifted
Mary Ziller	110	Life Skills	Hailey Stein	116	Autistic Support
Jason Kingery	113	5 <sup>th</sup> LS ELA	Jessalyn Wido	233	Supp LS
Lesley Yuhas	208	7 <sup>th</sup> LS ELA	Alexandra DeFrees	234	ES
Corinne Hock	209	7 <sup>th</sup> /8 <sup>th</sup> LS Math	Sherri Longenberger	109	MDS/Autistic Support
Sydney Broyan	235	Speech	Jennifer Carroll	137	MTSS 5 <sup>th</sup> /6 <sup>th</sup>

### Support Staff

Library Aide	Midge Shoemaker	Guidance	Shelly Harman, Nicole Herron, Julie Sees
Health Services	Sara Ervin/Elaine Haraschak	Aquatics	Janae Calarco
Instructional Tech	Steve Lutz	Counseling	Maria Smith

### III. Daily Time Schedule

<b>2023-2024 MS Bell Schedule</b>			
HR / Breakfast/ Wellness	7:30 - 7:59	29	
Period 1	8:02 - 8:43	41	
Period 2	8:46 - 9:27	41	
Period 3	9:30 - 10:11	41	
Period 4	10:14 - 10:55	41	5th Lunch
Period 5	10:58 - 11:39	41	6th Lunch
Period 6	11:42 - 12:23	41	7th Lunch
Period 7	12:26 - 1:07	41	8th Lunch
Period 8	1:10 - 1:51	41	
Period 9	1:54 - 2:35	41	
Student Dismissal	2:35 - 3:00	25	



## IV. EMERGENCY DELAYS AND CLOSINGS

The following procedures will take place during inclement weather:

The decision to delay or to cancel school will be announced on the school district website, [www.berwickisd.org](http://www.berwickisd.org), and the following stations: WKRZ, WHLM, WKAB, WNEP-TV, WBRE-TV, and WYOU-TV.

1. Our Skyward calling system may also be used to contact parents.
2. If you think there is a possibility of school being delayed, dismissed early, or closed, please use the stations listed above.
3. If you do not hear or see our district listed, you must assume school will be open and will start at the regular time.

**\*\*\*DO NOT CALL THE SCHOOL\*\*\***

## V. GENERAL INFORMATION

### Assemblies

During the course of the year there will be assembly programs scheduled for your enrichment. Inappropriate behavior may result in the removal of the offender and could result in the termination of the assembly program. Misconduct during the assembly may result in a warning or temporary suspension from the assembly. A serious offense could result in a permanent suspension from future assembly programs and/or other disciplinary action.

### Breakfast and Lunches

The Berwick Area School District will once again be implementing the provision known as the Community Eligibility Provision (CEP) for the 2023-2024 school year. This program is available to schools/districts who are participating in the National School Lunch and School Breakfast Programs. All enrolled students of the Berwick Area School District are eligible to receive a nutritional breakfast and lunch every day at the school at no charge to your household. No further action is required of you. Your child(ren) will be able to participate in these meal programs without paying a fee or submitting an application.

### Cafeteria Procedures

The cafeteria serves breakfast and lunch. A bagged grab-and-go breakfast is made available for students upon entry. Breakfast will then be eaten in their designated homeroom. Students may purchase a-la-carte and/or snack items by paying cash or by using the Point of Service System (an account in the student's name).

Point Service System: The cost of the item(s) will be deducted from the account. ***A negative account balance will not be permitted.*** Cash or checks can be deposited when needed by placing the currency or check in an envelope marked with the student's name and five-digit ID number and giving it to the cafeteria staff during the student's designated lunch period. Funds can also be deposited in a student's account online through the school website.

If you do not wish to purchase a school lunch, you may bring your lunch to school, but you must eat in the cafeteria. The school administration reserves the right to assign seats in order to maintain a safe and healthy environment.

- \*\*\**Throwing of food will not be tolerated.*
- \*\*\**All school rules and disciplinary procedures apply in the cafeteria.*
- \*\*\**All students must clean up after themselves in the cafeteria.*

*Lunch Dismissal:*

- \* Students will be dismissed by the on-duty teachers

**Care of Books**

Textbooks are school property and should be treated accordingly. The cost of replacing any lost or damaged books or accompanying materials (such as Chromebooks) will be the responsibility of the student and his/her parent/guardian.

Replacement costs will be charged regardless of the age of the lost or damaged book. The average replacement cost of a textbook is \$60-\$80.

When textbooks are turned in at the end of the year, the book number recorded by the teacher must match that of the book turned in by the student or the student will be responsible for purchasing a new book.

**Confidentiality of School Records**

As a result of the Family Educational Rights and Privacy Act of 1974 and Pennsylvania's Right to Know Law, no information contained in a student's record will be released to a third party without the written consent of the student's parents or without the consent of the student if he or she is 18 years of age or older.

**Field Trips**

Field trips are an important part of our curriculum. All students are expected and encouraged to attend field trips. Failure to conduct oneself in a proper manner could result in the loss of field trip privileges. Parents must sign a permission form if they permit their child to go. The agenda and rules will be presented to the students prior to the trip by the classroom teacher. ***Building administration reserves the right to deny student access to field trips for discipline or attendance infractions.***

**Fire Drills**

Upon hearing the fire alarms, students and teachers will go directly outside in a **quiet, orderly fashion**. They are to use the nearest exit with safe passage. It is important that everyone leaves in an orderly fashion. While outside, move to the designated area and stay together as a group so your teacher can take roll. When it is time to return, proceed directly to the classroom using the same route used to exit the building.

**Grading System and Report Cards**

The evaluation of your achievement is one of the most important functions of your teachers. The following is the grading system used in our school for all subjects:

- A - Excellent..... 93%-100%
- B - Good .....85%-92.9%
- C - Fair .....77%-84.9%
- D - Poor ..... 70%-76.9%
- E - Failure..... 0%-69.9%

An incomplete “I” is given in those cases where, due to illness, emergency, or by prearrangement, you have not been able to complete your assignments. Completion of the work within the specified time period will result in the incomplete being changed to the grade earned. There are four (4) report card periods in each school year. In addition to report cards, students will have mid-marking period progress reports to be viewed on Skyward.

### **Homebound Instruction**

In cases of illness which require prolonged periods of absence from school, arrangements can be made through the Administration Office for homebound instruction. In this way the student is not penalized by the illness.

### **Homework Assignments**

Homework assignment requests for the prolonged illness of a student must be made no later than 9:00 a.m. and picked up at the school by 2:30 p.m. the same day. Requests of this nature should not be made unless it is anticipated that the student will be absent because of illness for three or more days.

### **Honor Roll**

An honor roll will be completed and published at the conclusion of each marking period. There will be two lists developed for each grade level. One list will be made up of those students who have earned a 95% average or better and will be classified as distinguished honors. A second list will be developed that will consist of those students who have earned a 90% - 94.9% average and will be known as honors.

### **Leaving School Grounds**

Any student, who leaves school property between the hours of 7:45 AM and 2:35 PM, will be reported to the local authorities, may receive a citation for daytime curfew violation and be subject to a disciplinary action.

### **Locker and Desk Usage**

Students are ONLY permitted to go to their lockers at the beginning of the day (7:30-7:55), before/after lunch, before/after related arts, and at the end of the day.

Students have been provided with lockers for the storage of hats, coats, clothing, or school-related materials. All students assigned a locker shall be subject to the following:

For the safety and welfare of the student, ownership of the locker is maintained by the school and the student is granted use of the locker solely in accordance with the policy stated below. **Students shall have no expectation of privacy in their lockers and the lockers may be opened and inspected by school officials at any time.** A search may be conducted by the school administration, staff, or school resource officer. The school district reserves the right to have its officials/designees inspect the contents of any locker at any time for the purpose of determining whether the locker is being improperly used for the storage of weapons, contraband, a substance or object of which the possession is illegal, or any material that poses a hazard to the safety and good of the school.

***The Berwick Area Middle School Is Not Responsible for Any Lost and/or Stolen Personal Property of Any Student***

## **Movement in the Hall**

During the time classes are changing, there are large numbers of students and it is important for the safety of all that certain precautions be taken. The following guidelines must be followed while passing in the halls.

