

Bellefonte Area School District

2026-2027

Elementary School Handbook

Students, Parents and Guardians



Bellefonte Elementary School
The Future Starts Here

Marion-Walker Elementary School
Today's Children, Tomorrow's Leaders

Pleasant Gap Elementary School
Where Children are First

FOREWORD

Inspiring Today's Learners for Tomorrow's Challenges

**Bellefonte Elementary School
Marion-Walker Elementary School
Pleasant Gap Elementary School**

WELCOME

The Bellefonte Area Elementary Schools welcomes all new and returning students!

We hope that all students find the school year to be challenging, rewarding, and enjoyable.

Each year the student handbook can be accessed on the school website at www.basd.net. A hard copy of the handbook can be received by contacting the school office or by requesting one on the Handbook Review and Agreement Form that will be sent home during the first week of school. This handbook will provide most of the information needed to understand the way the Bellefonte Area Elementary Schools work. It is important that the handbook be read and discussed by both students and parents or guardians. Any changes will be updated at this location.

Teachers, guidance counselors, and the office staff are here to assist students and parents/guardians with problems or concerns. Questions or concerns should be addressed through the appropriate channels. Ideally, students' teachers are the first point of contact if the issue in question is related to their academics. Office staff are prepared to answer procedural types of questions and receive messages. Guidance staff and building principals are available to handle questions and concerns that cannot be addressed at other levels.

Building Administrators:

Bellefonte Elementary:

Mr. Mike Baughman, Principal
Mr. Daniel Park, Principal
Mr. Christopher Cipro, Dean of Students
Mrs. Brooke Knight, School Counselor
Mr. Patrick McDermott, School Counselor
Mrs. Michelle Pincus, Main Office Secretary
Mrs. Jessica Siegle, Main Office Secretary

Marion-Walker Elementary:

Mr. Steven White, Principal
Ms. Ashley Hamilton, School Counselor
Mrs. Jill Catalano, Main Office Secretary

Pleasant Gap Elementary:

Dr. Joseph Eckenroth, Principal
Mrs. Alexis DiDomenico-Ahearn, School Counselor
Mrs. Melissa Yarnell, Main Office Secretary

Note: In a situation where provisions of the student handbook contradict school board policy, the school board policy shall prevail.

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For Updated School Information throughout the year visit: www.basd.net

PART 1: OUR SCHOOL

STUDENT SCHOOL DAY

Kindergarten thru Grade 5 8:00 am – 2:35 pm

BELLEFONTE SCHOOLS PHONE LISTING

CENTRAL ADMINISTRATION OFFICE 355-4814

BELLEFONTE ELEMENTARY SCHOOL 355-5519
(FAX) 353-5338

MARION-WALKER ELEMENTARY SCHOOL 357-2425
(FAX) 357-2426

PLEASANT GAP ELEMENTARY SCHOOL 359-2739
(FAX) 359-4552

BELLEFONTE MIDDLE SCHOOL 355-5466
(FAX) 353-5316

BELLEFONTE HIGH SCHOOL 355-4833
(FAX) 353-5320

Specific School information can be found at www.basd.net

Equity, Inclusion and Belonging in Bellefonte Area School District

What does Equity mean to us at BASD?

Equity is providing support and resources unique to each person in our school community. It is both the action of addressing systemic inequities and the understanding that some students may need more than others to fully access a high quality education and grow academically, socially and emotionally.

Vision:

The members of the Bellefonte Area School District envision

- Promoting a collaborative culture which allows all stakeholders to challenge each other in an effort to continually improve the way we meet the diverse needs of our students, staff and community.
- Viewing all District processes through the lens of equity and identifying and addressing systemic inequities.
- Providing an educational environment where all students feel safe and valued and are able to access a quality education without barriers.
- Cultivating a collective and constantly evolving awareness of societal and cultural issues with a focus on how we as an educational institution can respond and be proactive.

The Bellefonte Area School Board of Directors has also passed a Board Resolution, affirming their commitment to providing a quality and equitable experience for all individuals.

NON-DISCRIMINATION NOTICE

The Board declares it to be the policy of the Bellefonte Area School District to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools, including in admission and employment, without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. The Board's policies are publicly available and located on Bellefonte Area School District's website, including how to submit reports and/or complaints of sex discrimination and the pertinent grievance procedures concerning same.

The Board also declares it to be the policy of the Bellefonte Area School District to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the Bellefonte Area School District may be referred to the Title IX Coordinator, to the Office for Civil Rights of the U.S. Department of Education, or both.

The Bellefonte Area School District is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the Bellefonte Area School District and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

For information regarding non-discrimination policies, civil rights, or grievance procedures, contact the District's Title IX Coordinator:

Title IX District and Civil Rights District Compliance Officer :
Ms. Tracy Long, Director of Human Resources

VISITORS

In the best interest and safety of the children, **visitors to the school are required to report to and sign in at the building's main office.** All individuals visiting schools must be prepared to present photo identification between the hours of 7:30 am and 6:00 pm. Children will only be released to persons other than the parents/guardians with written permission from the parent(s) or guardian(s).

Classes are not to be interrupted by a parent, guardian or visitor during school hours. One of our goals is to teach and foster student responsibility. Please encourage your child to prepare for the next school day by gathering together their lunch money, clothing, homework and assignment books the night before. If it is necessary to have a message, lunch money, and/or clothing delivered to a child while school is in session, the office secretary will gladly take care of it before class begins or during the lunch period, providing it is labeled. Children will not be allowed to call home unless an adult deems the situation to be an emergency.

If you would like to visit your child's classroom to observe, please contact the Principal for information regarding the district's policies and procedures. Parents/Guardians are welcome and encouraged to arrange these visits.

VOLUNTEERS

The Bellefonte Area School District's Elementary schools welcome and encourage parents, guardians and community volunteers in our buildings. Each building has its own needs and we ask you to call the school and get specific information. We encourage everyone to volunteer at your neighborhood school. We also understand that each family has their own schedules or other responsibilities which can make it hard to volunteer regularly and we are appreciative of all ways that families can be involved.

Any volunteer who plans on working in the buildings during the school day, or volunteering at an after-hours school-sponsored (not PTO/Booster club sponsored) event will need to become a Registered Volunteer. This includes (but is not limited to): Field Trip chaperones, school dance chaperones, classroom/building helpers, volunteering at classroom parties, PTO/PTA/Parent Group events in the buildings during school hours, and helping at MS/HS Fine Arts Department activities that are not open to the public.

The following are considered Visitors, not Volunteers, and do NOT need to turn in clearances: Guest speakers/presenters; those in the building solely to distribute fundraisers to parents/guardians; those coming in to help only their own child with a project or presentation; attendees at a teacher/school-invited event - such as Promotion Ceremonies, art shows, concerts, Halloween parade, Grandparent's Day/Veteran's Day/etc. activities. In addition, volunteers at PTO/PTA/Booster Club events and meetings that take place outside of the regular school day do not need to turn in clearance (ie. Carnivals, Sports Banquets, PTO-sponsored dances/movie nights/shows, etc.).

Registered Volunteers are approved by the Bellefonte School Board after submitting the following:

- 1) Volunteer Form,
- 2) Statement of Confidentiality,
- 3) Residency Affidavit & Arrest/Conviction Report,
- 4) PA Child Abuse clearance,
- 5) PA Criminal History clearance,
- 6) Results of a TB test

If you have lived in PA less than 10 years, you will also need to submit an FBI clearance.

Completed paperwork can be turned in to your child's school, or dropped off/mailed to Volunteer Coordinator, 318 North Allegheny St, Bellefonte, PA 16823.

For more information on how to get involved, contact your school office or our Volunteer Coordinator, Liz Stone at: lstone@basd.net.

Effective July 1, 2015: Per PA State Act 153, all registered volunteers will need to update their clearances every 5 years. If your current clearances are more than 5 years old at any point, you will need to update your Police Record check and your Child Abuse clearance before you can be reapproved for next year. In addition, **if you have lived in Pennsylvania less than 10 years, you are required to submit an FBI clearance as well.** If you already have a TB test on file with the District, it will NOT need to be updated.

PARENT/GUARDIAN INVOLVEMENT IN SCHOOLS

BASD invites all parents/guardians to become active participants in our school community through volunteering, joining our PTOs or PTAs, and/or attending and supporting school events. We believe that communication is the key to a successful educational experience. We sincerely value the different experiences of all district families and are committed to prioritizing two-way communication as part of our daily practice. Together, we will continue to improve the quality of our school community. Education is a partnership between the school, student, parents/guardians, and community. All children are more successful when we work as a team to achieve educational goals.

Bellefonte and Pleasant Gap Elementary receive Title 1 funds and as such have developed parent/guardian involvement policies to help in creating the positive involvement of parents/guardians and teachers working together as a team. Those policies will be shared, reviewed, and revised as needed.

PARENT/GUARDIAN ORGANIZATIONS

All Elementary schools have parent/teacher organizations (PTAs or PTOs) which work to provide enriched activities for the students. All of these work cooperatively with the staff of the building and are an integral part of the home/school partnership. Please become involved in your child's school in whatever capacity you are able to. If you are interested in learning more about these organizations, please visit your school website or contact the school's main office.

EMERGENCY DRILLS

Throughout the school year a variety of emergency drills take place. Fire drills or lockdown drills are held each month. Severe weather drills are also practiced periodically. The drills are designed to instruct students and staff in procedures that are specific to the drill. The purpose of the drill is to ensure the safety of all students and staff.

School security drills are designed to practice procedures to respond to other emergency situations such as an act of terrorism, armed intruder situation or other violent threat. School security drills are conducted in accordance with Policy 805 and 24 P.S. §15-1517 with one (1) drill being held within ninety (90) days of the start of the school year.

EMERGENCY CLOSING OF SCHOOL/DELAYS/EARLY DISMISSALS

The need to close school due to the weather or an emergency will be announced on the School Messenger system and following radio stations: WBLF, 3WZ, WMAJ or WRSC. Stations will announce school closings at regular intervals. The school district website will also contain information on a school delay or cancellation.

