



Bristol Township School District

TIGER STRONG

EMPOWERED ENGAGED INSPIRED

Neil A. Armstrong Middle School

and

Benjamin Franklin Middle School

Handbook and Procedures

2024-2025

08/17/2018

Revision 10/11/2018

Updated 09/02/2019, 09/02/20, 8/11/2021, 8/18/2023, 7/24/2024

The information on the following pages is a summary of BTSD policies, procedures, and practice. If you have questions regarding the School District's official policies, you may review the BTSD policies on the BTSD Website: www.bristoltwpsd.org.

Accidents

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

Act 80 Days

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

On days of early dismissals, no activity buses will be provided, and all students must leave the building at dismissal. Coaches/Advisors will notify participants of schedules.

Activities

Every student is encouraged to get involved in at least one extra-curricular activity.

Address Changes

Changes of address, telephone number, name, or parent/guardianship must be reported promptly to the Guidance Secretary in the Guidance office. Failure to do so may be the reason for withdrawal of the student. A change of address must be accompanied by proof of residency. Completing an emergency card for the nurse does not automatically change computer information. Changes must be made in the Guidance office. The Guidance office number for NAA is 267-599-2265; for Ben Franklin is 267-599-2300.

Administration

Neil A. Armstrong Middle School

Mr. Edward Dayton, Principal

Mrs. Jeana Sabatini-Gilbert, Assistant Principal

Ben Franklin Middle School

Mr. Kevin Boles, Principal

Mr. Bob Kinney, Assistant Principal

After School

After the dismissal bell, students are not permitted inside the building or on school grounds without staff supervision. Students may stay after school if they are under the direct supervision of a teacher or if they are participating in a co-curricular activity. If a student misses a bus, he/she is to report immediately to the main office and remain there until a ride is provided, or until the activity bus comes to school for its pickup. If a student is found staying after school repeatedly without supervision, or if he/she is not with his supervising teacher, disciplinary action will result. Additionally, students are not to leave campus and return to then use an activity bus for a ride home.

Announcements

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

Assault of Students

(School Board Policy # 218.3)

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

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

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

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

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

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

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

Assessments (State) **(School Board Policy No. 127)**

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

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

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

Athletics-Interscholastic (P.I.A.A)

Our middle schools offer its students the following P.I.A.A. teams: football, soccer, field hockey, volleyball, cheerleading, wrestling, girls' and boys' basketball, track, baseball, and softball. Only students in the 7th and 8th grades are eligible to participate. On the first day a student enters 7th grade, they begin their 6-year eligibility period. Any eligibility beyond the 6-years will require a hearing and approval by the governing board of PIAA.

Students who participate in interscholastic athletics are required to complete a Family ID registration and complete a PIAA physical dated no earlier than May 1st of the previous school year. Physicals are held at each middle school prior to the start of Fall, Winter, and Spring Sports. You may also obtain a sports physical at your own doctor and have the PIAA form completed.

About the P.I.A.A

Our Middle Schools are a member of the P.I.A.A and the Lower Bucks County Athletic Leagues.

Questions about the co-curricular program should be addressed to the appropriate coach or to the Athletic Director of Bristol Township (Phone: 267-599-2133).

Some important points to consider:

- **Age** – Any student in grades 7 and 8 shall be ineligible to compete in interscholastic athletic contests upon attaining the age of 16 years.
- **Academic** - To be eligible for interscholastic competition, a student may not be failing more than one course during the season. Eligibility reports are to be run every Friday and ineligible athletes are unable to compete the following Monday through Friday. Coaches are responsible for letting the athlete and parents know.
- **Consent of Parent** - A student in grades 7 and 8 shall be eligible for practice or participation in each sport when a parent or guardian checks consent using Family ID and approves their child to have a physical exam (once per year).
- **Health** - No student shall be eligible to represent his/her school in any interscholastic athletic contest unless he / she has been examined each year by the school physician or by another licensed physician. The physicals arranged by the school will cost a minimal fee. The physical condition of the student athlete must be pronounced satisfactory before he / she begins to train or practice in the sport. *Any injury sustained within the sport or outside of the sport that requires a period of inactivity **INVALIDATES** the physical exam and the athlete must have written clearance by a physician in order to resume participating (no exceptions).*

Attendance

(School Board Policy No. 204)

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

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

Attendance Regulations and Responsibilities

Philosophy

Regular attendance is necessary for students to learn. Students build upon previous information to provide understanding, and to develop skills in all areas of their education. Daily attendance contributes to the student's development in learning responsibility, self-discipline, relationship building, and good work habits. Good attendance allows students to gain maximum benefit from their education and reach their highest potential. They can graduate and be prepared for their next step in life.

Educational Community Responsibilities

Student Responsibilities

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

Parent/Guardian Responsibilities

1. Create a morning routine to ensure students attend school regularly.
2. Adopt age-appropriate expectations such as using an alarm and prepping clothes and materials for the next day.
3. Check in with your student regularly on their grades and progress. Check infinite campus monthly to monitor progress and attendance.

Teacher Responsibilities

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

Personnel Responsibilities

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

Administrative Responsibilities

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

PA State Law

Pennsylvania Law (24 P.S. Section 13-1326-1354) requires students of compulsory school age (6-18) to attend school while it is in session, and upon absence provide an acceptable excuse note (see procedures above). Bristol Township School District must enforce this attendance law.

Attendance Procedures

- When a student is absent, a phone contact/computer message will be made to inform the parent/guardian that the absence has been recorded.
- Upon return to school, the student must provide an absence note (either handwritten or emailed). Notes are accepted up to 10 school days following the absence.
 - If a note is not received within 10 days of the absence, the absence is considered unexcused.
- A parent/guardian may excuse the first 10 absences each school year
 - After 10 absences only an excuse from a licensed practitioner of the healing arts (primary care physician, medical specialist, mental health provider) will be accepted to excuse the absence.
 - Medical excuses must contain specific dates of absence.
 - Blanket medical excuses will not be accepted.
 - Medical excuses that are altered in any way will not be accepted.
 - Medical notes for chronic medical issues must be renewed on a yearly basis.
 - At the discretion of an Administrator or the Home and School Visitor, medical excuses may be required in cases of questionable absences
- Parents will be notified in writing when their child has 3 unexcused absences, and consider this as a notification of a violation of the PA State Attendance Law.
- Parents will also receive written notification of the requirement for medical only notes after their child has their 10th absence (excused or unexcused) for the year.
 - Included in these 10 absences are all:
 - excused absences,
 - unexcused absences,
 - suspensions.
- Truancy, tardiness, and unexcused absences are behaviors which are subject to a disciplinary response under the Discipline & Attendance Guidelines
 - School contact will be made with the student whose attendance is infrequent or

irregular.

Attendance Policy

A student will be considered in attendance if present:

- at any place where the school is in session by authority of the Board;
- the student is receiving tutorial instruction, or health or therapeutic services;
- the student is engaged in an approved and properly supervised independent study, work-study or career education program;
- the student is receiving approved homebound instruction.

Acceptable Excuses for Absence

- Illness - You should keep your child at home if he/she has any of the following symptoms:
 - A fever of 100° or higher
 - Vomiting or Diarrhea
 - Persistent cough or thick nasal discharge
 - Itchy, watery red eyes with a crusty discharge
- Quarantine
- Recovery from accident
- Required court attendance
- Death in family
- Religious holidays/observances (Board approved)
 - No more than 36 hours per school year and transportation provided
- Family educational trips (Prior permission required)
- Educational tours and trip
- District-canceled bus

Makeup Work

Students who are absent from school will have the opportunity to complete make up work.

All absences other than illness and family emergencies must be approved in advance. Educational/Family trips must get principal approval by submitting a written request at least ten days prior to the desired trip.

Continued Unexcused Absences

Students of compulsory school-age (6-18) who continue to have unexcused absences will be referred to the District Home and School Visitor. The Home and School Visitor will reach out to the student/parent/guardian to understand the barriers that may be causing absenteeism, address parent concerns, explain the policies and procedures, and expectations for student attendance and on-time arrival, and offer school and/or community support to reduce absences.

PA State Law requires after the 6th unexcused absence (classified as habitually truant), a school representative will contact the student/parent/guardian to develop a School Attendance Improvement Plan (SAIP) for the student.

As part of the plan, school/community support will be offered. If unexcused absences continue, students may be referred to the Bucks County Children and Youth Social Services Agency and/or a truancy citation may be filed with the district magistrate.

A citation may result in fines and an automatic suspension of the student's driver's license if found guilty by the Judge.

For student age 18 or older, compulsory school laws differ. Students who are 18 years older may be withdrawn from school proceedings if:

- absent for 10 consecutive school days without previous approval or notice

- absent for more than 30 days in a school year

Perfect Attendance

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

Lateness Policy

Students who are not in school by 8 am are considered late to school. Unexcused latenesses are subject to the following consequences

First 3 Unexcused latenesses	Warning
All Other Unexcused Latenesses during 1st period	Lunch Detention assigned for the same day
Failure to Serve Lunch Detention	2 Detention hours
All Other Unexcused Latenesses after the end of first period	2 Detention hours
Repeated refusal to serve consequences for lateness will result in parent conference and additional disciplinary consequences. Students who are habitually late for school will be referred to the home and school visitor for truancy interventions.	