1. Students will walk in an orderly manner using a low voice and staying to the right of the center of the hallway.
2. Students are not to use the lavatories while changing classes, or at undesignated times, unless they have permission to do so.
3. Running, shoving, shouting and inappropriate language/gestures are prohibited.

## **National Junior Honor Society**

The purpose of the National Junior Honor Society is to create an enthusiasm for superior scholarship, to develop loyal pupil citizenship, to stimulate a desire to faithfully serve one's school, community and country, and to recognize and honor outstanding academic achievement. Honor Society membership shall be based upon scholarship, school citizenship, service, leadership, and character. All members must have maintained a 95% average for the first three marking periods, based on the subjects taken with no failed subject during any marking period and no disciplinary referrals.

## **Parent/Guardian Conferences**

The principal, assistant principal and faculty of the school are interested in meeting with parents/guardians. Appointments must be made through the guidance office to see a teacher(s) during his/her regularly scheduled conference period.

## **Reporting to School**

1. Students will not be granted entry into the building until 7:30. They must remain on Middle School property upon arrival.
2. Students arriving by car should enter the building through the side entrance near the pool. Parents should not use the main entrance to drop off students.

## **School Dances (Update this section)**

School dances are a privilege. Students who have accumulated 3 offenses or 1 out-of-school suspension will not be allowed to attend any dances for the remainder of that school year.

## **School Regulations**

The following regulations apply to all pupils who use Berwick Area School District transportation. The bus driver is responsible for safe transportation and student conduct on his/her vehicle. The safety of the passengers is his/her first consideration and all student conduct will be judged with this in mind. Students who ride a second run bus may not leave school without permission. The administration will not accept notes to allow students onto buses that are not designated to them.

The school district reserves the right to place audio and video recording devices aboard school vehicles. The resulting recordings may be used to aid administration in the investigation of misconduct, but are not necessary to determine appropriate consequences.

*The following acts are prohibited:*

1. Smoking
2. Fighting
3. Littering, both in the bus and out the window
4. Defacing or destroying bus property
5. Using profane or abusive language
6. Assaulting and/or cursing the bus driver
7. Scuffling while on the bus
8. Talking too loudly
9. Distracting the driver's attention
10. Pushing and jostling while getting on or off the bus
11. Discourteous behavior to other students
12. Standing or changing seats while bus is in motion
13. Crowding the bus door before bus has stopped
14. Refusal to obey the driver
15. Improper behavior at the bus stop
16. Making obscene gestures to others
17. Any other conduct that is inappropriate or unacceptable

\* First bus offense will result in a written warning and parents/guardians will be notified. (If the first offense is serious enough a bus suspension may be warranted)

\* Second bus offense will result in a three-day suspension of bus privileges. A letter will be sent home informing the parents/guardians. (Update this statement)

\* Third and subsequent bus offenses will result in suspension of bus privileges until a hearing with the transportation director is arranged. (Updated this statement)

### **Skyward and Email**

Skyward is the software program available to parents/guardians for checking students' grades and assignments. Please contact the Informational Technology Department to receive logon information.

Teachers and parents are encouraged to use email when possible to share information related to student progress. While email is an excellent way to share information, it is not always an effective communication tool. More complicated concerns should be addressed through phone calls or an in-person meeting.

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

The Berwick Area School District Student Assistance Program (SAP) is an intervention program staffed by administrators, guidance counselors, teachers, school nurses, and appropriate agencies from the community. The Student Assistance Team is trained to identify & refer "at-risk" students for appropriate help. "At risk" concerns may include substance abuse, physical and sexual abuse, suicide prevention, depression, eating disorders, pregnancy, and children of divorce. Referrals to our team may be made by parents, teachers, staff, students, peers, or friends. Referral forms are available on the school website.

SAP is available for all middle school students. This program is designed to:

1) Identify high risk students who are having problems in school due to alcohol, drug use, depression or other mental health problems.

2) Intervene/refer these students for appropriate help.

Once a student has been referred, a systematic process is used by specially-trained school personnel to determine if the student needs help. Referrals may be made by parents, students, faculty or other concerned individuals. Details of all referrals are confidential and must be signed.

## **Student Meetings**

It is necessary that a faculty member be present at all committee meetings, club meetings, conferences, athletic practices, rehearsals, etc., held in any part of the building.

Groups wanting to use the building after school hours must have a teacher in charge. Such groups must have permission from the principal.

## **Travel to and from School**

If you plan to walk to and from school, it is important that you use extreme caution when crossing streets.

Students who are assigned to a bus must ride the assigned bus or be transported by parents. **You are not permitted to ride a different bus.**

It is recognized that students will ride bikes to school. It is strongly recommended that you park and lock your bikes in the bike rack provided. PA law requires children under the age of 12 to wear a helmet while riding a bike. The school is not responsible for lost or stolen bikes.

## **Visitors**

Visitors are welcome to our middle school, but must remember that school property is considered to be semi-public and school officials reserve the right to deny any person from entering the said property. For the safety of our students and staff, the following procedures have been established:

Upon entering the building, visitors must produce an official Pennsylvania photo identification, and present it to office personnel. All parents/visitors wishing to see a pupil are required to secure permission from the office. If a visitor desires to speak to a teacher, a formal meeting must be scheduled. Classes will *not* be interrupted for visitation purposes. Students are not permitted to bring their little brother or sister or friends from other school districts/countries to school unless prior permission has been granted by the principal.

## **Water Bottles**

Because water is a necessary nutrient to maintain and improve health, the Berwick Area Middle School allows students to carry a water bottle while on campus. In an effort to limit confusion, the following rules apply to students:

1. The bottles cannot be made of glass.
2. To prevent spills, the bottle must be capped.
3. No straws.
4. Bottle can be no larger than 24 oz.
5. The container must contain plain water. There can be NO juice, soda, addable, or energy drink.
6. The water may be consumed during class but not in close proximity to technology equipment, during science labs, or in the library.

7. Water bottles are not to be played with on school grounds. This includes throwing the bottle or pouring the contents of the bottle onto a student, staff or equipment. Any failure to follow the policy will result in disciplinary action with the possibility of losing privileges to carry a water bottle.

## Year-End Obligations

All obligations due to the Middle School will be fulfilled prior to receiving the final report card.

## VI. HEALTH SERVICES

We have a full-time certified school nurse and a health room technician (R.N. or L.P.N.) to assist students as needed. The school nurse conducts mandated screenings and refers students with defects; maintains updated health records on each student; notifies teachers of students with health problems and facilitates adaptations when necessary; follows standing orders of the school doctor to treat ill or injured students; gives medicine as ordered by private physicians; serves as a resource person.

The school nurse/health room technician is in the health office from 7:30 am until 3:00 pm daily.

Students are required to obtain written permission from the current period teacher to visit the Health Office. All students are required to sign in upon arriving in the health office.

**Emergency forms** are distributed to students the first day of school and should be returned to the Health Office the next day. The Health Office must be notified of any changes that occur during the school year.

The information on the emergency forms is necessary in cases where the nurse needs to contact a parent for illness, an accident or other serious matters. ***\*\*\*This information must be kept up to date by notifying the nurse of any changes.***

The school nurse/health room technician is responsible for all emergency care of sudden illness and accidents occurring while the student is in school, **but is not responsible for subsequent care or treatment of injuries sustained away from school premises.** If no one is in the Health Office, the student should report to the school office. (Students feeling ill before coming to school or who have suspicious rashes are asked not to report to school.) If a student becomes ill while in school and needs to go home, the parent will be contacted by the Health Office to arrange for transportation. Cell phones are not to be used by ill or injured students to call home. The Health Services Staff or School Administrator will make all telephone calls relating to student illness or accidents.

The Department of Health and Education regulations mandate procedures to minimize spread of contagious disease in the school population. The following regulations will be adhered to by our schools:

1. The school nurse, in collaboration with parents, works to ensure that students comply with Pennsylvania Department of Health School immunization regulations.
2. District personnel will refer persons with symptoms suggestive of a contagious disease to the Health Office for possible exclusion. School personnel are to be alert for any of the following symptoms: skin eruptions, fever, head lice, pink eye, coughing and wheezing.
3. In certain cases a physician's excuse is not always required for re-admittance to school after exclusion.