Every precaution will be taken to see that the students are returned safely to their homes if the emergency occurs while school is in session. If bad weather is anticipated, please listen to your radio for possible school cancellations. *Please refrain from calling the school.* We are eager and happy to assist you in any way that we can, but calling the school during this time can be inefficient and prevent us from performing essential tasks and coordinating further communication.

Please notify your school office if changes in home phone numbers, cell phone numbers, or other pertinent personal contact information changes throughout the school year.

PARENT/GUARDIAN MESSAGES TO CHILDREN DURING SCHOOL

Many phone messages are received from parents/guardians for their children during school hours. This creates some confusion and classroom disruption when messages are delivered during the instructional day. To avoid this, parents are encouraged to send notes or an e-mail to their child's teacher.

STUDENT INSURANCE

As a District, we do not carry insurance for any of our students. Early in the year, information is sent home to parents/guardians, via the students, concerning low cost insurance that may be obtained through a group policy. There is no obligation for the parents/guardians to participate; it is simply an offer of assistance.

PART 2: SERVICES

Services offered by community agencies in district schools shall be coordinated by and be under the general direction of the school district.

The following categories of services shall be provided by the district and included in the student services plan:

1. Developmental services that address students' needs throughout their district enrollment, which include: guidance counseling, psychological services, health services, home and school visitor services, and social work services that support students in addressing academic, behavioral, health, personal and social development issues.
2. Diagnostic, intervention and referral services for students experiencing problems attaining educational achievement appropriate to their learning potential.
3. Consultation and coordination services for students who are experiencing chronic problems that require multiple services by teams or specialists.

The district shall plan and provide for a Student Assistance Program (SAP) in accordance with applicable law and regulations.

The district shall be responsible to develop, implement and monitor a student services plan that complies with state regulations and is available to all students.

The district shall ensure that all persons delivering student services are specifically licensed or certified as required by law or regulations.

COUNSELING SERVICES

We value the mental and emotional well being of our students just as much as their academic growth. Guidance counselors are available upon request by a student, teacher, principal, or parent/guardian to discuss issues important to student well-being and achievement. Classroom or small group activities are offered concerning friendships, changing families, study skills, and self-concept. Children practice life skills such as processing feelings, making decisions, and listening and communicating effectively.

EDUCATIONAL SUPPORT TEAMS

When a student experiences some difficulty (academic, behavioral, social, truancy, etc.), a meeting is scheduled with parents/guardians, teachers, counselors, principal, and specialists to review the situation. Those individuals who participate in this process are referred to as the Educational Support Team (EST). The purpose of the meetings is to develop recommendations that will address the difficulties and design intervention strategies which are a cooperative effort between the school and home. The goal is to help every student succeed in school.

MIGRANT STUDENTS

The district has developed procedures regarding the development, implementation and evaluation of the district's program for migrant students. For more information, contact the building principal.

LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM FOR ENGLISH LEARNERS

The district shall provide an effective Language Instruction Educational Program (LIEP) that meets the needs of English Learners. The goal of the LIEP shall be to demonstrate success in increasing English language proficiency and student academic achievement so that EL students can attain the academic standards adopted by the Board and achieve academic success. EL students shall be identified, assessed and provided appropriate instruction in accordance with the LIEP, and shall be provided an equitable opportunity to achieve their maximum potential in educational programs and extracurricular activities, consistent with federal and state laws and regulations.

PSYCHOLOGICAL SERVICES

Children who are struggling academically, socially or emotionally can be referred to the psychologist by the Educational Support Team. The psychologist provides psycho-educational evaluations and consultations to help determine student needs and intervention strategies. Special education services for students with social, learning, or emotional needs are partly determined by psychological evaluation and review.

SCHOOL HEALTH SERVICES

Each elementary building provides basic nursing services. The schedule of the school nurse and/or health room assistant is posted in the classroom and health office. Although a nurse is not in the building daily, emergency coverage is provided to every building as needed by a certified school nurse. The following state mandated programs are provided in the elementary grades each year:

Height, weight, vision	All grades
Hearing tests	Kindergarten, Grades 1, 2, & 3
Dental examinations	Kindergarten & Grade 3
Medical examinations	Kindergarten
Body Mass Index	All grades

HEALTH POLICY

The following regulations regarding the taking of daily medication in school come from Board Policy 210: The dispensing or administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian or family physician will be permitted only when:

- failure to take such medicine would jeopardize the health of a student
- the student would not be able to attend school if the medicine were not made available during school hours

“Medication” includes all medicine prescribed by a physician, any patent drug, aspirin, or cough medications as well as **ANY** over-the-counter medication. The school nurse or principal **must** receive a completed consent-release form (available at each school) **signed by the parent/guardian and the physician** (a physician’s prescription including all the required information listed in the next paragraph can be substituted for their signature on the form). The consent will be valid for the current school year.

The medication in a container labeled by a physician or a pharmacist **must** include:

1. Student’s name
2. Name of physician
3. Date of prescription
4. Name and telephone number of pharmacy
5. Name of medication, dosage, route, and frequency of administration

The school nurse or principal will store the medication in a locked container in a secure area. Medications requiring refrigeration will be stored in the refrigerator in the health room. Medication shall be administered according to written permission from the parent/guardian by the school nurse or the designee of the principal (a non-medical staff member).

All prescription medications brought to the school shall be picked up by the parent/guardian at the end of the school year or the end of the period of medication administration, whichever is earlier. All medication not picked up by the last day of the school year will be destroyed.

A medication log or written record will be maintained indicating the name of the student, the name and dosage of medication dispensed, the date and time of day, the duration of the order, and the name (initials) of the person administering the medication.

HEALTH EXAMINATIONS/SCREENINGS

The district requires students to submit to health and dental examinations, screenings and health monitoring in order to protect the school community from the spread of communicable disease and to ensure that the student's participation in health, safety and physical education courses meets the student's individual needs and that the learning potential of each student is not lessened by a remediable physical disability. The district shall maintain for each student a comprehensive health record which includes a record of immunizations and the results of tests, measurements, regularly scheduled examinations and special examinations. Staff members shall continually observe students for conditions that indicate health concerns or disability and to promptly report such conditions to the school nurse or designated staff. The district will notify all parents/guardians regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP).

FOOD ALLERGY MANAGEMENT

The focus of food allergy management shall be on prevention, education, awareness, communication and emergency response. The district adopts this policy in accordance with applicable state and federal laws and regulations, and the guidelines established jointly by the PA Department of Education and PA Department of Health on managing severe or life-threatening food allergies in the schools. Please see Board Policy 209.1 or the school nurse for details related to this policy.

DIABETES MANAGEMENT

Before a student can receive diabetes-related care and treatment in a school setting, the student's parent/guardian shall provide written authorization for such care and instructions from the student's health care practitioner. The written authorization may be submitted as part of a student's DMMP.

Diabetes-related care shall be provided in a manner consistent with district policy, district procedures and individualized student plans such as an IEP, Service Agreement or DMMP.

The district, in conjunction with the school nurse(s), shall develop processes and plans for care and treatment of students with diabetes in the school setting.

The district shall coordinate training for school employees. Such training may be included in the district's Professional Education Plan. See Board Policy 209.2 or the School Nurse for more details.

**POSSESSION/ADMINISTRATION of ASTHMA INHALERS/
EPINEPHRINE AUTO INJECTORS**

BASD Policy 210.1 addresses Student Self-Administration of Asthma Inhalers and Epinephrine Auto-Injectors. Please reference that policy or contact your School Nurse if you need more information. Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the district shall require the following:

1. A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant.
2. A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:
 - a. Name of the drug.
 - b. Prescribed dosage.
 - c. Time medication is to be taken.
 - d. Length of time medication is prescribed.
 - e. Diagnosis or reason medication is needed, unless confidential.
 - f. Potential serious reaction or side-effects of medication.
 - g. Emergency response.

Please contact the school nurse for more guidance.

IMMUNIZATIONS AND COMMUNICABLE DISEASES

In order to safeguard the school community from the spread of certain communicable diseases, the district requires that guidance and orders from state and local health officials, established district policy and administrative regulations, and district-approved health and safety plans be followed by students, parents/guardians and district staff. See Board Policy 203 for details or contact the School Nurse.

WELLNESS POLICY

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

PART 3: ACADEMIC INFORMATION

HOMEWORK

Bellefonte Area School District advocates the concept of homework to provide an additional positive learning opportunity that enhances home/school communication. The Board of Education has established a homework policy (#130) available in the school office for your review. You are also able to access School Board Policies by visiting our website at www.basd.net and clicking on “School Board” and then “Board Policies.”

ACADEMIC INTEGRITY

Bellefonte Area Elementary Schools expect students to follow ethical academic standards. Academic dishonesty is a serious matter. Academic dishonesty encompasses, but is not limited to:

Cheating - Cheating includes, but is not limited to, a student copying an assignment or tests and submitting it as their own; allowing someone to copy an assignment or test and submit it as his/her own; unauthorized use of or communication with notes, calculators, computers, text books, cell phones, etc during an exam or project; telling other students what is on a test or quiz or providing specific questions or answers.

Plagiarism – Plagiarism includes, but is not limited to, a student intentionally or negligently uses someone else’s ideas, words or artistic creations without crediting the source.

Fabrication or Forgery – Fabrication/forgery includes, but is not limited to, a student using invented information in assignments; using imitations or copies of images, documents, signatures, etc.

Obstruction – Obstruction includes, but is not limited to, a student preventing other students from getting their work done or limiting their access to educational resources.

Multiple Submission – Multiple submission includes, but is not limited to, a student submitting the same work in two or more courses without permission from the teacher(s).

Consequences for Academic Integrity Violations are listed in the disciplinary chart/guidelines of this handbook.

TEXTBOOK / LIBRARY BOOK POLICY

All textbooks and library books provided by the district for the student’s use are considered to be on loan to the student. Normal wear is expected. However, if a student loses, defaces, or destroys such materials, the parents/guardians will be responsible for the replacement of the same.