Acceptable Excuses for Lateness

- Doctor appointment (Doctor's Note Presented)
- Court Appearance (Note from the Court Presented)
- District-canceled bus (Notify front office when arriving)

Authority of Teachers and Principals

The Public School Code states that the teaching staff and other District employees responsible for students should have the right to exercise the same authority in matters of conduct and discipline as a parent or guardian would have. This authority is in effect whenever a student is in a classroom or at a school sponsored function, as well as whenever a student is going to or coming from school.

Bicycles and Other Vehicles (School Board Policy No. 223)

The Board regards the use of bicycles to travel to and from school by students as an assumption of responsibility/risk by parents and/or guardians and students. Students are forbidden to use sneakers with wheels in the hallways on any school property. Any student who violates traffic laws or endangers their own safety or the safety of anyone else on the way to school or on the way home will be disciplined by the administration and will be reported to the Bristol Township Police.

Book Bags and Backpacks

Students book bags/backpacks should be kept in their locker. At the principal's discretion, students may be permitted to carry string bags throughout the school day.

Bullying/Cyber Bullying (School Board Policy No. 249)

The School Board is committed to providing a safe, positive learning environment for our students. Therefore, the Board prohibits bullying by district students. Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

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

Any student who violates this policy shall be subject to disciplinary action consistent with the Discipline & Attendance Guidelines which may include:

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



Bus Safety Rules

(School Board Policy No. 810)

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

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

Email Transportation concerns or issues to: transportation@bristoltwpsd.org

For immediate attention call 267-599-2390

Students must follow the following Bus Safety Rules:

Three General Rules

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

Waiting for the Bus

- Be considerate of private property. Stay off the lawns of homes near the bus stop.
- Students who must cross the street must wait for a signal from the bus driver.
- Walk at least 10 feet out from the front bumper of the school bus and you will stay outside the danger zone surrounding the school bus.
- Students must always remain where the driver can see them.
- Students must always cross in front of the school bus.

Riding the Bus

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

Leaving the Bus

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

Cafeteria Expectations

- Stand in line properly, with no pushing or butting in line.
- Walk. Running is NOT acceptable behavior.
- Sit properly in the seat. Students are not to lean back on their chairs or move chairs

- around to other tables. Feet are to be on the floor.
- Show proper table manners. Throwing food, stealing, or handling other students' food is prohibited.
- Combing hair and applying makeup at the lunch table is not appropriate.
- No food, beverages, candy, or snacks are to be taken from the cafeteria.
- Follow hall pass procedures. No student is to leave the cafeteria without a pass from a teacher or staff member.
- Keep the dining area clean. Trash is to be picked up and placed (not thrown) into the garbage cans.
- Keep noise at a moderate/reasonable level. No disruptive or loud behavior is permitted.
- Students are expected to sit at assigned tables unless permission is given to sit elsewhere by a principal or teacher.
- Student are not permitted to leave their seat without permission

Cafeteria Information/Food Services

The goal of the Food Services Department is to provide students with lunches that are appealing, nutritionally balanced, and reasonably priced.

Food lines offer students a full range of choices from snack foods to a hot lunch. Students may also bring lunch, which has been prepared at home. Parents may fund their child's food service account by simply sending a check to the cafeteria service manager. Lunchroom behavior is supervised by members of the faculty, and students are expected to abide by established rules and regulations. Students are not permitted to leave school premises for lunch.

All enrolled students of Bristol Township School District are eligible to receive a nutritious breakfast and lunch each school day at **NO CHARGE** to your household. A La Carte items will still be available to purchase. No further action is required. All students will be able to participate in this meal program without paying a fee or submitting an application.

Starting in the 2024-2025 school year Bristol Township School District will be using School Café as the management system for school meal accounts. If your student(s) had funds on their My School Account, the positive balance will be transferred to their new School Café account.

School Cafe allows you to:

- *Add Funds to your student's account.* Meals are **FREE** this year but you can still add funds so your student can purchase snacks, beverages, or additional lunches.
- *View student transaction history.*
- *Receive a notification when your student's balance is low.*

Please visit the Food Service page on the district website to create your account.

You can also add funds to your students account with Cash or Check at one of the registers in the cafeteria. (Checks payable to Bristol Township School District)

Cafeteria Privileges Removed

When other disciplinary measures have been tried and have not resulted in improvement of behavior; the privilege of using the cafeteria will be withdrawn.

Cafeteria Regulations

The prices for the various lunch items will be published prior to the opening of school. The menu will be posted throughout the school, posted on the district/school website and read each day during announcements.

The lunch period is a busy time and proper management and decorum are necessary. It is important that all students follow the directions of the teachers or staff members who are in charge of lunch shifts.

Care of School Property **(School Board Policy No. 224)**

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

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

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

At times, the lavatories of the school may be vandalized. In such cases, the principals may impose a bathroom lockdown for the whole school, for boys or girls only, or for selected grade levels. At that time, all student lavatories will be locked with the exception of one that can be closely supervised by a principal or staff member. In cases of emergency, students will report to the nurse or the main office. The lockdown will be in effect until the vandalized lavatories are repaired or cleaned.

Career Planning

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

Child/Student Abuse **(School Board Policy No. 806)**

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

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

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

Bucks County Children and Youth

<https://www.buckscounty.gov/297/Children-Youth>

Call PA Childline: 1-800-932-0313

Call our offices: 215-348-6950

Class Activities: Dances, Trips

Attendance on any school trip or school function (dances, etc.) is at the discretion of the Principal or his designated representative. Students who have been suspended or have

excessive disciplinary referrals, chronic absenteeism or lateness may be excluded from any or all activities. The simple act of purchasing a ticket for these functions does not automatically signify permission to attend. Anyone purchasing a ticket, who is not permitted to attend, will have his or her ticket money refunded. Trip money may **not** be able to be refunded because of the use of outside vendors. All dances are "closed" to non-students. Student ID is required for ticket purchase/admittance.

Class Cut Policy (same class)

1st Offense - 2 Hour detention and parent phone call

2nd Offense - 2 Hour detention and parent phone call

3rd Offense - 4 Hours of Saturday School and a parent conference

4th Offense - Same as 3rd offense with mandatory SAP referral (warning of Superintendent hearing)

Closing of School

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

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

Conduct at Assembly Programs

Middle school faculty and principals hold high expectations for student behavior, and all presenters of assemblies will be treated with respect. Failure to do so will result in the removal of the student from the assembly and administration will determine an appropriate consequence. Students who habitually disrupt these events will be assigned to an alternate location during the assembly.

Controlled Substance/Paraphernalia (School Board Policy No. 227)

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

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

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

Discipline will be as follows:

First Offense

- **Parents or guardians will be notified** immediately, and the student will be sent home or removed from school for medical attention, if necessary. If parents cannot be

notified, the decision to get medical attention for the student or to isolate the student from other pupils will be made by the school administration.

- The student will initially be suspended for at least 3 school days.
- An informal hearing may be held with the student, his/her parents/guardians, and a designated school official.
- The result of this meeting could result in one of the following actions:
 1. A referral to the SAP team, school psychologist, guidance counselor, or other qualified district staff member.
 2. Full suspension for up to ten school days.
 3. Referral for a Superintendent's hearing.
 4. Referral to the Board of School Directors for a formal School Board Expulsion Hearing.
 5. Any other action determined appropriate for the situation, including referral to the appropriate local law enforcement agency.

Subsequent Offense

Subsequent offenses may result in:

Immediate suspension from school for up to 10 days.

1. Informal Hearing.
2. Referral for a Superintendent's Hearing.
3. Referral to the School Board for an Expulsion Hearing.
4. Any other action determined appropriate for the situation, including referral to the appropriate law enforcement agency.

Possession with Intent to Deliver

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

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

Course Failures

Students must maintain a grade of 60% or higher in all core subjects. Students are permitted to fail one core subject and still pass to the next grade level. If a student fails 2 core subjects or more, they must pass the district summer school program. If they do not, they may be retained in their current grade level. Guidance Counselors will communicate with families during the 4th marking period about summer school and assist with the enrollment process. The student's family is responsible for the cost of the summer school program.

Course Selection

The course selection process for a given school year begins in late January of the previous school year. Counselors conduct group information sessions during the day for students. Counselors review each student's selections, meet directly with those who have questions or concerns, and are available for conferences with parents.

Dances and Social Activities

(School Board Policy No. 231)

The Student Council, the PTO, and other organizations of the school may sponsor a number of dances throughout the school year. These dances are well run and supervised by the faculty and staff of the school. Because dances are a school sponsored activity, school rules will be

in effect, and Staff members will exercise authority over the students.

Tickets for dances must be purchased in school the week prior to the dance. **No tickets will be sold at the dance. Dances at the middle schools are for Bristol Township Middle School District students only. Attendance at any dance or school related function is a privilege, and students may be excluded because of consistent behavioral problems or poor attendance during the year. The decision will be made by the administration.**

Dating Violence (School Board Policy No. 252)

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

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

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

When a student believes that she/he has been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the building principal or designee. The district may provide dating violence training to school counselors, nurses, and mental health staff at the high school as deemed necessary. At the discretion of the Superintendent, parents/guardians and other staff may also receive training on dating violence.