Examples:

- a. Chicken pox -- a doctor's excuse is necessary for a student to return to school if less than 10 days from the first eruption.
- b. Head lice -- a nurse check-in and note from her are required after exclusions for lice.
- c. Skin eruptions (impetigo, ringworm, scabies) -- a doctor's paper is needed. However, the nurse may re-admit students if she assesses the condition has been adequately treated and clearly resolved.
- d. "Pink eye" -- the student may return without a doctor's paper if the eye is obviously clear upon inspection.
- e. If there are any questions concerning returning to school after exclusion, an unusual disease, or serious illness/accident, please contact the school nurse.

## **Medicines**

According to the Nurse Practice Act (Law), nurses cannot give medicine without a written order signed by a physician (MD or DO), PA-C (Certified Physician's Assistant) or CRNP (Certified Registered Nurse Practitioner). School policy requires signed parent consent as well. Forms are available in the Health Office for students who must take medicine during school hours. Parents of students with severe asthma/allergy conditions are urged to contact the school nurse/health room technician about an asthma management plan. Should a parent need to deliver medication during the school day, they need to report to the front office to sign in. It will be considered a violation of the Drug and Alcohol Policy (with a possible suspension from school) if this procedure is not followed. Our concern is the health and safety of the entire student body of the Berwick Area School District.

## **Medical Tests**

According to the state mandate, physical examinations are required for all sixth graders. All students will have their height and weight measured annually. A BMI (Body Mass Index) will also be calculated, and parents will be informed of the results. Students not examined at school must return a private physician's report within the school year. All students will have a vision screening annually. Sixth and seventh graders will have a scoliosis-screening test. Additionally, seventh graders will have a hearing test and dental exam.

## **School Insurance**

School insurance is an available option for all students to purchase. A packet will be made available upon request at the start of the school year.

***If you wish to participate in a school sport and do not have personal insurance, you MUST purchase a school plan.***

## **VII. SEARCHES AND SEIZURES**

### **Administrative Regulations to Support Policy #226**

Berwick Area School District recognizes that The Fourth Amendment provides that students have a right "to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures." However, with the passage of the Gun Free Schools Act, the Safe Schools Act, and Act 26 of 1995 that amends the School Code, it is imperative that the school also recognize its responsibility to protect and maintain the health, welfare, and safety of all students.

Consequently, the school district contends that school lockers belong to the school, and that students are only given permission to use them. It is with this understanding that students should assume no expectation of privacy and realize that searches may be conducted by school officials with or without any suspicion of



wrongdoing on the part of the student. Students should be aware that all student bags and lockers may be searched at any time and for any reason, with no qualifications or exceptions. Student lockers will be inspected from time to time to ensure that they are being properly cared for and that the contents are in no way harmful to the student and other persons in the school building. Any illegal material may be seized. Students may also be asked to empty their pockets, backpacks, book bags, duffle bags, gym bags, purses and any other personal articles not previously stated to search for illegal, controlled, or criminal material.

## VIII. DISCIPLINE VIOLATIONS

### **General Information**

The professional staff of the middle school strongly believes that inappropriate behavior on the part of students has a negative effect on the total educational process and will not be tolerated. Discipline will be handled according to school policy.

The following lists are not meant to be all inclusive, but rather a set of general guidelines in dealing with inappropriate behavior. Punishments are not limited to those listed. More serious offenses such as drug/alcohol violations, weapon possession, tobacco violations, fighting, cheating, or insubordination will carry much stricter action.

### ***Drug/Alcohol Violations***

- Parent/Guardian notified immediately
- Police notified and follow-up legal action
- Hearing
- Student suspended, out-of-school, for up to ten days awaiting possible hearing with the Superintendent for expulsion. The School Board reserves the right to conduct an expulsion hearing.
- Student Assistance Team notified

### ***Possession of Weapons/Explosives***

- Weapons/explosives confiscated
- Parent/Guardian notified immediately
- Police notified and follow up legal action
- Hearing
- Student is suspended out-of-school, for up to ten days awaiting possible hearing with the Superintendent for expulsion. The School Board reserves the right to conduct an expulsion hearing.
- Possible permanent expulsion

### ***Fighting***

- Parent/Guardian notified
- Police notified and follow up legal action based upon severity of fight
- Hearing
- Student may be suspended, out-of-school for up to ten days

### ***Tobacco Products Violation (Including vapes, e-cigarettes, and look-alikes)***

- Parent/Guardian notified
- Hearing

- 1st offense 2 days In-School Suspension (citation/fine)
- 2nd offense 3 days In-School Suspension (citation/fine)
- 3rd offense 3 days out-of-school Suspension (citation/fine)
- Legal action required by law on each offense (citation/fine)
- Confiscate tobacco product; no return

***Skipping Class***

Any student not attending a scheduled class/study hall/lunch period without proper documentation will be deemed skipping class. Consequences for skipping class are as follows:

- First skip -1 day In-School Suspension, Parent/Guardian Contact
- Second skip-2 days In-School Suspension, Parent/Guardian Contact
- Third skip-3 days In-School Suspension, Parent/Guardian Contact
- Four or more skipped classes- Meeting with parent/guardian and administration will be held. Discipline will be assigned at that time.

*A zero may be assigned for any assignment missed during the class period that was skipped.  
See Attendance Policy concerning skipped classes.*

**In-School Suspension**

Should a student warrant in-school suspension, he/she will be placed in a supervised alternative education setting for the duration of his/her in-school suspension. The planned school lunch or salad will be provided to the student at his/her cost. Bag lunches are allowed. All academic work must be completed in order for the student to return to regularly scheduled classes.

**IX. EXCESSIVE DISCIPLINE REFERRAL POLICY**

Administrative Regulations to Support Policy #233  
Accumulation of Disciplinary Referrals:

1. Student Discipline Referrals will be tracked in the Skyward System. A document will be mailed home and a copy kept on file at the building level.
2. A phone contact will be attempted on all disciplinary offenses.
3. Once a student receives a third offense, a meeting with the student, parent/guardian and administration will be scheduled to discuss strategies and interventions to improve the student’s behaviors.
4. Upon a student receiving a sixth offense, a meeting with the student, parent/guardian, and administration will convene. Continuing and improving intervention strategies will be discussed, as well as the possibility of an alternative education placement and possible expulsion for a period to be determined by consensus of the school board.
5. Should a student receive a ninth discipline offense, he/she may be brought before the school board for an expulsion hearing. While awaiting the hearing he/she will be suspended from school and/or placed in In-School Suspension and/or placed in the alternative education program. This applies to all students and accommodations will be made for those students that qualify under IDEA.

\*For the purpose of these regulations, should a student be involved in an altercation that results in police citations, he/she may go before the board for an expulsion hearing upon the first incident regardless of how many referrals have been accumulated to that point.

**X. BULLYING POLICY: Policy #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:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

**Bullying**, as defined in this policy, includes cyber bullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The Board prohibits all forms of bullying by district students. The Board encourages students who have been bullied to promptly report such incidents to their teachers, guidance counselor, building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

### **Delegation of Responsibility**

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

### **Consequences for Violations**

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention (Delete since this is not used/change verbiage to “Reassignment Room”/In-School Suspension)
7. Suspension
8. Expulsion
9. Counseling/Therapy outside of school. (Remove since this isn’t a requirement/change verbiage to “in school)
10. Referral to law enforcement officials.

## **XI. DRUG AND ALCOHOL PROCEDURE**

The Berwick Area School District has a written drug and alcohol policy #227 (Controlled Substance/Paraphernalia) and students violating this policy will be dealt with according to the guidelines set forth in that policy.