REVIEW OF INSTRUCTIONAL MATERIALS BY PARENTS/GUARDIANS AND STUDENTS

Parents/guardians and students have an opportunity to review instructional materials and have access to information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

Instructional material means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). For purposes of this policy, the term does not include academic tests or academic assessments.

Upon request by a parent/guardian or student, the district will make available existing information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques. The following conditions shall apply to any request:

1. To assist the school district in providing the correct records to meet the needs of the requesting party, the request must be in writing, setting forth the specific material being sought for review.
2. The written request will be sent to the building principal.
3. The district will respond to the parent/guardian or student within ten (10) school days by designating the time and location for the review.
4. The district may take necessary action to protect its materials from loss, damage or alteration and to ensure the integrity of the files, including the provision of a designated employee to monitor the review of the materials.

No parent/guardian or student shall be permitted to remove the material provided for review or photocopy the contents of such file. The taking of notes by parents/guardians and students is permitted.

INSTRUMENTAL MUSIC PROGRAM

When a child enters fourth grade, he or she will be offered the opportunity to take instrumental music lessons. A variety of instrumental choices will be available. Students will be given lessons in school once a week. However, daily practice at home is encouraged.

Parents/Guardians may rent or buy instruments from local retail stores. More information will be available to the students each fall. In the elementary schools, lessons are offered in both fourth and fifth grades. Additionally, if a child participates in lessons throughout the school year, he or she is eligible to play in our annual elementary band/orchestra concert(s).

All third grade students are introduced to instrumental music using a recorder during their regular music classes.

STUDENT RECORDS

Per School Board Policy 216, Records are maintained on each student as an aid to the educational process. Parents/Guardians may review records by contacting the guidance counselor at your child's school. Release of records or information to outside agencies will not occur without written permission from the parent/guardian. When parents/guardians are divorced, both adults have access to medical, dental, and school records of their children, the residence address of those children and of the other parent/guardian, and any other information that the court deems necessary, unless there is a written court order denying such access. If additional official reports (ie: report cards) are desired, the parent/guardian must make this request in writing.

REPORTING STUDENT PROGRESS

Formal report cards are issued to parents/guardians **three** times per year at the end of each **twelve** week grading period. Reports of good progress or poor progress are sent to parents/guardians anytime during the year when a teacher feels that the parent/guardian should be informed. Informal notes and phone calls are often used between teacher and parent/guardian to keep abreast of the student's efforts or problems. Parents/Guardians may contact the school by email. E-mail addresses are available at www.basd.net or by calling their respective school.

A formal parent/guardian-teacher conference is held at the end of the first nine weeks for each student's parent/guardian(s). The school considers this conference important for the parent/guardian to attend. Parents/Guardians may request a conference at any time by contacting the school.

Additional information may be available on the Parent Portal located on the district website.

HOMEBOUND INSTRUCTION

When a student is going to be absent from school over an extended period of time due to accident or illness, homebound instruction may be requested. **A doctor's statement indicating the length of time the student will be incapacitated is required.** For such a request to be considered, the period of absence would need to be longer than two weeks and must be reviewed every month by the physician. Applications for homebound instruction can be secured through the school counselor.

BELA - BELLEFONTE e-LEARNING ACADEMY

Bellefonte eLearning Academy provides an online learning option for Bellefonte Area School District students. Students attend from home or from another location outside of a traditional classroom setting. It is a unique program that combines a strong parent involvement component with a flexible learning environment for K-12 students. Growth and achievement take place in a global community inclusive of academic, emotional, physical, and social contexts. BeLA provides this opportunity to district students with a curriculum that is engaging, challenging, rigorous, purposeful, and relevant. Students are permitted and encouraged to participate in extracurricular and other school-sponsored activities.

PART 4: ATTENDANCE

ATTENDANCE AND TARDINESS

Regular attendance during the days and hours that school is in session is required by the Pennsylvania School Code for all students enrolled in school. If a student is absent from school a written explanation must be submitted upon their return. **Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. A maximum of ten (10) days of cumulative lawful absences verified by parent/guardian notification may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician. All medical notes must be submitted within 10 school days of the absence for the day to be medically excused.** Parents/Guardians may also send the excuse through the mail, email or by fax directly to the school. Questions regarding attendance or tardy issues may be referred to Mr. Dan Park, Compliance Officer of the Bellefonte Area School District (814-355-2812), or to the attendance information link.

EXCUSED/UNEXCUSED ABSENCES

1. Parents/Guardians must report a child's absence to the school by phone before or during the first hour of the school day and then submit a written explanation for the legal absence upon their child's return to school.
2. For every unreported absence, the parents/guardians will be contacted at home or at work by the Attendance Officer or designee.
3. After 7 days of absence (depending on the nature of absence), a letter will be sent to the home. The school nurse may also contact the home.
4. A home visit will be made by the Attendance Officer and/or the school nurse when a pattern of excessive absences has been determined.
5. After 10 days of absence, a doctor's excuse shall be required for further absences to be considered legal. **All medical notes must be submitted within 10 school days of the absence for the day to be medically excused.** Student(s) may be referred to the school's Educational Support Team.

****Absences of five (5) or more consecutive days require a doctor's note or a medical excuse upon return to school.**

Students are only legally excused from school for the reasons listed in the table below. This includes early dismissals.

Excused Absences:

1. Death in the immediate family.
2. Quarantine.
3. Illness
4. Recovery from an accident.
5. Impassable roads and/or natural disasters.
6. Family emergencies
7. Other reasonable causes as permitted by Board Policy.

The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments that cannot be scheduled outside the school day, court appearances, family emergencies, religious excuses, and other urgent reasons.

Examples of unexcused absences are listed in the table below. This list is not all-inclusive and does not preclude the classification of other absences as illegal or unexcused. After each of the three (3) unexcused days, a first, second and third offense letter will be sent to the parent/guardian. Upon the third unlawful absence, a School Attendance Improvement Plan will be developed cooperatively with all involved stakeholders through a school family conference.

Illegal and Unexcused Absences:

1. Attendance at non-sponsored sporting events
2. Absence for PERSONAL reasons / needed at home
3. Babysitting
4. Overslept / Car would not start
5. Gainful employment
6. Hunting and Fishing
7. Missing the school bus or personal transportation
8. Shopping
9. Trips not approved in advance

TARDIES

Parents/Guardians are expected to ensure that their children arrive at school on time. The student day at the elementary schools begins at 8:00 am. Students arriving at school after 8:10 am are considered tardy.

MONITORING STUDENT ATTENDANCE

1. Bellefonte Area School District attendance clerk or officer will notify parent(s)/guardian(s) of the first and second unlawful absences, or when a student accumulates five (5) tardies to school/homeroom.
2. Bellefonte Area School District building principal or designated administrator will notify parent(s)/guardian(s) of the third unlawful absence or ten (10) tardies to school/homeroom.
3. Following the third unlawful absence or ten (10) tardies, the district will coordinate a
4. School Attendance Improvement Conference to discuss the truancy and develop a mutually agreed upon School Attendance Improvement Plan.
5. On the 6th unlawful absence or the 15th unexcused tardy to school/homeroom will be referred to either the Office of Children and Youth, Juvenile Probation Office, and/or the District Justice.

TAKE YOUR CHILD TO WORK DAY

If your child plans to participate in the event please be aware of the following guidelines:

1. An excuse for the absence must be submitted within 3 days of the student's return to school. The excuse should state the student was absent from school because he/she participated in Take Your Child to Work Day and where the student went to work. The excuse may be handwritten, emailed to the building attendance clerk, or faxed to the school.
2. This day is considered an absence from school and will count against students' attendance.
3. For students in grades 3-5, if the date falls within the PSSA testing window set by the Pennsylvania Department of Education, students will not be excused from school to attend the Take Your Child to Work event. This will be considered an illegal absence.

FAMILY EDUCATIONAL TRIPS

According to School Board Policy on pupil attendance, children may be excused from school for trips or vacations for educational purposes.

Parents/Guardians who are planning to take their children on an educational trip during the time that school is in session may request an excused absence for the students. Approval of these trips shall be requested in writing on forms provided by the district. **(Forms are available at school offices.)**

Requests must be submitted 7 calendar days before the date of departure and should be completed in detail. Forms shall not be accepted after the trip. Submission of the form does not constitute approval. These requests will be evaluated on the following criteria:

1. Length of trip – number of school days, the student will miss.
2. **Only TEN (10) days per year shall be considered.**

PSSA Testing Window 2026-2027		
Assessment	Dates	Grades
English Language Arts	April 26 - 30, 2027	Grades 3-8
Mathematics, Science and Make-ups	May 3 - May 7, 2027	Grades 3-8
PSSA Math, Science, Makeups	May 10 - 14, 2027	Grades 3-8

Students in grades 3-5 will not be permitted to take a trip during this time.

3. The number of absences accumulated prior to the scheduled trip.
4. The purpose, itinerary, and supportive educational aspects must be clearly explained justifying such an experience beyond the classroom.
5. Approval will be contingent upon the student's academic progress, attendance record, discipline record, and on the student's responsibility for keeping up with assignments during the trip.

The school principal will review each request for compliance with the stated conditions.

If approval is granted before the trip is taken, the student's absence will be excused. If prior approval is not received, the absence will be classified as an unlawful and/or unexcused absence. Should the student's absence extend beyond the approved time, such days will be classified as unlawful and/or unexcused.

The student is expected to complete all school work that is assigned during the approved absence. Such assignments will be given to the student immediately prior to the absence if the request for the educational leave is made in a timely fashion. Assignments are to be immediately turned in to the teacher upon returning to school. We encourage you to make every effort to limit the amount of time your child is absent from school.

EDUCATION FOR YOUTH WHO ARE HOMELESS

In 1987, Congress passed the Stewart B. McKinney Homeless Assistance Act, (subsequently renamed the McKinney-Vento Homeless Assistance Act) to aid persons experiencing homelessness. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence.

1. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
2. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
4. "migratory children" who qualify as homeless under federal law because the children are living in circumstances described in clauses (i) through (iii) above. The term "migratory children" means children who are (or whose parent(s) or spouse(s) are) migratory agricultural workers, including migratory dairy workers or migratory fishermen, and who have moved from one school district to another in the preceding 36 months, in order to obtain (or accompany such parents or spouses in order to obtain) temporary or seasonal employment in agricultural or fishing work; and,
5. "Unaccompanied homeless youth" including any child who is "not in the physical custody of a parent or guardian." This includes youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parents for any other reason.

Eligible students have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in the local school or continue attending the school of origin.
- Receive transportation to and from the school of origin.
- Receive educational services comparable to those provided to other students.

Please contact guidance counselors, principals, or Mr. Park at 355-2812 ext. 2202 with questions or to find out what services and supports may be available.

RIGHTS OF HOMELESS CHILDREN AND YOUTH

Students identified as McKinney Vento Scholars are afforded certain rights. These rights include:

- Continuing their education at their current school, and providing transportation to that school, (if feasible)
- Immediate enrollment in the school district where they are temporarily housed
- Assistance with obtaining school records
- Participation in all applicable school programs, including supplementary instructional programs, field trips, and other enrichment activities, as well as after school recreational programs, etc.
- Assistance with school-related expenses, such as supplies, clothing, uniforms, meals, etc.

Family Engagement/Involvement:

Parental and family involvement shall be defined as an ongoing process that assists parents/guardians and families to meet their basic obligation as a child's first educator, promotes clear two-way dialogue between home and school, and supports parents/guardians as leaders and decision-makers concerning the education of their children at all levels. (Policy 917, Parent/Family Involvement)

Families are a valued member of our community and an essential part of a child's success. Opportunities for participation in school and building sponsored events are communicated in a variety of ways throughout the school year. If you need assistance to participate, please contact your respective building principal.

Centre County Community Partnerships:

www.findingyourwayinpa.com - Resources for children and youth experiencing homelessness. This resource is also available through Google Play and the App Store as a phone app.

www.211.org - Resource for paying bills or mental health.

Click [here](#) to visit the Centre County PA Official Website for local information and important updates.

<u>Food</u>		
Centre Hall-Potter Township Food Pantry.	Operating under normal hours 3rd Tuesday of each month 12:30-4:00 pm	(814) 531-6151 <i>Grace United Methodist Church 127 S. Pennsylvania Ave. Centre Hall PA 16828</i>
FaithCentre Food Bank	Bellefonte - human and pet food available. Wednesdays 10:00am-2:00pm and Thursdays 1:00pm-4:00pm. Temporarily waiving territory restrictions.	(814) 355-0880 or (814) 355-4400 (FC) <i>131 S. Allegheny St. Bellefonte PA 16823</i>
Food Bank of State College	Mondays 1:00pm-4:30pm; Wednesdays and Fridays 1:00pm-3:30pm.	(814) 234-2310 <i>1321 S. Atherton St. State College PA 16801</i>
Penns Valley Family Service Center	Tuesdays 8:00am-12:00pm BY APPOINTMENT ONLY.	(814) 349-5850 <i>337 E. Aaron Sq. Aaronsburg PA 16820</i>
Penns Valley Area School District	Monday through Friday the PVASD is providing a breakfast and a lunch bag service that is available to any child 18 or younger as long as one child in the home attends PVASD. It is delivery only, no pick up. The delivery occurs between approximately 9:00am and 12:00pm (time of day is dependent on location).	Directions and the form for signing up are found on the PVASD website .

State College Area School District	Meals are provided each Wednesday for all children under the age of 18 while schools are closed.	Click here for details.
Snow Shoe/Mountaintop Food Pantry	2nd Thursday of each month from 4:00pm-6:00pm.	(814) 387-6230 <i>Snow Shoe United Methodist Church - 501 S. Moshannon Ave. Snow Shoe PA 16874</i>
YMCA Lunch Programs -	Centre Hall is providing food 12:00pm -1:00pm every weekday and providing backpacks of food for weekends. Bellefonte Area grab and go meals are served at the following locations Monday through Friday 12:00pm - 1:00pm: Bald Eagle area grab and go meals are served at the following locations Monday through Friday 12:00pm - 1:00pm:	https://www.ymcaofcentrecounty.org/programs/youth-development/feeding-our-children/ <i>YMCA in Bellefonte</i> <i>Logan Fire Company</i> <i>Beaver Farms</i> <i>Governor's Gates Apt buildings</i> <i>Pleasant Gap Elementary School</i> <i>Continental Courts (playground pavilion)</i> <i>Marion-Walker Elementary School</i> <i>Citizens Fire Company</i> <i>Pine Glen Fire Company</i> <i>Snow Shoe EMS</i> <i>Wingate Elementary</i>
YMCA Soup Drive-Through for Seniors and Veterans	Bald Eagle Valley Community United Methodist Church every Monday from 12:00pm to 1:00pm Trinity United Methodist Church every Monday from 12:00pm to 1:00pm	
<u>Safety & Mental Health</u>	If you or someone you know is in immediate danger, please call 911	
988 Suicide and Crisis Lifeline.	Available 24 hours. Languages:English and Spanish	
Center for Community Resources	(Walk-In, Phone, and Mobile services remain unchanged) Open 24/7	Call: 1-800-643-5432 Text: 63288 <i>2100 E. College Ave. State College PA 16801</i>
National Domestic Violence Hotline	Available 24/7	Call: 1-800-799-7233 or 1-800-799-7233 for TTY Web: https://www.thehotline.org/
National Helpline - Substance Abuse and Mental Health Services Administration	Available 24/7	Call: 1-800-662-HELP (4357)

Centre Safe, formerly Women's Resource Center	(counseling, advocacy, shelter, and other support related to domestic violence or assault) Available 24/7	Call: 814-234-5050 Web: www.centresafe.org
Centre Helps	(24 hour hotline and basic needs case management) Available 24/7	Call: (814)-237-5855 Web: https://www.centrehelps.org/
<u>Childcare</u>		
YMCA of Centre County (Available for children of essential employees)	Bellefonte and Moshannon Valley Branches	If you are an essential employee and are interested in utilizing this type of service or would like more information about it, please contact Liz Toukonen at ltoukonen@ymcaocc.org. In your message, please specify the age(s) of the child(ren) in need of care and when you would need care to begin.
<u>Housing & Utility Assistance</u>	Due to COVID-19, the Federal Government has instituted the CARES Act, which includes a temporary moratorium on eviction filings. See the HUD COVID-19 FAQs for Public Housing Agencies or the CARES Act itself for direct information.	
Centre Safe, formerly Women's Resource Center	(counseling, advocacy, shelter, and other support related to domestic violence or assault) Available 24/7	Call: 814-234-5050 Web: www.centresafe.org
Centre House Homeless Shelter		Call: 814-237-5508 <i>217 E Nittany Ave, State College, PA 16801</i>
Housing Transitions		Call: 814-237-5508 <i>217 E Nittany Ave, State College, PA 16801</i>
Out Of The Cold	Provides shelter to individuals and families	Call: 814-852-8864 Web: http://www.ooc3.org/
Centre County Youth		Call: 814-237-5731 Web: https://ccysb.com/services/ <i>325 West Aaron Drive State College, Pennsylvania 16803</i>
Centre County Adult Services	WRAP or housing and rental assistance is first-come, first-served.	Please call: 814-355-6768 and press option 1 to leave a message with your name, contact information, and housing need details.
Salvation Army	Continuing to assist Centre County residents with utility and rental assistance.	Call 814-861-1785 and leave a message for Social Service Coordinator, Elin. The message should include name, contact information, and need details (e.g.

		which utility is needed). Check “The Salvation Army State College” Facebook page for up-to-date information.
Penns Valley Hope Fund	Applications are online and an individual and/or family can ask for funding for most things related to maintaining a home and family. Helping fund food for Grange and YMCA.	http://pennsvalleyhopefund.com/
<u>Transportation</u>	Click here for CATA Bus Schedules	

TITLE I, PART A SERVICES

1. BASD ensures that children and youth experiencing homelessness are eligible for Title I, Part A Services by:
 - a. Assessing all students and offering academic services to meet their needs.
 - b. Homeless Students are automatically eligible for Title I services.
 - i. Items of clothing, particularly if necessary to meet a school’s dress code or uniform requirement.
 - ii. Clothing and shoes necessary to participate in physical education classes.
 - iii. Student fees that are necessary to participate in the general education program.
 - iv. Personal school supplies such as backpacks and notebooks.
 - v. Food
 - vi. Please contact Mr. Dan Park for additional student needs.
 - c. Services are provided in all schools.
2. The Title I, Part A reservation for students experiencing homelessness is determined by the Homeless Liaison and the Director of Federal Programs. The set-aside amount is based on the prior year’s usage.
3. Title IA homeless set-aside funds can be used for the following:
 - a. Clothing items
 - b. Food items
 - c. Gift cards
 - d. Academic services and supports
 - e. Hygiene items
 - f. School supplies/backpacks
 - g. Transportation
 - h. Wifi/hotspots for students
 - i. Please contact Mr. Dan Park for additional student needs that may be covered with Title I, Part A funds.
4. Any unspent Title IA homeless set-aside funds divert to the Title I budget.
5. The Homeless Liaison and the Director of Federal Programs meet to ensure the coordination between Title 1A and ECYEH services in order to meet the needs of students experiencing homelessness.
6. BASD provides basic supports for students experiencing homelessness in the following ways:
 - a. Clothing closets in schools.
 - b. Community donations
 - c. Local Food Bank
 - d. Supplies provided by the Regional Office
 - e. School staff fundraisers/donations

SPECIAL EDUCATION

The district shall offer each student with a disability education programs and services that appropriately meet the student's needs for educational, instructional, transitional and related services. A student who requires special education shall receive programs and services according to an individualized education program (IEP). The IEP shall provide access to the district's general curriculum and participation in state and local assessments, including supplemental aids and services that permit the student to be educated, to the maximum extent appropriate, with nondisabled peers. The district shall provide a continuum of placement options to appropriately meet the needs of students with disabilities.

The district works to ensure that all students with disabilities shall be identified, evaluated, and provided with appropriate educational programs and services, in accordance with federal and state laws and regulations. The district shall establish and implement a system of procedural safeguards and parent/guardian notification as part of its special education plan.

