

Broughal Middle School: A Community School

BETHLEHEM AREA SCHOOL DISTRICT

STUDENT PLANNER HANDBOOK 2025 - 2026

114 West Morton Street
Bethlehem, Pennsylvania 18015

Principal, Dr. Brittany Reese
Assistant Principal - Student Services, Mrs. Jennifer Cierech
Assistant Principal - Mr. Chris D'Emilio

Important Phone Numbers:

(610) 866-5041
Guidance & Attendance Office Fax (484) 821-0233
Main Office Fax (610) 807-5909
School Office • Hours 8 a.m. - 4 p.m.

Extensions:

Attendance Office	Press 1		Nurse Office	Press 2
Student Services Office	Press 3		School Closing Information	Press 4
Main Office - General Info	Press 5		Athletic Department	Press 6
Community School Coordinator	Press 7			

My child and I have read and understand this segment of the Broughal Middle School Student Handbook and agree to follow the policies and rules within. *Mi hijo y yo hemos leído y entendemos el Folleto de Broughal Middle School y estamos de acuerdo en seguir los reglamentos y reglas que contiene.*

Parent Signature _____ Date _____

Student Signature _____ Date _____

Parent's E-Mail Address _____

Grade _____ Homeroom Teacher's Name _____

Home Phone _____ Student Number _____

Broughal Middle School: A Vibrant Community School

BETHLEHEM AREA SCHOOL DISTRICT

Broughal Beliefs, Mission, and Vision:

Broughal Middle School believes that every member of our community will embrace our universal habits and embrace our core beliefs.

Universal 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

Core Beliefs:

Change starts with me
Everyone can be a leader
Everyone has genius
Teach the whole child

Empower students to lead their own learning

Broughal Vision:

A vibrant community school that empowers every student by fostering growth, encouraging self-discovery, and nurturing the development of well-rounded, compassionate minds. Broughal Middle School creates opportunities for all students to become reflective, resilient, and creative leaders who will shape a bright future for themselves and positively impact the world around them.

Broughal Mission Statement:

Establish a strong, positive, restorative culture devoted to student achievement in a culturally diverse society.

Broughal Middle School Community School Goals:

Improve Students' Reading and Math Proficiency

- *Focus on the GROWTH percentage of students who achieve the Standard for PA Academic Growth*
- *Data Driven Decision Making*

Improve Positive Student Behavior/Positive Culture & Climate

- *LEAD, PBIS/VIP, Restorative Practices, Trauma Informed Schools, Social-Emotional Learning, Student Leadership, Youth Programming, Staff Climate & Culture, Staff Leadership*

Build Collaborative Leadership

- *Shared alignment plan, Student/Staff Leadership, School-wide Family Engagement, Parent/Guardian Workshops*

Meet Students' Basic Needs

- *St. Luke's Medical/Dental Vans, On-site Mental Health Services, Emergency Food Pantry, Community Clothing Closet, Housing Advocate*
- *Developing a Trauma Sensitive School*

These are our goals for our students:

- To Always Be Ready;
- To Always Be Responsible;
- To Always Be Respectful;
- To Always Be Focused.

PRINCIPAL'S WELCOME TO FAMILIES

Welcome to the 2025-2026 school year!

I am eager to connect with our students and cultivate strong relationships with Broughal families. I firmly believe in and advocate for a team-oriented approach to student support. Parental involvement and input are crucial in building a robust and supportive team, empowering our students to achieve their fullest potential. Increased parental engagement during their child's middle school years, and with the school community, directly correlates with improved student performance. We genuinely welcome your active participation and look forward to meeting each of you throughout the 2025-2026 school year.

Dr. Brittany Reese, Principal

GENERAL INFORMATION

Administrative Offices: The Principal, Dr. Reese and Principal secretary are located in the Main Office. The Assistant Principals, Mr. D'Emilio and Mrs. Cierech, Guidance Counselors, Attendance and Guidance Secretaries are located in the Student Services Office.

After-School Programs: The after-school programs run after school for one to six weeks. Parents **MUST** register students. All programs will be announced during the school year.