### **Drug and Alcohol Abuse**

1. These rules and regulations are designed to assist in maintaining the order necessary for effective learning. They are in keeping with the school's duty to secure and maintain the safety and welfare of all students. They deal specifically with the fair treatment and/or punishment of all students who, by engaging in drug-related or alcohol related conduct, deny their fellow students an environment conducive to learning, and in doing so, endanger their own health and that of their fellow students.
2. Authority to apply these procedures shall be applicable in the school, on school property, on school trips, during school-sponsored activities, and at any place or any time when the school is responsible for students including the time students spend traveling to and from school and their homes by bus or otherwise.
3. These rules and regulations and the policy which serves as their basis include the following:
  - 3.1 Controlled substances -a drug, substance, or immediate precursor (as stated in Schedule I through V of the Pennsylvania Drug and Alcohol Abuse Control Act of 1972), such as marijuana, opiates and other narcotics
  - 3.2 Drugs- defined in the Act and including substances used medically to treat disease or prevent disease in man or animals

- 3.3 Prescription drugs - drugs dispensed only upon prescription by a physician, according to federal law
  - 3.4 Non-Prescription drugs-see definition above in P.L. 233, No. 64.
  - 3.5 Alcoholic beverages - liquid with an alcoholic content including, but not limited to, beer, wine, and liquor
  - 3.6 In a situation that 3.1 through 3.5 are involved, a full ten-day suspension will be enforced
4. Students suspected of being in violation of these rules and regulations may be searched by the school principal or a designee, and his/her locker may be opened and examined for a violation of school policy. Students may be asked to empty pockets, purses, and/or other containers.
    - 4.1 Refusal to permit a search in the presence of one witness shall make temporary suspension mandatory until a board hearing can be scheduled.
    - 4.2 Any materials found in a personal or locker search shall be confiscated as evidence, labeled, held for use at subsequent informal or formal hearings, and finally transmitted to state or local law enforcement agencies if applicable and/or required.
    - 4.3 Information and/or evidence secured in connection with any violation shall be treated with the confidentiality required by local, state, and federal laws.
5. Students in violation of the policy to which these rules and regulations apply shall be disciplined as follows:
    - 5.1 The first violation regarding personal possession or use of an unauthorized substance shall result in a full out-of-school suspension for ten school days.
    - 5.2 First offense transferring or distribution, first offense sale, or subsequent incidents of possession or use of an unauthorized substance shall result in a full out-of-school suspension for ten school days, a hearing with the Superintendent, and a possible recommendation by the Superintendent to the School Board for expulsion.
    - 5.3 Subsequent offenses of transfer or sale of an unauthorized substance shall result in full out-of-school suspension for ten school days, a hearing with the Superintendent, and a possible recommendation by the Superintendent to the Board for expulsion.
    - 5.4 All suspensions shall be in accordance with established Board Policy.
6. Students who are willing to be helped in changing their habit or practice of using any of the substances which placed them in violation shall be referred to a professional counselor for consultation. Costs incurred, if any, shall be borne by the parents/guardians of the student.
  7. Students in possession of drug paraphernalia (any equipment used in a drug-related activity, such as pipes, needles, tubing, etc.) in the circumstance noted in 2 above, even though not in possession of unauthorized substances, shall be disciplined as in 5.1 above.
  8. Students selling, transferring, or distributing materials (over-the-counter medications, patient medicines, and other substances not covered in 3 above) under the pretense of their being unauthorized drugs or alcohol shall also be subject to the disciplinary measures indicated in 5.1 and 5.2.
  9. Drug and alcohol education shall be included in the health curriculum of the Berwick High School.

## **XII. WEAPONS POLICY**

### Administrative Regulations to Support Policy # 218.1

The Board recognizes that a school must provide a safe and secure environment in which learning can take place. The Board shall make provisions for this type of environment within school buildings, on school property, on school buses, or off the school grounds at any school activity, event, or function, before, during, and after school hours.

The definition of "weapon" includes: knives, cutting instruments, cutting tools, martial arts devices, firearms, shotguns, rifles, air rifles and pistols, sling shots, explosive devices, and any other tools, instruments, or implements capable of inflicting serious bodily injury. Also included are "lookalikes" of the weapons listed above. The Berwick Area School District will comply with all local, state, and federal regulations pertaining to weapons in the school. (H.B. PA #20, 1995 and Federal Gun Free Schools Act of 1994 and Act of 1995 #26)

If the weapon is a firearm, the prevailing state and federal regulations will be followed. The Federal Gun Free Schools Act of 1994 states that, "as a condition of receiving assistance under the Elementary and Secondary Education Act, local education agencies must have in effect a policy requiring the expulsion from school for a period of not less than one year, of any student who brings a firearm to school, except that the local educational agency's chief administrative officer may modify the expulsion requirement on a case by case basis". Under this provision, a local education agency would be permitted to discipline students with disabilities in accordance with the requirements of Part B of the Individuals with Disabilities Education Act (Public Law 91230 20 USC & 1400 Et. Seq.) and Section 504 of the Rehabilitation Act, and thereby maintain eligibility for federal financial assistance.

## **XIII. EXCLUSION FROM SCHOOL**

Exclusion shall mean denial of entry to all Berwick Area School Facilities and property, and denial of participation in any school or school sponsored activities unless such entry or participation is specifically authorized in writing by appropriate authority.

### **Types of offenses that would lead to exclusion:**

1. Creating or posing a threat to the health or safety of the school staff or student body.
2. Possessing, using, distributing, attempting to sell, or selling of an illegal drug or drugs or alcoholic beverages.
3. Committing or threatening to commit an act of physical violence upon a member of the school staff or student body.
4. Committing an act of serious insubordination.
5. Committing a serious disruption of the educational program of the school district.
6. Committing acts of vandalism against school district property.
7. Committing an act of serious disrespect to staff or faculty.

This list is intended to be illustrative but not exhaustive of all possible offenses, nor is the list intended to replace or defer other actions as may be required or permitted by law. Although expulsion may result from a sufficiently serious offense, it will be considered by the board for any student who receives two suspensions during any one school year.

### **Exclusion from school may be affected by temporary suspension, full suspension or expulsion.**

1. "Temporary Suspension" shall mean exclusion from school for an offense for a period of up to three school days, by the principal/assistant principal, in accordance with the policy.

2. "Full Suspension" shall mean exclusion from school for an offense for a period of up to ten school days, after an informal hearing before the principal/assistant principal is offered to the student and the student's parents.
3. "Expulsion" shall mean exclusion from school for an offense for a period exceeding ten school days, and may be permanent expulsion from the school rolls. Expulsions are decided at the level of the school board.

**No student may receive a temporary suspension unless** the student has been informed of the reasons before the suspension becomes effective. Parents will be immediately notified of the suspension. All full suspensions require a prior informal hearing, and all expulsions require a prior formal hearing in accordance with the following:

#### 1. Formal Hearing

a. A formal hearing may be held before the board of school directors or a duly authorized committee of the board, preferably composed of no fewer than three members of the school board. The hearing committee's decision is advisory to the school board where expulsion is recommended. A majority vote of the entire school board is required to expel a student.

b. At the formal hearing, the following due process requirements will be observed:

(1) Notification of the charges in writing sent to the parents or guardian by certified mail, and to the student.

(2) Sufficient notice of the time and place of the hearing.

(3) The right to an impartial tribunal.

(4) The right to be represented by counsel.

(5) The right to be presented with the names of witnesses against the student and copies of the statements and affidavits of those witnesses.

(6) The right to demand that any such witness appears in person and answer questions or be cross-examined.

(7) The student's right to testify and produce witnesses on his/her own behalf.

(8) A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.

(9) The proceeding must be held with all reasonable speed.

c. If requested by the student or student's parent/guardian, the hearing shall be held in private.

d. Where the student is dissatisfied with the results of the hearing, recourse can be taken to the appropriate state court. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate federal district court.

#### 2. Informal Hearing

a. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended, to demonstrate that there is a case of mistaken identity or to show that there is some compelling reason why the student should not be suspended. The informal hearing also encourages the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.

At the informal hearing, the following due process requirements will be observed:

(1) Notification of the reason(s) for the suspension in writing given to the parents or guardian and to the student.

(2) Sufficient notice of the time and place of the informal hearing.

(3) The right to cross-examine any witnesses.

(4) The student's right to speak and produce witnesses on his/her own behalf.

**The maximum period a student may be suspended** for an offense shall not exceed ten school days. A temporary suspension may be followed by a full suspension for the same offense.