GIFTED EDUCATION

In accordance with the district's philosophy to develop the special abilities of each student, the district shall provide gifted education services and programs designed to meet the individual educational needs of identified students.

Please refer to Board Policy 114 - Gifted Education for more information.

DISTRICT THREAT ASSESSMENT TEAM

The district has a threat assessment team and the purpose of this team is the assessment and intervention of any threats or risks to students, staff, and the community. The team evaluates the plausibility of a threat. The team is composed of police, administration, guidance, and psychologists. This team looks at all areas including background, outside concerns, history, etc. The team determines the severity of the threat and makes recommendations for action if necessary.

PART 5: SCHOOL RULES AND POLICIES

The successful and effective operation of any organization and institution requires that certain structures, procedures, and rules are in place. The Bellefonte Area Elementary Schools are no exception. It's necessary that students and parents/guardians become familiar with the major rules at the elementary schools. A claim that one did not know that something was against the rules is not a valid excuse.

****The School Board recognizes that there may be situations where disciplinary actions/consequences may require administrative discretion.**

SCHOOL RULES and “*IN LOCO PARENTIS*”

By law, school officials are responsible for students' well being during the school day. This authority is called *in loco parentis*, meaning “in place of the parents.” Because of *in loco parentis*, it is the school's responsibility to ensure the rights and well-being of all students, as well as take measures necessary to provide a positive and safe learning environment.

At the Bellefonte Area Elementary Schools, three basic guidelines prevail:

- Respect others
- Respect self
- Respect school property

These three basic guidelines encompass the many specific rules and regulations that typically are enforced in schools. The Disciplinary Code that begins on page 15 details specific infractions and their subsequent consequences. Students and parents/guardians are advised to become familiar with this code as a preventive measure against poor judgment and inappropriate behavior on the part of students.

SCHOOL RESOURCE OFFICERS

The Bellefonte Area School District contracts with Bellefonte Borough Police Department to provide two School Resource Officers (SRO's) for our schools. Officer Shawn Luse and Officer Mike Lyons are certified School Resource Officers by the National Association of School Resource Officers (NASRO). Their primary focus is to build positive relationships with students and families while offering an added layer of protection for our schools. At the elementary level, our SRO's teach classes to students about internet safety. Officer Lyons has an office at Bellefonte Area High School and is also primarily responsible for coverage at Marion-Walker Elementary and Benner Elementary. Officer Luse has an office at Bellefonte Area Middle School and also covers Bellefonte Elementary and Pleasant Gap Elementary. Both officers pride themselves on connecting with our students and their families and being proactive in helping students learn and grow into productive citizens.

Email addresses for our SRO's are listed below:

Officer Shawn Luse: sluse@basd.net

Officer Mike Lyons: mlyons@basd.net

Our district also employs two of its own School Police Officers. School Police Officers are different from SRO's in that they are directly employed by the district. School Police Officers are armed and support the building on issues relating to security and law enforcement. They are also great resources for our students and are visible on a daily basis while building positive relationships with our students. Officer Scott

Rossman is based out of Bellefonte Elementary School while Officer Frank Gaus is at Marion-Walker Elementary School. Their emails are listed below:

Officer Scott Rossman: srossman@basd.net

Officer Frank Gaus: fgaus@basd.net

UNLAWFUL HARASSMENT

The term **harassment** includes, but is not limited to, slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, ancestry, sex, national origin, age, or handicap/disability.

Ethnic harassment includes the use of any derogatory word, phrase, or action characterizing a given racial or ethnic group that creates an offensive education environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services, or treatment.
4. Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

BULLYING/CYBER BULLYING

Bullying shall be defined as when a student is exposed, repeatedly and over time, to negative actions on the part of one or more students. This could include unwelcome verbal, written, electronic, or physical conduct directed at a student by another student or students, or by an adult.

Cyberbullying includes, but is not limited to, the following misuses of technology during the school day: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher, or employee of the District by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or web site postings.

The Bellefonte Area School District will not tolerate known acts of harassment or bullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds or during the time students necessarily spend traveling to and from school –sponsored activities.

Complaints of harassment, bullying or cyberbullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliations shall occur as a result of the submission of a complaint.

The District shall annually inform students that harassment, bullying and cyberbullying of students will not be tolerated.

A Bullying/Cyber-Bullying Parent/Guardian Guide is available on our website to help parents/guardians handle bullying situations with their children.

WEAPONS POLICY

Per School Board Policy 218.1, the district and state have a “zero tolerance” policy regarding the possession of weapons on school property or on the bus. In compliance with the law, the following rules and guidelines apply:

- Weapons are not permitted anywhere on school grounds or on buses that transport students to school.
- Examples of weapons include:
any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to: any firearm, whether loaded or unloaded; pneumatic guns, including but not limited to, pellet, BB, airsoft and paintball guns; knives; blades; clubs; metal/brass knuckles; nun-chucks; throwing stars; explosive, incendiary or poisonous gas; any combustible or flammable liquid; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; objects that have been modified to serve as a weapon; or any other item which is used to threaten, strike terror, or cause bodily harm or death even though it is normally considered to not present a danger to others
- Items that can be considered weapons, and subject to confiscation/discipline include:
 - Chains, as jewelry or on wallets
 - Razors and blades
 - Cap guns

Should a knife or other implement be brought to school *by mistake*, the student **MUST** bring it to the office immediately and explain the situation. **It is extremely important for students to refrain from making this mistake, as “zero tolerance” requires harsh punishment that could result in a one-year expulsion from school.**

Pennsylvania Act 44 of 2025 requires the District to notify parents, guardians, and school staff within 24 hours when a weapon is discovered on school property, school transportation, or at a school-sponsored activity. The Superintendent or a designee will provide this notification to the school community as required by law. Notifications will be issued in accordance with state law and will not include personally identifiable student information.

TOBACCO AND VAPING PRODUCTS

Per School Board Policy 222, The Board prohibits possession, use, purchase or sale of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.[1][2][5]

The Board prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Board’s Medication policy.[3]

The Board prohibits student possession of any form of medical marijuana at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.[4]

The Board authorizes the confiscation and disposal of products prohibited by this policy.

STUDENT SEARCHES

Per School Board Policy 226, student searches must be justified at their inception by reasonable suspicion that policy or law has been violated or is being violated and that evidence of the violation will be disclosed by the search, and the search actually conducted must be reasonably related in scope to the circumstances which justified the search at its inception.

School district administrators are authorized, under circumstances justifying such a search as described above, to require students or other persons under the administrator's jurisdiction to submit to a thorough search of their person and personal belongings including, but not limited to, clothing, shoes, handbags, backpacks and wallets to seize any unauthorized materials.

Any individual/student who refuses to comply or cooperate with these expectations will result in parent/guardian and local law enforcement contact, as well as possible suspension from school and subject to other disciplinary action. If a more extensive search is required it will be conducted by local law enforcement.

Lockers can also be searched based upon the above criteria and held to the same expectations.

ELECTRONIC EQUIPMENT POLICY

Students are not permitted to bring e-readers, iPods, MP3 players, or other electronic devices to school unless the equipment is part of a classroom presentation. In addition, laser light pointers and electronic games, such as Nintendo Game Boys, are not permitted in school.

Students may possess cellular telephones on school district property and at school district events provided; however, such phone shall be turned off when students enter the building and/or event. They shall be used only in a manner that is not disruptive to the school and its educational activities. Principals may, in addition, adopt and enforce reasonable rules and regulations thereto, and as situations may warrant, including but not being limited to revoking such privileges for any and all students. **The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.**

ELECTRONIC DEVICE SEARCHES

Electronic Device searches must be justified at their inception by reasonable suspicion that policy or law has been violated or is being violated and that evidence of the violation will be disclosed by the search, and the search actually conducted must be reasonably related in scope to the circumstances which justified the search at its inception.

School district administrators are authorized, under circumstances justifying such a search as described above, to require students or other persons under the administrator's jurisdiction to submit to a thorough search of their electronic device. Electronic Devices are defined in Board Policy 237.

DISCIPLINARY CODE

Observance of the rules and regulations that govern all phases of school life is expected of all students attending the Bellefonte Area Elementary Schools. Some of the most common types of disciplinary problems and the procedures for dealing with them are described in the following section. It's understood that the disciplinary actions described herein represent minimal penalties and are intended to only act as a guide for administrative action. In all cases, a progressive discipline model will be followed. This disciplinary code has been approved by the Bellefonte Board of Education and will be implemented by the administration.

The chart detailed on the next several pages notes and defines the disciplinary actions addressed by the code, as well as the consequences for first, second, and subsequent occurrences.

Students and parents/guardians are advised to familiarize themselves with the disciplinary code.

