

EAST HILLS MIDDLE SCHOOL



2023-2024 STUDENT HANDBOOK

East Hills Middle School
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“An Experience in Excellence”

“Una Experiencia en Excelencia”

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**Welcome to
Bienvenidos a**

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www-eh.beth.k12.pa.us

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Leader In Me
7 Habits

BE PROACTIVE

BEGIN WITH THE END IN MIND

PUT FIRST THINGS FIRST

~~think win-win~~

SEEK FIRST TO UNDERSTAND

THEN TO BE UNDERSTOOD

SYNERGIZE

SHARPEN THE SAW

I. ACADEMIC PROGRAM

A. CURRICULUM

1. The curriculum at East Hills Middle School includes instruction in a variety of academic disciplines as well as personal enrichment activities. Courses include:

<u>Sixth Grade Courses</u>	<u>Periods/Cycle</u>	<u>Periods</u>	<u>Total Periods</u>	<u>Credit</u>
Art & Music	6	1	45 & 45	0.00
Family & Consumer Science	6	1	30	0.00
French, German, Spanish	3	4	30,30,30	0.00
Health Fitness	3	4	90	0.50
Industrial Arts	6	1	30	0.00
English	6	4	180	1.00
Mathematics	6	4	180	1.00
Science	6	4	180	1.00
Seminar	3	4	90	0.50
Social Studies	6	4	180	1.00
Technology	6	1	30	0.00
<u>Seventh Grade Courses</u>	<u>Periods/Cycle</u>	<u>Periods</u>	<u>Total Periods</u>	<u>Credit</u>
Art & Music	6	1	45 & 45	0.00
Family & Consumer Science	6	1	30	0.00
French, German, Spanish	3	4	90	0.50
Health Fitness	3	4	90	0.50
Industrial Arts	6	1	30	0.00
English	6	4	360	1.00
Mathematics	6	4	180	1.00
Science	6	4	180	1.00
Seminar	3	4	90	0.50
Social Studies	6	4	180	1.00
Technology	6	1	30	0.00
<u>Eighth Grade Courses</u>	<u>Periods/Cycle</u>	<u>Periods</u>	<u>Total Periods</u>	<u>Credit</u>
Art & Music	6	1	45* & 45*	0.00
Choir	3	4	90	0.00
Family & Consumer Science	6	1	45*	0.00
French, German, Spanish	3	4	90	0.50
Health Fitness	3	4	90	0.50
Industrial Arts	6	1	45*	0.00
English	6	4	360	1.00
Mathematics	6	4	180	1.00
Science	6	4	180	1.00
Seminar	3	4	90	0.50
Social Studies	6	4	180	1.00
Technology	6	1	45*	0.00

*Students in 8th grade select electives . They will either have 4 of these courses OR they will have two of these courses if they are enrolled in choir.

2. Students may qualify to enroll in instrumental music. A rotating schedule of rehearsals and instruction is provided for each student. Instrumental groups include concert/marching band, orchestra, and jazz band. Auditions are required
3. Students who qualify may enroll in the gifted academic seminar.
4. Special education staff assist students with specific learning disabilities.

5. A bilingual education program (ESL) provides additional support to students whose primary language is a language other than English.

B. SCHEDULING

1. An individualized computer-printed schedule is designed for each student based on his/her academic needs.
2. Only the assistant principal or the building principal is authorized to approve any change in a student's schedule.
3. The middle school schedule operates on a six-day cycle with specific courses designated for specific days of the cycle.
 - a. On a six-day cycle, days of the school year are numbered sequentially with the first student day of the school year designated as "Day 1," the next day as "Day 2," etc. through "Day 6." After "Day 6," the cycle begins, again, with "Day 1."
 - b. Only student instructional days are counted in a six-day cycle. Holidays and snow days are never included. Therefore, if what would be "Day 3" is a holiday, the next day of instruction would be designated as "Day 3."
4. The middle school schedule is consistent on each day of the six-day cycle.
 - a. The schedule provides an eight-period instructional day including homeroom (Leader In Me), Charger Block, 4 core courses, 2 related arts courses, and a lunch.
 - b. Charger Block will allow students to do the following:
 - 1) provide enrichment/intervention time
 - 2) provide opportunities for additional core learning to occur

East Hills Middle School Schedule

East Hills Middle School Bell Schedule

Grades 6,7,8			
8:05-8:13	Arrival		8 min
8:13-8:45	HR/LIM		32 min
8:45-9:35	Period 1	Charger Block	50 min
9:35-10:25	Period 2		50 min
10:25-11:15	Period 3		50 min
Grade 6			
11:15-12:05	Period 4		50 min
12:05-12:35	Period 5	Lunch	30 min
12:35-1:25	Period 6		50 min
Grade 7			
11:15-12:05	Period 4		50 min
12:05-12:55	Period 5		50 min
12:55-1:25	Period 6	Lunch	30min
Grade 8			
11:15-11:45	Period 4	Lunch	30 min
11:45-12:35	Period 5		50 min
12:35-1:25	Period 6		50 min
Grades 6,7,8			
1:25-2:15	Period 7		50 min
2:15-3:05	Period 8		50 min

Student Delay Schedule

No breakfast with any delayed opening.

All early morning student practices are canceled on days of delayed opening.

One Hour Delay

Arrival	9:05 - 9:13	
HR	9:13 - 9:27	(14 min)
Period 1	9:27 - 10:11	(44 min)
Period 2	10:11 - 10:55	(44 min)
Period 3	10:55 - 11:39	(44 min)
Period 4		
Grade 6/7	11:39 - 12:23	(44 min)
Grade 8	11:39 - 12:09	Lunch (30 min)
Period 5		
Grade 6	12:23 - 12:53	Lunch (30 min)
Grade 7	12:23 - 1:07	(44 min)
Grade 8	12:09 - 12:53	(44 min)
Period 6		
Grade 6	12:53 - 1:37	(44 min)
Grade 7	1:07 - 1:37	Lunch (30 min)
Grade 8	12:53 - 1:37	(44 min)
Period 7	1:37 - 2:21	(44 min)
Period 8	2:21 - 3:05	(44 min)
Dismissal	3:05	

