

# BLUE MOUNTAIN SCHOOL DISTRICT



## **Student – Parent Handbook**

*published in the interest of Students, Faculty, and Parents*

# **2025 - 2026**

## **BLUE MOUNTAIN ELEMENTARY SCHOOL**

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Orwigsburg, PA 17961  
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### **Mission Statement**

The Blue Mountain School District will provide a comprehensive educational program to inspire all students to reach their full potential.

### **Vision Statement**

The Blue Mountain School District envisions an educational system that:

- Provides a dynamic, rigorous curriculum that creates life-long learners.
- Promotes a proud climate of acceptance, continuous improvement, collaboration, perseverance, and character.
- Ensures the environment is safe, accommodating, and welcoming.

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# Welcome

The Elementary Handbook is published to provide a communication link between the student, the home, and the school. The Elementary Schools of the Blue Mountain School District strive to provide the best teachers, educational programs, and facilities. With continued cooperation from students, parents, and teachers the educational growth of the children will continue in a positive climate of learning. We stress the importance of reading the entire Elementary Handbook in which we describe the atmosphere, traditions and opportunities afforded your child.



Effort – Accountability – GratITUDE – Leadership – Encouragement

Blue Mountain Elementary has implemented the PBIS (Positive Behavior Intervention Supports) to benefit our entire student population.

- We have clearly defined behavior expectations of Effort, Accountability, Gratitude Leadership, and Encouragement. Every student will be taught our expectations in multiple settings throughout our school.
- We, as a staff, will continually self-evaluate our culture and seek behavior supports to effectively meet the social and emotional needs of all students.
- We have established a supportive community here at Blue Mountain Elementary to encourage the expected behaviors of showing Effort, Accountability, Gratitude Leadership, and Encouragement.

The purpose of implementing Positive Behavior Interventions Supports at Blue Mountain Elementary is to:

- Create a more positive culture in the entire learning community
- Continue to improve life in school for all students
- Challenge students and adults to maintain consistent expectations
- Inspire positive behavior within the learning environment
- Empower the decision-making process by utilizing behavior data
- Develop and enhance "soft-skills"
- Celebrate the successes of our students and staff

## **BLUE MOUNTAIN SCHOOL DISTRICT**

### **NOTICE OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ("FERPA")**

Blue Mountain School District protects the confidentiality of personally identifiable information gathered about its students in accordance with federal and state law. FERPA affords parents and students eighteen years of age and older certain rights with respect to the student's educational records. These rights are summarized as follows:

- (1) The right to inspect and review the student's educational records within 45 days of the date that the District receives a request for access.  
Parents should submit a written request to the school principal identifying the record(s) that they wish to inspect. The principal will make arrangements for access and notify the parents of the time and place where the records may be inspected.  
Parents have the right to request copies of the records and the District may charge a reasonable copying fee as long as it does not prevent the parents from exercising their right to inspect and review their child's records.
- (2) The right to request the amendment of the student's educational records that the parents believe are inaccurate, misleading or violate the privacy or other rights of the child.  
Parents may request that the District amend a record by writing to the school principal, clearly identifying the part of the record they would like to change, and specifying why the change is warranted.  
The District will notify the parents in writing of the decision and advise them of their right to a hearing regarding their request for the amendment. Additional information regarding the hearing procedures will be provided to the parents upon notification of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law authorize disclosure without consent. The district must release directory information, student names, addresses, and telephone listings when requested. Additionally, under federal laws, the district must release directory information student names, addresses, and telephone listings to military recruiters for recruiting purposes upon request. If you do not wish this directory information to be released, you must notify in writing no later than September 1<sup>st</sup> at the Blue Mountain School District Office listed below.
- (4) The right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

Complaints may be made by contacting the Family Policy Compliance Office at the following address:

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

A copy of the Confidentiality Procedural Guidelines is available for inspection at the Administrative Office of Blue Mountain School District. Additional information regarding student records, including access request information, is available by calling the Blue Mountain School District at 570-366-0515 located at 685 Red Dale Road, Orwigsburg, PA 17961.

**A detailed Notice of Special Education Services pertaining to special education, Section 504, gifted education services, and the Family Educational Rights and Privacy Act ("FERPA") is available on the Blue Mountain School District website at [bmsd.org](http://bmsd.org).**

## **BLUE MOUNTAIN SCHOOL DISTRICT**

### **ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION PROGRAMS AND SERVICES AND GIFTED EDUCATION PROGRAMS**

#### **I. INDIVIDUALS WITH DISABILITIES EDUCATION IMPROVEMENT ACT**

The Blue Mountain School District is required by the Individuals with Disabilities Education Act (“IDEA”) to provide a free, appropriate, public education (“FAPE”) to “children with disabilities.” Pursuant to the IDEA, students are considered to be children with disabilities if they need special education and related services and have one or more of the following physical or mental disabilities:

- |  |  |
|--|--|
| <input type="checkbox"/> Autism                                | <input type="checkbox"/> Orthopedic Impairment                 |
| <input type="checkbox"/> Deaf-Blindness                        | <input type="checkbox"/> Other Health Impairment               |
| <input type="checkbox"/> Emotional Disturbance                 | <input type="checkbox"/> Specific Learning Disability          |
| <input type="checkbox"/> Hearing Impairment including Deafness | <input type="checkbox"/> Speech or Language Impairment         |
| <input type="checkbox"/> Intellectual Disability               | <input type="checkbox"/> Traumatic Brain Injury                |
| <input type="checkbox"/> Multiple Disabilities                 | <input type="checkbox"/> Visual Impairment including Blindness |

The IDEA further requires the provision of FAPE to children with disabilities between the age of three and the school district’s age of beginners known as “eligible young children.” The Schuylkill County Intermediate Unit provides early intervention services and programs to eligible young children located within the Blue Mountain School District. Eligible young children are afforded the same rights as school age children including screening, evaluation and an appropriate program and services.

#### **II. SERVICES FOR PROTECTED HANDICAPPED STUDENTS**

The Blue Mountain District must provide services to and may not discriminate against “protected handicapped students” in accordance with Section 504 of the Rehabilitation Act. A protected handicapped student is a student who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment or is regarded as having such an impairment. Protected handicapped students may qualify for special services to ensure equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for the individual student.

#### **III. GIFTED EDUCATION**

In Pennsylvania, school age students qualify to receive specially designed instruction when they have been identified as “mentally gifted.” A student is mentally gifted when he or she has outstanding intellectual and creative ability that requires specially designed programs or support services not ordinarily provided in the regular education program. The Blue Mountain School District will determine whether a student is mentally gifted based upon multiple criteria, including IQ score, which indicate gifted ability. The determination of gifted ability will not be based on I.Q. score alone.

#### **IV. SCREENING AND EVALUATION**

The Blue Mountain School District uses procedures to help identify children who may qualify for services, including parent/teacher referrals, review of student records and screening for hearing, vision and speech and language problems. If you believe that your child may be eligible for special education and related services or gifted education, screening and evaluation services designed to assess the needs of your child and his/her eligibility are available to you at no cost. You may request screening and evaluation at any time, whether or not your child is enrolled in the district’s public school program.

Information regarding potential signs of developmental delays and other risk factors that could indicate disabilities please contact the Schuylkill County Intermediate Unit Early Intervention Services, 17 Maple Avenue, MarLin, Pennsylvania 17951. The telephone number for the Early Intervention Program is (570) 544-9131. For school-age students please contact the Blue Mountain School District, Department of Special Education, 685 Red Dale Road, Orwigsburg, PA 17961. The telephone number for the Blue Mountain School District Department of Special Education is (570)-366-0515 Ext. 1035.

Requests for screening and evaluation may be made in writing to the District address listed below or to your child’s building principal and will be kept confidential. If you believe that your child may qualify for services as an eligible young child, you may contact the Schuylkill County Intermediate Unit directly at (570) 544-9131.

**A detailed *Notice of Special Education Services* pertaining to special education, Section 504, gifted education services, and the Family Educational Rights and Privacy Act (“FERPA”) is available on the Blue Mountain School District website at [bmsd.org](http://bmsd.org).**

## HOMELESSNESS

Every child deserves school stability, and the McKinney Vento Act provides this right to children and youth experiencing homelessness. Students are eligible for service under the McKinney-Vento Act if they have been displaced from their homes and are living in a place that is not fixed, regular, or adequate, such as:

- Sharing the housing of others due to the loss of housing, economic hardships, or similar reason
- In a place not designed for regular sleeping accommodations
- In a homeless or domestic violence shelter
- Outside of his/her home as an unaccompanied youth
- In any of the above situations as the child of a migrant family.

Children and youth experiencing homelessness have the right to:

- Continue their education in their current school and receive transportation OR enroll immediately in the school where they are temporarily housed, even if lacking the paperwork normally required
- Participate in all applicable school programs
- Receive free lunch (and breakfast)
- Receive assistance with school related expenses, such as supplies or dress code appropriate clothing.

For assistance or more information, contact your school building office or the Blue Mountain School District's Homeless Liaison, Kristin Frederick at (570) 366-0515 ext. 1028 [knfrederick@bmsd.org](mailto:knfrederick@bmsd.org), or you may contact the Regional ECYEH Office at (800) 510-2741. Additional information on available homeless resources can be viewed at [www.bmsd.org](http://www.bmsd.org).



# Parent Involvement

## Parent Conferences with Teachers

Teachers welcome the opportunity to meet with parents to review pupil progress. We believe that parent-teacher conferences are essential for positive communication between the home and school.

Parent-teacher conferences are held in the school and arranged at a time that is convenient for both the parent and the teacher. Parental requests for a conference may be arranged through written correspondence directed to the teacher or by telephoning the school office.

As the need arises, teachers may contact parents to request a conference at a mutually convenient time.

Parent conferences to discuss the academic progress of the children are scheduled in November. Specific dates are noted on the Blue Mountain School District Calendar. Forms will be forwarded to parents to schedule conferences on these selected dates.

## Parent Teacher Organizations

Parent Teacher Organizations exist to foster positive communication between parents, children, teachers, and administrators.

The regularly scheduled meetings are held in accordance with the school district activity calendar. Families are encouraged to join and support their school's organization.