****Students/individuals who incite a disciplinary incident are also subject to disciplinary consequences.****

BELLEFONTE ELEMENTARY SCHOOLS

Disciplinary Matrix

Infraction	Definitions	First Offense Change to Level 1 (Minor/Incidental)	Second Offense Change to Level 2 (Repeated/ Moderate)	Third and Subsequent Offenses Change to Level 3 (Severe/Chronic)
Academic Dishonesty	Cheating, plagiarism, fabrication/forgery, obstruction, multiple submissions.	Parent/Guardian Notification, redo assignment honestly, possible loss of recess, lunch re-teaching, or after school detention up to 2 days	Possible loss of recess, lunch reteaching, or after school detention for up to 3 days, Possible Suspension*, Parent/Guardian Conference with Teacher and Administrator, and Zero (0) Grade given	Administrative Review: Possible loss of recess, lunch reteaching, or after school detention up to 5 days, possible Suspension up to 10 Days; Parent/Guardian/Administrator or Teacher Conference
Aggressive, Inappropriate or Disruptive Behavior	Any form of disruptive, inappropriate, or aggressive behavior, including misconduct on the bus, in the cafeteria, in the classrooms, in the restrooms, and in the hallways	Parent/Guardian Notified, Warning, Possible Restorative Practice, Possible loss of recess, lunch reteaching, or after school detention of 1-2 days	Parent/Guardian Notified, Possible Restorative Practice, ** Possible Referral to the Principal/Asst. Principal for Disciplinary Action, which may include Possible loss of recess, lunch reteaching, or after school detention up to 3 days, Possible suspension* up to 3 days, Possible placement on behavioral program.	Administrative Review: Possible Restorative Practice, ** Possible loss of recess, lunch reteaching, or after school detention up to 5 days or Suspension up to 10 Days; Possible Placement on Behavioral Program; Parent/Guardian/Student/Administrator Conference
Bomb Threats/Fire Alarms/ Attempted Arson or Possession of or use of Fireworks or Explosives	Attempting to start or actual starting of a fire; possession of or use of fireworks or explosives; communicating a bomb, fire, death or explosion threat	Parent/Guardian Notified, Administrative Review: Possible Notification to Legal Authorities, Superintendent and School Board; Possible Police Report, and Suspension up to 10 days or Expulsion; Psychological Evaluation may be Required	Parent/Guardian Notified, Administrative Review: Police Report and Recommendation for Expulsion	Parent/Guardian Notified, Administrative Review: Police Report and Recommendation for Expulsion

Bus (Major)	Behaviors such as fighting, smoking or using tobacco, spitting, destruction of property, violation of safety procedures, throwing objects, unacceptable language	Written report by Driver to Building Principal/Vice Principal, Parent/Guardian Notified, Possible loss of recess, lunch reteaching, or after school detention up to 1-2 days, and/or possible three (3) Day Suspension from Daily School Transportation	Parent/Guardian Notified, Building, Possible loss of recess, lunch reteaching, or after school detention up to 3 days, Five (5) day Suspension from Daily School Transportation	Administrative Review,, Parent/Guardian Conference, and 10 day Suspension from Daily School Transportation
Bus (Minor)	Behaviors such as eating, drinking, insubordination, littering, standing or changing seat while the bus is in motion, tripping, discourteous, pushing	Warning by Driver	Parent/Guardian Notified, Written report by Driver to Principal/VP for disciplinary action, which may include Possible loss of recess, lunch reteaching, or after school detention, or up to 3 days suspension from daily school transportation.	Administrative Review: Parent/Guardian Conference, and up to five (5) Days Suspension from Daily Transportation
Cafeteria Misconduct	Inappropriate cafeteria behavior according to established rules, including throwing food	Warning, Possible Parent/Guardian Notification, Possible loss of recess, lunch reteaching, or after school detention up to 2 days, Possible Assigned Seat up to 3 days	Parent/Guardian Notified, Possible loss of recess, lunch reteaching, or after school detention up to 3 days, Possible suspension* up to 3 days	Administrative Review: Possible loss of recess, lunch reteaching, or after school detention up to 5 days, Possible Suspension of up to 10 Days, Possible Placement on Behavioral Program, Parent/Guardian/Administrat or/ Student Conference
Computer Misuse	Any violation of the BASD Acceptable Use Policy for Technology	Parent/Guardian Notified, Pay Costs, and Possible loss of recess, lunch reteaching, or after school detention up to 2 days or Loss of Computer Privileges for 1-2 days	Parent/Guardian Notified, Pay Costs, Possible Complete Suspension of Computer Privileges for one week, Possible loss of recess, lunch reteaching, or after school detention up to 3 days, Possible Suspension* up to 3 days	Administrative Review: Possible Suspension up to 10 Days, Parent/Guardian/Administrat or/ Student Conference
Drug or Alcohol Possession or Use	Possession or use of drugs, of alcohol, or of look-alike drugs or alcohol	In accordance with the BASD Drug and Alcohol Policy. Administrative Review: Confiscate Items, Detention or Suspension, Parent/Guardian Notified, and Possible Police Report	Parent/Guardian Notified, Suspension and Recommended Expulsion	Parent/Guardian Notified, Suspension and Recommended Expulsion
Dress Code Violation	See additional Dress Policy information	Change Clothing and Warning	Parent/Guardian Notified, Change Clothing, Possible loss of recess, lunch reteaching, or after school detention up to 2 days, Possible Suspension up to 3 days.	Administrative Review: Possible loss of recess, lunch reteaching, or after school detention up to 3 days or Suspension of up to 10 Days, Parent/Guardian/Administrat or Conference

Electronic Devices Cell Phones	Possession or use of electronic devices, Cell Phone visible or Turned on During School Day	Confiscation of the item(s); parent notification; Student or parent makes Appointment with Administrator to have the Electronic Device or Phone Returned	Parent/Guardian Notified, Confiscation of the item(s) and Returned to Parent/Guardian only, Possible loss of recess, lunch reteaching, or after school detention up to 2 days	Item Confiscated and Returned Only to Parent/Guardian, Student Banned from having Electronic Device or Cell Phone at School, Possible loss of recess, lunch reteaching, or after school detention up to 3 days, Possible Suspension up to 3 days*
Ethnic Harassment	Any form of harassment against another's culture or heritage	Parent/Guardian Notified, Possible Restorative Practice,** Possible loss of recess, lunch reteaching, or after school detention up to 3 days, Possible Suspension* up to 3 Days	Parent/Guardian Notified, Possible Restorative Practice,** Possible loss of recess, lunch reteaching, or after school detention up to 5 days and Possible Suspension* up to 5 days, Possible Police Notification	Administrative Review: Parent/Guardian/Student/Administrator Conference, Possible Restorative Practice,** Possible Suspension up to 10 Days, Possible Police Notification
Fighting/Assault/ Intent to Harm Others	Any physical confrontation that is not deemed self-defense	Parent/Guardian Notified, Possible Restorative Practice,** Possible loss of recess, lunch reteaching, or after school detention up to 3 days, or Suspension* up to 3 days, Possible Police Notification	Parent/Guardian Notified, Possible Restorative Practice,** Possible Suspension* of up to 5 Days, Possible Police Notification	Administrative Review: Possible Restorative Practice,** Possible Suspension of up to 10 Days. Parent/Guardian/Student/Administrator Conference, Possible Police Notification
Forgery/Lying	Illegally writing signatures, passes, excuses; stating untruths to school personnel	Document confiscated, discuss honesty, Parent/Guardian Notified, Possible loss of recess, lunch reteaching, or after school detention up to 2 days	Parent/Guardian Notified, Detentions, Possible loss of recess, lunch reteaching, or after school detention up to 3 days, Possible Suspension* up to 3 days	Administrative Review: Possible loss of recess, lunch reteaching, or after school detention up to 5 days, Possible Suspensions up to 10 Days, Parent/Guardian/Student/Administrator Conference
Harassment and/or Bullying	Verbal, written or physical taunting of another	Parent/Guardian Notified, Restorative Practice,** Possible loss of recess, lunch reteaching, or after school detention up to 3 days, or Suspension* of up to 3 Days; Possible Police Notification	Parent/Guardian Notified, Possible Restorative Practice,** Possible loss of recess, lunch reteaching, or after school detention up to 5 days or Suspension* of up to 5 Days, Possible Police Notification	Administrative Review: Possible Restorative Practice,** Possible Suspension* of up to 10 Days, Parent/Guardian/Student/Administrator Conference, Possible Police Notification
Inappropriate Behavior-Profane language/gestures	Swearing; Use of foul or abusive language or gestures undirected or directed towards others	Parent/Guardian Notified, Possible Restorative Practice,** Possible loss of recess, lunch reteaching, or after school detention up to 2 days	Parent/Guardian Notified, Possible restorative Practice,** Possible loss of recess, lunch reteaching, or after school detention up to 3 days or Possible Suspension* up to 3 Days	Administrative Review: Possible Restorative Practice,** Possible Suspension of up to 10 Days, Parent/Guardian/Student/Administrator Conference

Insubordination, Inappropriate Language towards Staff	Refusal to respond to a reasonable request; Swearing, foul or abusive language or gestures towards staff members	Parent/Guardian Notified, Possible Restorative Practice,** Possible loss of recess, lunch reteaching, or after school detention up to 3 days, or Possible Suspension* of up to 3 Days	Parent/Guardian Notified, Possible Restorative Practice,** Possible loss of recess, lunch reteaching, or after school detention up to 5 days, Suspension *up to 5 days	Administrative Review: Possible Restorative Practice,** Possible Suspension of up to 10 Days, Parent/Guardian/Student/Administrator Conference
Sexual Harassment	Any form of harassment based on gender	Parent/Guardian Notified, Possible Restorative Practice,** Possible loss of recess, lunch reteaching, or after school detention up to 3 days, or Possible Suspension* of up to 3 Days	Parent/Guardian Notified, Possible Restorative Practice,** Possible loss of recess, lunch reteaching, or after school detention or Suspension* up to 5 Days, Possible Police Notification, Possible placement on behavioral program	Administrative Review: Possible Restorative Practice,** Parent/Guardian/Student/Administrator Conference, Possible Suspension up to 10 Days, Possible Police Notification, Possible placement on behavioral program
Tardiness, Truancy, Unexcused Absences	Being late to school, class, and other obligations; unexcused absence, truancy	Per School Board Attendance Policy	Per School Board Attendance Policy	Per School Board Attendance Policy
Theft or Defacing School and/or Personal Property	Removal of property belonging to the school or another person; damage and destruction to school or personal property	Parent/Guardian Notified, Possible loss of recess, lunch reteaching, or after school detention up to 3 days, Possible Suspension* up to 3 days, Restitution, Possible Police Notification	Parent/Guardian Notified, Possible restitution, Possible loss of recess, lunch reteaching, or after school detention up to 5 days, Possible Suspension* up to 5 days, Possible Police Notification	Administrative Review: Possible restitution, Possible Suspension up to 10 days, Parent/Guardian/Student/Administrator Conference, Possible Police Notification
Possession of Lighters, Matches, Tobacco and/or Tobacco Products	Possession or use on school property of any lighter, matches, or tobacco products	Parent/Guardian Notified, Possible loss of recess, lunch reteaching, or after school detention After School Detention up to 3 days, or Possible Suspension* up to 3 days	Parent/Guardian Notified, Possible loss of recess, lunch reteaching, or after school detention up to 5 days, or Possible Suspension* up to 5 Days, Possible Referral to District Magistrate for Possession of Tobacco in any form	Administrative Review: Possible Suspension up to 10 Days, Possible Referral to District Magistrate for Possession of Tobacco in any form, Parent/Guardian/Student/Administrator Conference
Weapons Possession and/or Use	Possession or use of anything that may serve as a weapon, such as knives, guns, martial arts weapons as defined in the PA Weapons Law	Parent/Guardian Notified, Administrative Review: Notification to Legal Authorities, Superintendent and School Board; Suspension up to 10 days, Expulsion; Possible Psychological Evaluation		

In-School Suspension* (Students will do their regular class work for the day(s) involved and will be directly under the supervision of the Principal/Vice Principal).