Two Hour Delay

Arrival	10:05 - 10:13	
HR	10:13 - 10:23	(10 min)
Period 1	10:23 - 10:59	(36 min)
Period 2	10:59 - 11:35	(36 min)
Period 3	11:35 - 12:11	(36 min)
Period 4		
Grade 6/7	12:11 - 12:47	(36 min)
Grade 8	12:11 - 12:41	Lunch (30 min)
Period 5		
Grade 6	12:47 - 1:17	Lunch (30 min)
Grade 7	12:47 - 1:23	(36 min)
Grade 8	12:41 - 1:17	(36 min)
Period 6		
Grade 6	1:17 - 1:53	(36 min)
Grade 7	1:23 - 1:53	Lunch (30 min)
Grade 8	1:17 - 1:53	(36 min)
Period 7	1:53 - 2:29	(36 min)
Period 8	2:29 - 3:05	(36 min)
Dismissal	3:05	

EARLY DISMISSAL (11:30 am) SCHEDULE
Lunch is not served

6th Grade:

Arrival – 8:05-8:13
HR – 8:13-8:28
Period 1 – 8:28-8:54
Period 2 (Encore) – 8:54-9:20
Period 3 – 9:20-9:46
Period 4 – 9:46-10:12
Period 5 – 10:12-10:38
Period 7 (Encore) – 10:38-11:04
Period 8 – 11:04 -11:30
Dismissal – 11:30

7th Grade:

Arrival – 8:05-8:13
HR – 8:13-8:28
Period 1 – 8:28-8:54
Period 2 – 8:54-9:20
Period 3 (Encore) – 9:20-9:46
Period 4 (Encore) – 9:46-10:12
Period 5 – 10:12-10:38
Period 7 – 10:38-11:04
Period 8 – 11:04 -11:30
Dismissal – 11:30

8th Grade:

Arrival – 8:05-8:13
HR – 8:13-8:28
Period 1 – 8:28-8:54
Period 2 – 8:54-9:20
Period 3 – 9:20-9:46
Period 4 – 9:46-10:12
Period 6 (Encore) – 10:12-10:38
Period 7 – 10:38-11:04
Period 8 (Encore) – 11:04 -11:30
Dismissal – 11:30

Early Dismissal Schedule for Inclement Weather		
3 Hour Early Dismissal Schedule		
Homeroom	8:13 – 8:45	6,7,8
Period 1	8:45 – 9:35	6,7,8
Period 2	9:35 – 10:25	6,7,8
Period 3	10:25 – 11:15	6,7,8
Period 4	11:15 – 12:05	6,7
Period 5	11:15 – 12:05	8
Dismissal	12:05 pm	
2 Hour Early Dismissal Schedule		
Homeroom	8:13 – 8:45	6,7,8
Period 1	8:45 – 9:35	6,7,8
Period 2	9:35 – 10:25	6,7,8
Period 3	10:25 – 11:15	6,7,8
Period 4	11:15 – 11:50	6,7
	11:15 – 11:45	8 (Lunch)
Period 5	11:50 –12:20	6 (Lunch)
	11:50 – 12:25	7
	11:45 – 12:25	8
Period 6	12:20 – 1:00	6
	12:25 – 1:00 (7 th will be released from cafeteria at 12:55)	7 (Lunch), 8
Dismissal	1:00 pm	
1 Hour Early Dismissal Schedule		
Grade 6,7,8 Follow Normal Schedule and Lunches Until 2:00 pm		
Dismissal	2:00 pm	

A. GRADING SYSTEM

The BASD is updating the report card grading system for grades 6-12 beginning this school year. The updated report card represents our primary aim: *to improve our communication about student achievement towards learning goals with you*. Updates to the report card can be seen on the BASD webpage.

1. The following grade equivalents will be in effect in all courses earning honor roll credit:

A+ = 97-100	B+ = 87-89	C+ = 77-79
A = 93-96	B = 83-86	C = 73-76
A- = 90-92	B- = 80-82	C- = 70-72

Any grade of less than 70 will be classified as a failure (F).

Applicable courses of study: Foreign Language (Grades 7/8), Health Fitness, English, Mathematics, Science, Social Studies.

2. The following grade equivalents will be in effect for homeroom period only:

O = Outstanding
S = Satisfactory
N = Not Satisfactory

Each student will also receive a grade in "Citizenship" each marking period.

3. Students will also receive a grade of A,B,C,F in all related arts classes. Applicable courses of study are: Art, Choir, Exploratory Foreign Language (Grade 6), Family Consumer Science, Home Economics, Industrial Arts, Music, Technology.

B. REPORTING OF ACADEMIC PERFORMANCE

1. Report Cards are issued four times per year, indicating current student performance in all courses of study.
 - a. All report card grades will be listed as letter grades (see Grading System).
 - b. A grade of "I" will be issued when a student, due to absence, has not completed all requirements for a marking period. This grade can only be approved by an administrator.
 - 1) The student will be given the number of school days equal to the days of absence to complete the requirements.
 - 2) Failure to complete requirements within the time allotted will result in a grade of "F" or "N" for all responsibilities not completed.
 - c. A grade of "M" will be used when, in the judgment of an administrator, a student is unable, due to medical reasons, to complete course requirements. A student's final grade will then be based upon requirements completed by the student.
 - d. A grade of "X" will be used when, due to student transfer or change in schedule, insufficient information is available to provide a course grade. A student's final grade will then be based only upon the requirements completed by the student.
 - e. A grade of "W" will be used for students withdrawn from a course. No credit will be issued for the course.
2. Parent Conferences
 - a. Parent conferences may be initiated by the instructional staff or the parent/guardian and may involve meeting with an individual teacher or all of your son/daughter's teachers together. Parents/guardians should contact the Team Leader or the Guidance Office to schedule conferences at any time during the school year.
 - b. Parents with specific questions related to assignments, assessments, report cards, or any other aspect of student achievement are urged to contact the appropriate instructional staff member(s) or guidance counselor to discuss their concerns.

C. HONOR ROLL

1. For the purpose of determining honor roll status, the following grade point values will be assigned to letter grades:

<u>Grade</u>	<u>Value</u>	<u>Grade</u>	<u>Value</u>
A+, A, A-	4.3, 4.0, 3.7	C+, C, C-	2.3, 2.0, 1.7
B+, B, B-	3.3, 3.0, 2.7	F	0.0

2. The procedure for calculating a student's grade point average is as follows:
 - a. The grade point value of each course letter grade is multiplied by the honor roll credit of each course.
 - b. The total grade point value earned is divided by the total honor roll credits of all scheduled courses.
 - c. The average derived represents the student's grade point average.
3. In order to attain honor roll status, a student must maintain a 3.2 grade point average for a completed marking period. Grade point averages are not rounded off.
4. Honor roll status may not be earned while a grade of "I," "M," or "W" is assigned in any course with honor roll credit.
5. Honor roll status may not be earned if a grade of "F" is earned in any course without honor roll credit or if a grade of "N" is earned in citizenship.
6. The following courses are included in the honor roll calculations: Health/Fitness, English, Mathematics, Science, Social Studies, and Foreign Language (Grades 7/8).