## Volunteer Clearance Information

The Pennsylvania General Assembly amended the Child Protective Services Law several times last year through what is known as Act 153 of 2014. Significant changes to the background check requirements have been made and the law now requires all school employees, contractors, and volunteers having direct contact with children to obtain new background clearances. The Child Abuse History Check (Act 151) and PA State Criminal Record Check (Act 34) must be obtained and renewed every 60 months. Additionally, any adult who has lived out-of-state in the past ten years will also be required to obtain the Federal Criminal Background Check (Act 114) clearance.

The law defines a volunteer as an adult serving in an unpaid position in which they are individually responsible for the welfare of a child or have "direct contact with children" (care, supervision, guidance or control of children, or routine interaction with children).

Effective July 1, 2015, all volunteers must have clearances no older than 1 year on file in order to be approved to volunteer their services. Clearances will remain valid for 60 months after their creation date.

Volunteers may obtain these clearances by applying online at the following websites:

- Act 151 [Child Abuse History](#) (Must create new account to complete online)
- Act 34 [PA State Criminal Record Check](#)
- Act 114 [Federal Criminal Background Check](#) (Select Pennsylvania Department of Education) – only needs to be completed if have lived out of state within the last 10 years [\$25.00]

Further information about securing each of the three clearances may be found at <http://www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/>

Please know that while the *PA State Police Criminal Record Check* and *Child Abuse History* only involve applying for and securing the results, **the FBI Clearance** is a multiple step process that requires an online registration as well as fingerprinting prior to securing the results.

All necessary clearances must be on record prior to any volunteers' care, supervision, guidance or control of children, or routine interaction with children. While we encourage parental involvement and engagement in activities, failing to secure these required clearances will prevent you from being able to participate in class functions, perform classroom volunteer responsibilities, chaperoning field trips, etc.

Once obtained by the volunteer, the appropriate clearances must be submitted to the school principal.

## Back to School Night

Back to School Night (OPEN HOUSE) is a special evening planned for families to visit the children's classroom(s). Teacher(s) describe the curriculum, display textbooks, reference and other instructional materials, and discuss class work, homework, testing, and pupil evaluation procedures.



## SCHOOL VISITORS

The administration and faculty cordially invite parents and individuals interested in education to visit the school.

Appropriate guidelines and procedures enable us to greet and welcome visitors, to foster an understanding of education in our schools and to exercise reasonable control over the frequency and number of visitations so that the educational program is not diminished.

During September, children and teachers need time to adjust to the new school situation. It is recommended that parents wait to visit the classroom until the first marking period is completed and refrain from bringing their younger children with them. Parents wishing to visit the classroom should contact the building principal at least two days prior to the visit.

**Anyone who enters the building is required to report to the school office, scan appropriate identification, register and secure a sticker which signifies that the wearer is an approved visitor.**

The administration reserves the right to refuse school visitors, to limit their visit, and/or to have visitors removed from the school. School Visitors Policy 907 details are available at [http://www.bmsd.org/?page\\_id=1399](http://www.bmsd.org/?page_id=1399)

## PHOTOGRAPHS

Children's photographs are taken early in the school year. A packaged assortment of color pictures is offered at a reasonable cost. **School dress code applies for picture day.**

At various times throughout the school year, your child's picture and/or video image may be taken for educational or publicity purposes. If you do not want your child to participate in any picture/video activities, you must indicate that on the appropriate form sent home at the beginning of each school year.

## FLAG SALUTE AND PLEDGE OF ALLEGIANCE

We believe it is the responsibility of every citizen to show proper respect for the country and its flag and require that the Pledge of Allegiance and Flag Salute ceremony be conducted in school daily.

A child may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions with prior written notification from the child's parent.

A child who chooses to refrain from such participation shall respect the rights and interest of classmates who do wish to participate by standing and remaining respectfully silent.

## PARTY INVITATIONS

Elementary children tend to be very sensitive. Depending on how other children interact with a child will determine his/her feelings of acceptance or rejection. Therefore, if a child wishes to distribute party invitations at school, the child may do so if he/she has invitations for either all the girls, all the boys, or the entire class.

## DELIVERY OF CONGRATULATORY MESSAGES

Parents and friends are advised that gifts such as balloons, flowers and plants for elementary students are not to be delivered to the school. Please deliver your thoughtfulness directly to the student's home.

## DELIVERY OF FLYERS/ADVERTISEMENTS

Flyers that advertise out of district camps, activities, or events need prior approval from the building principal before being copied or distributed.



## ABSENCES

Students are subject to compulsory school attendance laws of the Commonwealth of Pennsylvania.

Parents are requested to cooperate with the school by arranging medical or other appointments for their children after the close of the school day. An absentee message will automatically be generated if your child is absent from school. You will then be given more instructions on how to proceed to provide the necessary information.

### **Excused Absence**

An excused absence includes illness, death of a family member, observance of religious days, impassable roads, preapproved educational trips and other extenuating circumstances as approved by the principal.

Parents are requested to call the school absentee line by 10:00 a.m. when their child is absent. **Calling the school does not eliminate the need for a written excuse.** Requests for homework assignments should be made on this extension as well. Homework may be picked up in the school office any time after 3:00 p.m. or may be sent home with another student.

When absent, a signed excuse form with the reason for absence must be provided by the parent when the child returns to school. Following the child's return to school, if a signed excuse is not received **within three days**, the absence will be recorded as UNEXCUSED.

A doctor's note may be requested after three consecutive days of absence.

### **Unexcused Absence**

The parents of children who accumulate three unlawful absences shall be sent a "First Offense" letter notifying them of the unlawful absences. If students continue to be unlawfully absent, parents will be prosecuted for their child's unlawful absences according to the compulsory attendance laws of the Commonwealth of Pennsylvania.

### **Tardiness**

All children who are tardy must report to the office with their parents to receive a late slip which permits them to be admitted to class. Continued tardiness may result in fines according to the compulsory attendance laws of the Commonwealth of PA.



# **Reporting Academic Progress**

## **Philosophy**

The primary purpose of education is to provide maximum opportunity through which children can achieve their greatest learning potential, each according to his/her own ability. It is therefore necessary that teachers evaluate scholastic achievement, report pupil progress to both the child and parent, and recognize proficiency levels through: (1) a program of parent conferences; (2) interim progress reports; and (3) the issuance of report cards.

## **Testing**

A child's academic progress is assessed by the classroom teacher in many ways to include class participation, reading and written assignments, long-term projects, and by one's success with quizzes and tests.

Quizzes are sometimes unannounced and generally pertain to recent learning. Following major study units in grades four and five, teachers announce test dates in advance of tests.

Third, fourth and fifth grade children take the Pennsylvania System of School Assessment (PSSA) in the spring of each year.

Children should make every effort to get sufficient sleep the night before the exam, eat a nutritious breakfast, and be in attendance and punctual on days when tests are scheduled.

## **Power School**

Parent/Guardian access to student grades and attendance is found on Power School. Please contact the school secretary for your password and access code.

## **Interim Progress Reports**

Teachers prepare reports of commendation and unsatisfactory progress as further described.

Interim progress reports may commend a child for outstanding achievement or progress, or may indicate his/her low achievement in a subject and suggest ways to improve. At such times as a teacher may deem appropriate, interim progress reports are issued to parents of some children in accordance with the following guidelines:

- A. An interim progress report could be sent to parents of children who have demonstrated exceptional achievement in class or study assignments.
- B. An interim progress report should be sent to parents of children who have shown significant improvement since the last parent contact.
- C. An interim progress report should be sent to parents of children who the teacher feels are not working up to ability.
- D. An interim progress report should be sent to parents of children who are failing or are in danger of failing for the marking period and/or school year.

## **Report Cards**

Report cards are issued to children in grades kindergarten through five following the end of each marking period and are hand-carried home by the child. Parents will also have the option of viewing grades online.

An area is provided on the report card for teachers to report the child's scholastic grade earned in each subject, and to record comments about the child's attitude, conduct, and effort. Teachers may also include comments in a space provided.

The child's school absences are recorded on the report card as well. Height, weight, and body mass information will be provided via letter at another point during the school year.

## **Homework**

Each student shall be responsible for completing homework assignments as directed. Homework will not be assigned as a form of punishment. The purpose of homework shall be to:

- 1. Improve skills in basic subject areas.
- 2. Review important items.
- 3. Expand and reinforce knowledge learned in the classroom
- 4. Prepare for classroom instruction.
- 5. Develop individual initiatives, self-discipline, responsibility and independence.

## SCHOLASTIC GRADE DEFINITIONS

### Grade Point Value and Percentage Range of Letter Grades

Percentages are used on report cards and all school records. Teachers may choose to convert percentages to letter grades to assist them in determining marking period and/or final grades. Teachers will use percentages when determining marking period and/or final grades.

| <b>Grade Definition</b>    | <b>Percentage Range</b> | <b>Grade Equivalent</b> |
|----------------------------|-------------------------|-------------------------|
| Outstanding Achievement    | 93-100%                 | A                       |
| High Achievement           | 85- 92                  | B                       |
| Satisfactory Achievement   | 76- 84                  | C                       |
| Minimal Achievement        | 70- 75                  | D                       |
| Failure to Achieve Minimum | 69 and below            | F                       |

The following are used to report progress in certain subjects and vary by grades.

O – Outstanding Progress

S – Satisfactory Progress

N – Needs Improvement

U – Unsatisfactory Progress

The following are used at the kindergarten level:

NG - Not Graded

Comments - Comments describing the child's: (1) homework; (2) class work; (3) attitude; (4) conduct; and, (5) effort may also be used by the teacher and recorded on report cards.

Conduct - A child's overall conduct is also evaluated by the teacher and recorded on the report cards using the O, S, N, and U scale and comment indicator numbers.

Incomplete: Subject requirements not met due to excused absence. (The teacher will establish a reasonable number of days within which the child is expected to complete subject requirements.)

### **Promotion/ Retention**

In all cases of retention, the parents/guardians shall be fully involved and informed throughout the process. Parents/Guardians and students shall be informed of the possibility of retention of a student well in advance.

Academic achievement, attitude, effort, work habits, behavior, attendance and other factors related to learning shall be evaluated regularly and communicated to students and parents/guardians.

The district shall utilize multiple measures of academic performance as determinants in promotion and retention decisions.

The recommendation of the classroom teacher shall be required for promotion or retention of a student.

The building principal shall be assigned the final responsibility for determining the promotion or retention of each student.

## **SCHEDULES**

Children - 8:30 a.m. - 3:10 p.m.

Faculty - 8:10 a.m. - 3:40 p.m.