Arrival Procedures: Students arriving prior to 8:05 AM will not enter the building until directed to do so by a teacher or an administrator. Students walking to school are expected to proceed directly to Broughal Middle School and to utilize pavement/sidewalk areas and avoid walking on private lawn areas/roadways. Roadways should be crossed only at designated or patrolled crossing areas. Beginning at 8:05 AM, all students must enter the building through the designated entrances supervised by teachers. Upon entering the building, students will go to their lockers, proceed to homeroom, and be seated in their assigned area in homeroom by 8:13 AM.

Grade 6: Side of the Building - Auditorium Entrance (**Use Stairwell C**)

Grade 7: Back of Building - Cafeteria Entrance (**Use Stairwell E**)

Grade 8: Side of Building - Vine Street Entrance (**Use Stairwell D**)

Late Arrivals: Students who arrive at school during homeroom period should report to the Student Services Office for a late pass. If a student's reason for arriving late is determined as unacceptable by the attendance secretary he/she will be referred to an administrator for appropriate action under the guidelines established for "promptness to class" in the Student Code of Conduct. Students who arrive after homeroom period due to a medical appointment or other urgent reason(s) must first report to the Student Services Office. A written excuse signed by a parent, guardian, or doctor will be required including the: name of the student, date and time of the late arrival, and reason for the late arrival. Failure to present an appropriate excuse after arriving late will result in the student being declared tardy.

Attendance: Attending school regularly is an expectation for success. Our goal is for all students to achieve 95% attendance. Student attendance is required 8:13 AM - 3:05 PM each day. When absent, an excuse

signed by a parent or a doctor, must be brought to the homeroom teacher when the student returns to school. *Students who are **absent from school may not attend or participate** in a practice, contest, dance, athletic event, performance or any school district event as a participant or as a spectator, **on the day of the absence** without administrative approval.*

Attendance/Vacation/Special Events Policy: Parents are strongly encouraged to schedule family vacations with the School District Calendar keeping major assessments in mind to ensure that students attend school a maximum number of days. BASD policy permits middle school students to take **only** two (2) educational trips, not to exceed a total of 10 days in three years. Each educational trip may not exceed five (5) days. Requests by parents to have their children excused from school for educational/vacation trips must be evaluated under the authority of Regulations of the State Board of Education, Chapter 11, Pupil Attendance, Section 11.26 "Educational Tours and Trips, not School Sponsored." Please refer to the BASD calendar for the policy. The "Application for Permission for Student Excusal Due To An Educational Trip or Tour" must be received by the Attendance Office ten (10) days prior to the first day of absence, and must be approved by an administrator and then referred to the superintendent or his designee for final permission. Permission will **not** be granted for trips/tours during the Middle School's or State Department of Education's testing programs. See tentative dates on the calendar. If the student is excused from school, the student will still be expected to make up work missed while absent.

Bikes, Skateboards and Scooters: Students may ride bicycles, skateboards or scooters to school and are expected to know the general rules of safety. ***Bicycles are to be secured in the bike racks with a lock.*** Skateboards and scooters **MUST** be able to fit in your locker. However, the school will not be responsible for any damage or theft incurred to these items on school property. ***Hoverboards are not permitted in school.***

Breakfast: Breakfast will be served every school day before homeroom for all students starting at 7:45AM..

Buses: Riding the bus is a privilege. Please discuss appropriate bus conduct with your child. Bus misbehaviors are a Student Framework for Citizenship (D) violation and may cause your child to lose his/her bus privilege.

Cell Phones: A student's cell phone must be secured in his/her locker and turned off during the school day. During school, students are **PROHIBITED** from receiving and/or transmitting voice messages or text messages as well as activating any other function without prior authorization from an adult authority. Bethlehem School District assumes **no responsibility** for lost or stolen cell phones. Cell phones may be confiscated as an "unauthorized item" whenever seen or heard by an adult. The parent may be required to pick up the confiscated phone in the Student Services Office.