D. RETENTION POLICY

1. Students who receive a final grade of an F in two (2) or more 1.00 credit courses will be considered for retention in their present grade level. Those who fail two 1.00 credit courses will be promoted to the next grade level upon the successful completion of a summer program.
2. Students retained may appeal in writing to the building Principal.
 - a. The written appeal must be submitted to the building Principal no later than July 1st.
 - b. An administrative review team may reverse the retention if circumstances warrant special consideration. Each student will be examined on a case-by-case basis.

II. STUDENT RESPONSIBILITY - THE KEY TO SUCCESS

Everyone wants success. Success represents achievement and for it to be truly meaningful, it must represent the meeting of a true challenge. In order to be successful, it is essential to make the needed effort. Effort alone, however, does not automatically result in success -- the effort must be properly directed. When properly directed, the effort can result in new knowledge, new skills, new ideas, and new attitudes. These are the measurements of success.

School Board policy states that the parents of any student who has ten (10) cumulative absences receive a ten (10) day letter. In addition, when a student has recorded ten (10) cumulative absences, a doctor's note will be required for all absences beyond ten (10) days. Failure to secure a doctor's note will result in the absences being declared an unexcused absence.

The information that follows is designed to help you to properly direct your efforts toward success.

A. ATTENDANCE

1. It is obvious that you cannot achieve success if you are not even present to make an effort. You have to attend school in order to take advantage of the learning opportunities available.
2. Proper rest and diet will help to not only increase attendance but also provide the energy needed for maximum effort.
3. After returning from an absence, students are responsible for contacting their teachers to determine the learning activities, which were missed, and student responsibilities for making up class requirements.
4. Students have the number of the school days equal to the days of absence to complete class requirements.
5. Students absent for three (3) or more days may contact the Guidance Office to secure assignments to be completed during the absence.
6. Temporary Medical Excusals are provided for students absent for an extended time due to serious illness or injury. The guidance department should be contacted for additional information related to this service.
7. Even though “take your son/daughter to work day” is considered an excused absence, East Hills Middle School encourages parents who would like to share their work experience with their children, to do so during summer vacation and school holidays so as not to affect the student’s school attendance.

B. SECONDARY SCHOOL ATHLETIC/EXTRACURRICULAR ACTIVITIES PARTICIPATION POLICY

All extracurricular activities are an integral part of the middle and high school programs. An opportunity to participate in athletic and non-athletic extracurricular activities is a vital part of our school district’s philosophy. Representing the school and community on the field of athletic competition, or through a performing group or club, carries with it an important responsibility. The image of the school and the community it represents is conveyed by student actions.

In order to participate, students must be in good standing from the point of view of regular attendance, schoolwork, and that of general citizenship. To be eligible for extracurricular activities a student must be pursuing a curriculum approved by the principal, and maintain an academic standing approved by the administration in the following areas:

1. Any student who is absent from school the day of a planned extracurricular activity may not participate in that activity.
2. Any student suspended from school on the day of a planned extracurricular activity may not participate in that activity until the suspension reinstatement hearing takes place with administration from the school building.
3. Any student failing two or more subjects at the end of any given marking period will not be able to participate in that activity until notification is received by the teacher that the student is passing the course.
4. In compliance with PIAA guidelines, all student athlete grades are monitored on a weekly basis throughout the sports season. *As far as athletics are concerned, the student will be permitted to practice with the team during the period of ineligibility, but will not be permitted to dress in uniform or play until eligibility is again granted.*

C. NOTE-TAKING

1. One difference between elementary and middle school is the amount of material and information discussed and presented in each class. You will most likely find that not only is more information presented, but that it also is in much greater detail than before.
2. As you continue your education, you will find that the ability to keep notes accurately will become increasingly important. Now is the time to develop this skill.
3. Keep a record of the most important ideas and concepts discussed and presented in each class. You can then use this information to review the material in preparation for tests and quizzes, for completing assignments, and for better understanding future ideas and concepts.
4. Most students have found it beneficial to keep a separate small notebook for each subject. Students have also found effective ways to utilize their Chromebooks for note taking.
5. In order for your notes to be of most use they must:
 - a. Be neat -- sloppy notes might make sense today but be of no use at all one month from now -- copy them over - it's a good way to review each evening.
 - b. Be organized -- if your notes are out of order, they will only confuse you. Number each page. Organize all handouts with the rest of your notes. Separate main topics from each other. Underline the most important ideas.
 - c. Get all the notes you miss when you are absent from another reliable student or from the teacher.
6. Many students have found it helpful to keep a separate section of their notebooks or create a separate folder or doc just for important terms, names, or facts. This is used as a ready reference when needed.
7. Do not depend upon your textbook/techbook for everything. Many ideas and concepts presented may not be in the textbook/techbook and everything that does appear in the textbook/techbook is not necessarily important.

D. STUDYING

1. Studying is actively reviewing or using ideas, concepts, and skills to the point where you can use them independent of aids such as a notebook, textbook, or techbook.
2. Only one ingredient is absolutely essential no matter what method of studying is used – the ingredient is time. It is suggested that students make it a habit to study each subject a minimum of 15 minutes each school evening.
3. Much has been written and suggested concerning "proper study methods". Each person is an individual and, therefore, must individually determine the best environment, time of day, method, and length of time to use in studying. This is a skill you should begin to develop now.
4. Reading is not the same as studying. The most common method used to "study" is to simply read over and over again the same notes. In doing this you will probably be spending more time reading ideas that you either already know or that are not important enough to remember than you will be spending on what is actually most important.
5. Although it is impossible to suggest any one study method suitable for all students in all courses, any student who feels a need to discuss possible study techniques best suited to him/her is encouraged to discuss study methods with a teacher, counselor, or administrator.
6. Studying is most effective when combined with effective listening, active engagement, meaningful participation, and efficient note taking in class.