**Students shall be permitted a reasonable period of time to make up exams and work** missed while being disciplined by temporary or full suspension. It is the responsibility of the student to make all necessary arrangements for making up work when absent from school during disciplinary action.

**If, when expulsion proceedings are initiated**, it is determined, after an informal hearing, that a student's presence in his or her normal class would constitute a threat to the health, safety, morals or welfare of others, and it is not possible to hold a formal hearing within the period of a full suspension, the student may be excluded from school for more than ten school days, provided the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative instruction.

**Students who are less than seventeen years of age are still subject to** the compulsory school attendance law even though expelled, and must attend school. The responsibility for placing the student in school rests initially with the student's parents or guardian. However, if the student is unable to attend another public school, cannot afford to attend or is unable to be accepted at a private school, the student's school district has the responsibility to make some provision for the child's education, either through instruction in the home or by readmitting the child. If none of these alternatives is acceptable, the school district must take action to ensure that the child will receive a proper education.

#### **XIV. CSTAG**

The Berwick Area School District has adopted the Comprehensive School Threat Assessment Guidelines (CSTAG) which have been tested extensively and are practiced in thousands of schools nationwide. CSTAG is a team approach to threat assessment that focuses on problem-solving and violence prevention.

If a threat is communicated, the threat assessment team will do an assessment using the *School Threat Assessment Decision Tree* to determine the level of seriousness of the threat and how to respond to it.

A threat is any expression of intent to harm someone. Threats may be spoken, written, or expressed in some other way, such as through gestures. Threats may be direct or indirect and vague or implied.

If you have information regarding a threat to school safety, contact the building administrator immediately. Building administrators will then notify a member of the CSTAG team. After school hours, contact local law enforcement.

#### **Securly Aware**

Securly Aware is a student safety and wellness solution that provides unprecedented visibility into your students' mental health and wellness. The data provided by Aware can help you understand and meaningfully impact your students' wellness. With Aware, you can: Know who's at risk of self-harm, suicide, depression, violence, and bullying, Proactively support students who demonstrate concerning behaviors, Gain a clear picture of each student's current wellness level, Intervene quickly when wellness levels drop, Respond effectively to student safety concerns.

#### **Safe2Say Something**



Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of the Attorney General.

Each year in schools and communities across the United States, there are millions of youth who hurt themselves or others through verbal, physical, and digital means. These behaviors can cause youth to experience emotional trauma and physical injury, mental health or wellness issues, stress or anxiety, and/or feelings of being unsafe. Too often the outcome results in self-harm, suicide, or homicide.

The Berwick Area School District has adopted the Safe2Say Something program which allows the students within our district to have a way of anonymously reporting information, which may be affecting that student, the district, or other students within the district, as well as the overall wellness of the district before it is too late.

Submit the anonymous tip via the tipline (1-844-SAF2SAY), Website ([www.safe2saypa.org](http://www.safe2saypa.org)), or use the mobile app (available on Apple and Android devices).

## **XV. BACKPACKS AND PURSES**

Backpacks may be carried to school, but must be stored in lockers throughout the day. Clutch style purses may be carried throughout the day, but may not be larger than 8 by 11 inches.

## **XVI. DRESS CODE**

Administrative Regulations to Support Policy #221

All students are expected to be neatly dressed and well groomed. An individual's habits of dress and personal grooming are an important part of his total personality and they often determine not only his/her attitude toward him/herself, but also the way others look at them. The appearance of any young person is primarily the responsibility of the individual and his/her parents. We expect students to maintain the type of dress and grooming that does not interfere with the educational process of our school. *Final judgment as to the appropriateness of any style of dress or article of clothing will be made by the administration team.*

1. Any clothing or accessories, whether in words or pictures, which have any obscene or demeaning expressions, sexual expressions, references to drugs or alcohol, references to organized gangs, or display offensive items, will not be permitted. This shall include clothing with vulgar language, double meanings, or disrespectful reference to religion, race, sex, or ethnic origin.
2. See-through, provocative clothing is not permitted.
3. All upper body clothing must cover the chest and mid-section of the body.
4. At no time should a student's midriff, lower back, and/or undergarments be visible while standing, sitting or participating in normal school activities, e.g. raising a hand.
5. Dresses, skirts, skorts, and shorts must be no more than 6" above the knee (approximately the length of a dollar bill.)
6. All belts must be properly fastened around the waist. The belt should not be excessive in length and should not be hanging from either side of the body.

- 7.. Wearing boxer shorts as outerwear, pajama bottoms, and other forms of sleepwear are not permitted for school dress.
- 8.. Sunglasses\*, heavy chains (including wallet chains), and spiked or sharp object jewelry are not permitted. (\* With appropriate medical excuse only.)
- 9.. Hats, hoods, bandannas, knit caps, baseball caps, sweatbands, or any headgear (unless permitted for special school events) are not to be worn inside the school building.
10. Appropriate footwear must be worn at all times. Slippers and “heelies” are not permitted. Footwear that may endanger the student’s health and welfare (flip-flops, high-heeled shoes, etc.) is discouraged.
11. Any other clothing, make-up, paint, body piercing, or the like that detracts from the educational environment and jeopardizes the health and welfare of the student or others is not suitable for school dress.

A student not complying with the guidelines of the Middle School dress code will initially be warned and asked to change into appropriate clothing. If appropriate clothing cannot be obtained, the student will be assigned to In-School Suspension for the remainder of the day.

## **XVII. CELL PHONES & ELECTRONIC DEVICES**

We realize by today’s living standards the use of personal electronic devices is pervasive. However, according to Pennsylvania School Code (Section 1317.1 PA School Code), the possession of electronic devices by students including, but not limited to; telephone paging devices, commonly referred to as beepers, emergency pagers, laser pens, and cellular telephones, CD players, walkmen, radios, MP3 players, iPods and/or any other personal electronic music devices or stereos is prohibited during regular school hours.

***Therefore, these items must be turned off and kept in their locker from 7:55 A.M. until 2:35 P.M., regardless of the time the student is dismissed from school. It is required students keep their device secured in their lockers throughout the school day.. Upon administrative approval a classroom teacher may set acceptable parameters (limits) for use that incorporate technology into the educational relevance of the classroom.***

Any violation of this policy is subject to the following schedule of consequences:

**First Offense**-Electronic device will be turned into the main office until the end of the school day. Refusal to surrender a cell phone when directed by a staff member is a violation of our school’s code of conduct. This insubordinate behavior is punishable by suspension.

**Second Offense**-Electronic device will be turned into the main office until the end of the school day and can remain in administrative custody until an adult as stated on the student’s emergency form personally signs for the device at school. ***Student will serve one day in-school suspension.*** Parents will be required to sign off acknowledging the consequence of the second offense. Refusal to surrender a cell phone when directed by a staff member is a violation of our school’s code of conduct. This insubordinate behavior is punishable by suspension.

**Third and subsequent Offenses**- Electronic device will be turned into the office and can remain in administrative custody until an adult as stated on the student’s emergency form personally signs for the device at school. ***Additional consequences will be at the discretion of the administration.*** Parents will be required to sign off acknowledging the consequence of the third and subsequent offenses. Refusal to surrender a cell phone

when directed by a staff member is a violation of our school's code of conduct. This insubordinate behavior is punishable by suspension.

Additionally, students who have been found to have violated this policy through either an interview with or examination of another student's phone will be subject to the same schedule of consequences.

Any student who is found to possess pornography or other illicit or illegal materials on their phone will be reported to the Berwick Area School District Police. Possible charges could include, but are not limited to:

- Possession of Pornography
- Distribution of Pornography
- Corruption of minors
- Child pornography related charges
- Exploitation of minors

### **Telephone (Land lines)**

As a general rule, **student phones are to be turned off during the instructional day.**

No student will be called to the telephone during school time. Necessary messages will be taken and passed on to the student when most practical.

Students are not excused from classes to make telephone calls. Any of our office telephones may be used by students for extenuating circumstances. Prior approval is required.