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

A parent/guardian of a student under the age of eighteen (18) shall be permitted to examine the instructional materials for the dating violence education program.

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

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

Daytime Curfew

On July 14, 1999, the Bristol Township Supervisors enacted a daytime curfew for all school children, ages 8 to 18. This ordinance stipulates that students must be in school on all days school is in session and are not to be found on/in any public street or place when the student should be in school. Students found in public places during school hours will be stopped by police and brought back to their school and issued a citation, which could carry a fine of up to \$300.00 plus court costs. Parents and/or guardians with students, who refuse to leave home to attend school, can call Bristol Township Police at 215-785-4040 and police will bring the student to school and issue the citation. Payment of this fine can then be averted by continuously attending school for 30 days following the issuance of the citation.

Detention

Detention may be assigned by building administrators. Students will be given at least one day's notice of having detention so they can make arrangements (unless agreed upon by the family to be served on the same day). Detentions are held Monday through Thursday from 3 pm to 5 pm at the middle school and on every other Saturday from 8:00 - 12:00 at Truman

High School. Students who attend after-school detention will be provided transportation by the district. Students must provide transportation to and from Saturday detention. A list of detention days will be posted in the assistant principal's office.

Detention rules are as follows:

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

It is the responsibility of students and parents to monitor discipline hours and ensure completion of all disciplinary consequences.

Failure to complete detention hours will result in the following exclusions from the following school privileges:

- Dances
- Class, grade level, or club trips
- Extra-curricular activities
- Participation in SWPBIS events

Discipline

(School Board Policy No. 218)

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

Disorderly Conduct

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

Dress Code

(School Board Policy No. 221)

Bristol Township School District expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on sex, gender identity, gender expression, sexual orientation, ethnicity, race, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. Basic Principle:

Students are expected to come to school dressed in a manner that assures adequate modesty. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students Must Wear*, while following the basic principle of Section 1 above.

- A Shirt (with fabric in the front, back, and on the sides under the arms)
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts)
- Shoes. Activity-specific shoe requirements are permitted (ex. athletic shoes for PE)

*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire.

3. Students May Wear, as long as these items do not violate Section 1 above:

- Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. It is the principal's discretion if hats/hoods can be worn in the building
- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is allowed, face and ears must be visible)
- Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

4. Students Cannot Wear:

- Clothing, hats or other garments/shoes that portray violent language or images.
- Images/language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Bulletproof vest, body armor, tactical gear, or facsimile.
- Hate speech, profanity, pornography.
- Images or language that create a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Clothing that reveals visible undergarments (visible waistbands, visible straps are allowed).
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance or as personal protective equipment (PPE)).

5. Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have the discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Sections 1 and/or 4 will be provided two (2) options to be dressed more to code during the school day:
 - Students will be asked to put on their own alternative clothing.
 - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.
- Students should not be shamed or required to display their bodies in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
 - kneeling or bending over to check attire fit; measuring straps or skirt length;
 - asking students to account for their attire in front of others;
 - calling out students in spaces, in hallways, or in classrooms about perceived dress

code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,

- accusing students of “distracting” other students with their clothing. These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances, and prom. Student athletic apparel will be defined by safety and competitive performance standards.

Early Dismissal Procedures

- Arrangements for an early dismissal must be made in the Main Office before the start of the school day.
- Students leaving early for a medical appointment should provide a doctor’s note upon return.
- Early dismissals should be for emergencies or important reasons.
- **Appointments should be made after school hours if possible.**
- Parents/Guardians wanting their son or daughter excused should write a note with the reason for excusal and a phone number where the parent can be reached. **No student will be dismissed early if the parents/Guardians cannot be reached for verification.** Parents or guardians must come to the office to pick up their son or daughter. **These persons should be prepared to show proper identification.**
- Students will not be allowed early excusal because of lack of childcare for their child or their siblings.
- **Students who feel ill must report to the school nurse prior to leaving the building.** The nurse will make a determination as to whether or not the student will be sent home. Students being sent home will be given an early excusal form by the nurse.
- **At no time should students call home themselves to arrange to be picked up, prior to seeing the nurse. This could result in disciplinary action.**

Parents/Guardians will be asked for photo identification when picking up a student from school.

Electronic Devices

(School Board Policy No. 237)

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, iPods, MP3 players, handheld game consoles, cellular telephones, and laptop computers, as well as any new technology developed with similar capabilities.

The Board prohibits the use of electronic devices by students during the normal school day hours in district buildings; on district property; on district buses and vehicles; and in locker rooms, bathrooms, health suites and other changing areas at any time. The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities.

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

If seen using personal electronic devices, they may be confiscated and kept in the office until picked up by a parent or guardian. Hours for pick up are as follows: 8:00 am - 3:45 pm

[The Middle School Cell Phone/Personal Device Procedures](#)

Eligibility for Sports and Co-Curricular Activities

Students are expected to maintain good grades in order to participate in athletics and

activities. Failure to do so can result in ineligibility (see PIAA rules) or dismissal from a school-sponsored activity. Ineligible students are not permitted to leave class early for any athletic or co-curricular activity.

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

Students may try out in the next season or school activity even if they were suspended or dismissed from a previous activity.

In order to participate in an after school activity, the student must be present in school by 11 am that day.

Emergency/Fire Drills

Emergency drills will be conducted regularly, and all students are required to take the exercise seriously. A drill is not to be considered as a middle school recess, but as an exercise that could save lives.

At the sound of the fire alarm, students should immediately follow the direction of their teachers. Students will walk out of the building quietly in single file. There shall be no pushing, shoving, or horseplay.

All students will wait quietly while their teachers take roll. At the signal, all students will return to their classrooms, once again in a quiet, orderly fashion. Students who cannot follow the procedures correctly will be assigned a detention or will be referred to the principal's office.

Family Educational Rights and privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Parents or eligible students have the right to inspect and review the student's education records maintained by the school.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Field Trip Procedures

(School Board Policy No. 121)

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

Any student suspended out of school within 30 school days before the scheduled trip will not be permitted to attend the field trip. Any money paid for the trip before the suspension WILL NOT be refunded unless another student buys the ticket or pays the fare, or the theater, restaurant, museum, or other attraction refunds the school.

Fighting Citations

Any student found fighting in the school building, on school property, or on transportation equipment will be suspended for up to 10 days out of school and maybe issued a citation which could include a fine and court costs. It doesn't matter who starts the fight or who swings first -- if both students are considered to be fighting, both students will be suspended and could be cited under the PA Crimes Code. **All students are encouraged to contact the Discipline office or an Administrator if they are having a problem with any other student which they feel will result in a fight.**

Financial Obligations

Students are obligated to return or make restitution for all borrowed books, materials and equipment. Restitution is also required for damage caused by student carelessness or vandalism. Students should be encouraged to resolve financial obligations as they are incurred rather than postponing them until a later date. These obligations will follow the students to high school if not met.

Food and Beverages in School

No food or drink is allowed in any classroom unless authorized by a teacher or administrator. Students are not permitted to sell food, candy, or beverages to other students unless authorized by an administrator. Students are permitted to have water during the school day.

Students are not permitted to receive food deliveries (door dash, grubhub, ect.) at school. Individuals attempting to deliver food will not be permitted to enter the building.

Gifted Education

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

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

Grading Policies

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

Sixty-five (65%) percent of the marking period grade consists of unit projects, tests, quizzes, portfolios, and other summative assessments, and thirty-five (35%) of the marking period grade is homework, classwork, and other formative assessments. Students will fail a course if their cumulative score is below 60% in all four marking periods.

Should a student not complete all requirements for a course an incomplete grade can be given. The student and parents will be notified of the problem and a date will be established on which the work must be completed. Should the work not be completed on the specified date the incomplete grade will convert to a failure of the course for the year.

Guest Teachers

Guest teachers are substitutes who come to our building to assist us. These guest teachers are to be treated with the utmost courtesy and respect. Students who attempt to be disruptive

in a substitute teacher's class or those who try to take advantage of the substitute will be sent to the office for disciplinary action.

Guidance

The middle school counselors are available to all students and parents. Students may make an appointment by signing the guidance book located on the counter in the office; students will then be scheduled for an appointment as soon as possible. Any student who is experiencing a personal emergency should write that it is an emergency while signing the guidance book.

Parents may request an appointment by calling:

- Armstrong Middle School at 267-599-2265
- Franklin Middle School at 267-599-2300

Requested appointments may concern personal issues, scheduling and course selection issues – just about anything, for that matter.

Anything discussed in the Guidance office is held in the strictest confidence (with certain exceptions). A counselor will not keep the following items in confidence: harm to self and/or others. In these situations the counselor is obliged to tell only those people necessary who can get the student immediate help.

Hall Passes

Students are not permitted in the lavatories or hallways during class time and/or lunch periods without a hall pass (SmartPass).

The use of hall passes (SmartPass) prevents noise and traffic between periods that is disturbing to the class near the lavatories, and they also maintain proper use of the lavatories. During class time, no one is permitted in the hallway without a pass.

If there is an emergency in which you **MUST** leave the room –go directly to the bathroom or the nurse immediately. Report back to your teacher after and tell them about the emergency.