### **Students are not permitted on school grounds prior to 8:10 a.m.**

The elementary schools observe a five-day rotation schedule referred to as the ABC schedule. Each day is given a letter attribute starting with the letter A on the first day of school and ending with the letter E on the fifth day thereafter. Information will be sent home regarding specific classroom schedules in relation to the rotation schedule.

### **Half Day**

Students arriving after 10:30 a.m. will be considered absent 1/2 day; moreover, students leaving prior to 1:35 p.m. will be considered absent 1/2 day.

### **Parent/Guardian Pick up Procedures:**

When a child is being picked up at the end of the day, a note must be submitted to the child's teacher at the beginning of the school day. A parent/guardian may also contact the school prior to 2:00 pm to add their child to the list of students being picked up.

## **RELOCATION**

### **Withdrawals**

Parents of all children moving from the school district must notify the Principal's Office and arrange to complete necessary transfer papers.

### **Address Change**

In the event of a change of address or telephone number, you must notify your child's school office in writing so necessary changes can be made on your child's school records.

## **ADMISSION TO SCHOOL**

ALL children entering school, kindergarten or first grade for the first time must be completely immunized for diphtheria, tetanus, polio, measles, rubella, mumps, Hepatitis B, and Varicella.

### **Kindergarten**

A child must be five (5) years of age on or before September 1 of a given year to apply for admission to kindergarten.

All children who meet the residency and age requirement will be enrolled in kindergarten. Registration materials are available in the school office prior to the kindergarten registration date listed in the school calendar. All kindergarten students will complete a screening process.

### **First Grade**

According to the School Code, a child does not have to begin school until he/she is six (6) years of age.

To be entered into school for the first time as a pupil, the child must be six (6) years of age on or before September 1 of a given year.

Children who were enrolled in kindergarten are automatically transferred to first grade and need not reapply for admission.

Near the end of the school year, kindergarten children are screened to determine readiness for first grade and to assure the most appropriate classroom assignment. The parents of those children who show through testing and teacher recommendations that a child is not ready for first grade entrance will be invited to a conference with the teacher and/or principal.

### **Student Placement**

Many factors go into the decisions regarding the placing of children in classrooms each year. They include, but are not necessarily limited to: learning style; recommendations of previous teachers; direct observations of the children in the classroom; gender balance; to name just a few. The principal has the final authority regarding placement matters.

## ELEMENTARY CURRICULUM

### Blue Mountain Provides:

Art  
Autistic Support Classes  
Computer Education  
Drug and Alcohol Awareness Programs  
Elem. Assistance Support Program (ESAP)  
Emotional Support Itinerant Services  
English as a Second Language  
Enrichment Programs  
Full Day Kindergarten  
Guidance Services  
Handwriting  
Health Education  
Health Services  
Instructional Support Services  
Language Arts  
- Reading, English, Writing, and Spelling  
Learning Support Itinerant Services

Learning Support Classes  
Library Programs and Services  
Life Skills Support  
Mathematics  
Music  
Occupational Therapy  
Psychiatric Services  
Psychological Services  
Physical Education  
Adaptive Physical Education  
Physical Therapy  
Science  
Social Studies  
Special Education Services  
Speech and Language Support  
Social Work  
Title I Services

Questions relating to the curriculum should be referred to the Elementary Principal, the Assistant Superintendent or the Director of Pupil Services.

### Education for the Gifted

All children identified as gifted will be provided with an appropriate educational program in the elementary grades. Identification of these children may be initiated by the classroom teacher or by the parent. In screening children for individual testing, these factors are used as a determinant: intelligence testing, achievement testing, school records and teacher observations.

### Child Study Team (CST)

Child Study is a process that involves students from kindergarten through fifth grade who have academic and/or behavioral concerns. CST is a team approach to plan accommodations that enable a student to succeed in the regular education classroom. The team may include the principal, classroom teacher, parents, guidance counselor, and any teacher who works with the child.

The process may be initiated by requesting and completing a CST referral form which is available in the school office.

### Concerts and Art Expos

Music Concerts and Art Expos are presented annually. Grades K - 3 concerts feature choral groups. Grades 4-5 feature choral and instrumental groups. These concerts enable children to demonstrate their ability and talent as performing artists and are usually scheduled as evening performances to which children, parents, and other residents are invited and welcome.

### Health Services

During the school year a child may be required to have certain examinations such as vision, hearing, dental, spinal, weight and height checks. Appointments are scheduled in the health suite by the nurse and the child's teacher.

Any child who becomes ill during the school day may report to the health suite. First aid is administered for sudden illnesses and injuries that occur during school hours. The nurse is not responsible for treating injuries sustained outside of school involvement.

Before any medication, medicines prescribed by a physician, or over the counter medicine may be administered to a child during school hours, **the parent must submit a written request** which gives permission for such administration and relieves the school employee of liability for administration of medication. **Also required is the written order of the prescribing physician** which shall include the purpose of the medication, the dosage, the time at which or special circumstances under which the medication is prescribed, and possible side effects of medication. **Students may not carry any medications, medicines or drugs prescribed by a physician with them during the school day with the exception of prescription inhalers as per district Policy 210.1.** Full policy details are available at [http://www.bmsd.org/?page\\_id=1399](http://www.bmsd.org/?page_id=1399)

Medication on a physician's standing orders may be administered by the school nurse without written permission from the physician.

Parents are also required to authorize school personnel to provide first aid services for each child. A form will be sent home for parents to complete regarding first aid.

Requests to be excused from physical education class participation from parents or physicians should be presented to the principal's office. The office will notify the nurse and the physical education teacher. In cases of temporary disability, the child should bring a note from a parent or guardian requesting an excuse from physical education activity and stating the reason. This will be honored for only a short time. For longer disability, the child must present a note from his physician explaining why she/he is to be excused and for how long a period of time. All children will remain with the class and those excused will observe the activities.

### **ILLNESSES, COMMUNICABLE DISEASE, AND DISMISSAL**

The following criteria should be used to determine if a child is well enough for school.

A student will be sent home or should remain at home with a temperature over 99.4 with symptoms of vomiting, diarrhea, headache, sore throat, or rash or 100.4 with no symptoms. Communicable diseases such as pink eye, scabies, ringworm, and influenza need to return to school with a note from the health care provider clearing them for attendance. Students need to be fever free as well as free of vomiting or diarrhea symptoms x 24 hours before returning to school. Students who require dismissal from school due to illness must be dismissed to a parent or emergency contact on the child's emergency card. If a medical emergency occurs and a parent or emergency contact cannot be located, 911 will be contacted and the student transported to the hospital listed on the emergency card (if possible) or the closest emergency room. If a physician's note is required for absence by the attendance office, sending an ill student into school to be sent home by the nurse does not eliminate the need for a physician note.

### **PHYSICAL EDUCATION**

Children participate in physical education classes a minimum of once a week.

Grades are issued at the end of every marking period in accordance with the following factors:

1. Attendance and participation in activities.
2. Physical fitness.
3. Skill tests.
4. Knowledge of rules and techniques.
5. Attitude toward classmates and activity.
6. Posture and interest in improvement.

### **EMERGENCY PROCEDURES**

#### **Emergency Announcements**

The faculty and children will be informed of any changes in planned activities due to inclement weather or other unusual circumstances through the school reach system.

#### **Emergency Drills**

The purpose of emergency evacuation drills is to give practice in a quiet, orderly and rapid departure from the building. Learning where the emergency exit is will enable a child to make a safe exit in all situations.

Guidelines for children are:

1. Maintain silence at all times.
2. Keep in single file unless otherwise directed.
3. Everyone must leave the building.
4. Recall will be sounded when conditions are suitable.

#### **Emergency Phone Calls**

Children will only be offered telephone services in cases of extreme emergency.

### **MISSING ITEMS**

#### **Lost and Found**

As a convenience to children, Lost and Found services are maintained by the school office. Parents are encouraged to label children's possessions properly to eliminate "lost and found" problems. The school district is not responsible for any lost and/or damaged personal student items.

#### **Forgotten Items**

Occasionally children forget school items. When parents bring these items to the school, they must be delivered to the school office. The school secretary will make certain your child receives the item.

## SCHOOL PROPERTY

### Textbooks and Supplies

Textbooks are issued to children with additional reference books provided as they are needed.

Each textbook is stamped on the inside cover with space to record the child's name, the date of issue and the condition of the book when issued.

It is advisable for children to provide a book cover (not self-sticking) for each textbook. Lost books or damage resulting from misuse will be charged against the child.

Any person who deliberately damages or loses school property will be held responsible for the damages incurred. All situations of this nature will be dealt with in conjunction with district policies and procedures.

## CAFETERIA SERVICES

As an integral part of the total school program, full cafeteria services are provided to the children. Breakfast and lunch menus are carefully planned so that children may be served well-balanced, nutritious meals at nominal cost.

All children eat in the cafeteria and may purchase a hot meal or bring a lunch from home.

Cafeteria menus are published monthly and are distributed. Menus are also available on the district web site. Parents of children with special dietetic requirements should consult with the school nurse to provide for these needs.

Point of Sale envelopes are provided for prepayment for breakfast and lunch. Your child can also purchase milk, ice cream, juice and bottled water, using this system. Checks should be made payable to the Blue Mountain Lunch Fund. Cash is also acceptable. Pre-paying will eliminate the need for your child to pay daily at the register. Any funds remaining at the end of the school year will automatically roll over into the next school year. Students will always be provided a lunch regardless of their account balance; however money will be deducted from the account when sufficient funds are available.

Students may also qualify for free or reduced lunch services. Applications are sent home at the beginning of the school year and are available in the office throughout the year.

### Food Service Payment / Collection

All students who participate in the district meal services are expected to pay the appropriate price for lunch/breakfast meals and items. Payments for meal funds may be paid on a daily basis, or families may establish electronic lunch funds for their children. Information on establishing and maintaining these lunch funds is distributed to all students at the beginning of the school year and additional information is available in the building offices. Free or reduced priced meals are available to eligible families, and information on applying for this service is distributed to all students at the beginning of the school year. Families may apply for free or reduced lunches at any time throughout the year should your financial situation change. Applications are available in each school office.