E. HOMEWORK POLICY

1. Quantity of Homework
 - a. A general guideline will be that 15-30 minutes of homework will be assigned for each subject each evening. Study assignments will be included as needed within the 15-30 minute guideline.
 - b. Many assignments will be long-term assignments and will require that students efficiently budget their time in order to complete assignments as expected.
2. Quality of Homework
 - a. In order for assignments to be beneficial, meaningful, and challenging, students must:
 - 1) Take pride in the quality of their work.
 - 2) Do assignments consistently and on time.
 - 3) Have a positive attitude about assignments.
 - 4) Have a regular time, place, and routine to do assignments.
 - 5) Be responsible in making up assignments after absences due to illness.
 - b. Assignments will lead toward mastery of skills.
 - c. Assignments will enable students to relate and/or apply concepts to practical situations.
 - d. Assignments will promote higher-level thinking. Students will be expected to use skills or information learned from assignments to progress to more complex skills or concepts.
 - e. Assignments will encourage, stimulate, and challenge each learner to work to his/ her potential.
 - f. Despite the care and attention given to the assigning of homework, parental involvement is an essential element. Student success can be enhanced when parents actively encourage student responsibility and pride in their accomplishments.
3. Assignment types will be varied and serve many purposes.
 - a. Preparation assignments are designed to:
 - 1) Allow students to obtain basic factual knowledge prior to the presentation of topics of study during class.
 - 2) Enable students to gain maximum benefit from subsequent lessons and learning activities.
 - 3) Assist students to become viable contributors during class discussions.
 - b. Practice assignments are designed to:
 - 1) Improve and assist in retaining student skills.
 - 2) Reinforce skills until student mastery occurs.
 - c. Application assignments are designed to:
 - 1) Transfer student learning to new or different situations.
 - 2) Enhance higher-level student thinking and reasoning skills.
 - d. Creativity assignments are designed to:
 - 1) Express student individuality through various media and experiences.
 - 2) Provide for the uniqueness of the individual student.
 - e. Other assignments designed for students will include:
 - 1) Studying - an ongoing review of student learning which may be evaluated through research.
 - 2) Research - an extension of learning which will be incorporated into the curriculum when relevant. Research will be evaluated independently

- 3) Supplemental Reading - an integral part of the curriculum, which will be evaluated through reports, class presentations, projects, and/or other techniques.
- 4) Interdisciplinary Assignments - a correlation of varied disciplines, which will be incorporated into the instructional program and evaluated through research reports, writing samples, projects, lab work, class presentations, and/or other techniques.

F. ASSIGNMENT BOOK

1. In order to assist students to develop organization and time-management skills, students are provided an assignment book to help with this process. Students can also use their Chromebook to create a calendar to utilize for assignment due dates.
2. The assignment book/calendar also provides parents with an opportunity to monitor student performance in the completion of course assignments.
3. Long-range assignments including tests, quizzes, projects, research, and supplementary reading/writing can be noted in the assignment book. The student should divide completion of long-range assignments into manageable time periods and tasks.

III. STUDENT SERVICE

A. GUIDANCE / COUNSELING STAFF

1. Counselors are assigned a specific grade level and will follow (loop with) students through their middle school experiences.
2. Students are encouraged to consult with their guidance counselor on a regular basis for advice related to both personal and academic concerns.
3. Students desiring an appointment with their counselor should first obtain permission from a teacher before traveling to the Guidance Office.
4. Counselors will arrange parent conferences if requested to do so by parents/guardians, teachers, or administrators.
5. Counselors are trained to provide students with information, suggestions, or plans related to many topics including:
 - a. Careers/future planning
 - b. Study methods
 - c. Time budgeting
 - d. Drug/alcohol concerns
 - e. Relating with others (friends, parents, teachers)
 - f. Decision-making and priority setting
 - g. Test-taking skills and achievement
 - h. Local, county, and state service organizations

6. Cumulative pupil records are also maintained in the Guidance Office and may be reviewed with 24-hour notice upon request by parents or guardians.
7. A trained student assistance team may initiate appropriate interventions on behalf of students found to be at-risk or in immediate crisis situations.
 - a. Referrals to health and/or social agencies may be made if deemed appropriate.
 - b. Referrals of students to the student assistance team (SAP) may be made by contacting any member of the student assistance team, guidance counselor, or administrator and may remain confidential.
 - c. In addition to counselors, there is a team of other individuals who serve on the student assistance team.

B. Homeroom / Homeroom Advisor

1. Each student at East Hills Middle School is provided with a Homeroom advisor who is one of their classroom teachers
2. The advisor will be available to assist and support the student in a variety of areas:
 - a. Guide and encourage the student in taking advantage of school programs and services such as extra-curricular activities, use of the library, tutoring, etc.
 - b. Provide positive direction for students experiencing difficulty or confusion.
 - c. Support and encourage student initiative in achieving academic success including consulting with the counselor, teacher(s), and parents/guardians whenever appropriate.
3. During the Homeroom Period, Leader In Me Lessons will be taught and presented to students four days each week.

C. LIBRARY

1. Students are encouraged to make use of learning resources located in the library.
 - a. Books in general circulation may be borrowed for two weeks, with a two-week renewal permitted.
 - b. Designated reference materials may be borrowed overnight and returned during morning homeroom the next school day.
 - c. The East Hills' library utilizes a computerized resource inventory system accessible to students.
2. Students may visit the library only after securing written permission from a teacher.
3. Students visiting the library may not use the library for the purpose of completing assignments except when library research is required as part of the assignment or permission has been given by the teacher.
4. Homeroom periods must be used for returning and borrowing library materials.
5. Students are responsible for all materials borrowed from the library.

D. HEALTH CARE

1. A school nurse is available for emergency health care. Should the nurse be unavailable, students in need of emergency care should report to the Guidance Office.
2. Whenever possible, students should secure written permission or a pass from a teacher before visiting the nurse (unless it is an emergency).
3. The school nurse or an administrator are the only members of the school staff who may excuse a student from school during the school day because of illness or injury.
Students SHOULD NOT take it upon themselves to contact parents to pick them up when not feeling well.
4. Illnesses or injuries, which occur during the school day, should be reported by the student immediately to a teacher, school nurse, or administrator.