Students found to be in the hallways with a pass(SmartPass) or found misusing the SmartPass System could be subject to disciplinary action.

Hallway Conduct

While in the hallways, proper student conduct is required and expected. Students are to observe the following rules:

- Keep to the right while walking in the halls.
- Running is not acceptable. Walk at a moderate speed.
- Go to the locker at appropriate times (before school, before lunch, after lunch, after school). Banging or kicking on a locker to get it open or to slam it shut is not permitted.
- Keep the noise level down. Noise louder than a conversational level of talking is not permitted.
- Do not touch or write on items that belong to others (bulletin boards, displays, display cases, light switches, exit signs, etc.)

Hazing

(School Board Policy No. 247)

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

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

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

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

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

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

Health Services

All student medications must be taken to the health suite upon arrival at school for administration by the school nurse. Students cannot be treated in the health suite unless a current medical emergency card is on file. Students who become ill during the school day should report to the health suite. If it is necessary for the student to go home, the nurse will inform the parent or guardian, and the student will be released from school with parental permission. If the procedure is not followed and the student leaves without properly checking out, the student may be subject to disciplinary action. A school nurse is on duty throughout the day. **It is therefore very important that parents and/or guardians keep emergency phone contact numbers up to date.**



Home & School Visitor

If a student is regularly absent from school, the quality of his or her education suffers. It's the job of the Home and School Visitor to explore the causes of poor attendance with the student and parents. The goal is to involve the school district in a partnership with the home and community to ensure a high caliber learning experience. For further information, call 267-599-2078 or 267-599-2039.

Homebound Instruction

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

Notify the Guidance Office for the following:

- Information concerning homebound instruction.
- Informing the school that a student will be absent for more than 3 days but less than 15 for the purpose of obtaining assignments for home study.
- Available time slot to pick up assignments.

Homeless

(School Board Policy No. 251)

The McKinney-Vento Homeless Assistance Act provides schools with guidance regarding how to assist "children and youths" who lack a fixed, regular, and adequate nighttime residence. A student/family that meets the definition of being homeless can be assisted by a District social worker to advise them of District and local resources that may assist the student and family. Every effort is made to help students continue in their school of origin or the school that is in their best interest, including possible transportation arrangements. If a student or family believe they may qualify for homeless services, please contact the school counselor to request assistance or the **Bristol Township School District Homeless Liaison, Al Oberman 267-599-2011 al.oberman@bristoltwpsd.org**

The Bristol Township School District follows the provisions of the federal McKinney-Vento Homeless Assistance Act. This law minimizes educational disruptions experienced by students who are experiencing homelessness. Under McKinney-Vento, homeless students are guaranteed the right to a free, appropriate, public education.

When students become homeless they can remain enrolled in the schools they have been attending, although they might no longer meet residency requirements. McKinney-Vento also guarantees homeless students the right to enroll in a public school even if they lack the typically required documents and immunizations. In addition, homeless students are guaranteed the transportation they need to attend school.

Children who are experiencing homelessness may qualify for assistance, such as:

- Free school lunch
- School supplies
- Tutoring
- Transportation to remain in school of origin
- Academic Supports are also available such as:
- Access to school supplies
- Assistance with Credit Recovery
- After School Tutoring
- Reading/Math Remediation

Homeroom and Lateness to School

All students are expected to be in their classroom by 8:00 a.m. Students who are not in their classroom by 8:00 a.m. are considered tardy and must report to the office for a late pass. A student whose bus arrives after 8:00 a.m. will not be considered tardy.

A student must have a note from a parent explaining the reason for lateness to school.

Oversleeping and missing the bus are not valid excuses for being tardy.

The following discipline will be given for chronic lateness to school. Tardies will continue to accumulate through the first half of the year and start to accumulate again for the second semester:

Late 1 - 5 times No Penalty

Late 6 - more times Detention or Saturday School

(Held at Truman H.S.)

Additional lateness may result in in-school suspension time, out of school suspensions, or a Superintendent's Hearing.

Homework

(School Board Policy No. 130)

Homework is important because it encourages student learning, self-discipline, and good study habits. Those skills are essential for successful advancement in school and in life.

A Bristol Township student should expect to have meaningful homework assigned on a regular basis, starting in elementary school. It is the responsibility of the student to complete any assignment in a prompt, honest, and efficient manner. Other responsibilities are:

- Realize that teachers and parents can and should be used as resources, but that the ultimate responsibility for completion of any assignments is the student's.
- Inform the teacher as soon as possible, if an assignment cannot be completed because of a lack of understanding of concepts or skills involved.
- Realize that homework is not intended as a punishment or busy work, but as an extension of classroom instruction.
- Expect that a portion of his / her grade will be based upon the completion of assigned work, but should not be weighed so heavily as to determine whether a student passes or fails.
- Realize that neatness, promptness, and conformity to teacher directions will be reflected in the grade received.
- Realize that the completion of homework is an important measure of self-discipline and therefore the student should complete any assignment promptly and without close supervision.
- Bring a note from a parent or guardian if a nightly assignment cannot be completed because of a family or personal emergency; the student should be expected to complete the assignment as soon as possible.
- Be responsible for remembering and / or recording any assignment given and any materials needed for completion.
- See the importance of and utilize any study time provided during the school day.
- Realize that the amount and complexity of homework will be increased as the student progresses from grade to grade.
- Plan for the successful completion of long-term assignments.
- Realize that it is essential to develop proper study habits at an early age.
- Be familiar with the policy and guidelines of the district and the specific policies and practices of individual teachers.

Homework Requests

In cases of extended illnesses or family educational trips, the staff will be happy to help our students keep up with their classwork. Requests for homework by parents/guardians will be honored for those students who will miss **three days** of school or more.

Honors & Awards

Students must maintain a 90 to 94.99 average in all courses to be awarded Second Honors, and a 95 or greater average in all classes to be awarded First Honors. A grade below 80 in any class excludes the student from honor roll status.

Insurance

Student insurance is available each year at a nominal cost and is optional. When students are insured under this plan, they will be given a claim form from the nurse's office. This form must be completed by the parents and presented to the doctor or hospital. The school merely acts as an intermediary in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company.

Intramural Activities

The intramural program in middle school offers opportunities for students to develop skills and pursue their interests. Various faculty and staff members supervise activities. All intramural activities begin directly after school and end at 5:00 p.m.

Intramurals - Athletic

Students should listen to announcements and look for postings that advertise current athletic activities. Past athletic intramurals included volleyball, floor hockey, basketball, softball, flag football, etc.

Intramurals - Other

Students in middle school also have other opportunities for after-school activities. These activities may include newspaper, yearbook, Science Club, Chess Club, Drama Club, Student Council, etc.

Late to Class

Students are expected to be in their seats and prepared to work when the late bell for class rings. Students will be given three times that they are permitted to be late to class without disciplinary action. After the third time tardy the classroom teacher will submit a referral to the office.



Lockers

(School Board Policy No. 226)

Every student will be assigned a locker and a combination at the beginning of the school year. It is important that no one -- not even your best friend -- knows your locker combination, and it is important that your locker remains locked at all times. If something is stolen from a student's locker it is because the locker was unlocked or because too many people knew the combination to get into the locker.

Students are permitted to go to their lockers before school, before lunch, after lunch, and after school.

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

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

Prior to the search, the student will be notified and given an opportunity to be present, but if a principal is prompted by reasonable suspicion that the contents of the locker may create an emergency, he/she may search the locker without prior warning.

Lost & Found

Students who find lost articles are asked to take them to the main office. Lost articles, which are not claimed within a reasonable time, will be donated to a charitable organization in the community. Students who experience a loss of personal property need to report the loss to Security as soon as the loss is noted by filling out a "Stolen/Missing Article Report", available in the main office.

Make-Up Work

Students who are absent from school for any reason must make up the work they missed. It is the student's responsibility to obtain all make-up work from his/her teachers. Each teacher will allow at least **one** day for **each** day of absence to make up for the missed work. A student should **not** expect to be given the remainder of the marking period to complete the work. Additional time can be allowed for specific situations, as determined by the classroom teacher. Failure to make up missed work may result in a lower academic grade on your report card.

Medications – Use of (School Board Policy No. 210, 210.1)

Prescription medications will be administered only upon written order by a private physician and only with the written permission of the parent or guardian. Only medications, which are absolutely necessary, will be administered during the school day. **All medications brought to school must be kept in the nurse's office in a locked cabinet or drawer, and must be administered in that office by a licensed nurse.** A prescription label must accompany each drug and must include the prescription number, date of prescription, the student's name, the name of the medication, directions for administering it, the name of the prescribing doctor, and the name of the issuing drug store.

Over the counter medications other than acetaminophen will not be dispensed in school unless prescribed by a physician. Over the counter medications that have been approved by the district physician will be dispensed by a licensed nurse with written parent/guardian permission. The school nurse will notify teachers if a student is to receive medication during the school day.

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

A student may be allowed to carry an asthma inhaler/epinephrine auto-injectors that is needed for immediate relief of a medical condition on his/her person.