If students have a negative lunch balance, the following must occur:

1. Send a payment in with your student. Checks should be made out to: **Blue Mountain Lunch Fund** (any costs and fees incurred by BMSD due to insufficient funds shall be paid by the parent or legal guardian). Cash is accepted but not recommended.
2. Mail a payment to: Food Service Department, Blue Mountain School District, 685 Red Dale Rd., P.O. Box 188, Orwigsburg, PA 17961
3. Create a personalized lunch account at [www.MySchoolAccount.com](http://www.MySchoolAccount.com) and apply sufficient funds to your student's food service lunch account electronically (there is a small fee charged for each time you add funds, but viewing the account is free). You must create a parent's account prior to adding your child. At the home page click on the "create account" hyperlink then follow the directions given. You will need your child's student ID number, which can be obtained from his/her school office.

**Milk:** A 1/2 pint of milk is served with the hot lunch. "Lunch box" children may purchase milk.

**Ice Cream - Bottled Water – Juice:** Ice cream, Bottled Water, and Juice is an optional lunch component which may be purchased.

**Kindergarten Snack:** Students are encouraged to bring their own snack and drink from home.

**Cafeteria Behavior:** The children's conduct shall not be disruptive. The adults in charge shall have the same authority as in the classroom. Food and beverages are not allowed in classrooms and should not be taken from the cafeteria.

**Gum Chewing:** Children are not permitted to chew gum while on school property.

**Competitive Foods:** Foods offered throughout the school day to celebrate various events are encouraged to be of a healthy nature.



## **VEHICULAR TRAFFIC**

In order to alleviate traffic congestion and provide a safer environment for our children the following traffic patterns have been created:

### **Elementary East**

Parents bringing their children to school between 8:10 and 8:30 a.m. should use the red doors on the southwest corner of the building. Please recognize and follow the traffic arrows / signs. During dismissal, students whose last names begin with A-L should be picked up in the same area. Please do not block the road behind the East building. If the recess lot is full, please park in the lot behind the recreation building. If a student's last name begins with M-Z, he/she will be picked up at the doors on the side of the building facing the middle school.

### **Elementary West**

Parents bringing their children to school between 8:10 a.m. and 8:30 a.m. should use the parking lot off Front Street. Please recognize and follow the traffic arrows/ signs. If you would like to walk your child to the front door, please park in the parking lot and safely walk your child to the front door. During dismissal, students will be dismissed by the primary playground. Parents may park and pick up your child by the playground or use the loop and have your child walk to your vehicle. Please do not park in the loop area.

## **BUS TRANSPORTATION**

### **Traveling To and From School**

- Children are expected to travel directly to and from school using the safest and most expeditious route.
- Children should not engage in any activity that may potentially result in damage to personal property or endanger the health and safety of others.
- Children must remain on school property once they have arrived at the school and while awaiting the arrival of buses or other transportation at the end of the school day.

### **Bus Behavior**

While on any school bus, children are required to recognize the bus driver as the authority in charge. The bus driver shall have the authority to recommend to the administration that disciplinary action be taken against disruptive children; this action may include suspension of bus privileges.

### **Unauthorized School Bus Entry**

Pennsylvania statutes state that a person who enters a school bus without proper authorization of the driver or a school official with intent to commit a crime or disrupt or interfere with the driver, or who refuses to disembark after being ordered to do so by the driver, commits a misdemeanor of the third degree.

### **Students and Parents please note:**

- From time to time the Blue Mountain School District may place a video/ audio camera on selected school buses. The placement of the camera(s) will be determined by administration as needed.
- The camera may record a video / audio of activity on the bus. The video / audio may be used for investigative and/or disciplinary purposes.
- Students will ride only their assigned bus to and from school. Written parental permission, with principal approval, is required to get off at a different stop.
- **Except in an emergency situation, students are not permitted to ride a different bus. All such requests must be approved by the principal.**

## **SAFE SCHOOL BUS RIDING TIPS**

*Please review this information with your child.*

### **Waiting for the Bus:**

- Arrive at the bus stop on time.
- Wait for the bus in a safe, visible area off the road.
- Be considerate of others.

### **Boarding the Bus:**

- Wait for the bus to come to a complete stop.
- Board the bus in an orderly manner.
- Go directly to a seat and sit down.

### **While on the Bus:**

- Remain seated while the bus is moving.
- Follow the school bus driver's instructions at all times.
- Keep aisles clear at all times.
- Talk quietly; yelling and screaming is not allowed.
- Keep hands and head inside the bus at all times.
- Do not throw objects in the bus or out of the windows.
- Do not damage or litter the bus in any way.
- Eating is not permitted on the bus.
- No animals are permitted on the bus.
- Large items, such as musical instruments, cannot be transported on the bus.
- Glass jars/bottles are not permitted on the bus.

### **Leaving the Bus:**

- Remain seated until the bus comes to a complete stop.
- Leave the bus in an orderly manner.
- Watch carefully for traffic before crossing in front of the bus.
- Be sure to look both ways before crossing the road.

## **Cell Phones and Electronic Devices**

Electronic devices including but not limited to cellular phones, iPods, MP-3s, radios, personal stereos, tape/CD players, pagers, scanners, two-way radios, electronic games, and video cameras, etc. are not permitted during school hours.

Cell Phones – Students may possess cell phones on the campus or while participating in school events, and are subject to the following restrictions:

1. The power to the cell phone must be turned off during the school day and while the student is a participant in a school event.
2. The cell phone may not be visible at any time.

The school day is considered to begin when the student arrives on the campus and extends until dismissal at the end of the day (8:10 a.m. ~ 3:40 p.m.). Students may not initiate or receive cell phone calls during the school day or while participating in school events without the expressed permission of school officials. Repeated violations will be treated as defiance.

These items will be confiscated from students.

1st Offense: School keeps device – student retrieves at end of school day

2nd Offense: School keeps device – parent/guardian must retrieve

3rd Offense: School keeps device – parent/guardian must retrieve; subject to disciplinary action

\*NOTE: Offense doubles if device is not turned over to teacher/administrator. Students are not permitted to remove any part of the electronic device. If so, an additional consequence is assigned.

\*\*Any student found using their electronic device to bypass the nurse and/or the main office to leave school early is subject to disciplinary action.

## **ELEMENTARY DRESS AND GROOMING POLICY**

### **Purpose:**

The Board recognizes its paramount obligation to provide for the health, safety, and welfare of the students who attend its schools. The Board further recognizes its responsibility to maintain a positive learning environment in the schools under its jurisdiction and to minimize the opportunity for distraction and/or disruption. The Board believes that a dress policy will address the issues related to the health, safety, and welfare of the students attending its schools and will further aid in the maintenance of a positive learning environment.

### **Authority:**

Although the School Code does not require that the reasons or justification be stated by any local Board of School Directors, the reasons for adoption of this policy include, but are not limited to:

1. Increase school safety.
2. Promotion of a positive work ethic.
3. Promotion of civility and respect.
4. Avoidance of peer pressure regarding dress.
5. Decrease the distractions of teasing, bullying, hazing, or other harassment.
6. Identification of nonresident students.
7. Reduction of cost of clothing for students.

### **Delegation of Responsibility:**

The Superintendent shall develop procedures to implement this policy, which designates the building principal to monitor student dress and grooming in his/her building and enforce school rules concerning dress and grooming in accordance with the district's discipline policy. School administrators have the final responsibility for interpretation and enforcement. School administrators may use their discretion to designate specific days that permit students to wear other types of clothing.

### **Applicability:**

All students will be subject to this dress policy. All students must report to school daily attired in compliance with the provisions of this dress policy. There is to be no changing of clothes in school or on any school property prior to the beginning of the school day, or at the end of the school day, unless it is for physical education, sports teams, extracurricular activities, or as authorized by the building administrator. The dress policy shall be in effect during the regular school year, during regular school hours, and at any school-sponsored event during regular school hours.

### **The following dress and grooming guidelines apply to all students in grades K-5:**

The Blue Mountain Elementary Schools encourage its students to wear clothing that is clean, neat and of appropriate length for an academic environment. The following types of clothing are banned:

- Vulgar, offensive messages. Clothing that is offensive to staff and fellow students. Clothing that contains messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission.
- Clothing that presents a safety hazard. Students may not wear any apparel that could pose a threat to the health, safety, or welfare of the school community. No chains, spiked or choke collars may be worn or carried at any time; this includes wallet chains, etc.
- Hats, caps, bandannas and similar headwear are not to be worn in district buildings except for medical or religious purposes with administrative approval.
- Brief and/or revealing clothing. Students must recognize that brief and/or revealing clothing is not appropriate apparel in school. The following guidelines on brief clothing are examples and do not cover all situations. Students shall not wear tank tops, halter tops, garments with spaghetti straps or strapless garments. Garments that are "see-through", cut low, or expose one's midriff are not acceptable. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. Skirts and shorts must not be shorter than the student's fingertips when his/her arms are held at his/her side.

- Undergarments must not be visible.
- Sagging Pants. Students shall not wear pants or shorts that when fastened sag or fit below the waist. All pants and shorts must fit around the waist and be properly fastened.
- Excessive length or baggy clothing (includes but is not limited to trench coats) is not permitted. Unless there are heating problems, all jackets/coats must be kept in lockers and not worn during the school day.
- Shoes should be safe and appropriate for an active child. Flip flops, slippers, backless shoes and Heelies or other sneakers with wheels are not permitted.

## CHILDREN'S RESPONSIBILITIES

Children's responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, children share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No child has the right to interfere with the education of his/her peers. It is the responsibility of each child to respect the rights of teachers, children, administrators, and all others who are involved in the educational process.

Children should express their ideas and opinions in a respectful manner.

It is also the responsibility of the children to conform to the following:

1. Be aware of all rules and regulations for behavior and conduct themselves in accordance with them. Children should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
3. Dress and groom so as to meet fair standards of safety and health, and not cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school for all students enrolled therein.
5. Comply with Commonwealth and local laws.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and be on time at all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
10. Report accurately and not use indecent or obscene language verbally or in writing.



# **THE BLUE MOUNTAIN SCHOOL DISTRICT CODE OF CONDUCT**

## **“Be an Eagle”**

All Blue Mountain students will strive towards excellence by embodying the school district's core values. “Be an Eagle” promotes Effort, Accountability, Gratitude, Leadership, and Encouragement for all students in grades K-5.

## **CONDUCT**

All children enrolled in Blue Mountain Elementary Schools are expected to conduct themselves in accordance with the rules and regulations of the school district and the school the child attends. Principals and teachers are directed to maintain order in the school so that learning can occur. Maintenance of order applies during those times when children are under the direct control and supervision of school district officials. This authority is granted in the Pennsylvania Public School Code.