Coaches'/Advisors' Standards: Various rules and regulations may be added by the coach or advisor with the approval of the principal. Guidelines listed in the middle school coaches handbook will be followed along with the PIAA rules. Students who participate in extracurricular programs must keep good **sportsmanship** in mind. They are always in the public eye and their personal conduct will always be subject to the scrutiny of other students, fans, and opponents. Student athletes have an obligation to serve as positive role models for others by demonstrating the following:

- Showing respect for authority and property;
- Maintaining academic eligibility and following rules;
- Emphasizing the ideals of sportsmanship, loyalty, ethical conduct, and fair play; and
- Understanding that trying one's personal best is important in every facet of life.

Any display of unsportsmanlike behavior toward an opponent, official, or spectator during the season may result in discretionary discipline by the coach and possible suspension/termination from that activity.

Computer Usage: Each student will be assigned a chromebook by the district for instructional purposes **ONLY**. It is the student's responsibility to charge their laptop daily and provide proper care for the laptop, case, charger, and stylus. Please refer to the Computer, Network, and Internet Use Policy (B) for further information. Student computers are school district property and are monitored at all times using **GoGuardian Software (C)**.

Daily Planner and Notification to Parents: The student is required to record homework assignments and other daily reminders in his/her daily planner. In addition, papers are sent home periodically by teachers to keep parents informed of student progress. Please sign these papers and return them with your child the following school day. ***Parents are encouraged to contact their child's teacher by phone or by writing a note in the child's planner if they have any questions or concerns. It is highly recommended that parents check their child's planner every day.***

Delayed Openings/Closings of School: Be sure to listen to the radio or TV for information regarding delayed openings or closings of school. A message will be sent to your designated primary phone number through the ParentLink System and will also be posted on the BASD website (E). All early morning student activities are canceled on days of delayed openings. All afterschool and evening school district events are automatically canceled on days when schools are closed for emergencies or when schools are dismissed early due to inclement weather.

Dress Code: The BASD student dress policy begins by stating that students are not permitted to wear revealing clothing which offends the sense of common decency as judged by those entrusted with providing a positive school environment. Prohibited items which may not be worn inside the school are hats and coats/jackets and gang-related items. Appropriate footwear is also required for safety concerns. Please refer to the dress code in the Student Framework for Citizenship (D).

Excusals/Appointments: A note from a parent is required to excuse a student from any school activity, including gym. A doctor's note is required for any excuse covering more than three days. If your child must be excused during the school day (doctor's appointment, etc.), the student must provide the Attendance Secretary a note signed by the parent/guardian the morning of the appointment. This note should include the time of appointment, the time of pick up and approximate time of return. The student must bring a note from the doctor's office upon his/her return.

Extracurricular Activities: An extracurricular activity shall be defined as any and all student organizations and activities that meet in the name of Broughal Middle School and are not part of the regular school curriculum. This policy shall include, but is not limited to: academic activities; athletic teams (varsity sports, cheerleaders, intramural tournaments); music organizations (bands, choruses, auxiliary marching unit); student council, and theater. It is our hope that a student can fully participate in as many activities as he/she wants, and to which he/she makes a meaningful contribution. Due to conflicting schedules for different activities; however, it may be impossible for a child to be in two activities that meet at the same time. The advisors of the activities may at their discretion be willing to make arrangements for alternate participation dates; however, if the activity is one for which a team depends on the student, the student will have to make a choice to participate in only one of the conflicting activities.

In keeping with the PIAA standards of academics, all organized sports, clubs, and units will be held to the same standard of academic excellence. Students with two or more F's will **not** be eligible to participate in the programs. This includes practices, performances, games, and trips.

Extra-Help Sessions: Teachers are available from 3:05 PM to 3:25 PM to assist your child with extra help, unless they are assigned to attend a meeting or an appointment. Broughal Middle School extra help is available every Tuesday and Thursday mornings starting at 7:00 AM through 8:00 AM. Lehigh University Tutors are also available during our after school programming which you must be signed up to attend.

Gym Clothes: Gym clothes **ARE REQUIRED** FOR PHYSICAL EDUCATION CLASSES. These consist of sneakers, shorts or warm-ups, and a shirt. The clothes worn as gym clothes should **not** be worn in other classes during the school day. Failure to wear appropriate attire will negatively impact a child's grade.