5. Ongoing health care for student illness or injury is the responsibility of the student's personal physician and parent.
6. Medications to be taken by students must be delivered to the school nurse or associate nurse.
 - a. The medication will be dispensed only by the school nurse or associate and only with a written prescription from a physician along with written permission from the parent. This includes both prescription and over the counter drugs.
 - b. The prescription must indicate the name of the medication, dosage, and time to be administered.
 - c. Medication must be clearly labeled in the original container displaying the student's name and dosage of medication.
 - d. The responsibility for assuring that the medication is taken each day lies with the student.
7. The school nurse maintains health records for each student and advises staff members of conditions which may adversely affect student learning or present a danger to the student. If your child has a medical condition, physical or emotional, which you feel your child's teacher should be aware of, please make arrangements to share this information with your child's teacher, guidance counselor, and the school nurse. **All** health information should **always** be shared with your school nurse, either through a written health history or an individual personal meeting. The information given to the school nurse is considered both privileged and confidential. This means the information will be shared only on a need-to-know basis for the safety and well-being of the child. Please contact the school nurse with any questions or to update your child's health history. The school nurse will periodically send written requests to update health information.
8. Student **vision exams** are given by the nurse each school year with notice provided if results are below normal as defined by the Pennsylvania Department of Health.
9. Student **hearing exams** are given in seventh grade and annually to students with a history of hearing deficiency. Notice is provided if results are below normal as defined by the Pennsylvania Department of Health.
10. Student **scoliosis screening** is conducted for all sixth and seventh grade students. Any student exhibiting positive symptoms of scoliosis will be referred to a physician.
11. All students in sixth grade are required by Pennsylvania Law to provide written evidence of a physical examination done within the past year. You are encouraged to have this done by your family physician since he/she is familiar with your child's past medical history. However, a school medical exam is available free of charge. Please contact the school nurse for details about the school exam. A school medical exam will not be completed without signed parental consent.
12. All students in seventh grade are required by Pennsylvania Law to provide written evidence of a **dental examination** by a dentist **done within the past year**. If a private dental form is not returned, your child will be scheduled for a dental screening during the school day. This is a visual exam only. You will be notified of the screening date once it has been determined.

E. CAFETERIA

1. The East Hills Middle School cafeteria serves a daily hot breakfast and lunch meeting all requirements established by the federal government for an approved lunch program. A diverse menu of a la carte items is also available.
2. The cafeteria at East Hills is computerized. This allows your child to have an account set for their purchases of meals or other foods during the lunch period.

Your child will scan their student ID at the register as they approach the cashier. The student's account will appear on our computerized register screen and will be verified by a picture of your student.

- The system will also track purchases made by the student. If parents want to know their child's purchase history, they may call the cafeteria and request a printed report.
 - Once students become accustomed to the procedure, the system is designed to speed up service so students have more time to enjoy their meals.
3. There will be a charge for breakfast and lunch for the 2023-2024 school year.
- The cost of a student breakfast is \$1.85
 - The cost of a student lunch is \$2.85

F. TRANSPORTATION

1. All students eligible for bus transportation will be assigned a specific bus and bus stop by the BASD Transportation Department. No change in the assigned bus or bus stop may be made unless authorized by the Transportation Department.
2. Students eligible for bus transportation will be able to utilize the transportation provided at school dismissal in order to travel home.
3. In addition to the regular student arrival and dismissal bus operations, late bus service is also provided for students who remain after school for authorized school activities.
 - a. Activity bus routes are operated Monday through Friday at 4:30 p.m. and 5:15 p.m.
 - b. Students must present a signed bus pass from the supervisor of the authorized school activity to be permitted to ride the activity bus.
 - c. Separate bus transportation routes are provided for Bethlehem Township students as well as students residing in north Bethlehem, Hanover Township and South Bethlehem.
 - d. Upon entering the bus, the student should advise the driver of the location of the student's place of residence. An attempt will be made to stop at locations reasonably close to the preferred destination.

G. STANDARDIZED TESTING PROGRAM

1. The annual Pennsylvania System of School Assessment (PSSA) is a standards based criterion-referenced assessment used to measure a student's attainment of the academic standards while also determining the degree to which school programs enable students to attain proficiency of the standards. Every Pennsylvania student in grades 6, 7, and 8 are assessed in Language Arts and Mathematics. Every Pennsylvania student in grade 8 is also assessed in Science. Individual student scores, provided only to their respective schools, can be used to assist teachers in identifying students who may be in need of additional educational opportunities, and school scores provide information to schools and districts for curriculum and instruction improvement discussions and planning.
2. The annual Keystone exam is an end-of-course assessment designed to assess proficiency. All students in grade 8 who are enrolled in the full year Algebra I course will be given the Keystone Algebra I exam in the spring.

H. SCHOOL PSYCHOLOGIST

1. The services of a certified school psychologist are available to students at East Hills Middle School. The school psychologist can perhaps, assist students experiencing learning problems due to emotional or physical reasons.

2. The school counselors work closely with the school psychologist and should be contacted if the psychologist's services are desired.

I. HEARING THERAPIST

1. Students experiencing hearing problems are urged to make the school nurse aware of these problems.
2. The services of a certified hearing therapist are available to students at East Hills Middle School. The therapist will work closely with the school nurse and, possibly, trained medical experts to help the student overcome or compensate for hearing deficiencies affecting learning.

J. SPEECH THERAPIST

1. A certified speech therapist is available to assist East Hills Middle School students with speech issues/concerns.
2. Parents with concerns related to student speech should contact the Guidance Office.

K. SCHOOL INSURANCE

1. School Accident Insurance is offered each year and provides coverage for injuries which may occur on the way to and from school; during school; including physical education classes; and after school while participating in school-sponsored activities including athletics.
2. Information concerning School Accident Insurance will be distributed to all students on the first day of school. All payments for this service are sent directly to the insurance company by the parent or guardian requesting the service

L. STUDENT LOCKERS

- a. Hall lockers are provided as a service to students for the purpose of safely storing books, notebooks, Chromebook, equipment, and other school materials as well as personal belongings necessary for attending school. No locker may be used to store any substance or object which is prohibited; or which constitutes a threat to the health, safety, or welfare of the occupants of the school building; or the safety of the building itself.
- b. Although loaned to students for personal use, lockers remain the property of the school district.
 - a. Students have no expectation of privacy in their locker.
 - b. Student lockers, including personal items belonging to students, may be searched at any time. Such searches may be authorized regardless of whether there is reason to believe that prohibited material, or evidence of a violation of law or school policy, will be found in any particular locker. Unannounced general inspections of student lockers may be conducted with the assistance of trained detection dogs at the direction of the Superintendent of Schools.
 - c. When a student's locker is being searched, the student will be notified and given an opportunity to be present unless a reasonable suspicion exists that the locker contains prohibited materials.
 - d. Any illegal materials found in a locker will be confiscated and may be used as evidence in disciplinary, juvenile, or criminal proceedings.
- c. Lockers may be visited only at specific times outlined by the building principal.
- d. Students are not permitted to change lockers once a locker has been assigned unless authorized by an administrator.
- e. Students are expected to keep lockers free of debris and to store all school materials and personal possessions neatly.
- f. The placing of decals, stickers, etc. adhering to the locker surface is prohibited in order to protect the surface of the locker from being marred.
- g. Students failing to demonstrate proper care for lockers will be liable for payment for any damages to the locker, including materials and labor.
- h. East Hills Middle School is not responsible for any school materials or personal possessions placed in student lockers. Students bringing valuable items to school are urged to request such items be safely secured in the guidance office.