The Board of School Directors has granted authority to principals and teachers to maintain appropriate decorum within the buildings and classrooms and to make and enforce reasonable rules and regulations to govern children's behavior.

## ***Student Behavior***

### **SECTION ONE**

In this Section You Will Find:

- Statement of Purpose
- Statement of Authority
- Student Rights
- Student Responsibilities
- Student Rules
- School District Rules

### **STATEMENT OF PURPOSE**

Student behavior is not merely convenient conformity by the students to the wishes of adults, but the conscious development of self-discipline and self-direction toward socially desirable ends. Schools, to be effective, must give all students the opportunity to learn; disciplined behavior is an outcome of education. Students must be taught that the advantages of group living demand that individual actions be tempered and limited.

If a pupil elects to evade his/her responsibility for good citizenship, he/she may be referred to the principal. The principal takes into consideration the individual and his/her personal adjustment as well as the impact the pupil's behavior will have on the school community. The great majority of pupils meet their responsibility and never become involved in any disciplinary action. All things considered; the principal's action may range from friendly discussion to suspension. In extreme disciplinary cases, a student may be expelled by the Board of School Directors.

In each discipline situation, it is a primary aim of school officials to impress each student, by effective faculty counseling and guidance, of the need, value and advantage of good conduct.

### **STATEMENT OF AUTHORITY**

All students enrolled in the Blue Mountain School District are expected to conduct themselves in accordance with the rules of the system and individual schools.

Principals and teachers are directed to maintain order in the schools so that learning can occur. Maintenance of order applies during those times when students are under the direct control and supervision of school district officials. This authority is granted in Section 1317 of the Pennsylvania Public School Code, It states:

Every teacher, vice-principal and principal in the public schools shall have the right to exercise the same authority as to conduct the behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them." (In loco parentis)

The Board of School Directors has granted authority to its principals and teachers to exercise necessary authority to maintain appropriate decorum within the buildings and classrooms. Building level principals and their designees will act in a loco parentis manner to ensure the safety and welfare of all students. Teachers shall have the authority, and it shall be their duty, to make and enforce by reasonable means rules and regulations to govern the behavior and promote learning in their respective classes. Principals and teachers of the Blue Mountain School District are directed to maintain such order in the schools as will facilitate learning by the pupils.

In the event that any provision of this Behavior Code is found to be in conflict with the Public School Code of 1949, as amended or PA Code Title 22, PDE Regulations, school district policy, administrative procedures, or any other applicable constitutional, statutory or regulatory provision, such statute or provision shall govern, and the

conflicting portion of this Behavior Code shall be considered null and void, but the remainder of the Behavior Code shall remain in full force and effect.

School principals are authorized, subject to approval of the Superintendent, to summarize or restate the provisions and/or omit selected provisions of this Behavior Code when publishing school handbooks in an effort to concisely convey to students and parents the Behavior Code. This authority is not, nor should it be, construed as any attempt to withhold information, for the provision of this Behavior Code prevails over statements published in school handbooks.

## **STUDENT RIGHTS**

This section summarizes the basic principles of student rights. With each right comes a responsibility, and that right must be viewed in relationship to the health, safety, and welfare of the majority of students within each school. The principal, under the supervision of the Superintendent and within School Board policies, shall assume administrative responsibility and instructional leadership of the school to which he or she is assigned. The faculty and staff shall assist in the orderly operation of the school and ensure the following rights of students.

- To be informed of School Board policies and individual school rules.
- To appeal a decision in an orderly manner.
- To be treated with respect by other students, school personnel, and visitors.
- To expect that their property will be respected by other students and school personnel.
- To have a safe and orderly school.
- To expect the rules to be enforced without discrimination.
- To receive district curriculum descriptions that will help one make informed choices.
- To have equal opportunity with regard to academic programs and extracurricular activities.
- To have privacy of one's personal possessions unless appropriate school personnel have reasonable cause to believe a student has any object or material which is prohibited by law or school board.
- To expect that schools will keep student records safe and confidential.
- To wear the school uniform, as long as clothes are appropriate for the school. Clothing should adhere to the school dress code. Clothing should not disrupt the learning environment or pose any threat to the health and safety of students.
- To attend school and learn in an environment free of sexual harassment or malicious harassment.

## **STUDENT RESPONSIBILITIES**

### ***Every student shall:***

- Attend school regularly and be on time for class.
- Be diligent in his or her studies.
- Conform to the rules of the school approved by the Board of Education and submit to such discipline as would be exercised by a kind, firm and judicious parent.
- Provide the school with an adequate explanation and appropriate documentation to explain an absence.
- Request makeup assignments from teachers upon return to school and complete them within an appropriate length of time.
- Treat other students, school personnel, and visitors with respect.
- Respect others' property by not damaging or taking it.
- Treat school property with respect and to act in a way that does not interfere with the rights of others and is not harmful to health and/or safety of others.
- Seek help first, to avoid a fight.
- Become familiar with the Code of Student Conduct, all school rules, and all classroom rules.
- Ask for assistance from school personnel in selecting courses.
- Request participation in academic programs and extracurricular activities that match with your abilities.
- Cooperate with the teacher and contribute to a free unprejudiced atmosphere.
- Cooperate fully and exert every effort to achieve mastery of the curriculum.
- Come to school and wear clothes which are not dangerous to health or safety, do not disrupt the learning process, and stay within school dress code.
- Not carry or conceal any such material prohibited by law or that would detract from the educational process and to accept the consequences for any contents stored within lockers:
- Treat others equitably and fairly.
- Conduct yourself and your activities so as not to harass others and to report harassment or discrimination situations to school administrators.

## STUDENT RULES

### Attendance

The school law of Pennsylvania requires the regular attendance of all pupils between ages six and eighteen years of age. Once a student has enrolled, his/her school attendance is governed by the following guidelines:

- The parents of any pupil who is under seventeen years of age and who has been absent illegally for a total of three days, or six half days, are guilty of truancy from school which is a violation of the state attendance law. If a student does not return to school, expulsion procedures may be recommended.
- Students are expected to be in school on time every day and to be on time to all classes. All students arriving tardy to school must report to the office immediately and sign in. **Excessive (unexcused) tardies will consist of students who arrive late or leave early on four or more occasions. The amount of school time missed will be added up and count towards an unexcused absence.**
- Students who are truant (e.g., absent from school without permission of parents and school authorities) will be disciplined. A telephone contact may be made to verify students' absences.
- Students arriving after 10:00 a.m. (high school/middle school) 10:30 a.m. (elementary school) will be considered absent 1/2 day; moreover, students leaving prior to 1:00 p.m. (high school/middle school)/ 1:35 p.m. (elementary school) will be considered absent 1/2 day.
- When students return to school after an absence, they will bring a signed statement from their parent or guardian stating the date and reason for the absence. If an excuse is not brought in for classification within three days, it will automatically be classified as unexcused. **If students have been absent three or more consecutive days or an excessive amount of days, they may be required to bring along a physician's note stating the reason for the absence.** If an examination is to be made up because of absence, the students must make arrangements with the teacher concerned within two days after they return to school.
- After an excessive number of absences (i.e., excused, or unexcused), a letter shall be sent to the parents to make them aware of the total days absent. If there is no improvement in the attendance, an additional letter shall be sent to the parent requiring a doctor's excuse for all future absences. Failure to present a doctor's excuse will result in unexcused absence procedures. A student attendance improvement plan may be established by administration to help determine future actions by the school. Following this plan, if unexcused absences continue, they will become unlawful and may result in a referral to Children and Youth and/or a summary conviction for a violation of compulsory school attendance laws.
- The fact that a parent has sent a written explanation to the school does not excuse the absence. An absence becomes excused only when the administration has classified the absence as such.
- Under no circumstances is a student permitted to sign a parent's name.
- **NOTE: Each excuse must have the student's full legal name, or it cannot be credited to the right file. Each excuse must have the CORRECT dates of absence, or it cannot be credited to the right dates. Each excuse must show a reason for the absence. Each excuse must be signed by the parent/ guardian. Please put your child's homeroom number and grade on the excuse.**

**Excused Absences:** Reasons for excused absences include:

- Sickness, injury, death in the family, or some other insurmountable condition.
- Documented appointments with health care professionals.
- Documented absence for religious instruction or religious holiday.
- Participation in an academic class or school-sponsored activity approved by the principal.
- Court appearances (copy of subpoena required).
- Prior approved non-school sponsored educational field trips (one per year).
- Unavoidable emergencies (reviewed by principal or designee).
- Out of School Suspension (OSS).

**Unexcused Absences:**

- Oversleeping.
- Missing the bus.
- Routine babysitting.
- Refusing to come to school.
- Hunting.
- Take a trip (vacation) without an approved educational field trip form by administration.
- Failure to turn in an excuse within three (3) school days, when required.
- Failure to provide a doctor's excuse within three (3) school days, when required.
- Any other circumstances deemed unexcused by the principal or designee.

**Educational Leave Policies and Procedures:** Parents/guardians may request an educational field trip for their children during the school year. Parents/guardians should consider a request on the following conditions:

- Trips may not exceed the maximum of five (5), days per school year.
- All days beyond the maximum of five (5) days will be considered unexcused and/or unlawful for students.
- Parents are encouraged not to plan trips the first ten (10) days of school.
- The purpose of the trip must be stated and how it supplements district's curriculum.
- The request must be made by the parent/guardian five (5) days prior to the student's requested leave. Forms are available at building offices. Administrative responses to submitted forms by parents/guardians will be made within 48 hours of submission.
- Each request will be reviewed by the principal prior to approval. The following will be taken into consideration by the principal in granting permission for the trip.
- Student's academic standing.
- Student's attendance record.
- Student's disciplinary record.
- If approval is given prior to the trip, the student's absence will be listed as excused. If prior approval is not received, the absence will be classified as unexcused/unlawful. Should the student's absence extend beyond the approved time, those days will be classified as unexcused/unlawful.
- The student is expected to complete all school work that is assigned during the school absence. Such assignments will be provided to the student by the teacher prior to the trip. It will be the student's responsibility to contact teachers and make up, any missed assignments.
- Permission will not be granted for trips/tours during the district's standardized testing periods, the state's testing periods and the secondary school examination periods at the end of the first and second semester.