## **XVIII. ATTENDANCE REGULATIONS AND GUIDELINES**

Administrative Regulations to Support Policy #204

*Act 138 of 2016 expressly states that its purpose is to improve school attendance and deter truancy through a "comprehensive approach to consistently identify and address attendance issues as early as possible through credible interventions."*

*For the purposes of this attendance policy:*

- Compulsory school age refers to the period of a child's life from the time that they enter school (which may be no later than 6 years of age), until the age of 18 or graduation from High School, whichever occurs first.
- **Truant** is defined as having three (3) or more school days of unexcused absence during the current school year by a child subject to the compulsory school attendance law.
- **Habitually truant** is defined as having six (6) or more school days of unexcused absences during the current school year by a child subject to the compulsory school attendance law.
- **Student Attendance Improvement Conference** is defined as a conference where the child's absences and reasons for the absences are examined in an effort to improve attendance, with or without additional services.



- Approved school trips
- Administrative excused day
- Other "urgent reasons" to be approved at the discretion of Administration

3.2 Absences from school for reasons listed in 3.1 are considered excused if within the fifteen (15) day limit, and proper documentation is provided to the school.

3.3 Absences from school for reasons other than those listed in 3.1 are considered unexcused/illegal absences and subject to actions outlined in the Berwick School District Attendance Policy.

3.4 Students found by state, municipal, or school district personnel during school hours and not in school attendance will be charged with an unexcused/illegal absence unless those students can verify that they are absent from school for one of the reasons listed in Section 3.1

#### **4.0 Compulsory Age Students and Enforcement of Compulsory School Law**

4.1 The parent, guardian, or person in parental relation to students of compulsory school age who have accumulated three (3) or more unlawful absences shall be notified in writing of these absences within 10 days of the third illegal absence.

4.1a A Student Attendance Improvement Conference will be offered by the school district when a student is deemed truant. The child, person in parent relation to the child, any other persons identified by the person in parental relation, service providers and school personnel will be invited to the conference. The meeting will take place in absence of the child and/or the person in parent relation, if they choose to not accept the invite to the meeting.

4.1b The school district shall not pursue any actions through the local magistrate courts before a School Attendance Improvement Conference is scheduled and takes place.

4.2 The parent or person in parent relation to the student will be notified when the 15-day limit for parental notes is approaching. After the 15<sup>th</sup> parent excused day is reached, a doctor excuse should accompany any additional absences. Excluded in the 15-day limit are physician excuses, suspensions/expulsions, school approved trips and prior approved absences by the building principals.

**4.3 Nothing in these regulations is intended to supersede the attendance requirements outlined in Act 138 of 2016, which details enforcement procedures for violation of the compulsory school laws.**

Please see the truancy flowchart below for further explanation of the enforcement procedures to be taken concerning truant and habitual truancy, in compliance with Act 138.

#### **McKinney-Vento Eligibility and Identification**

The McKinney-Vento Homeless Assistance Act defines “homeless children and youths” as “individuals who lack a fixed, regular and adequate nighttime residence.” However, because the circumstances of homelessness vary with each family’s or unaccompanied youth’s situation, determining the extent to which the family or youth fits the definition must be applied on a case-by-case basis. The liaison must gather and analyze information from the family or youth and make an appropriate determination of eligibility. Expedient determination of eligibility and immediate school enrollment are critical to the child’s educational continuity and future success.

Children and youth experiencing homelessness are difficult to identify for many reasons and often go unnoticed by school personnel. Students and parents may try to hide their situation because they are embarrassed by their homelessness. In addition, the fear of having children taken away often prevents families from revealing their living circumstances to school officials. Unaccompanied youth may not report their homeless status for fear of being returned to unsafe family environments. Homeless children and youth who are not enrolled in school and

are living in places other than shelters, such as doubled-up with another family or in a low-cost motel, are even more invisible to schools and their communities.

### **Immediate Enrollment**

It is important to remember that the McKinney-Vento Homeless Assistance Act requires the immediate enrollment of children and youth experiencing homelessness, even in the absence of records, normally required for enrollment. School districts' enrollment policies and practices must ensure that no barriers exist for these students/families. Denying immediate enrollment to a student experiencing homelessness violates federal law and may place the student in danger in certain circumstances.

### **School Choice/School of Origin**

According to federal law (see [center.serve.org/nche/legis/mv.php](http://center.serve.org/nche/legis/mv.php)), the local education agency serving each child or youth to be assisted under this subtitle shall, according to the child's or youth's best interest:

- (i) continue the child's or youth's education in the school of origin for the duration of homelessness—
  - (I) in any case in which a family becomes homeless between academic years or during an academic year;
  - (II) for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
- (ii) enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

The federal law defines "School of Origin" as the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parent(s) or has been temporarily placed elsewhere. These families or youth are presently unable to establish "homes" on a permanent basis.

## **XIX. LIBRARY PROCEDURES**

The library should be used when it is necessary to do research in relation to an assignment, to use reference materials and magazines, to check out books, to return books, and take Accelerated Reader Tests on the computer. In order that all students can use the library, the following procedures should be followed.

\* For research, checking out books, returning books, using reference materials and magazines, you must have a signed and timed Library Pass.

### ***Return to Classes:***

\* All return passes must be signed and timed.

### ***Loss of Privileges:***

\* Inappropriate behavior will result in the loss of library privileges.

1. Talking
2. Disruptive behavior

***Damaged or Unreturned Books:***

- \* Students are responsible for returning books in the same condition that they received them.
- \* Students will be responsible for the replacement cost of damaged or lost books.
- \* Report cards may be held until all issues have been resolved.

\*\*The library now has Play-a-ways available for certain students by teacher recommendation only. A Play-away is pre-loaded audio books on an MP3 player. This is an optional program that requires parental permission for participation. If a Play-away is lost or damaged, it will be the student's responsibility to replace it. The cost for a Play-away ranges from \$30.00 to \$70.00. Remember, the library is a valuable place for your development and successful research. Treat it with respect.

**XX. INTERNET ACCESS**

The Berwick Area School District has established board policy on the use of the Internet for both staff and students. Access to this service will be made available at our high school under a controlled environment.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. Electronic mail communication with people all over the world;
2. Information and news on an extensive variety of topics;
3. Access to Library of Congress, National Science Foundation, NASA news, college and university information, and the latest career statistics.

Anyone requesting the use of this technology is required to follow the terms and conditions set forth by policy #815 developed by the Berwick Area School District Board of Education. This policy is available for review in the main office of each school building in the District.

**XXI. ATHLETIC POLICIES**

Athletic Activities are part of our school program; therefore, it is the duty of all teachers and students to embody these principles in their own actions, and advocate them before others:

1. The rules of the game are to be regarded as mutual agreements, the spirit or letter of which no honorable person would break.
2. No advantages are to be sought over others except those in which the game is understood to show superiority.
3. Unsportsmanlike or unfair means are not to be used even when they are used by opponents.
4. Visiting teams are to be honored guests of the home team, and should be treated as such.
5. No action is to be taken, nor course of conduct pursued, which would seem unsportsmanlike or dishonorable if known to one's opponent or the public.
6. Remember that a student spectator represents his/her school the same as does the athlete.

7. Any spectator who continually evidences poor sportsmanship may be barred from future contests.
8. Decisions of officials are to be accepted even when they seem unfair.
9. Attention is called to the following Board rule: "Any student, who by personal action, shall bring discredit upon the school system in general, and themselves in particular, shall, by such, forfeit all rights to awards or recognition or participation in that particular extracurricular activity."

### **P.I.A.A. Eligibility Requirements**

A student is eligible to compete in interscholastic sports if:

1. There is, on file with the principal, a certificate of consent which is signed by his/her parent or legal guardian.
2. He/she has been examined by a school physician or other regular physician, and his/her condition is pronounced satisfactory before he/she commences to train or practice the sport in which he/she intends to participate.
3. He/she has not attained the age of 19 before July 1 of the school year.
4. He/she is an amateur.
5. He/she is regularly enrolled in the Berwick Middle School and in regular attendance, or enrolled in a district approved Home Schooling Program/Cyber School.
6. He/she has not been absent from school for twenty school days during a semester, or if he/she has been, he/she must be in attendance sixty school days following the absence before he/she can participate.
7. He/she has never represented another team of which he/she was not at the time a member or has never participated in an athletic contest as a member of any similar team during the same season.
8. He/she has never accepted money, prizes, competed under a false name, or played on a team whose players are receiving, or have received compensation for their athletic service.
9. His/her parents reside in the Berwick Area School District, or he/she has legal residence in this district.
10. He/she has not been enrolled in high school for more than eight semesters beyond the eighth grade.
11. He/she has not played four seasons beyond the eighth grade in any form of athletics.
12. In order to be eligible for interscholastic athletics a pupil must have passed at least four (4) full credit subjects, or the equivalent, during the previous grading period. Additionally, students must be passing a minimum of four (4) credits at all times during the sports season in order to be eligible to compete. At the end of the school year, the student's final grades and credits in his/her subjects rather than his/her



grades and credits for the last grading period shall be used to determine his/her eligibility for the next grading period.