Restorative Practice** (A structured process led by school counselors or trained staff designed to help students understand the impact of their actions, repair relationships, and resolve conflicts constructively. While minor incidents may be addressed on the same day, parents/guardians will be notified in advance for any formal or scheduled restorative interventions)

BASD ACCEPTABLE USE OF NETWORK AND INTERNET ACCESS

The Bellefonte Area School District has made available to students access to the BASD network and the Internet. **If a student has their own device they need to connect, they will need to register that device to connect to the BASD Wi-Fi for internet connection.** Individuals accessing BASD network and/or the Internet are required to read and adhere to the policies and principles of the acceptable use policy (AUP) and to understand their rights and responsibilities associated with being granted this access. Students who have access to the BASD network need to understand that this policy is in addition to all information provided in the student handbook or policies developed by building-level technology groups. Use of personal electronic devices while on BASD property or attending school events shall be subject to compliance with this policy and the Electronic Devices Policy 237.

Users can be held legally responsible for all use of and content stored or accessed on resources provided by BASD including but not limited to: Servers, Cloud storage, Computer hardware, Electronic Devices

TERMS AND CONDITIONS FOR USE OF THE BASD NETWORK & INTERNET ACCESS

Access to the BASD network and the Internet is a privilege, not a right. All BASD students are provided with BASD network user accounts. Inappropriate use may result in a cancellation of those privileges. Each user of the BASD network is responsible for any and all activity initiated by their account. Users are responsible for selecting a secure password for their account and for keeping the password secret at all times. Passwords must never be given out. Authorized BASD employees have full access privileges.

The purpose of providing access to the BASD network and the Internet is to support education within the schools of the Bellefonte Area School District by providing the opportunity to develop 21st Century skills such as:

- collaboration, communication, creativity, critical thinking, research and digital citizenship.

Activities that are not considered legitimate educational applications include, but are not limited to:

- illegal activity, for-profit activities (unless school-sponsored), distribution of hate mail, discriminating remarks, cyber bullying, possession or distribution of material in violation of copyright laws, the possession or distribution of obscene or pornographic material,

Internet Filtering Policy

In order to provide a safeguard to help prevent the accidental access of inappropriate material, and to comply with the Children's Internet Protection Act, Internet access will be filtered using filtering software. The filtering will be in place for all Internet access provided by BASD. Use of a filtering program does not remove the responsibility of network users to restrict their online activities to activities that comply with the guidelines and standards of the acceptable use policy.

System Security And Integrity

The use and operation of BASD network is subject to the following advisory:

BASD employees or the Bellefonte Area School District cannot be held liable for any loss of data arising directly or indirectly from the failure of hardware, software or from human error. It is a good practice to keep at least one backup copy of any file or document that would be missed if it were deleted.

Vandalism in an electronic form is any intent to harm or destroy data of another user or any agencies or networks that are connected to the BASD network. This includes, but is not limited to, the transfer or creation of computer viruses. It must also be understood that intentionally damaging the integrity of data is in violation of this policy. Any user that can identify a security problem (or the possibility of a security problem) has the responsibility to notify a staff member immediately.

Storage Of Files

File storage is provided for individuals with BASD network user accounts. Users are encouraged to use the network drive as one method of backing up files (backups should also be made on removable storage media, if available).

As with all other areas of computer use, use of the resources provided by BASD must be in support of education and/or academic research and must be consistent with this acceptable use policy. Electronic files are not private. The network administrator may periodically conduct searches of network files in order to identify files that require large amounts of storage space or are in violation of this policy. Files that violate this acceptable use policy may be deleted without warning under the direction of the network administrator.

Account Termination

Authorized BASD employees may disable or terminate an account at any time if it is deemed necessary based on any violation of this acceptable use policy, students who have withdrawn from the district or have graduated, faculty, staff members and guests who have left the district. Authorized BASD employees will notify the user, in writing, within two (2) weeks with a reason for the rejection, suspension or termination.

Users whose accounts have been disabled or terminated have the following rights:

1. To be notified, in writing, of the reason for the disablement or termination.
2. To submit a written appeal to arrange for a meeting with authorized BASD employees. Students must have a parent/guardian present at this meeting.

BASD Policy 815 can be found on the district website under the School Board section.

ELEMENTARY CHROMEBOOK PROCEDURES

All elementary students will be provided with a Chromebook to use throughout the school year. The Chromebook will be issued like a textbook and the student is responsible for its care. Chromebooks will be kept at school and charged in classrooms. Teachers will assign a Chromebook to each student and will collect Chromebooks when students leave the district and at the end of the year. Vandalism and/or damage of a Chromebook will be handled the same as damage to a textbook or other school property. Teachers determine when Chromebooks will be used during classroom instruction. Students will carry their Chromebooks to specials, as directed by the specials teachers.

ONE TO ONE CHROMEBOOKS

Every student at the elementary level will be assigned a Chromebook for use during the school day. Students are responsible for the care of their Chromebooks at school. Students will be transporting chromebooks throughout the school year on an as needed basis.

Care of Devices:

Students are responsible for the general care of the devices that have been issued by the District, but should never attempt to repair any damages. If a student is having technical issues with their Chromebook, they should let their teacher know. Repairs will be handled as promptly as possible and a replacement device may be used if available. Students are still responsible for all work missed. District-owned devices should never be taken to an outside computer service for any type of repairs or maintenance.

The following recommendations are general guidelines for taking care of District devices; however, these

recommendations do not limit the liability for the care of District devices.

General Precautions

- No food or drink should be used/placed/located next to devices.
- Cords, cables, and removable storage devices must be inserted carefully into the devices.
- The devices should not be utilized while plugged in when the cord may pose a tripping hazard.
- The devices must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of devices.
- The device should remain dry at all times.
- The device should be kept at a reasonable temperature. Do not leave the equipment outdoors or inside a car in extreme temperatures.
- When a device is in use or charging, ensure that proper airflow around the device is possible. Do not leave devices on soft/conforming surfaces.

Damages, Repair Costs and Replacement Costs:

Personal responsibility on the part of the student is a goal and a key for the success of this program. The devices are expensive pieces of equipment.

Damages, Repairs and Replacement:

- Manufacturing defects or other items covered under the limited warranty will not be charged to the parent/guardian/student.
- If the student's equipment is lost or not returned to the District, either the student or parent/guardian will be charged the full replacement cost of the equipment.
- In the event of accidental, negligent, malicious, or willful damage to the equipment, either the student or parent/guardian will be responsible for the repair or replacement of the equipment at the costs listed below:

Equipment Repair Costs:

- Chromebook replacement fee: \$225.00
- Screen: \$100.00
- Touchpad: \$50.00
- Individual Key(s): \$5.00 per key
- Full Keyboard: \$50.00
- Charger: \$30.00
- Other Damages: Will be on a case by case basis.

***Negligent, malicious, or willful damage to equipment and/or theft of equipment may also subject the student to prosecution and punishment under law and/or discipline under the Code of Student Behavior.

Replacement Devices

- When students bring a device in for repair, a replacement device will be issued to the student, when available.

Carrying Devices

- Always transport devices with care and in district-issued protective cases. Failure to do so may result in disciplinary action.
- Never lift devices by the screen.
- Never carry devices with the screen open.

Screen Care

The device screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure. For these reasons:

- Do not put pressure on the top of a device when it is closed.
- Do not store a device with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or storage devices).
- Use only a clean, damp, lint-free cloth to clean the device's exterior. If you need to clean the screen, use only a clean, soft, damp lint-free cloth with water only. DO NOT spray liquid directly onto the screen. Avoid getting moisture in any openings.

Headphones for Chromebooks:

The school will provide students with headphones. Families are permitted to purchase a pair of headphones for their student. The school is not responsible for lost or damaged headphones purchased by families.

BASD GOOGLE WORKSPACE FOR EDUCATION

Bellefonte Area School District students are provided with Google Workspace for Education accounts. In addition to providing secure access to Google Classroom and other Google tools, Google logins are used to access educational apps including but not limited to Canva, Clever, ExploreLearning, FigJam, and ST Math. Student Google Workspace accounts are configured to prevent file sharing outside of the BASD domain.

Google requires parental consent for use of apps that are not considered core services. Apps that are not included core services are considered additional services. Additional services include YouTube, Google Earth, Maps, My Maps, Translate, Applied Digital Skills, Chrome Canvas, Chrome Web Store, Google Play, CS First, Arts & Culture, and Google Bookmarks. These additional services have been available to students for many years and have been valuable educational resources.

Please submit [this form](#) if you do *not* give consent for your child to access additional services. Additional information regarding content filtering, Google Classroom, and online safety can be found on our Technology Resources for Parents page at <https://sites.google.com/basd.net/technology-resources/home>.

PART 6: BUS TRANSPORTATION

BUS TRANSPORTATION POLICY

Safety requires enforcement of rules for school bus conduct. Parents/Guardians are asked to familiarize their children with the obligations and courtesies of public transportation. According to Pennsylvania Public School Code, the bus driver has the same authority over the pupil, while on the bus, as the teacher has in the classroom.