**School Bus Rules:** It is a privilege to ride a school bus. Students must:

- Obey the driver.
- Stand off the roadway while waiting for the bus.
- Be at the bus stop on time.
- Sit according to the seating chart assigned by the bus driver.
- Remain seated when bus is in motion.
- Keep arms, legs, and head inside the windows.
- Remain quiet. Unnecessary conversation with the driver is dangerous.
- Observe classroom conduct at all times while aboard the bus.
- Not **eat** or **drink** while on the bus.
- Whenever boarding or departing, cross the road 10 feet in front of the bus when the driver signals that it is clear to cross.
- Always check traffic when getting on or off the bus.
- Pay for damage to school buses or property.
- Follow discipline code.





## SCHOOL DISTRICT RULES

### **Search and Seizure:**

- Lockers and desks are school property and are provided for the convenience of the student. Students may use the lockers and/or desks to store their school supplies and personal belongings.
- School authorities may search a student's locker or desk and seize any illegal/prohibited materials. Such material may be used as evidence against the student in disciplinary proceedings. Prior to the search students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker or desk contains materials which pose a threat to the health, welfare and safety of students and/or other school personnel, student lockers or desks may be searched without prior warning.

**Search of Individual:** A search must be justified at its inception on the basis of reasonable suspicion, and it must be reasonable in scope. If a principal or designee has reasonable suspicion to believe that a student is in possession of illegal/prohibited materials, he or she may conduct a search.

**Video Surveillance:** District property may be under video surveillance. Recordings from video surveillance may be used in disciplinary investigations.

**Corporal Punishment:** Corporal punishment as a response to a rule infraction is not used in the Blue Mountain School District; however, reasonable force may be used by teachers and school authorities under the following circumstances:

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

**Child Abuse Reporting:** Under Act 151 of 1994, school personnel have an affirmative obligation to make a report to the administrator, when they reasonably believe on the basis of their professional training or other experience that a child has been abused when that child comes before employees in their official capacity.

### **Harassment:**

Any alleged claims of harassment and/or discrimination must be immediately reported to the building administrator and/or guidance counselor.

### **Elementary School Detention:**

- Detention may be assigned in the elementary school to students in grades three through five.
- Detention will be considered only after other disciplinary actions have been taken and deemed as ineffective in changing undesirable behavior. Detention may also be issued to a student with no prior discipline problems as a response to an extreme disciplinary infraction.
- Detention may only be assigned by the principal or assistant principal.
- Detention will be scheduled by the principal/assistant principal with the students' parents/guardians.
- Detention will be held in the child's school building.
- Parents are responsible for transporting their children home after their detention time has been served.

## SECTION TWO

In this Section You Will Find:

- Discipline Codes by Levels
- Level I, II, III, IV

### DISCIPLINE CODES BY LEVELS

To establish reasonable consistency in the schools, a uniform Discipline Code has been developed. Definitions of terms used can be found in the Glossary of Terms. Schools and teachers may develop individual rules and disciplinary practices which supplement the Code but do not conflict with it. The Code applies to all students enrolled in the Blue Mountain Schools in kindergarten through grade 12 and adult education.

Infractions and the responses to them are divided into four levels. Each level represents progressively more serious behavior and consequences. One of any combination of responses may be applied to any infraction. This section of the Code of Student Conduct identifies example infractions for which a student may be disciplined and sets forth example responses. Note, however, that this list is not all-inclusive and a student committing an act of misconduct not listed will be subject to the discretionary authority of the principal. **Consistent with this Code, it is the responsibility of the principal or designee to determine the level of the offense and its appropriate response.** The principal, assistant principal, teachers, bus drivers, and other supervisory personnel are responsible for student discipline. Discipline should be applied after consideration of the eventual effect on the behavior of the student and it should promote improved conduct.

It is the policy of the School Board that there shall be zero tolerance of misbehavior of all kinds.

### LEVEL I - DISCIPLINE CODE

Level I offenses are acts of misconduct which interfere with orderly classroom procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process.

Level I offenses will be handled first by the teacher or other staff member involved. When the teacher or other staff member involved determines that additional action is necessary because of continued violation or other concerns, the student will then be referred to the principal or designee for appropriate disciplinary action. The teacher or school administrator/designee, after review of the student's explanation, consultation with school personnel involved, and further investigation (when needed) will determine the appropriate disciplinary action, consistent with this code.

#### Example Infractions

- Hall pass violation.
- Lunch room infractions.
- Classroom/school disruption.
- Dress code violation.
- Harassment/Intimidation
- Late to class / out of assigned area.
- Electronic devices.
- Failure to follow classroom management rules.
- Failure to bring in notes/excuses.
- Public affection.
- Eating, drinking or chewing gum.
- Book bag violation.

#### Example Responses

- Teacher's educational assignments.
- Mandatory tutoring/peer counseling.
- Parental contact by teacher.
- Verbal reprimand.
- Counseling.
- Return of property or restitution.
- Withdrawal of privileges.
- Behavioral contracts.
- Grade point deduction (cheating).
- Classroom management plan.
- School Service Work (SSW).
- Detention.



## LEVEL II - DISCIPLINE CODE

Level II offenses or intermediate acts of misconduct may include acts of misconduct previously identified which require administrative intervention. It may also include repeated acts of misconduct and acts directed against persons or property but which do not seriously endanger the health and safety of others. Level II offenses must be reported to the school administrator/designee (e.g., dean, behavioral resource teacher) because the seriousness or frequency of misconduct requires another level of intervention. School support staff and/or community resource agencies may be involved. The school administrator/designee, after review of the student's explanation, consultation with school personnel involved, and further investigation (when needed), will determine the appropriate disciplinary action, consistent with this Code, and attempt to contact parents.

### Example Infractions

- Repeated Level I Offenses.
- Truancy.
- Failure to follow driver/rider procedure.
- Destruction of property.
- Disruptive / inappropriate behavior.
- Cheating/plagiarism (middle school/high school).
- Forgery.
- Gambling.
- Misconduct on school bus or at bus stop.
- Stealing/theft (less than \$20).
- Unauthorized assembly, publication, etc.
- Unsafe acts/actions.
- Cutting classes / detention.
- Tardy to school.
- Computer misuse.
- Merit work pass, work study or work release violation.
- Written derogatory comments about students/teachers/staff.
- Insubordination.
- Deceiving school personnel.

### Example Responses

- Level I response.
- Parental contact (by teacher or administrator).
- Verbal reprimand.
- Assigned bus seat.
- Behavioral contract.
- Withdrawal of privileges.
- Confiscation of unauthorized material.
- Return of property or restitution for damages.
- Referral to student services.
- School Service Work.
- Suspension from bus.
- Suspension from extracurricular activities.
- Detention.
- Saturday detention.
- Fines/Citations.
- Suspension of driving privilege.
- Assigned/reassigned bus seats.

## LEVEL III - DISCIPLINE CODE

Level III offenses are serious acts of misconduct. They include but are not limited to: repeated acts of misconduct, those acts with prior warning of referral to Level III action, serious disruptions of the orderly conduct of school, threats to the health, safety, and property of self or others, and other acts of serious misconduct.

Level III offenses must be reported immediately to the school administrator/designee and will follow the established investigative procedure and the assignment of disciplinary action. When an emergency exists, procedures for handling it shall be put into effect immediately to protect the safety of all students. The school district must immediately initiate prosecution for Level III offenses.

### Example Infractions

- Repeated Level II Offenses.
- Abusive language or gestures to school personnel or others
- Assault. / Fighting / Hazing
- Breaking and entering.
- Disorderly conduct / Defiance.
- Destruction of property/vandalism.
- Extortion/threats.
- Harassment/Intimidation of a more serious nature.
- Repeated misconduct of a more serious nature.
- Sexual Harassment.
- Smoking/tobacco, possession or use.
- Theft (more than \$20)
- Trespassing.
- Vaporizer, vaporizing juice, Juul, Jull pods, electronic cigarettes, possession or use.
- Leaving school without permission.

### Example Responses

- Parental contact by administration.
- Behavioral contract (written).
- Referral to Support Services / student assessment.
- Return of property or restitution for damages.
- In-school or Out-of-school suspension.
- Long-term bus suspension.
- Referral to alternative discipline programs.
- Temporary removal from participation extracurricular/co curricular activities.
- Referral to appropriate prevention or treatment program.
- Referral to law enforcement / fines / citations.
- Saturday detention.
- School Service Work.
- Warning of referral to Level IV.

**NOTICE: Use, possession, distribution, and sale of tobacco products are prohibited on school property and on school buses. School district must initiate prosecution.**

#### LEVEL IV - DISCIPLINE CODE

The most serious acts of misconduct are included in this level. Committing any of these acts may be sufficient grounds for out-of school suspension and/or consideration for expulsion. Major acts of misconduct must be reported immediately to the school administrator/designee. These violations are so serious that they may require district administrators, outside agencies, and/or fines. **Such acts may also result in criminal penalties.** The principal/designee may recommend the expulsion of any student who has committed a **serious breach of conduct.**

**NOTICE: ZERO TOLERANCE OF VIOLENCE IN SCHOOL INCLUDING PROHIBITION OF VIOLENCE AGAINST SCHOOL DISTRICT PERSONNEL** - Violence in schools or on school buses will not be tolerated. Battery against any school personnel by a student is a Level IV violation of the Code of Student Conduct. A student who deliberately and knowingly commits an act of battery against school personnel will be suspended from school up to ten (10) days. The principal may recommend expulsion and will offer to assist the staff member in pressing such charges as are appropriate. Subject to federal and state mandates, any student charged with a violation such as bomb threat, aggravated assault, battery, or aggravated battery upon a school employee will be removed from the classroom immediately and may be placed in an alternative school setting pending disposition. Any student found to have committed a violation of Act 26 of Pennsylvania (i.e., weapons prohibited policy) may be expelled or may be placed in an alternative school setting.

**NOTICE: PROHIBITION OF WEAPONS** - Violation of weapons is a Level IV violation of the Code of Student Conduct. Weapons and the use of weapons are prohibited on school property, including buses.

A student who possesses, sells, intends to sell, distributes, intends to distribute, displays, intends to display, transfers, intends to transfer, or uses any firearm/explosive, or weapons of any type, or any article or substance not normally considered to be a weapon, including a look-alike will be suspended up to ten (10) days, and the principal will request a formal hearing by the Board of Education to determine the term of expulsion. In addition, the principal will refer the matter to the local police for criminal prosecution.