13. Any student-athlete absent or arriving after 8:30 A.M. may not be permitted to practice or participate in an event on that day. In the event of any school delay, any student-athlete arriving after the first bell would be considered tardy and not eligible that day.

The student-athlete may remain eligible if the tardy or absence is due to one of the following situations:

- \* Life event – (Immediate family) death, tragedy, wedding, childbirth
- \* College visit – prearranged and approved by the guidance office, student must return with a signed visitation form from the institution.
- \* Doctor or Dental visit – accompanied with note and time of appointment on medical professional's stationary.
  - \* Any local visit (Berwick, Nescopeck, Salem Township) the student-athlete must return within two periods, any out of town visit – the student must return within three periods.
  - \* This stipulation also pertains to student-athletes being dismissed from school during normal school hours to go on an appointment with a medical professional. The student-athlete must return within two periods for a local visit and three periods for an out of town visit.

Any student that is dismissed early from school by the School Nurse's Office will not be able to participate in practice or games on that day.

Special consideration may be given by the Middle School Principal or Athletic Director for extenuating circumstances.

14. Any student assigned to in-school suspension will be ineligible to participate (play or practice) the day or days they are assigned to in-school suspension. Upon completion of the discipline, and the student returns to a normal class schedule, the student will regain their eligibility.

15. Any Dual Enrollment student will follow their assigned schedule in the event the college they are attending is on a semester break.

16. Period of Participation – A student may participate in a maximum of six seasons in each sport beyond the sixth grade or four seasons beyond the eighth grade. A student may participate until he/she has reached the student's fourth consecutive year (8<sup>th</sup> consecutive semester or equivalent) beyond the 8<sup>th</sup> grade, without regard to the student's period of attendance.

In cases where a student's work in any preceding grading period does not meet the standards provided, the said student shall be ineligible to participate in interscholastic athletics for the first 20 days of the next grading period.

## **XXII. SCHOOL POLICY ON PLAGIARISM/CHEATING**

Plagiarism is defined as "literary theft." Most authorities agree that verbatim copying of more than three words in succession of someone else's work constitutes plagiarism. In addition, the use of another individual's ideas without giving credit to that writer is plagiarism.

Therefore, ANY QUOTATION, SUMMARY, PRECIS, AND/OR PARAPHRASE (regardless of the number of words) of another individual's work must be documented (footnoted or source cited). Otherwise the writing will be considered as plagiarized.

PLAGIARISM will receive a failing grade of zero. Students may be given an opportunity to re-do the assignment at the discretion of the teacher and administration. Any students who are found to have cheated on an assignment, test, quiz, project, or other activity assigned by a teacher will earn a zero as the grade for that assignment. Students may be given an opportunity to re-do the assignment at the discretion of the teacher and administration.

### **XXIII. SUPPORT SERVICES & PROGRAMS**

The Berwick Area School District provides a variety of services and programs designed to complement, extend, and support its regular education program at the secondary school level. A description of those support services and programs follows.

#### **Child Study Support**

The Middle School will provide instructional support to those students who are having academic and/or behavioral problems affecting their academic achievement. The Child Study Team will gather information on the student's needs to determine the best course of action. This will involve the parents in establishing procedures or strategies to help the student. Parents are encouraged to meet with school officials and teachers if you are notified that your child needs assistance.

#### **Special Education Support**

**The following is the process for Special Education Support:**

- 1. Referral:** Before your child is considered for a special education program, you must grant permission in writing for the evaluation. A parent interested in making a referral for their child should contact the building principal.
- 2. Evaluation:** A multi-disciplinary team evaluates a child to determine such things as his or her learning disability, behavior patterns, physical coordination, and communication skills. The team may include a special education teacher and supervisor, speech therapist, counselor or psychologist in addition to a parent, a teacher, and the school principal. The team reviews the results of the evaluation and determines if special education services are needed. If a special education placement is recommended, you will be part of the team that develops an Individual Education Program (IEP) for your son or daughter.
- 3. Due Process:** Due process is a series of steps to assure students a free, appropriate public education. At each step in determining your child's needs for special education services, you have the right to disagree with

the educational team's decisions. These decisions may be reviewed in a due process hearing with members of the educational team and with school district and IU staff.

**4. IEP/NOREP:** Every student receiving special education services must have an IEP, a written summary of his or her educational plan. IEPs are developed during planning conferences attended by the education team members and parents. Special education, related services, and any regular education programs or activities in which your child participates are described in the IEP.

To ensure that your child's IEP is appropriate for continued growth, the plan is reviewed when major changes must be made (if goals are met more quickly or slowly than expected, or if a child's needs change), and at least once a year.

**NOREP** – Before an IEP can be implemented, you are asked to give your approval for special education placement by signing a Notice of Recommended Educational Placement (NOREP). This legal document notes the type of program in which your child is to be enrolled. Your child's NOREP is reissued whenever programming is changed to a major degree.

## **504 PLAN**

Section 504 of the Rehabilitation Act of 1973 is a civil rights statute that prohibits discrimination against individuals with disabilities.

A student may be eligible to receive Section 504 Accommodations if he/she:

- Has a physical or mental impairment, and
- The impairment substantially limits one or more major life activities and the disability is not transitory and minor.

The district's 504 Accommodation Team is responsible for identification, eligibility, and development of accommodations and the Accommodation Plan.

**Note:** A determination that the student has a disability or a medically diagnosed illness or condition does not guarantee eligibility for a 504 Accommodation Plan. However, a student may be found to be eligible for Section 504 nondiscrimination protections without requiring an accommodation plan.

## **Individualized Health Plan**

- For students with health management needs.
- Ensures access to an education for students with special health care needs, whether or not the student is classified as eligible for special education or 504.
- A formal written agreement is developed with the interdisciplinary collaboration of the school staff in partnership with the student's family, the student, and the student's health care provider(s).

## **XXIV. STUDENT RECORDS**

### **NOTIFICATION OF RIGHTS PARENTS/GUARDIANS/ELIGIBLE STUDENTS**

The Family Educational Rights and Privacy Act (FERPA) and Pennsylvania law afford parents/guardians and students eighteen (18) years of age and over (eligible students) certain rights with respect to the student's educational records, as follows:

1. The right to inspect and review the student's education records within forty-five (45) days of the district's receipt of a request for access.

A parent/guardian or eligible student making such a request must submit to the school principal (or appropriate school official) a written request that identifies the record(s) s/he wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

2. The right to request amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading or otherwise violates the privacy rights of the student.

A parent/guardian or eligible student may request the district to amend a record s/he believes is inaccurate, misleading or violates the privacy rights of the student by clearly identifying in writing the part of the record s/he wants changed and specifying why it is inaccurate, misleading or violates the privacy rights of the student. The request shall be made to the building principal (or appropriate school official).

If the district decides not to amend the record as requested, the principal will notify the parent/guardian or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure of personally identifiable information can be made without consent to the following:

- a. School officials, including teachers, with a legitimate need to review an education record in order to fulfill their professional responsibilities. This may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or well-being of the student or others. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.
- b. Officials of another school or school system in which the student seeks or intends to enroll. In this case, disciplinary information may be included. The district will make a reasonable attempt to notify the student's parents/guardians prior to the disclosure of information and will provide the parent/guardian with a copy of the record if so requested.
- c. Authorities named in FERPA and accompanying federal regulations, including authorized representatives of the Comptroller General of the United States, Secretary of Education, and state and local educational authorities.