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

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

Messages & Deliveries

The administration, faculty, and staff strive to make each moment of your child's education as meaningful as possible. It is imperative that we work together to ensure that your student receives the highest quality instruction available. Please be advised that only emergency situations will be acknowledged if a student is to be disturbed during the course of the school day. Non-emergency messages, deliveries and phone calls will **not** be honored as a reason to interrupt a student's educational setting. We hope that this policy will help to minimize disruptions in your child's school day.

National Junior Honor Society

Each chapter of the National Junior Honor Society is part of an outstanding national organization that promotes recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, service, and citizenship.

National Junior Honor Society is open to eligible 7th and 8th graders. Students may not apply for membership in the Honor Society. To be considered, a candidate must have the minimum of a 3.0 cumulative grade average.

Students must not only achieve academically to become members of this group. Besides the grade requirements, student membership is also based upon leadership, service, character, and citizenship. Candidates must complete a survey concerning these items, identifying specific examples. Honor Society members actively exhibit their academic achievements, their leadership skills, and they use their talents to improve society. Membership is granted to those students selected by a panel of faculty members. Accepted members receive an invitation to attend the formal induction ceremony. Once inducted into the chapter, members have a responsibility to continue to demonstrate these qualities.

Nondiscrimination in School & Classroom Practices (School Board Policy No. 103)

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

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

Nondiscrimination – Qualified Students with Disabilities (School Board Policy No. 103.1)

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

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

Compliance Officer

Al Oberman Director of Pupil Services

al.oberman@bristoltwpsd.org

5 Blue Lake Road, Levittown, PA 19057-4014

(215) 943-3200, Ext. 201

Nurse's Office



All students reporting to the nurse's office must have a pass from the class they're leaving. No student needs to accompany another to the nurse's office unless the sending teacher feels that it is necessary, as in cases of severe injury or fainting.

A student is not permitted to leave the school because of an illness until he/she has been seen by the nurse. In cases of illness, the nurse or medical technician will call the parent; and the student will remain in the nurse's office until he/she is picked up there. **Students should not contact their parents to have them picked from school. Doing so could result in disciplinary action. The school nurse will make the determination and handle that responsibility.**

All accident cases shall be sent to the nurse; or, if the case is severe, the nurse should report to the scene.

Orientation

Orientation programs for sixth graders and other new students are offered through the combined efforts of the teachers, counseling staff, and administrators. Sixth grade orientation will be prior to the first day of school.

Parent Conferences

Parents are encouraged to request a conference with middle school faculty members whenever they have a concern about a student's progress. A conference with a counselor, teacher or several teachers can be arranged by calling the Guidance office. Several days' notice is generally required to arrange a joint conference involving several teachers, however, the school will make every effort to expedite the request.

Parent Portal / Student Portal

The Icampus system provides access to a portion of each student's school records for parents as students. The "parent portal" is the best way for parents and guardians to monitor each student's grades and attendance. Access to the parent portal can be obtained on <http://bristoltwpsd.org/> Under the parent tab there is a link labeled Parent Portal.

Instructions for accessing Parent Portal

First-Time Users: If you are a FIRST TIME user, please contact the school's main office secretaries for your Activation Key.

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

Existing Users: If you forgot your password, please contact the school's main office secretaries for your password to be reset.

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

- Username is your Student #
- Password is your first initial of your first name (capitalized), the first initial of your last name (lowercase), and your 6-digit birthday (MMDDYY)
- Example: Student's name is Harry Truman

- Username: 123456
- Password Ht031703

Parent Teacher Organization (School Board Policy No. 915)

Parents are a vital part of the school's success, and all parents/guardians are strongly encouraged to become active members of the school's PTO. In the past, the Franklin and Armstrong PTO have sponsored events for the student body, such as student activity nights, dances, assemblies, and field trips.

Families of students will be receiving information throughout the school year about evening meetings to help our community better know our school as well as giving them the opportunity to become involved in programs that help all parents of teenagers.

We encourage parents to be a part of the organization.

Photographs

B.T.S.D. has contracted with Barksdale Photography to perform all photographic services. Every student will be photographed for record keeping purposes. As part of the bid award each student's picture will be taken and appear in the yearbook. Each student will be provided with an identification card early in the school year as well. Photo packages will be made available to parents for purchase as a result of these photo sessions. **Parents are in no way obligated to purchase any photographs.**

Physical Education

Students must participate and pass Physical Education during each school year. Students will be given the option of wearing school uniforms or changing into appropriate clothes of their choice for physical education.

Plagiarism

Plagiarism in any form, whether intentional or unintentional, is unacceptable in the work of BTSD students. The penalty for plagiarism is a grade of zero for any assignment in which plagiarism occurs. Repeated offenses could result in additional disciplinary measures such as detention or suspension. *This includes the use of AI programs to create new, unique work.*

Psychological Services

A psychologist is available to help parents and school personnel understand the uniqueness of individual students--their strengths, limitations, and potential. In response to referrals by the child study team, the psychologist evaluates students experiencing difficulty in school and recommends services and programs designed to meet specific needs. For further information, contact the Guidance office.

Report Cards

Student progress is reported four times per year electronically. Report cards are issued at the conclusion of each nine-week marking period. Typically, report cards are available in late November, early February, mid-April, and late June on the parent portal. Please make arrangements with the guidance office if you need a paper copy. If you need assistance with access to the parent portal, contact the main office.

The following letters are used for reporting:

IN Incomplete No Credit
NG No Grade
P Pass
WD Withdraw Passing
WF Withdraw Failing

SAFE2SAY Something

S2SS is designed to help students and school staff recognize risk factors and signals of those who may be a threat to themselves or others. From a student perspective, S2SS teaches students to treat every warning sign seriously and to act quickly to get help by talking to a trusted adult and/or by reporting it anonymously to the Pennsylvania S2SS Crisis Center via telephone, mobile device, or website. The program is based on the following three-step system:

1) An anonymous tip is submitted via one of the following options:

1. Website: www.safe2saypa.org
2. Tip Line: 1-844-SAF2SAY
3. Mobile App

2) All calls and tips are received by the S2SS Crisis Center twenty-four hours a day, seven days a week.

3) School officials and/or law enforcement intervene to offer assistance.

*During school building hours and for immediate assistance and/or response, students are encouraged to contact a building principal, guidance counselor, teacher, and/or nurse.

Saturday School

Saturday School may be assigned to students who have violated the Discipline and Attendance Guidelines mandated by School District Policy. Saturday School is held approximately every other Saturday at Truman from 8 a.m. to 12 Noon. The dates will be posted in the administrative offices at the beginning of the school year. Students must arrive with school supplies and ready to do some type of academic work. If Saturday School is not completed by the date assigned, student privileges and activities may be restricted. **If Saturday School hours are outstanding at the end of the school year, students will carry them forward into the next year and may be restricted from attending activities or athletics prior to their completion.**

School Hours

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

Student Day

School Level Start Dismiss High School 7:13 a.m. 2:13 p.m. Middle Schools 8:00 a.m. 2:45 p.m. Elementary Schools 9:20 a.m. 3:45 p.m. *Time of dismissal is approximate due to transportation.*

School Store

The School Store is operated for the convenience of the students. Pencils, notebooks, and other educational supplies are available. The store is open before and after school most days.

Searches

(School Board Policy No. 226)

School authorities may search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a

reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules.

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

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

A complete copy of the Searches Policy is available on the District website at www.bristoltwpsd.org.

Security/School Police

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



Snow Days

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

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

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

Special Education

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

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

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

All information by evaluation is strictly confidential. Provisions will be made for parents/guardians needing communication in their native language. If you are in need of further assistance, contact the Special Education office at the School District Administration offices at 267-599-2011. Complete copies of Board Policies Nos. 113, 113.3, and 113.4 are online at www.bristoltwpsd.org.

Student Assistance Program (SAP)

(School Board Policy No. 236)

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

Student Conduct: Disruption of School

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

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

Student Expression/Distribution and Posting of Materials

(School Board Policy No. 220)

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

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

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

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

Distribution of materials may not interfere with the orderly running of the building and must meet the requirements of the Principal or Superintendent.

Student Records

Parents/Guardians of middle school students are reminded that they have a right to review their child's official school records under the provisions of B.T.S.D. Policy Number 216 and 216.1. Only authorized individuals will have access to confidential information. It is necessary

to make an appointment in advance to review records. In this case, students and parents/guardians should contact the Guidance office.

Student Rights/Surveys (School Board Policy No. 235)

Attendants under the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Board policies and school rules and regulations; respect for the rights of students, administrators, and others; and expression of ideas and opinions in a respectful manner. A listing of students' rights and responsibilities are included in the District's Discipline and Attendance Guidelines (Code of Student Conduct). All instructional materials, including teacher's manuals, audiovisuals, and other supplementary instructional material used in the instructional program are available for inspection by parents/guardians of students in accordance with Board policy. Instructional materials do not include tests or academic assessments. A complete copy of the Student Rights/Surveys Policy is available on the District website at www.bristolwpsd.org.

Student Suspensions and Expulsions

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

1. Out-of-School Suspensions:

- Class cuts (repeated or excessive)
- Drugs, alcohol, tobacco
- Failure to serve lesser consequences (ie lunch or after-school detention)
- Forgery
- Four class cuts/accumulative
- Gambling
- Gross disrespect directed to a teacher/staff member
- Leaving school without permission
- Threats to others
- Theft
- Fighting (Citation)
- Continuously disrupting class
- Vandalism (minor)
- Vulgar or foul language
- Refusing to follow directives of school staff

2. Out of School Suspensions Pending Superintendent Hearing:

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

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

Expulsion Hearings: A formal hearing shall be required in all expulsion actions. A complete copy of School Board Policy No. 233 can be found on www.bristolwpsd.org.