"A weapon does not include any device which is authorized by the school for legitimate educational purposes, such as tools, scissors, compasses, pencils, implements for art class, and the like. Any student, however, using any such common item in an aggressive, threatening and/or intimidating manner shall be considered in possession of a weapon, unless the student can demonstrate that the item was/is used in a manner reasonably understood to be its common purpose. The Principal shall be given considerable latitude to determine the intent of the student in such matters."

**NOTICE: PROHIBITION OF ALCOHOL AND DRUGS** - The use, possession, sale, intending to sell, transferring, intent to transfer, distributing or intending to distribute illicit drugs and alcohol is not permitted and is a Level IV violation of the Code of Student Conduct. Board Policy prohibits use, possession, sale, intending to sell, transferring, intent to transfer, distribution or intending to distribute alcohol or controlled substances. Drugs which require a physician's prescription or the possession of which is prohibited by law, or those classified as "Designer Drugs" under Pennsylvania statutes. Also prohibited are the use, possession, sale, intending to sell, transferring, intent to transfer, distribution or intending to distribute any substance represented by the student to be alcohol or a controlled substance, the use of a legal substance to attain a mood-altering effect, and the possession of any equipment or device for preparing or taking drugs.

A student using, possessing, selling, intending to sell, transferring, intending to transfer, distributing, or intent to distribute under the influence of any item listed above, will be immediately suspended from school for up to ten (10) days. Following an informal administration hearing, the principal will request a formal hearing by the Board of Education to determine the term of expulsion. In addition, the principal will refer the matter to the local police for criminal prosecution.

**NOTICE: PROHIBITION OF MISCONDUCT ON SCHOOL BUS/AT BUS STOP** - Violation of Board transportation policies, including disruptive behavior on a school bus, may be Level IV violation of the Code of Student Conduct.

**NOTICE: PROHIBITION OF SEXUAL HARASSMENT INDECENT EXPOSURE** - Violation of sexual harassment policy may be a Level IV violation of the Code of Student Conduct. Any alleged claims of harassment/discrimination must be reported immediately to the appropriate building administrator and/or guidance counselor.

#### **Example Infractions-Level IV**

- Repeated Level III Offenses.
- Aggravated battery.
- Alcohol and Drugs.
- Arson and Fire Alarms
- Assault.
- Battery and sexual battery
- Breaking and entering.
- Firearms/explosive.
- Homicide.
- Inciting, leading, or participating in acts that substantially disrupt orderly conduct at a school or school function.
- Kidnapping.
- Making false accusations about school staff member/another student.
- Robbery.
- Serious breach of conduct.
- Serious misconduct on school bus or at bus stop.
- Sex offenses.

- Sexual harassment of a more serious nature.
- Stolen property: possession, use, distribution, or sale.
- Grand larceny.
- Unsafe act/actions.
- Weapons (other than firearms).
- Bomb threat.

#### **Example Responses**

- Parental contact (mandatory).
- Return of property or restitution for damages.
- Referral to student support services.
- In-school or out-of-school suspension.
- Referral to law enforcement.
- Recommendation for expulsion.
- Long-term bus suspension.
- Referral of students to alternative placement.
- Referral for student assessment.
- Fines/Citations.

## **SECTION THREE**

#### **In this section you will find:**

- Grievance Procedure for Students and Parents.

### **GRIEVANCE PROCEDURES FOR STUDENTS AND PARENTS**

#### **Student Rights**

Students have a right to present a complaint regarding unfair treatment.

#### **Student Responsibility**

Students have a responsibility to learn and follow procedures for filing complaints.

Grievance procedures are used to handle serious problems when students believe there has been a violation of the Code of Student Conduct, including due process. Except in instances where there is a clearly defined procedure other than the one described here, a student grievance should be pursued sequentially through four levels.

**Level I** - Informal Discussion: The student should discuss the problem with the person who is responsible for what the student believes to be a violation of the Code of Student Conduct.

**Level II** - School Principal: If the problem has not been resolved at the informal level, the parent and/or student should discuss it with the principal or the principal's designee within five school days of the Level I discussion.

**Level III** - Superintendent's Office: If the problem has not been resolved at Level II, the parent and/or student may, within ten (10) school days, present the grievance to the superintendent or designee. The student and principal will submit summary positions to the superintendent. The superintendent or designee will respond to both parties within fifteen (15) school days after receiving the written statements.

**Level IV** - School Board: If the problem has not been resolved at Level III, the parent and/or student may request, in writing, a meeting with a committee of the board of school directors. The student, principal, and superintendent will submit summary positions to this school board committee. The committee of the school board will respond to all parties by arranging a meeting within fifteen (15) days of the written request.

## SECTION FOUR

### In this Section You Will Find:

- Exclusion from School
- Procedures for Suspensions (Exclusion from school)
- Procedures for Expulsion
- Procedures for Hearings.

### EXCLUSIONS FROM SCHOOL

Suspension, which is a function of the school administrator, and expulsion, which is a function of the board of school directors, are serious disciplinary sanctions which may be imposed against students under procedures conforming with due process of law. Suspensions may be either in school or out-of-school. The administration will determine which is best for not only the student but also the rest of the student body.

Students are not permitted to attend school activities (co-curricular or extracurricular) during their term of ISS/OSS. Students serving OSS are not permitted on school district property.

### PROCEDURES FOR SUSPENSION (EXCLUSION FROM SCHOOL)

The principal or teacher in charge of a public school may suspend any pupil for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall report the suspension to the superintendent as soon as possible thereafter.

No student may be suspended without notice of the reasons for which he/she is suspended. The student and parent(s)/guardian will be given the opportunity for an informal hearing with the designated school official.

A student may be suspended up to ten (10) school days following a hearing by the principal or designee.

No student may receive an in-school suspension without notice for which she/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent(s)/guardian shall be informed of the suspension action taken by the school.

Should the in-school suspension exceed ten (10) consecutive school days, the student and his/her parent(s)/guardian shall be offered an informal hearing with the designated school official. Such hearing shall take place prior to the 11th day of the school suspension.

### PROCEDURES FOR EXPULSION

The board may either expel for a period exceeding ten (10) school days or may permanently expel from the rolls of this district any student whose misconduct and disobedience is such as to warrant this sanction. No student shall be expelled without an opportunity for a formal hearing before the board of school directors.

The student under 17 years of age who is expelled forfeits his/her right to an education in the schools of this district, but has not been excused from compliance with the compulsory attendance statutes.

Parents or guardians who are unable to provide an education for their child shall submit a written statement within thirty (30) days that they are unable to do so. The district shall then make provisions for the student's education. If thirty (30) days pass without satisfactory evidence that the required education is being provided to the student, the district shall re-contact the parent and make provisions for the student's education. The board shall continue to be responsible for the education of the student expelled, and shall provide an alternate education for any student suspended for more than ten (10) days.

### PROCEDURE FOR HEARINGS

Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.

A formal hearing is required in all expulsion actions. This hearing may be held before the board of school directors or a duly authorized committee of the board, or a qualified hearing examiner appointed by the board. When the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student.

The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

**BULLYING/CYBERBULLYING** The district prohibits all forms of bullying by district students.

Bullying is defined as an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in 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.

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

Reports of bullying should be reported to the building principal or designee as soon as possible. A student who violates the bullying policy shall be subject to appropriate disciplinary action consistent with the Student Code of Conduct.

Possible consequences for violations of this policy:

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

**Complete policy can be located at:** [http://www.bmsd.org/?page\\_id=1399](http://www.bmsd.org/?page_id=1399)

## **SUICIDE PREVENTION**

The district shall utilize a multifaceted approach which integrates school and community based supports. District employees shall be responsible for effective documentation of incidents involving suicide prevention, intervention and response. Warning signs are indication that someone might be in danger of suicide either immediately or in the near future. Warning signs include but are not limited to:

- Withdrawal from friends, family or society
- Dramatic mood changes
- Recklessness or risky behavior
- Expressions such as anger, agitation, anxiety etc.

Reports shall be made to the building administration and/or ESAP team member. This building level suicide prevention coordinator will act as point of contact for issues relating to suicide prevention and policy implementation. If necessary we will contact the 24/7 crisis hotline for Schuylkill County which is Schuylkill County We Help 1-877-9WE-HELP (877-993-4357).

**Complete policy can be located at:** [http://www.bmsd.org/?page\\_id=1399](http://www.bmsd.org/?page_id=1399)

## **NON-DISCRIMINATION STATEMENT**

In compliance with state and federal law, the Blue Mountain School District will provide to each protected handicapped student without discrimination or cost of the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

The Blue Mountain School District is committed to providing equal opportunities for all persons without regard to sex, race, creed, religion, ethnic background or handicap in its educational programs, policies and employment practices. Inquiries or for further information on the evaluation procedures and provisions of services to protected handicapped students should be directed to

Director of Curriculum, Equal Rights and Opportunities Compliance Officer (Title IX) of the Education Amendments of 1972 and the Coordinator of Section 504 (Handicapped) of the Rehabilitation Act of 1973; Red Dale Road, Orwigsburg, PA 17961 (570-366-0515).

## COMPUTER AND TECHNOLOGY

### ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS SYSTEMS AND INFORMATION

Parents/Guardians will indicate their knowledge of this policy by signing the information sheet that is provided to them at the beginning of the school year.

**For a complete version of this policy, please visit the Blue Mountain School District Web-site at [www.bmsd.org](http://www.bmsd.org)**

Blue Mountain School District's (BMSD) mission is to provide a comprehensive educational program to inspire all students to reach their full potential. As the world changes, access to technology is consistently utilized to promote literacy, encourage critical thinking, as well as obtain the collaboration skills required of a future-ready learner. This infusion of technology is shifting the way teachers teach and students learn. The effective use of technology is an integral part of this.

To assist students with these skills, BMSD has implemented student devices to be used at school and at home. Students are responsible for the device and charger at all times, including during the day while attending school, riding the bus and at home. Each device is provided with a case to add additional protection to the device. Removal of the case voids the protection plan.

Student and Parent/Guardian acknowledge receipt of Acceptable Use of the Computers, Network, Internet, Electronic Communications Systems, and Information Policy (School Board Policy 815 under District Policies). Vandalism to device or charger is strictly prohibited and considered a violation of School Board Policy 815. Students and parents/guardians are responsible for replacement or restoration costs associated with vandalism. The device and its content are property of BMSD and may be inspected at any time.