M. TELEPHONES

1. Telephones located in the middle school offices are for school business purposes only; however, students are permitted to use these phones when certain situations arise.
2. A telephone in each classroom permits teachers to call throughout the building. An outside line is available on these telephones. This outside line should not be used by students without teacher permission.
3. Except in cases of emergencies, students will not be called from scheduled locations to answer telephone calls.
4. Cell phones are permitted; however, students will be asked to turn the phone off and to store them in their bookbags/lockers. Open use of cell phones is not permitted.

N. LOST AND FOUND

1. Students finding books, notebooks, school materials and equipment, or personal possessions belonging to others are requested to bring such items immediately to the main office or guidance office.

2. Students are urged to mark school and personal property clearly with their names in order to assist in properly identifying items.
3. Most lost and found items will be held for a maximum of two weeks before being discarded or given to an approved charitable organization for proper use. Students are, therefore, urged to report losses immediately to the office.

O. SCHOOL STORE

1. The school store is located across from the Parent Center (103) and sells a variety of clothing, items with school monograms, school supplies, and gift items.
2. Students must obtain permission from a teacher before visiting the school store.
3. The East Hills Band/Orchestra Association (EHBOA) sponsors the school store with all proceeds from sales supporting the EHBOA.

IV. THE STUDENT INVOLVEMENT PROGRAM

A. PRIVILEGE SYSTEM

1. The privilege system assists in motivating students to demonstrate the initiative and attitude beneficial for performing at the high level of expectations established for East Hills Middle School.
2. The privilege system also assists to establish a proper relationship between the program of studies required of all students and the program of extra-curricular activities offered to all students.
3. Privilege Status
 - a. All students are granted privilege status at the beginning of each school year.
 - b. No change in privilege status may be implemented unless authorized by an administrator.
4. Criteria for Privilege Denial
 - a. Behavior
 - 1) Students suspended from school are immediately denied all privileges until reinstated from the suspension and administrative authorization is given.
 - b. Academic Performance
 - 1) Marking Period Course Failures
 - (a) Students earning two (2) or more grades of "F" on a report card for the most recently completed marking period will be denied privileges. The student is allowed to practice in his/her event, but is not allowed to represent the school in any public performances until the student is passing.
 - 2) Student Notification Process
 - (a) A list of students denied privileges will be issued to homeroom advisors by the attendance secretary.
 - (b) A conference will be scheduled with the grade level guidance counselor for each student, with input from the teachers whose courses the child is failing. During the conference, the student will be assisted in developing a plan to regain privilege status. The conference may be scheduled with the academic team of teachers as applicable.
 - (c) Supervisors or coaches of extra-curricular activities will assure that students denied privileges are not permitted to represent the school in any public performance or in any extra-curricular activity until privileges are earned.
 - 3) Privileges Denied - Students appearing on the privilege denial list are not permitted to:

- (a) Attend any school assemblies or programs unless directly related to courses of study in which students are currently enrolled.
 - (b) Attend a music lesson during the class period of a course in which the student's performance is unsatisfactory.
 - (c) Participate in any school-sponsored, extra-curricular activity including, but not limited to: athletics, intramurals, musical performances, dances, or any other school-sponsored activity classified as a privilege by the administration.
- 4) Administrative Discretion - Administrators reserve the right to make final decisions regarding student privilege status.

B. ASSEMBLY PROGRAMS

1. A variety of assembly programs including films, dramatics, learning demonstrations, musicals, and student talent productions have been presented to students with privileges.
2. Pep rallies, athletic competitions, and other special events are held in the gymnasium.
3. Students attending assembly programs are reminded of the following regulations for all assemblies:
 - a. Students will travel to assemblies accompanied by teachers.
 - b. Upon arrival, all students are to sequentially fill all seats, beginning with the front of each level of the auditorium or top row of gymnasium bleachers.
 - c. Polite applause is recognized as an appropriate method for demonstrating appreciation of an assembly performance. Yelling, whistling, booing, or other types of behavior designed primarily to focus attention on the audience are inappropriate.
 - d. Assembly dismissal will be accomplished in a safe and orderly manner.

C. FIELD TRIPS

1. Field trips are designed and organized to supplement the academic program(s).
 - a. Curriculum enrichment trips are related to specific courses of study and are organized by teachers of specific academic courses for the purpose of supplementing the curriculum.
 - b. Some class trips are scheduled to combine academic enrichment with opportunities for student socialization and team building.
2. East Hills Middle School students have consistently been praised for their excellent conduct during field trips. In order to assure that students derive the greatest educational benefit from class trips and in order to assure the safety of all students participating, the following regulations have been established as follows.
 - a. A signed field trip request with the signature of a parent or guardian must be returned no later than one week prior to the trip.
 - b. Proper attire must be worn on all field trips.
 - c. Students permitted to attend field trips must possess the following characteristics, which must all be demonstrated prior to the field trip on a regular basis:
 - 1) Desire for knowledge - a genuine interest in and desire for learning.
 - 2) Responsibility - the ability to complete assigned tasks.
 - 3) Punctuality - the ability to be at a specified location at a specified time.
 - 4) Cooperation - the ability to follow directions and meet specific demands.
 - 5) Respect for others - an acceptance and understanding of the rights and

feelings of others.

- 6) Proper bus conduct - the ability to act in a manner, which allows for the safety of bus passengers and the safe operation of the vehicle.
- 7) Proper dining behavior - proper manners while eating to assure the rights of others.
- 8) Self-restraint - the ability to postpone or deny individual desires for the benefit of the group as a whole.

D. INTERSCHOLASTIC ATHLETICS PROGRAMS

1. The Pennsylvania Interscholastic Athletic Association (PIAA) limits eligibility in interscholastic athletics to seventh and eighth grade students.
 - a. Students with privileges will be eligible to participate in cheerleading, cross country, field hockey, football, volleyball, basketball, soccer, and softball.
 - b. All candidates for athletic teams must receive a physical examination by a school/family physician or through one of the BASD physical offerings prior to any practice sessions. Parents or guardians must sign parental permission forms in advance.
 - c. In all interscholastic programs, East Hills Middle School will compete with Nitschmann, Northeast, and Broughal Middle Schools as well as schools outside the district.