Homeroom Period: This time period occurs daily for students at Broughal, and it provides each student with at least one adult in the school who knows him or her well, takes attendance and helps start students off in an organized, successful manner. These homeroom teachers are responsible for assisting each of their students to become the best possible students and persons they can be. In addition, each homeroom teacher will be available to assist and support his/her students in a variety of areas:

- a. Guide and encourage the students 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.
- c. Support and encourage students in achieving academic success including consulting with the counselor, teacher(s), and parents/guardians whenever appropriate.

Homework: The Bethlehem Area School District School Board policy states that **homework is expected to be completed by students outside the school day and may account for as much as 10-25% of the student's quarterly report card grade**. Please make time in your busy schedule to provide an atmosphere that is conducive for your child to study and help him/her schedule and implement study time.

How to get Homework Assignments if a Student is ill: If the student is absent, the student/parent should check Schoology for coursework information OR contact the student's teachers via email and/or phone message. **Teachers must be given a full 24-hour notice in order to compile assignments and materials for a student's extended absence.**

Parents or designee of parents must report to the Student Services Office to speak with the Guidance Secretary to pick up the assignments at an appointed time that has been arranged with the teacher or counselor.

Laptop Use Policy: Students are to obey all district, school and class policies concerning the use and function of the laptops. This includes the BASD Computer, Network, and Internet Use Policy and BASD Student Framework for Citizenship (D). Simply stated, the intended use of the laptops is for educational purposes as directed by classroom teachers. All other use, downloading, accessing other accounts or defacing, is prohibited and will be dealt with accordingly.

Lockers: A locker and secret combination is given to each student. **No one is allowed to put things in another person's locker.** If a problem arises with a locker, please direct your child to ask his/her teacher, not a peer, for help. Padlocks are **NOT** allowed.

Lost and Found: Lost items are given to the Student Services Office and stored in Lost and Found. Students who have lost any item, article of clothing, etc., may check with the Head Custodian as well as the Student Services Office for their lost item. All unclaimed items are given to an agency immediately at the end of the school year.

Lost/Damaged Books: Charges will be made for lost books, damaged books, and damage to school property. Parents will be notified.

Medications: A NOTE FROM A DOCTOR IS REQUIRED IF STUDENTS ARE TO TAKE ANY FORM OF MEDICATION DURING THE SCHOOL DAY. Current, prescribed medications will be kept in the health room, and forms are available to authorize students to take prescribed medication.

No student is permitted to carry any type of medication in school or on school trips. Although the nurse is permitted to distribute OTC drugs, a parent is personally required to administer specific medications to his child during the school day. If you have questions please contact the nurse.

Pickup Student: A parent or legal guardian must pick up a student in the Student Services Office whenever the student must leave during the school day. The parent or legal guardian must sign the student out of school.

Planners and Textbooks: Your child is given textbooks and this personal planner. Students are expected to bring these items and a pencil and paper to each class, each day without fail. If textbooks or library books are lost, the child must pay the market replacement cost for each book.

Privilege Denial: During the school year, activities which are presented to the students for pleasure are based upon appropriate student behavior and academic cooperation. Students who have not displayed these requirements are placed on privilege denial, although they cannot attend the activity, they have the ability to earn their privilege back.

Retention Policy: The policy of the Bethlehem Area School District is as follows: Students who earn a final grade of "F" in three or more academic courses will be eligible to be retained in their current grade level. Students who earn a final grade of "F" in two academic courses will be required to attend and pass a district-wide summer school program.

Sick Children: Parents will be called to pick up sick children. The Health Room is to be used for emergencies that occur at school. Parents must pick up students at the Nurse's Office.

Six-Day Cycle: All BASD middle schools follow a six-day cycle. Only student instructional days are counted in a six-day cycle; holidays and snow days are never included.

Sports: Interscholastic sports (grades 7 and 8) are available to all students. Football, co-ed soccer, boys basketball, girls basketball, cross country, girls volleyball, girls softball and girls field hockey are the competitive sports between middle schools. PIAA rules apply to all interscholastic sports.

BASD Student Framework for Citizenship: The Framework for Citizenship (D) is in place for all students in the Bethlehem Area School District during every school function and event.

Telephones: Students may use the school telephones for **EMERGENCIES** only. Permission must be obtained from your child's teacher or a teacher on his/her team to use the phone in the classroom. Parents and students should have a plan for inclement weather situations which does not require using the school phone.