The parent/guardian will have the option to purchase a protection plan every year. In the event of a student's withdrawal, the device will be returned in the condition in which it was given. If a student fails to return the district-issued device and any assigned accessories as directed, the District may, in addition to placing the expenses onto the student account and seeking reimbursement from the student's parent(s)/guardian(s), file a theft report with local law enforcement authorities. The parent/guardian will be responsible to reimburse the District for the value of the device including the case and charger that is damaged or not returned at the conclusion of each year, withdrawal of student or when requested by BMSD. Devices and chargers, even if broken, are the property of BMSD. Therefore, all repairs and replacement parts are to be handled by the School's IT Department. Purchasing a generic charger for use with a school device is not permitted.

If a device is missing or suspected stolen, the student must report this right away to the school's office. To report a device missing after school hours, the student must email or phone the school office. If the device is stolen while off school property, the student and/or parent/guardian must file a report directly with the local police department within 48 hours of the occurrence.

Student and/or Parent should inspect device and charger upon initial receipt of the items and notify the school right away of any physical damage or problems found. For example, cracked iPad or laptop screen, charger doesn't consistently charge device when plugged in, headphone jack not working, etc.

The device is not to be altered. This includes the addition of stickers, tape, programs, software, apps, games, extensions and add-ons. These are not to be installed without permission from a teacher and may be removed by BMSD at any time. Also prohibited is any writing or drawing anywhere on the device or charger (not covered under the protection plan).

Also, any devices, chargers, cases, etc. not returned within 30 days from the last day of school will be deemed lost and invoiced at cost. After this amount of time a replacement will have been purchased by the District to be ready for the upcoming school year. Failure to pay damage fees may result in restriction or revocation of technology privileges, preventing access to school functions (dances, field trips, graduation ceremony, etc.), and/or a "hold" of the student's diploma until payment is made in full.

It is the responsibility of the student/parent to ensure that their device is charged upon arriving to school each day.



# *Glossary of Terms*

**Abusive Language:** Swearing, cursing, or using vulgar words.

**Aggravated Battery:** When a person intentionally or knowingly causes great bodily harm or permanent disfigurement, or uses a deadly weapon.

**Act-Alike Drugs:** Contain the same ingredients as true look-alike stimulant drugs and have the same effects on their users, but do not physically resemble controlled substances or over-the-counter drugs.

**Alcohol:** The violation of Board policy prohibiting the possession, sale, transfer, distribution or use of alcoholic beverages, including, but not limited to, beer, wine/wine coolers, and liquor.

**Arson:** Setting a fire on/in school property.

**Assault:** A violent physical or verbal attack or an unlawful attempt or threat to injure another physically

**Battery:** An actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual.

**Breaking and Entering/Burglary:** The unlawful entry into a building or other structure or vehicle with the intent to commit a felony or theft.

**Cheating:** Willful or deliberate unauthorized use of the work of another person for academic purposes, or inappropriate use of notes or other material in the completion of an academic assignment or test. Copying: includes copying of papers or computer disks, plagiarizing, counterfeiting, and making/using false identification.

**Classroom Disruptions:** See Disorderly conduct.

**Clothing:** (Shorts, skirts, dresses, and other clothing of variable lengths) must extend to the fingertips or below with the arms hanging in a relaxed manner.

**Computer Misuse:** Inappropriate use, including but not limited to: breaking into restricted accounts or networks, modifying files without permission, illegally copying software, and entering or distributing unauthorized files (e.g. pornographic files).

**Contraband:** Items which are prohibited at school.

**Defiance:** Not following directions of staff, failure to observe rules, and openly challenging authority.

**Designer Drugs:** Synthetic substances manufactured in legal or illegal laboratories to approximate the drug action of naturally found substances.

**Detention:** Remaining after school or on Saturday as an alternative to suspension for certain misconduct.

**Disorderly Conduct/Classroom Disruption:** Any act which substantially disrupts the orderly conduct of a school function, behavior substantially disrupting the orderly learning environment or poses a threat to the health, safety, and/or staff.

**Drugs (excluding alcohol):** Violation of the board's prohibition of the possession, sale, transfer, distribution, or use of controlled substances excluding alcohol: drugs which require a physician's prescription or the possession of which is prohibited by law, or those classified as "designer drugs." Also prohibited is the sale of any substance represented by the student to be a controlled substance; the use of any legal substance to attain a mood-altering effect; and the possession of any equipment or device for preparing or taking drugs.

**Expulsion:** The removal of the right and obligation of a student to attend a public school for a period of time not to exceed the remainder of the term or school year and one additional year of attendance.

**Fighting (Mutual altercation):** Mutual participation in an altercation.

**Firearms/Explosives:** Violation of the board's prohibition of firearms of any kind (operable, or inoperable, loaded or unloaded).

**Forgery:** The making of a false or misleading written communication to a school staff member with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member.

**Gambling:** Any participation in games (or activities) of chance for money and/or other things of value.

**Harassment/intimidation:** Using repeated unwelcome remarks to annoy, demean, or ridicule another; or forcing another to do something, or preventing another from doing something, by threatening, bullying, or making her/him afraid.

**In-School Suspension:** The temporary removal of a student from the student's regular school program and placement in an alternative program, under the supervision of school district certified teacher, for a period not to exceed ten (10) school days. Students will receive classroom assignments. Students are expected to complete all assignments.

**Kidnapping:** The unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle, including, but not limited to, cars, trucks, motorcycles, and mopeds.

**Non-prescription:** Over-the-counter diet aids, "stay awake" pills, and sleep aids are also related to the look-alike drug problem. Most of these psychoactive substances are legitimately marketed and sold and do not resemble controlled substances. However, these products contain some of the same ingredients (PPA caffeine) in various combinations as do the true look-alikes, and can be subject to the same kind of abuse.

**Out-of-School Suspension:** The temporary removal of a student from all classes of instruction on public school grounds and all other school sponsored activities, except as authorized by the principal/ designee, for a period not to exceed ten (10) school days, beginning at the end of the school day.

**Plagiarize/Plagiarism:** The act of using the ideas or writings of another person and to use or pass on as one's own work.

**Progressive Discipline:** Consequences for the same repeated offense become more serious each time.

**Restitution:** Restoring or paying for damaged or stolen property.

**Robbery/Extortion (Using force):** The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force, or threat of force or violence, and/or by putting the victim in fear.

**School Day:** That portion of the day during which school is actually in session.

**School Service Work:** Supervised activities related to the upkeep and maintenance of school facilities, as an alternative to other disciplinary responses.

**Serious Breach of Conduct:** Misconduct including, but not limited to, willful disobedience, open defiance of authority of a staff member, violence against persons or property, or any other act which substantially disrupts the orderly conduct of the school.

**Sex Offenses:** Sexual behavior or conduct without force or threat of force and where the victim is capable of giving consent. Included, but is not limited to, indecent exposure, obscenity, and the possession or distribution of pornographic materials.

**Sexual Battery (Includes attempted):** Any sexual act directed against another person forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of temporary or permanent mental incapacity.

**Sexual Harassment:** Violation of Board policy prohibiting sexual harassment. Consists of unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical contact of a sexual nature when such conduct substantially interferes with a student's academic performance or creates an intimidating, hostile, or offensive school environment. It includes but is not limited to: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, unwelcome or inappropriate touching, or suggesting or demanding sexual involvement accompanied by implied or explicit threats.

**Skiping:** Unexcused absence(s) from class period(s) or unexcused absence(s) from school day(s).

**Smoking/Tobacco:** Violation of Board prohibition of the use, possession, distribution, and sale of tobacco or vaping products on school property, at school functions, on school buses, or at extracurricular/co curricular activities.

**Stealing:** See theft.

**Tardy:** Late for school.

**Theft/Larceny (Personal or school property):** The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person; including but not limited to pocket-picking, purse or backpack-snatching, and theft of bicycle/vehicle. (Grand Larceny - over \$20; Petty Larceny - under \$20).

**Trespassing:** To enter or remain on public school property without authorization or invitation and without lawful purpose for entry, including students under suspension or expulsion.

**True Look-Alike Drugs:** Mimic prescription stimulants and depressants such as amphetamine and methaqualone (Quaaludes), in their size, color, shape, or markings. The look-alike drugs which are promoted as uppers because of their amphetamine-like properties generally contain one or more of the following non-prescription stimulants: caffeine, phenylpropanolamine (PPA), or ephedrine. The look-alike drugs which are promoted as "downers" because of their tranquilizing effects usually contain antihistamines.

**Unsafe Act/Action:** Any behavior which compromises the safety of any individual, including, but not limited to, hitting, kicking, or slapping others.

**Vandalism:** The willful and/or malicious destruction, damage, or defacement of public or private property, without the consent of the owner or the person having custody or control of it; includes graffiti.

**Weapons (Other than firearms):** Violation of the board's prohibition of any pointed, sharp, or blunt instrument which has no legitimate educational purpose for the student at school, and items that closely resemble weapons (look-alike) or operate similarly, such as pellet guns, BB guns, and starter pistols. Also prohibited is the use, as a weapon, of any article or substance not normally considered to be a weapon, e.g. rocks, pens, pencils.



Dear Parents/Guardians:

The elementary school handbook is available on the Blue Mountain School District website. You can access the handbook by visiting [www.bmsd.org](http://www.bmsd.org) , choosing **Elementary West or Elementary East** from the school drop down menu, and clicking on the **Parent-Student Handbook** icon. You can explore our policies, regulations, and services.

Many of your questions have been anticipated and are discussed in some detail. Close cooperation between the home and school is essential to promote the best interests of each child. Parents are encouraged to visit school and to attend scheduled meetings of parents and teachers. Mutual benefits occur when there is a meaningful exchange of information between the home and school.

Of special importance are our discipline, attendance/truancy, and dress code policies, which are in effect district-wide. Please be sure to read them carefully.

Please fill out the form below and return it to your child's homeroom teacher.

Thank you,

Elementary Principals

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#### **ELEMENTARY HANDBOOK RECEIPT 2025-26**

I have accessed the handbook online and read the discipline, attendance/truancy, and dress code policies.

My child's name is: \_\_\_\_\_

My child's teacher is: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

\_\_\_\_ I do not have internet access and I am requesting a paper copy of the elementary handbook.

*(Please list your child's name and teacher name above so a paper copy will be delivered to his/her homeroom)*

**Please return this form no later than September 12, 2025**