- d. Officials connected with a student's application for a receipt of financial aid.
- e. State and local officials who are required to get specific information pursuant to state law if the disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released. If the state statute was enacted after November 19, 1974, the officials must certify in writing that the information will not be disclosed to any other person, except as provided by state law, without prior written consent of the parent/guardian.
- f. Educational testing and research organizations for the purpose of administering student aid programs or improving instruction or predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.
- g. Accrediting institutions.
- h. In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.
- i. Anyone if required by a court order or subpoena. However, where the subpoena is issued by a federal grand jury, the district will make reasonable efforts to notify the parent/guardian or eligible student prior to complying with the subpoena or court order.

The school district may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent/guardian or eligible student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

5. The right to refuse to permit the designation of any or all of the categories of directory information.

The district is permitted by law to disclose directory information without written consent of the parent/guardian or eligible student. The parent/guardian or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if a written refusal is forwarded to the building principal by the 5th day of the current school term.

Directory information which may be released may include the student's name, date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent and previous education agency or institution attended by the student; email address; photograph and other similar information.

6. The right to request that information not be provided to military recruiting officers.

Names, addresses and home telephone numbers of secondary school students will be released to military recruiting officers unless a student submits within twenty-one (21) calendar days a written request to the Superintendent that such information not be released.

## **XXV. PBIS**

PBIS is a proactive process that is used to develop a positive and safe program, school and community climate, help children/youth develop better social and emotional skills, and expand behavioral health support for ALL. The process is best represented by a three-tier framework for prevention, intervention and support that is implemented by a core team.

PBIS Rewards is a digital platform that allows our staff members to recognize any student, anywhere for meeting behavior expectations. These behavior expectations are defined by the school then communicated and taught. So, when your child displays the behavior that is expected, they are recognized for it. The points earned through that recognition may be used to purchase items from the school's PBIS store.

## **XXVI. BERWICK CYBER ACADEMY - PROGRAM OVERVIEW**

The Berwick Cyber Academy is an educational learning environment designed to meet the needs of students who desire to pursue their education in a non-traditional format. The Berwick Area School District recognizes the value of online learning, yet it continues to carry the belief that the interaction with professional educators truly extends learning to a higher level. The educational program offers an online learning opportunity that includes a variety of interactions with highly-qualified professional educators, guidance counselors and administration.

Like the educational program of the Berwick Area School District's traditional "brick and mortar" system, the learning environment of the Cyber Academy is based on the Pennsylvania Academic Standards. This standards-aligned curriculum emphasizes the students' demonstration of mastering specific skills by engaging in an academic program that emphasizes proficiency in all curricular activities through online learning.

The Berwick Cyber Academy strives to engage students in a highly motivational, student-centered educational program that relies on basic educational principles while utilizing the latest information and communications technology to promote student achievement in fostering higher-order thinking and problem-solving skills. Students will master essential content skills and build a strong foundation to compete in a global workforce.

### **The goals of the Berwick Cyber Academy are as follows:**

- Offer a non-traditional learning environment to the students of the Berwick Area School District that is in line with the district's mission and vision statements.
- Provide students who desire a non-traditional learning environment with opportunities to acquire the education necessary to earn a diploma from the Berwick Area School District.
- Provide students who select the Cyber Academy with balanced educational experiences, academic programs, and interactions with highly-qualified professional educators.
- Establish individualized learning plans for participating students that are consistent with the Pennsylvania Academic Standards and graduation requirements of the Berwick Area School District.
- Provide students with a sense of ownership and responsibility for their learning.

## **Registration/Orientation**

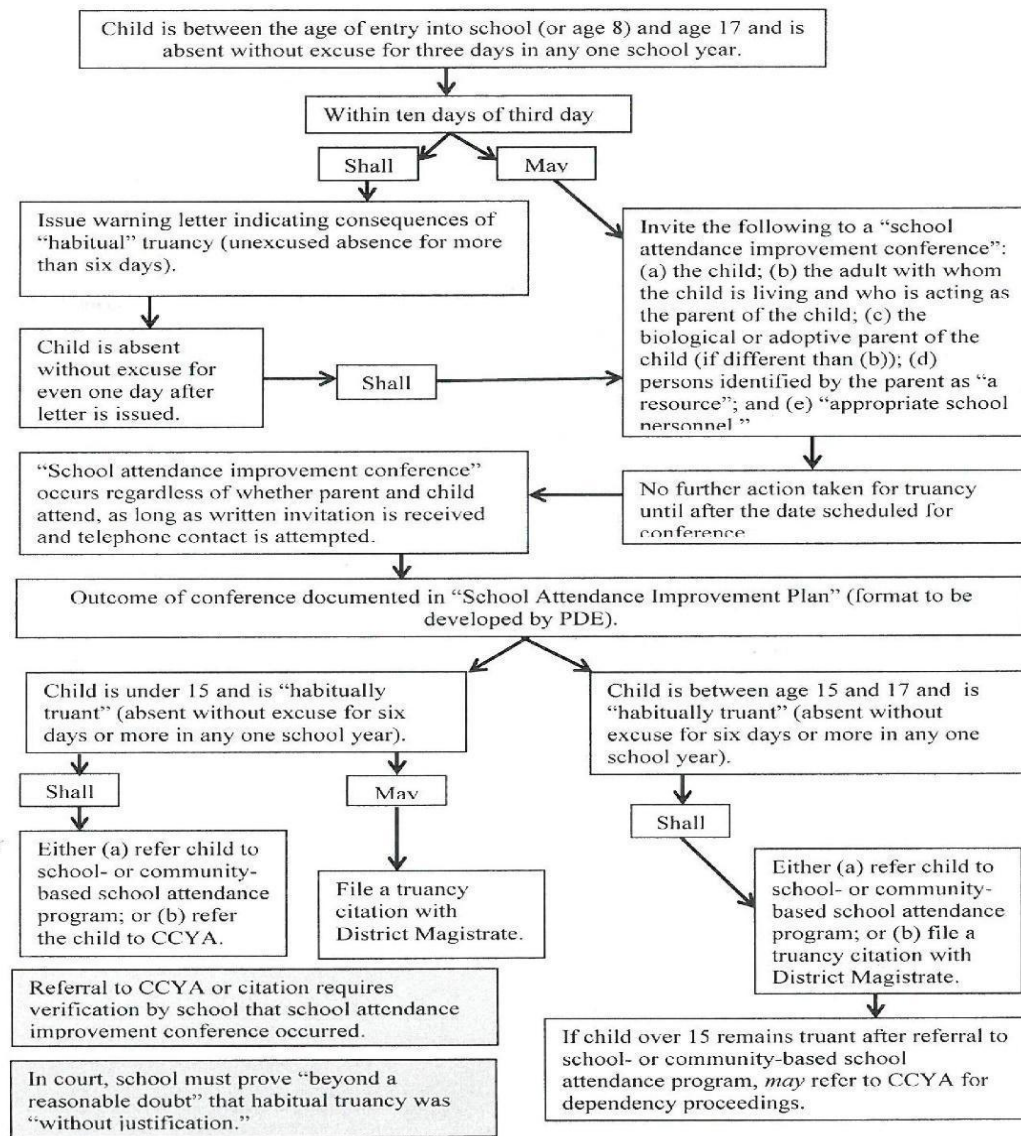
All students enrolling in the Berwick Cyber Academy will complete an orientation prior to accessing their courses. This orientation will be in-person.

## **Cyber Attendance**

The Berwick Cyber Academy follows the school district's calendar. Students are required to complete work each school day. A **MINIMUM** of 4 hours must be recorded to be considered present for the day. *Students enrolled in the Berwick Cyber Academy are subjected to the same attendance regulations and guidelines as previously stated under “XVII ATTENDANCE REGULATIONS AND GUIDELINES”.*

## Truancy Flowchart

### Truancy Under Act 138 of 2016: A Flow Chart



## XXVI. CYBER CLUBS / ACTIVITIES / ORGANIZATIONS / EXTRA-CURRICULAR

As a member of the Berwick Cyber Academy students are eligible and are strongly encouraged to join in and participate with all clubs, organizations, and extracurricular activities offered by the District. This includes attendance at dances, proms, and assemblies. Students will need to meet eligibility requirements outlined in the student handbook.