Transportation: We strongly encourage students to walk to school unless a bus has been assigned to them. For the safety of our children, **NO CARS** are to use the bus area from 7:30AM - 8:30AM and from 2:30PM - 3:30PM.

Visitors, Parents, and Guardians: Visitors are welcome to visit the school, teacher, or team at any time with an appointment. Visitations will **not** occur while the teacher is teaching unless approved by the Principal. Assisting the teacher must be arranged directly with the teacher. All visitors should report to the appropriate office. Unless attending a public performance, **ALL VISITORS MUST WEAR A VISITOR'S PASS WHILE IN THE BUILDING.**

Withdraw a Child: A parent or guardian must notify the office no later than three days before a student is being withdrawn from school.

ACADEMICS

Academic Standards

Broughal's highly qualified teachers lead our students to achieve quarterly and annual progress in academic subjects as students participate in athletic, musical and other extracurricular activities.

Promotion from one grade level to the next is determined by the child's final averages in core academics.

Grades

Grades are issued at each quarterly marking period. Current school year marking periods are listed in the BASD District Calendar, available on the district website (www.beth.k12.pa.us). Students will also receive an interim progress report at the midpoint of each marking period. The following grading system is followed in the Bethlehem Area School District's middle schools:

The subjects listed below follow the A - F grading system:

English Language Arts
Seminar
Mathematics
Health/Fitness
Science
Social Studies
Foreign Languages (Gr 7, 8)
Music

The numerical grade equivalents for letter grades are:

A+ = 97 - 100	B+ = 87 - 89	C+ = 77 - 79	F = 69 and below
A = 93 - 96	B = 83 - 86	C = 73 - 76	
A- = 90 - 92	B- = 80 - 82	C- = 70 - 72	

These subjects follow an O, S, or N grading system:

Art
Robotics
Planetarium
Techno-math
Video Game Design
Digital Imaging
Environmental Engineering

The O/S/N grading system is defined as:

O = Outstanding
S = Satisfactory
N = Unsatisfactory

Students will also receive a Citizenship grade in all four marking periods and as a final grade. In order for a student to receive an "O" in Citizenship, a student must have at least two teacher recommendations for that grade. A citizenship grade of "N" is given to any student who is given that grade by two or more teachers. In addition, any student who has been suspended will receive a grade of "N" Citizenship for that marking period, regardless of teacher recommendation. For information on Honor Roll, please see the "Honor Roll" section of this handbook.

Honor Roll:

A student must meet all of the following criteria to attain honor roll status:

- 3.2 or above grade point average for all courses that earn a grade point value;
- "O" or an "S" in citizenship;
- "O" or an "S" in all courses graded with an O, S, or N.

Grade Point Average is calculated using the grade point value earned for these courses:

English Language Arts	6, 7, 8
Mathematics	6, 7, 8
Literacy	6, 7, 8
Science	6, 7, 8
Social Studies	6, 7, 8
Foreign Language	7, 8
Health/Fitness	6, 7, 8
Seminar	6, 7, 8

The grade point value earned for foreign languages, health/fitness, seminar, and foreign languages are also determined by the letter grade received. Each letter grade receives the following grade point value:

<u>Report Card Grade</u>	<u>Grade Point Value</u>
A+	2.15
A	2.00
A-	1.85
B+	1.65
B	1.50
B-	1.35

C+	1.15
C	1.00
C-	0.85

The grade point value earned for English Language Arts, Mathematics, Literacy, Reading, Science and Social Studies is determined by the letter grade received. Each letter grade receives the following grade point value:

<u>Report Card Grade</u>	<u>Grade Point Value</u>
A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7

Title 1 Right to Know: In compliance with the Every Student Succeeds Act (ESSA), parents whose children attend a Title 1 school have the right to request and receive timely information regarding the professional qualifications of their child's classroom teachers. All Title 1 schools must meet federal regulations related to teacher qualifications. These regulations allow parents to learn more about their child's teachers' training and credentials. You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, the District can provide you with information about the paraprofessional's qualifications. Our administrators and teachers are committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements. If you have any questions, please contact Ms. Nicole Bouhana, Supervisor of Grants and Federal Programs, at nbouhana@basdschools.org, Mr. Eric Fontanez at efontanez@basdschools.org or call 610-861-0500.