E. HOMEROOM GOVERNMENT

Each homeroom represents a community within the Middle School. Students in each homeroom are encouraged to support each other, work toward positive goals, and develop pride in group accomplishments and individual achievements. Officers elected to serve as the homeroom government representative(s) must provide leadership for a homeroom community to be effective and meaningful.

1. Qualifications of homeroom officers include:
 - a. Self-responsibility, initiative, and common sense.
 - b. An excellent record of school attendance.
2. Each homeroom must elect a President and Vice-President.
3. The responsibilities of each officer include:
 - a. **President**
 - 1) To assure that all special programs and activities are explained to homeroom students.
 - 2) To assure that all ideas of homeroom students concerning special programs and activities are presented to appropriate individuals.
 - 3) To represent the homeroom in official programs and meetings.
 - 4) To assure homeroom students are properly organized to participate in special programs and activities.
 - 5) To encourage all homeroom students to positively contribute toward total homeroom performance.
 - 6) To provide leadership for homeroom students to make certain that individual homeroom members support each other and have pride in their homeroom community.
 - b. **Vice President**
 - 1) To fulfill responsibilities of the President during the President's absence.
 - 2) To assist the President in organizing homeroom members for participation in special programs and activities.
4. Nomination and Election Procedures will be reviewed and held with students in the

beginning of the school year.

F. FORGOTTEN ITEMS

This Information is for students who forget to bring items to school such as lunch, money, projects, gym clothes, sports equipment, instruments, etc. When this occurs, someone generally drops off the item(s) for the student. Because of the frequency of these instances, the decrease in office staff, and the many disruptions to the educational setting/classroom when calls are made to inform students, we will no longer contact students in class to tell them of drop-offs. We understand that these situations can occur and that forgotten items can certainly be brought to school; however, it will become the student's responsibility to check for these items in the main office during transitional times between class periods or as their teacher permits. As in the past, we will allow students to call home should they forget something they need. Any item(s) brought to school should be clearly labeled and marked with the student's first and last name as well as with the student's homeroom number. Items will be kept on a table in the main office where students will be able to stop, verify their name, and pick up their item(s) throughout the school day.

G. MUSICAL AND DRAMATICS ORGANIZATIONS

1. East Hills Middle School offers students an opportunity to become actively involved in a variety of musical organizations including the middle school marching band, pep band, concert band, stage band, orchestra, theatre, and middle school chorus.
2. Performances during middle school assemblies, at other schools and organizations, and in public concerts and programs are offered.
3. The East Hills Theatre Company (EHTC) offers students an opportunity to become actively involved in a musical production. Each year a show is selected and auditions are held to select a cast. Practices begin at the beginning of the school year with the performances occurring in February.

H. PRESIDENTIAL PHYSICAL FITNESS AWARDS

National standards of physical fitness are established by the United States Department of Education to serve as criteria for qualifying for Presidential Physical Fitness Awards.

I. COMMUNITY SERVICE OPPORTUNITIES

East Hills Middle School students are involved in community service opportunities through Student Government as well as class leadership and service-learning projects.

J. NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is the nation's premier organization established to recognize outstanding middle level students. More than just an honor roll, NJHS serves to honor those students who demonstrated excellence in the areas of scholarship, service, leadership, character and citizenship. These characteristics have been associated with membership in the organization since beginning in 1929. Today, it is estimated that more than one million students participate in official Honor Society activities. NHS and NJHS chapters are found in all 50 states, the District of Columbia, Puerto Rico, many U.S. territories, and Canada. Chapter membership not only recognizes students for their accomplishments, but also challenges them to develop further through active involvement in school activities and community services.

K. LAMP OF LEARNING

The Lamp of Learning award is the highest academic achievement that students can attain at East Hills Middle School. Students must earn a final grade of A-, A, or A+ in all academic graded courses throughout their three years of schooling at East Hills. Although, not every student is scheduled in all of these courses, a final grade of A-, A, or A+ must be earned in English, Mathematics, Science, Social Studies, Foreign Language, and Health/Fitness. Students who maintain at least an A- average in all of these courses throughout their three years of middle school receive the Lamp of Learning award.

V. GENERAL INFORMATION

A. EAST HILLS HOME PAGE

The East Hills Home Page gives parents the ability to communicate with staff, tap into school information and check out long-term assignments. You may enter Website <https://basdwpweb.beth.k12.pa.us/easthills/>

B. SCHOOL CLOSING/DELAYED OPENING DUE TO INCLEMENT WEATHER

1. School closings and delayed openings due to inclement weather will be announced on local radio and television stations.
2. School closings and delayed openings will be posted on the BASD website as well as on social media including Twitter and the BASD App.
3. An alternate time schedule will be designed on school days with delayed openings with an attempt made to schedule as many classes as possible.

C. FIRE DRILLS

1. Fire drills will be held monthly and announced by the sounding of the fire alarm.
2. Students are expected to exit the building quickly and safely following the procedures listed:
 - a. All classroom lights must be turned out.
 - b. Classroom doors must be closed after departure.
 - c. Students must travel in pairs to the nearest exit as directed by their teacher.
 - d. Student conversation must cease immediately upon the sounding of the fire alarm. Students must listen closely for directions given prior to or during departure.
 - e. The first two students reaching an exit will assume responsibility for holding the exit doors open.
 - f. After exiting the building, students will be directed by their teacher to a location that is a safe distance from the building leaving possible fire lanes open.
 - g. Attendance will be taken by teachers once students have been directed to a safe, designated area.
 - h. Students will remain outside until the signal to return to class.
3. Following the fire drill, students will travel in pairs and return to class immediately.
4. All students, staff members, and visitors must vacate the building during a fire drill with the exception of administrators and assigned supervisory personnel.

D. SCHOOL VISITORS

1. All school visitors are required to register in the Main Office.
2. Parents and grandparents are welcome to visit our school for programs or school activities.
3. Visits by students from other school districts or schools are not allowed and

permission will not be granted for such visits.