Student Wellness

(School Board Policy No. 246)

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

Substance Abuse

(School Board Policy No. 227)

Substance abuse, use of drugs and/or alcohol will not be tolerated on B.T.S.D. property. The policy addresses the possible disciplinary action, which may include arrest, suspension, or expulsion, in conjunction with referrals for student assistance.

Summer School / Course Remediation

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

Surveillance System

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

School-Wide Positive Behavior Interventions and Supports

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. SWPBIS is designed to enhance students' understanding of behavior expectations at school. Students will be introduced to expected behaviors to ensure consistency across different settings in the building. Each Middle School has developed their own SWPBIS Matrix that they follow in their respective building. You can find a copy of these at the end of this handbook

Technology Fee/Insurance (\$35.00) 2023-24 See Below

Technology Fee Insurance Flyer

The district will be providing device insurance coverage for all students assigned an iPad/Chromebook to use in school and at home as an instructional tool. As with any instructional material, there will be a small annual technology usage fee of \$35.00 per student, with a max of \$70.00 per household. Technology fees can be paid via the parent portal.

Technology Damage Fees 2024-25

All incidents are to be reported to the building principal. Building principals will review each incident for negligence. Negligence designations will result in fees being assessed for repair and replacement.

Incidents of damage, theft or loss for 2024-25

- First incident: No Cost
- Each Additional incident: assessment from \$50 for repair to \$250 for replacement.

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

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

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

The cost of replacement due to negligence is as follows:

- Chromebooks \$250
- Cables, chargers \$35
- Cases \$30

****Chromebook checks will be held on a regular basis to ensure students are caring for their devices****

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

Technology Resource/Use of the Internet (School Board Policy No. 815)

Purpose

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

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

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

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

Definitions

District Technology Resources

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

User

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

Authority

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

The Superintendent or his/her designee is ultimately responsible for overseeing the District's technology resources. The Superintendent will designate a network administrator who will serve as the coordinator and supervisor of the District's technology resources and networks, and who will work with other regional and state organizations as necessary to educate users, approve activities, provide leadership for proper training for all users in the use of the District's technology resources and the requirements of this policy, and who will establish a system to ensure that users who access District technology resources have agreed to abide by the terms of this policy.

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

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

Delegation of Responsibility

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

Limitation of Liability

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

Guidelines**Unauthorized Use Prohibited**

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

Use of Personal Electronic Devices

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

any expectation of privacy in the content exchanged over the District technology resources.

Privacy

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

Internet Filtering and CIPA Compliance

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

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

Monitoring

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

District Provided Resources

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

General Prohibitions

The following uses of District technology resources are prohibited:

1. Use of technology resources to violate the law, facilitate illegal activity, or to encourage others to do so.
2. Use of technology resources to violate any other District policy.
3. Use of technology resources to engage in any intentional act which might threaten the health, safety, or welfare of any person or persons.
4. Use of technology resources to cause, or threaten to cause harm to others or damage to their property.
5. Use of technology resources to bully, or to communicate terroristic threats, discriminatory remarks, or hate.
6. Use of technology resources to communicate words, photos, videos, or other depictions

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

Consequences for Inappropriate Use of District Technology

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

Telephone

Students are not permitted to use phones during the school day. In cases of emergency, pupils should report to the main office and ask to use the office phones.

Terroristic Threats/Acts

(School Board Policy No. 218.2)

Every student has the right to feel safe. Any student with knowledge of a terroristic threat or act must inform one of the building principals immediately. Students who make these threats or who talk about harming other people will be disciplined severely with suspension and a

possible referral for a Superintendent's Hearing. At the Superintendent's Hearing, a student may be referred to the Bristol Township School Board with a recommendation for expulsion. Charges will also be filed under the PA Crimes Code.

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

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

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

Textbooks

You are responsible for the condition of the book that is assigned to you. If you lose your textbook or damage it in any way, you are responsible for the cost of replacing it. We strongly urge that each student take extra care with all books issued.

Threat Assessment Team

Pennsylvania statute requires that school entities, as defined in [24 P.S. § 1301-1303-E](#), are to establish threat assessment teams, procedures, and reporting protocols. The threat assessment process is a prevention strategy used to identify and assess threats of violence before the act occurs.

The middle school assessment and care team is a group of trained staff members ready to intervene with students when threats are being made to themselves or others. The goal of the team is to keep everyone safe and work with the student making the threat before they act. During school building hours and for immediate assistance and/or response, students are encouraged to contact a building principal, guidance counselor, teacher, and/or nurse when you notice something going on that doesn't seem right. Students may also make reports to S2SS Crisis Center via telephone, mobile device, or website via one of the following options:

1. Website: www.safe2saypa.org
2. Tip Line: 1-844-SAF2SAY
3. Mobile App

Title I

Title I is a 100% Federally funded supplemental education program that provides financial assistance to local educational agencies to improve educational opportunities for educationally deprived children. Title I programs are designed to help children meet the state content and performance standards in reading, language arts, and mathematics. In buildings with 40% or more poverty, LEAs may use the funds to upgrade the entire curriculum of the school and are Schoolwide Programs. In buildings with less than 40% poverty, programs are designed to help specific children and are targeted assisted programs. LEAs and schools are subject to consequences of school choice and supplemental education services if they do not meet adequate yearly progress as determined by the SEA. Information regarding Title I is attached and available on the District website at www.bristoltwpsd.org.

TITLE IX

Title IX of the Education Amendments of 1972 prohibits discrimination and harassment on the basis of sex, stating that:

"No person in the U.S. shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The District will promptly respond to all allegations of sexual harassment that occur in a District school's education program or activity. All reports and written reports of sexual harassment from students, District employees, and third parties should be immediately forwarded to the District's Title IX Coordinator:

Compliance Officer
Al Oberman Director of Pupil Services
al.oberman@bristoltwpsd.org
5 Blue Lake Road, Levittown, PA 19057-4014
(215) 943-3200, Ext. 2011

Tobacco Use

(School Board Policy No. 222)

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

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

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

The Board prohibits tobacco use and possession by students at any time in a school building or on any property, buses, vans and vehicles that are owned, leased or controlled by the School District. The Board prohibits tobacco use and possession by students at school-sponsored activities that are held off school property. The Board prohibits tobacco use by any persons in its school buildings and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

The District may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.

A complete copy of the Tobacco Use Policy is available on the District website at www.bristoltwpsd.org.

Transcripts

The official school transcript reflects the sum total of the student's final grades in all subjects in grade 7 and 8. Parents and students have a right to review the transcript upon request and to request an official copy. Copies of the official transcript may not be released to other agencies and organizations without the written permission of the student and/or parent. For more information, contact the main office.

Transferring to a New School

As soon as it becomes definite that a student will be transferring to a different school, the student should inform the main office staff, who will provide the student with a transfer form which must be completed and signed by the student's parent/guardian. On the student's last day, they will be issued a withdrawal card, which must be signed by each of the appropriate teachers and staff members. Records will be mailed to the receiving school upon request after all the books and equipment has been returned and after all financial obligations are resolved.

Unlawful Harassment **(School Board Policy No. 248)**

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

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

All complaints should be directed to an Administrator, guidance counselor or an adult in the school. All complaints will be investigated promptly and appropriate action as it pertains to district policy.

Any student who believes that he or she is being harassed should immediately inform the harasser that his or her actions are unwelcome, offensive, and inappropriate. If the harassment continues, the student should take his or her complaint to a teacher, a counselor, the nurse, or building principal.

An investigation will be conducted; and if it is found that the charge is true, the harasser will be subject to disciplinary action, including suspension or expulsion.

If concluded that a student has knowingly made a false complaint under this policy; such student shall be subject to disciplinary action.

Use of Physical Force **(School Board Policy No. 218)**

The Bristol Township Board of School Directors prohibits the use of corporal punishment to discipline students for violation of board policies and district rules and regulations. Reasonable force may be used by teachers and school authorities under one of the following circumstances:

- To quell a disturbance
- To obtain possession of a weapon or another dangerous instrument • For the (purpose of self-defense of persons and / or property and the protection).

Valuables in School

All valuables brought into the school building are the responsibility of the students. Do **not** bring any valuables into the school at any time. Refrain from bringing large amounts of money, expensive electronic equipment, or high-priced apparel into school and storing it in your locker. The school is not responsible for the loss or theft of valuables brought into the building.

Visitors***(School Board Policy #907)***

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

Vulgar Language

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

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

Students may not possess, handle, transmit or bring a weapon or facsimile weapon, all instruments or implements resembling or intended to resemble a weapon onto school property, to any school-sponsored activities, events or functions, or onto any public or private conveyance providing transportation to or from school, including school bus stops, or a school-sponsored activity before, during or after school hours.