Broughal Middle School Policies

- Broughal Middle School is part of the Bethlehem Area School District, or "BASD".
- The BASD has certain rules in place that all students must follow, called the "K-12 Student Framework for Citizenship".
- When a "Framework for Citizenship" rule is broken, consequences follow.

- The entire “Framework for Citizenship” is made available to your parents, along with the Student-Parent Handbook for Broughal Middle School. The BASD asks all parents and students to review these two documents.
- The following pages highlight some of the rules that you need to know.

Arriving	DO	DON'T
	be present in homeroom and seated in your assigned seat by 8:13 am	go directly to homeroom if it is after 8:13 am
	go directly to the attendance office if you arrive after 8:13 am, for a late pass, no matter the reason	enter school through the main entrance
	put away cell phones, airpods and headphones before entering building	use airpods, headphones or cell phones on school property
Announcements	DO	DON'T
	listen carefully to the morning and afternoon announcements so you know what is happening at school	talk during morning or afternoon announcements
Leaving School Early	DO	DON'T
	bring early dismissal note(s) to the attendance office during homeroom	wait until it is time to leave to present an early dismissal note
	submit a handwritten parent note if you need to leave early	request an early dismissal with a parent e-mail

Lunch Money	DO	DON'T
	bring money to school or be sure to have money in your account	come to school without lunch money or money in your account
	hand the cash or check to the cashier	hand the cash or check to your teacher or the office
Dismissal	DO	DON'T

	take home your planner & chromebook everyday, keeping in mind what textbooks and notebooks you need to take home	forget to bring home your planner and chromebook, and the textbooks and notebooks you may need
	leave the building and the outdoor grounds if you are not in a school activity	linger in the building or on outside school property
	cross only at the crosswalk, look both ways	cross the street anywhere
	discuss your dismissal plans at home each day	expect to use the school phone each day to contact parents
	have a back-up plan in case your usual plans change, or in case of an early dismissal due to weather	forget to communicate plans with parents/guardians or siblings
Cell Phone	DO	DON'T
	keep it in locker and turned off each day	keep it on you
	keep it off during the school day	use it during the school day
Class Management Plan	DO	DON'T
	get to know each of your teachers' Class Management Plan	disrespect the rules of the Class Management Plan

Locker	DO	DON'T
	keep your locker locked when not in use	share your locker or combination with anyone
	notify your teacher if your locker is not working	pre-set your locker
Academic Help	DO	DON'T

	ask your teacher about coming in for extra help after school if you feel you need it	ignore the fact that you may need academic help if you do not understand what is being taught
Textbooks	DO	DON'T
	keep your textbooks covered	mishandle your textbook; if your book is damaged or lost, your parents will receive a bill to pay for it.
Planner	DO	DON'T
	use your planner as your guide!	expect to remember all of your assignments without writing them down
	bring your planner to school each day	leave it at home
	take your planner home each day	leave it in a classroom throughout the day
Absences	DO	DON'T
	hand in any excuses you may have for absences	wait more than three days after an absence to hand in an excuse
	have your parents submit a vacation application at least 10 days in advance if you are going on a vacation	expect to participate in after school activities on a day that you are absent due to illness

Dressing for School	DO	DON'T
	remove hat or hood upon entering building	wear pants low; show underwear
	dress comfortably	wear pajamas or excessively short skirts or shorts

	bring clothing for gym class	wear what you wore to school or non approval footwear such as sandals, slides or slippers
	be sure that skirts and shorts are to the knee	wear spaghetti straps
Hallway Behavior	DO	DON'T
	keep to the right in hallways and stairwells	block the hallways or gather in large groups
	move quickly and quietly at all times	disturb classes in session as you are walking in the hallways
Bathroom	DO	DON'T
	sign out using the online hall pass	use a sign out from a different class than the one you are currently in
Illness	DO	DON'T
	report directly to the nurse FIRST if you feel sick	call or text home from your cell phone when sick
	see the nurse for any medication needed, including cough drops	call home from your classroom when sick