E. CARE OF AND RESPONSIBILITY FOR SCHOOL PROPERTY

1. East Hills Middle School belongs to the taxpayers of the Bethlehem Area School District who have provided the funds needed for the construction and operation of our school. Students are expected to take proper care of and demonstrate responsibility for all school property.
2. A Chromebook will be issued to each student. Students are responsible for the care of his/her Chromebook.
 - a. Lost Chromebooks will be reported immediately to the teacher
 - b. Lost and damaged Chromebooks will be investigated and cost for repairs will be issued to those responsible, if appropriate.
3. Students are responsible for the proper care of textbooks issued to them.
 - a. Students must print their name on the ownership labels provided on the inside of the front cover of each textbook.
 - b. All books must be covered within three days of receipt.
 - c. Fines will be assessed for damage to any textbook.
 - d. Lost textbooks will be the responsibility of the students to whom the textbooks were issued.
 - 1) The student must immediately report a lost textbook to the teacher. Students will have one week to complete assignments not completed during the first two days a textbook has been lost.
 - 2) On the third day a book is lost, a replacement textbook will be issued to the student by the teacher. The teacher will notify the student of the cost of the lost textbook.
 - 3) The teacher will complete a Lost Textbook Report and submit the report to the Assistant Principal in charge of Curriculum and Instruction.
 - 4) The student will be given ten school days to submit payment for the lost textbook. All payments may be paid in cash or a check made out to ***Bethlehem Area School District*** and given to the main office secretary. No payments for lost textbooks may be made to teachers.

F. FUNDRAISING/SOLICITING

1. Student fundraising is authorized only for the purpose of raising monies to support middle school activities not funded in the general budget or to support charitable organizations.
2. Only the Principal may authorize student fundraising programs within the school or on School property.
3. Solicitation, or sale of merchandise, to middle school students or staff is prohibited unless authorized by the building Principal.

G. STUDENT SUPERVISION FOLLOWING DISMISSAL

1. Students are not permitted to remain in the middle school or on school property following dismissal unless directly supervised by a member of the middle school staff.
2. Students remaining after school to attend an athletic event must remain in the gymnasium or designated spectator area during the entire event unless authorized otherwise by a member of the middle school staff.
3. The holding room is available to students beginning at 3:25p.m. daily. Only students who are bus students and who have a pass from a teacher are able to go to

the holding room. The holding room is meant to give students who stay with teachers from 3:05-3:25p.m. a safe place to wait for the activity bus from 3:25-4:30p.m. The holding room is held in classroom 119.

H. IMMUNIZATION REQUIREMENTS

In order to protect school children from diseases of a serious nature, the Commonwealth of Pennsylvania requires that every child receive certain immunizations before being allowed to enter school. These immunizations are:

Four (4) doses of Diphtheria, Tetanus, acellular Pertussis toxoid (last one given after 4 years of age)

Four (4) doses of Polio vaccine (last one given after 4 years of age)

Three (3) doses of Hepatitis B

Two (2) doses of Measles, Mumps and Rubella (MMR) vaccine after 12 months of age

Three (3) doses of Hepatitis B

Two (2) doses of Varicella (chicken pox)

Children ENTERING 7th GRADE need the following:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade

These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral or ethical conviction. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease.

I. PARENT CONFERENCES

Parents are welcome to request a conference to discuss student performance. The grade level counselor or team leader will complete all arrangements and establish a time/date for the conference.

J. STUDENT VALUABLES / ELECTRONIC DEVICES

1. Students are advised not to bring large sums of money or personal valuables to school. In cases requiring such items to be brought to school, items should be stored in the guidance office during the day.
2. Electronic and other devices for entertainment are not permitted in school and are violations of the BASD Code of Conduct. Students are permitted to have cell phones in school; however, they must be turned off and stored in their lockers or backpacks during school time.
4. Students in Physical Education classes should be especially careful to safeguard money or personal valuables during class. The school administration recommends students lock their valuables or secure them with the Physical Education teachers during class. East Hills Middle School will not be responsible for lost or stolen items.

K. BICYCLES

Bicycle racks are available for student use in the front and rear of the building. These are the only locations to be used for bicycle storage during the school day. Students must have parent permission to ride bikes to school. In addition, the school district

assumes no responsibility for stolen property. Be sure to lock your bike securely to the rack.

L. SUBSTITUTE TEACHERS

Substitute teachers are visitors to our school who are expected to continue the academic program of students during the absence of their regular teacher. Students are expected to follow all instructions and the directions provided by a substitute teacher. Student assistance in helping the substitute teacher to locate necessary supplies and materials is expected and appreciated.

SUMMARY

As you can see by the amount of information contained in this handbook, our school is certainly a complex place. This should not be surprising since we are the third largest school in the entire Bethlehem Area School District each day we are in session.

Despite its size and complexity, however, our school is also a place where you can feel at home, make new friends, and achieve success. Your classmates, your teachers, and all the people in this school are what make our "community" unique. By each of us accepting our share of responsibility and doing our personal best, we can all make our "community" a very special place to be.

NOTIFICATION OF NONDISCRIMINATION

It is the policy of the Bethlehem Area School District not to discriminate on the basis of race, color, national origin, sex, disability, age, religion, veteran status or any other legally protected classification in its educational and vocational programs, activities, or employment as required by Title VI, Title IX, Section 504.

POLIZA DE DERECHOS IGUALES Y OPORTUNIDADES

El Distrito Escolar de Bethlehem no discriminara en sus programas educacionales, programas vocacionales, o practicas de empleos, basado en su raza, color, nacionalidad sexo, incapacidad, edad, religion, status de veterano u otras clasificaciones legalmente protegidas. Esta notificacion esta de acuerdo con las leyes estatales y federales, incluyendo Titulo VI, Titulo IX, Seccion 504.

IMPORTANT PARENT INFORMATION

EARLY DISMISSAL PROCEDURE

If your child is leaving school early, please send them in with a note with the following information:

- 1) Child's name, grade, and the time you are **going to pick them up** from school.
- 2) Your child is to bring the note into the **main office during homeroom** to be recorded in the Early Dismissal book located on the counter in the main office.
- 3) The note becomes your child's **pass to get out of class and they should be in the main office** when you arrive to pick them up.

STUDENT ATTENDANCE INFORMATION

When a student is absent from school, he/she has three (3) days from the date of absence to hand in an excuse/doctor's note for that absence. If a doctor's note is submitted the absence is considered noncumulative. A **parent note** is considered an excused absence until they reach their **tenth** (10th) absence, then a **doctor's note is necessary**.

VACATION REQUEST

Parents, when submitting a vacation request, keep in mind that the request should be **submitted to the school at least two weeks prior to taking the vacation**. Also, please note any vacation days taken are counted towards the 10 days allotted for the school year. After 10 days of absence a doctor's note is required, if not the absence becomes an unexcused absence.

CALLING IN A STUDENT ABSENCE

It will not be necessary for you to call in a child's absence. The homeroom teacher will take care of reporting this during the homeroom session. However, if you still feel comfortable calling the absence in, please do so. An excuse/doctor's note would still need to accompany the student when he/she returns to school. You will receive a call automatically from our attendance system no matter if you call in or not.

NOTES