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

Please Note: The laws of the Commonwealth and local jurisdictions also apply on school grounds. If the behavior warrants the involvement of the local or state police departments, outside authorities will be called. Offenders that require outside intervention may be subject to school consequences. Offenses such as fighting, assault, disorderly conduct, drug offenses, vandalism, weapons offenses, etc. will result in discipline apart from those imposed by local authorities.

Yearbook

Each year the school produces a yearbook. Information will be distributed concerning the yearbook. Ordering early in the year will result in a reduced cost. Ordering can be done later in the year at an additional cost.

Franklin CARES Matrix

	Cooperation	Accountability	Respect	Empathy	Safety
Hallways	Walk on the right side of the hallway. Take the most direct route to class.	Be on time. Electronics must be off and away. Accept direction the first time given. Accept consequences for your choices. Walk with purpose.	Be kind. Speak in a calm manner with an appropriate tone. Respect others' personal space.	Use encouraging, polite, and kind words & actions.	Keep hands, feet, and objects to yourself. Walk at all times. Be aware of your surroundings. Know the emergency procedures.
Cafeteria	Enter and leave in an orderly manner. Follow directions of staff. Be silent during announcements.	Bring appropriate money or lunch. Clean up. Accept consequences for your choices.	Be kind. Speak in a calm manner with an appropriate tone. Respect others' personal space.	Use encouraging, polite, and kind words & actions. Be inclusive and welcoming towards others.	Keep hands, feet, and objects to yourself. Stay in your seat. Keep aisles clear. Know the emergency procedures.
Bus	Follow directions of the bus driver. Wait your turn to get on and off the bus.	Be on time. Accept consequences for your choices. Ride only your assigned bus. Gather your belongings upon exit.	Be kind. Speak in a calm manner with an appropriate tone. Clean up.	Use encouraging, polite, and kind words & actions. Be inclusive and welcoming towards others.	Keep hands, feet, and objects to yourself. Be seated at all times. No food or drink on the bus. Know the emergency procedures.
Assembly	Enter and leave in an orderly manner. Follow directions of staff. Be silent during the entire presentation.	Be attentive. Accept consequences for your choices. Gather your belongings upon exit. Clean up.	Be kind. Speak in a calm manner with an appropriate tone. Chromebooks off and away.	Use encouraging, polite, and kind words & actions. Applaud politely. Listen to the speaker and consider other points of view.	Be seated at all times. No food or drink in the auditorium. Know the emergency procedures.
Classroom & Common Learning Areas	Follow directions of staff. Take an active role in your learning. Persevere through challenges.	Put forth your best effort. Complete your work on time. Be prepared. Accept consequences for your choices. Clean up.	Be kind. Speak in a calm manner with an appropriate tone. Use technology as directed.	Use encouraging, polite, and kind words & actions. Listen to the speaker and consider other points of view.	Keep hands, feet, and objects to yourself. Enter and exit calmly. Sit properly. Know the emergency procedures.
Bathroom/ Locker Room	Follow directions of staff. Enter and leave in an orderly manner. Take the most direct route to and from the closest bathroom.	Devices off and away. Manage your time. Lock your belongings in your gym locker. Gather your belongings upon exit. Clean up.	Be kind. Speak in a calm manner with an appropriate tone. Be considerate of the privacy and belongings of others.	Use encouraging, polite, and kind words & actions.	Keep hands, feet, and objects to yourself. Wash hands with soap for 30 seconds. Know the emergency procedures.
Mass Coverage	Enter and leave in an orderly manner. Follow directions of staff. Find your class and sit down immediately.	As soon as you are seated, open your Chromebook and work on your Canvas assignment for that period. Keep earbuds with you to listen to video assignments. Accept consequences for your choices. Gather your belongings upon exit.	Be kind. Speak in a calm manner with an appropriate tone. Be considerate of students working around you.	Use encouraging, polite, and kind words & actions.	Be seated at all times. Keep hands, feet, and objects to yourself. No food or drink in the auditorium. Know the emergency procedures.

ARMSTRONG ROCKS

ARMSTRONG



	Hallway	Cafeteria	Buses	Assemblies
Respectful	- Walk to the right. - Speak softly & appropriately. - Hands, feet, and objects to self.	- Leave NO trace. - Keep hands, feet and objects to self. - Speak softly and appropriately.	- Speak softly and appropriately. - Leave NO trace.	- Respect the speaker and/or presenter.
Organized	- Observe posted locker times. - Secure all materials to class.	- Be on time. - Pass ONE TIME through the line.	- Leave NO Trace.	- Leave NO Trace.
Cooperative	- Take most direct route to class. - Accept directions & consequences without arguing or complaining.	- Accept directions & consequences without arguing or complaining.	- Accept directions & consequences without arguing or complaining.	- Accept directions & consequences without arguing or complaining.
Kind	- Use encouraging, polite and kind words and actions.	- Use encouraging, polite and kind words and actions.	- Use encouraging, polite and kind words and actions.	- Applaud politely.
Safe	- Keep book bags in locker.	- Enter and leave in an orderly manner.	- Be seated at all times.	- Keep hands, feet and objects to self. - Sit properly.

ROCKS



Bristol Township School District

Ben Franklin Middle School / Neil Armstrong Middle School

Cell Phones/Airpods/Earbuds/Headphones Procedures

Student Expectations

- All phones will be powered off and away **before** students enter the building until after they exit the building.
- Phone/Airpod/Earbud/Headphone use will not be permitted in the hallways, locker areas, auditorium, cafeteria or gymnasium prior to first period.
- When the homeroom bell rings at 8:00 am, all phones should be stored in lockers until after you leave the building.
- The phones in the Main Office will always be available for any student who needs to contact a parent or guardian for any reason.
- All student illnesses should be communicated to the school nurse who will in turn contact the parent/guardian.

Staff Expectations

- These procedures will be enforced consistently by all staff members.
- Airpods / Earbuds / Headphones may be used at the direction of a teacher for academic purposes only and synced with your school issued device (not student cell phones). All Airpods / Earbuds / Headphones must be put away before the bell rings and the student enters the hallway.
- Phone use will not be offered as a classroom reward by teachers.
- Confiscated devices should be clearly labeled and submitted to the discipline office. A behavior referral will be submitted in Icampus for a technology violation for every occurrence.

Parent/Guardian Expectations

- During school hours (7:45AM - 2:51PM), all communication between parents/guardians and students should occur through the Main Office.
- Early dismissals should be communicated in writing and presented before first period to the attendance office for review. Unanticipated early dismissals should be communicated through a phone call to the main office.
- Parents/Guardians will not initiate early dismissals via text and/or calls to student cell phones. These calls should be made to the main office.

1st Offense - Phone Confiscated / Phone picked up in Discipline Office by student at 2:45

2nd Offense - Phone Confiscated / Phone must be picked up in Discipline Office by Parent/Guardian before 3:45 pm

3rd Offense - Phone Confiscated / Phone must be picked up in Discipline Office by Parent/Guardian before 3:45 pm / 2 hours of Saturday Detention

4th and Subsequent Offenses - Phone Confiscated / Phone must be picked up in Discipline Office by Parent/Guardian before 3:45 pm / 4 hours of Saturday Detention

- Anyone found videotaping an altercation/fight, will also be subject to disciplinary action, including but not limited to suspension.
 - Failure to complete assigned Saturday Detention hours will result in the loss of extra-curricular activities.
 - Refusal to hand over the device will automatically result in 4 hours of Saturday detention for defiance/disrespect/non-compliance.
-

BRISTOL TOWNSHIP SCHOOL DISTRICT | 2024-2025 CALENDAR

AUGUST '24

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Teacher Days 4 Student Days 0

- 26 First Teacher Day
- 27-29 Professional Dev Days
- 29 Orientation Day
Grades K, 6 & 9
- 30 No School/Offices Open

FEBRUARY '25

S	M	T	W	Th	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Teacher Days 19 Student Days 18

- 12 Professional Dev Day
- 17 Presidents' Day
No school-Offices Open

SEPTEMBER '24

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Teacher Days 20 Student Days 20

- 2 Labor Day
Offices Closed
- 3 Students First Day
All Students Report

MARCH '25

S	M	T	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Teacher Days 21 Student Days 20

- 5 Progress Reports (6-12)
- 12 1/2 day for students
PM Professional Dev
- 14 End of 2nd Trimester
- 24-28 Elem. Conferences
(1:15 dismissal for students)
- 31 Eid al-Fitr
Professional Dev Day
No School

OCTOBER '24

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Teacher Days 21 Student Days 21

- 3-4 Rosh Hashanah
No School/Offices Open
- 7 Progress Reports (6-12)
- 11 Yom Kippur
Begins at Midnight
- 16 1/2 day for students
PM Professional Dev
- 16 Progress Reports
Gr K-5

APRIL '25

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Teacher Days 19 Student Days 19

- 7 End of 3rd Marking Period
1/2 day for students
- 17 No School/Offices Open
- 18-21 Good Friday/Easter
No school/Offices Closed
- 21-25 PSSA ELA Gr. 3-8
- 28-30 PSSA Math/Sci Gr. 3-8

NOVEMBER '24

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Teacher Days 18 Student Days 16

- 1 Diwali
No School-Act 80 Day
- 5 Election Day
No school - Act 80 Day
- 8 End of 1st Marking Period
1/2 day for all students
- 11 Veterans Day
No School/Offices Closed
- 27 1/2 day for all students
- 28-29 Thanksgiving Break

MAY '25

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Teacher Days 21 Student Days 20

- 1 Progress Reports Gr K-5
- 1-2 PSSA Math/Sci Gr. 3-8
- 12-23 Keystone-Spring
- 13 Progress Reports (6-12)
1/2 day for all students
PM Professional Dev
- 20 Election Day
Professional Dev Day
- 26 Memorial's Day
No school-Offices Closed

DECEMBER '24

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Teacher Days 15 Student Days 15

- 4 End of 1st Trimester
- 11 1/2 day for students
PM Professional Dev
- 12-18 Elem. Conferences
(1:15 dismissal for students)
- 16 Progress Reports (6-12)
- 20 1/2 day for students
- 23-31 Winter Break
- 25 Christmas Day

JUNE '25

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Teacher Days 13 Student Days 13

- 18 Last Student Day
1/2 day for students
Last Teacher Day
- 19 Juneteenth

JANUARY '25

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Teacher Days 21 Student Days 20

- 1 No school-Offices Closed
- 6-17 Winter Keystones
- 15 1/2 day for students
PM Professional Dev
- 20 M.L. King Day
No school-Offices Closed
- 28 End of 2nd Marking Period
1/2 day for students Gr. 6-12
- 28 Progress Reports (K-5)
- 30 Professional Dev Day

Calendar Key

Student/Teacher Holiday
Schools/Offices Closed
1/2 Day for Students
Prof. Development Students Off
July 4th Offices Closed
July 24-28 Summer Keystone

Three (2) snow days are built into the 2024-2025 school calendar. If not used, school will be closed for two selected days for teachers and students in the spring of 2025.



Bristol Township School District

5 Blue Lake Rd., Levittown, PA 19057

215-943-3200

www.bristoltwpsd.org

Parent Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

September 2, 2024

Your child attends a Bristol Township School District school, all of which receive Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At BTSD, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact the Principal at your child's school or you may contact me directly.

Sincerely,

Amy L. Coleman, Director of Curriculum and Instruction
Chief Academic Officer
amy.coleman@bristoltwpsd.org

Bristol Township School District

Request To Withhold Disclosure Of Student Directory Information

Directory information can be made public without the consent of parents. If you do not wish photos or directory information released about your student, you must return this completed form (below) to your child's school office within 20 days from the first day of school, or if you are a new student, within 20 days of the date of enrollment. You *only* have to return this form *if* you seek to withhold disclosure of your child's directory information.

Please Read This Entire Form Carefully – This Form is 2 Pages

Pursuant to School Board Policy # 216, the District has designated the following student information as directory information which can be disclosed by the District without consent of a parent/guardian:

- Student's name
- Address
- E-mail address
- Photograph
- Major field of study
- Grade level
- Enrollment status
- Photograph
- Participation in official recognized activities and sports
- Telephone listing
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Dates of attendance
- The most recent educational agency or institution attended
- Date and place of birth

Disclosure to Post Secondary Institutions, Military Recruiters and for Publicity

Under current federal law, all schools, if requested, must provide the names, addresses and telephone numbers of junior and senior high school students to postsecondary institutions and U.S. military recruiters. **If you do not want to permit the disclosure of your student's information to such entities, you must indicate so below.**

Photo, videotape footage, personal interview, newspaper and other media news stories with Bristol Township School District students who are involved in various school-related activities are often used as part of the District's community relations efforts. **If you do not want photos, videotape footage, newspaper articles, interviews, etc. featuring or mentioning your child/children in District publication, TV programming, on the Website or in area newspaper and other media, you must indicate so below.**

Opting not to permit the disclosure of directory information through this form prevents the intentional use of your child's photo or videotape footage. In situations in which large groups of people are participating, it is impossible not to photograph or videotape certain students and therefore, the District cannot prevent the use of photos or videotape footage that unintentionally includes your child/children.

Bristol Township School District

5 Blue Lake Rd.
Levittown, Pennsylvania 19057-4014

If no documentation of this form is on file, it will be assumed that permission for release of directory information, including photos has been granted.

PLEASE DO NOT RELEASE DIRECTORY INFORMATION: (check all that apply)

- ☐ To Postsecondary institutions/institutions of higher learning for general recruitment purposes
- ☐ To Military recruiters
- ☐ To any outside sources reasonably within the District's control (e.g., to local newspapers or media for honor roll list, athletics, arts and culture, or publicizing a school event).
- ☐ In any District-run publications. (By checking this box, your student's directory information, including name and photo, will be withheld from publication in any District-run publication, including, but not limited to, the yearbook, website, or newsletters. This does not include photos for ID badges or information required for class projects).

Exceptions – If you would like your student's directory information to be published for limited reasons, you may indicate so below. By checking one or more boxes below, you acknowledge that that the District **is permitted to** publish your student's directory information (including but not limited to name, photo, and other information) in any media forum for the designated reason, or in the publications designated:

- ☐ School Yearbook
- ☐ Honor Roll
- ☐ Athletic Events & Awards
- ☐ Academic Events & Awards
- ☐ Community Relations Brochures and Videos
- ☐ Arts, Theater or Cultural Events
- ☐ Website
- ☐ Other (please specify) _____

Student Information

Student Name: _____

Address: _____

School: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ **Date:** _____ *** Students 18 years of age or older may sign on their own behalf.*

**Bristol Township School District
Publicity Refusal Form**

Dear Parent/Guardian:

Photos, videotape footage and personal interviews with Bristol Township School District students are often used as part of the district's community relations efforts and on the district's website.

If you **do not** want photos, videotape footage or interviews featuring your child used in district publications, cable access television programming or on the website, please complete the form below. Be advised that signing this form prevents intentional use of your child's photo or videotape footage. In situations where large groups of

people are participating, it is often impossible not to photograph or videotape certain students, and therefore, we cannot prevent the use of photos or videotape footage that unintentionally includes your child.

Additionally, students that participate in school activities and/or athletics may be photographed or videotaped by members of the media or the general public while participating. It should be noted that under these circumstances, the Bristol Township School District Publicity Refusal Form would not be a valid means of preventing photographs or videotape of a specific student.

*** Please note: Signing this form does not prevent your child's photos from being included in BTSD yearbooks. If you DO NOT want your child's photo included in the yearbook, please notify your child's school secretary.**

If you have any questions, please contact your child's school secretary.

(It is not necessary to return this form if there are no restrictions on the use of your child's photos, etc.)

PUBLICITY REFUSAL

I **don't** want photographs or videotape of my child intentionally used by the Bristol Township School District, specifically:

_____ Website Only

_____ All Other Use (ie. newsletters, calendar, brochures, etc)

Child's name: _____

School: _____

Grade: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

BRISTOL TOWNSHIP SCHOOL DISTRICT
Report Form for Complaints of Harassment/ Bullying/ Cyber-Bullying

Student Name:		☐ Victim ☐ Witness
Home Address:		
Home Phone:	Parent/ Guardian Cell:	
Grade:	Teacher/Homeroom:	Person Completing Form:
Alleged harassment/ bullying/ cyber-bullying was based on (check those that apply): ☐ Hitting/ Kicking/ Shoving/ Spitting ☐ Demeaning/ Victim Jokes ☐ Intimidating/ Extorting/ Exploiting ☐ Getting another person to hit or harm ☐ Rude or threatening gestures ☐ Spreading Harmful Rumors ☐ Teasing/ Name-Calling/ Threatening ☐ Excluding or Rejecting the Student ☐ Other: _____		
☐ Sexual remarks ☐ Pressure for sexual activity ☐ Unwelcome touching ** Any form of sexual harassment would fall under Title IX, please contact the Title IX Coordinator.		
Was the alleged bullying behavior based upon (check those that apply): ☐ Race ☐ Religion ☐ Gender Identity ☐ Ethnicity ☐ Disability ☐ Sexuality ☐ Physical Appearance ☐ Other: _____		
Is there a power imbalance between the involved individuals? ☐ No ☐ Yes, Explain:		
Name of alleged offender(s):		
Did a physical injury result from this incident? ☐ No ☐ Yes, Explain:		
Date(s) incident occurred:	Where incident occurred:	
Describe the incident as clearly as possible (provide all details):		
List any witnesses who were present:		
Did a physical injury result from this incident? ☐ No ☐ Yes, Explain:		
This complaint is based on my honest belief that _____ has harassed/ bullied me or another person. I certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge. I understand the serious implications of filing a false report ** Please email this form to the School Climate Coordinator & Building Principal		
Complainant's Signature:		Date:
Received by (please print):		Date:



Bristol Township School District

5 Blue Lake Rd., Levittown, PA 19057

215-943-3200

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

Goals

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

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

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

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

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

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

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

TITLE I

SCHOOL – PARENT – STUDENT COMPACT

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

School

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

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

Parent

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

- Support their child's learning (required)
- Participate, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time (required)
- Create a home atmosphere that supports learning
- Send the student to school on time, well-fed, and well-rested on a regular basis •

Attend school functions and conferences

- Encourage their child to show respect for all members of the school community and school property
- Review all school communications and respond promptly

Student

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

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

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SCHOOL DISTRICT
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2024-2025**



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