The school bus driver is authorized to enforce safety and social standards on their bus. They determine the degree of talking and activity permissible, conforming with policies set by the bus contractor and the Bellefonte Area School District. School bus rules are to be posted at the front of each bus. School bus rules and expectations are also listed in student handbooks throughout the district. On-board surveillance cameras are installed on every bus. A list of pupils assigned to the bus is kept by the driver, bus contractor, Director of Transportation and school principal/assistant principal.

It is understood that emergencies arise creating a need to change a child's normal transportation assignment. Frequent changes can be stressful for a child especially at dismissal. Please maintain a routine for the student so that leaving school each day is a pleasant experience. **To ensure the safety of the children, please be advised of the following:**

Students will have only one pick-up and drop off bus stop. Continuing this school year, there will be no bus passes issued from the transportation office or school main office.

Transportation of students to and from school is provided as a privilege for those students residing outside of each school's walking area. **Due to insurance regulations, students who are classified as walkers are not permitted to ride a school bus at any time. Students assigned as bus riders may not change to other buses.**

Students are expected to obey bus regulations as outlined by the district bus policy. Actions that distract a driver are considered dangerous to the welfare of the other students. Such actions and other violations will be referred to the appropriate building principal for disciplinary procedures which will include contacting parents/guardians. Serious or repeated student infractions will result in the suspension of the student's bus riding privileges. The bus rides to and from school are considered part of the school day and the same discipline code covers the behavior of students on the bus as in the school building.

Bus drivers will report misbehavior to the building principal after warnings are given to the student. The building principal will work with the parents/guardians to ensure the proper conduct of the student on the bus. It is our sincere hope that the behaviors will never escalate to the point where a student's bus privileges will have to be suspended in order to protect the safety of all students on the bus.

SCHOOL BUS VIDEO SURVEILLANCE

For the safety of students and to maintain proper standards of conduct, a video surveillance system is in use on district school buses. This system is intended to assist the administration, bus contractors, and drivers in observing behavior and preventing violation of bus rules and regulations. Student behavior may be recorded and disciplinary action may be taken based on the behaviors recorded.

SCHOOL BUS AUDIO SURVEILLANCE

Pursuant to Section 5704 (18) of Title 18 of the Pennsylvania Consolidated Statutes, The Bellefonte Area School District reserves the right to and may incorporate the use of audio recording equipment on school buses and district owned vehicles to help ensure the safety of our students. These recordings may be used to provide evidence when disciplinary actions are imposed by the district. This shall only apply when a school bus or school vehicle is used for a school related purpose.

MINOR VIOLATIONS

First Offense – Warning to offender or offenders by driver

Second Offense – Report by driver to school Principal/Assistant Principal of the school where he or she attends. Disciplinary action taken by an administrator. (This may include assignment of detention, in accordance with the attending school discipline policy, or revocation of privileges during the school day such as recess activities for elementary students.) A school official notifies parents/guardians, preferably

by phone. A copy of the report and action taken is forwarded by the administrator to the Transportation Office; the administrator will also forward a copy of the report to the student's parents or guardians.

Third and Subsequent Offense – Will have the same consideration as a major offense.

MAJOR VIOLATIONS

First Offense – Riding privileges are suspended for up to one week. A greater number of days are possible, depending on the nature and severity of the offense, as decided by the building administrator and the Supervisor of Transportation Services. Drivers may recommend removal of the offender from the bus at school building or their stop. Driver reports infraction immediately to the school principal/assistant principal who notifies parents/guardians. Following a suspension from riding privileges the student shall assure the driver that no further problems will occur. Transportation to and from school during a suspension of riding privileges will become the responsibility of the parents/guardians. Students are **NOT** permitted to ride another bus during suspension.

Second and Subsequent Offense – Same as above with extension of suspension period, as agreed on by the administration/driver and Supervisor of Transportation.

Typical Minor Violations:

Insubordination, eating, drinking, littering, standing or changing seats while the bus is in motion, rude, discourteous, annoying, pushing, tripping.

Typical Major Violations:

Fighting, smoking or using tobacco, spitting, destruction of property, violation of safety procedures, throwing objects, unacceptable language.

PART 7: MISCELLANEOUS INFORMATION

CAFETERIA INFORMATION

The Bellefonte Area School District uses a computerized meal system that allows you to deposit money into your child's individual account. All deposits should be made on at least a weekly basis before school in the cafeteria. Your child's money is then used to pay for breakfast and/or lunch each day. The cafeteria staff understands that sometimes your child forgets their lunch money. When you send a payment in, any charges are repaid first and the balance is placed on your child's account for future purchases. **Please remember that breakfast charges are not allowed. If you would like your child to purchase breakfast, please plan accordingly.**

There is also a free and reduced lunch program available to families who qualify. Applications for free and reduced lunches will be sent home at the beginning of each school year. Classroom snacks are not included in the free and reduced lunch program and vary from school to school and teacher to teacher.

Parents/Guardians are invited to eat lunch with their children. If you would like to eat lunch with your child please notify the school 24 hours in advance (the day before). Please know you will also need to provide the school with your lunch choice. If you wish to join your child more than one time throughout the school year, please contact your building principal to ensure there are no space limitations. Keep in mind some buildings are very limited in space, as such we request parents to have one visit per year to ensure other parents/guardians can also visit. When joining your child, we ask you to assist us by

modeling positive communication skills, table manners, and healthy eating habits. We welcome the additional support in the cafeteria during the lunch period.

If you pack your child's lunch please be sure it is ready to eat.
Children do not have access to a microwave.

***Carbonated beverages are not permitted in the cafeteria during meal times. Fast food items are discouraged.**

INTRAMURAL ACTIVITIES

Intramural activities are provided for 4th and 5th grade students after school hours. Each school provides a program that is uniquely tailored to student interest. Written parent/guardian permission is required prior to participating. Transportation is the responsibility of the parents/guardians.

DRESS POLICY

The following guidelines have been adopted by the BASD School Board and are copied from the Middle School policies. Because our elementary children may not be physically similar to adolescents and are often dressed by their parents/guardians, some administrative discretion may prevail.

Students are not permitted to wear clothing (including face coverings) that might cause a disruption of the educational process or that might send an inappropriate message to others. Good judgment should prevail on a student's part by not wearing clothing that:

- calls a great deal of attention to the student
- displays obscene or suggestive words
- promotes the use of alcohol, tobacco or illegal drugs
- constitutes a health or safety hazard

Specifically, the following parameters must be met regarding school apparel:

- Footwear must be secured to the foot. Closed-toe shoes are preferred. Open-toe shoes must have a wide band across the heel or across the instep (the area right in front of the ankle). Flip-flops and sports slides are permitted.
- Shorts and skirts must be at least mid-thigh in length.
- No clothing is permitted to be worn that has:
 - Cigarette or alcohol logos
 - Depictions of drugs, drug use, or drug innuendo
 - Inappropriate words, pictures, language, or sexual connotations
 - Advertisements for establishments that contain alcohol or sexual innuendo (i.e., Hooters)
 - The words bar, lounge, or tavern on it
- Shirt length must allow for the raising of a student's arms over one's head with no bare skin visible around the midriff (back or front).
- No tank tops, shirts with spaghetti straps, muscle shirts, or halter tops are permitted. Sleeveless shirts should have shoulder straps at least 3 inches wide.
- Pants or jeans must be worn so that no skin or underwear is exposed.
- Headwear, to include hats, hoods, and bandanas, is not permitted in the building. Bandanas are not accepted as "headbands" for female students.

The dress policy will be enforced throughout the school day and at all school functions, including dances and field trips.

Classes such as physical education, technology education, science, and others may require students to wear certain types of clothing for safety reasons.

Students will be required to change inappropriate clothing. Disciplinary action will be taken against those who repeatedly violate this policy.

RECESS

It is important for students to have the opportunity to participate in some form of physical activity during the school day. A twenty minute outdoor recess is provided to the students when the actual and real feel temperature is 20 degrees or above. When additional inclement weather conditions exist students may have indoor recess.

FIELD TRIPS

In an effort to expand on classroom instruction, teachers, at times, offer a chance for students to partake in educational field trips. These trips are truly worthwhile trips for the students, as they receive first-hand experiences that relate to concepts they have been learning about in school. Parents/Guardians will be notified in advance of any trip, and will be asked to complete permission slips in order for their child to go on the trip. Children who are not permitted to go on field trips, for whatever reason, should still report to school. These children will be sent, with assignments, to another classroom in the school.

When planning for field trips, teachers will use the guideline of 1 adult for every 10 primary students (K-3) and 1 adult for every 15 intermediate students (4-5). In some situations other school employees will act as chaperones on field trips. When this occurs other adults may not be invited as chaperones. This will be at the discretion of the building principal.

Occasionally, parents/guardians may also be asked to chaperone field trips. Any individual who acts as a chaperone for a field trip must be a “registered volunteer” in the district. There will be no exceptions. (Please refer to the Volunteer Policy Guidelines located in the appendix for more information) If you are asked, your cooperation will be appreciated so that we can have a better adult/child ratio on the trip. If you are able to chaperone, please make arrangements for younger siblings to stay at home.

Your undivided attention is needed for our students. Field trips provide enrichment and extension activities for the classroom. Students must maintain both academic and behavioral standards to be able to participate in field trips. Teachers will communicate with both students and parents/guardians if there is a concern about a student not being able to participate in a field trip.

NOTE: Administration can permit or deny a student the field trip based on individual circumstances.

PARTIES

Classroom parties are held throughout the year for special themes or events. You may be asked to contribute items for these parties. Children truly look forward to these occasions, so if you are able to donate items, when asked, your cooperation would be greatly appreciated. **A suggested list of appropriate food items will be provided to you by the classroom teacher.**

Parents/Guardians may request that their child not participate in a party if it conflicts with beliefs at home. Such a request should be sent to the child’s teacher. The teacher will make other arrangements for the child by consulting with the school principal. These arrangements will not penalize your child in any way.

At times, parents/guardians wish to send in food to celebrate a child's birthday. These recognitions must be coordinated with the classroom teacher. Food items should be limited to one per child and adhere to the district Wellness Policy. **Please do not send in treat bags, favors, hats, balloons or small gifts.**

In order to prevent hurt feelings, please do not send private party invitations to be distributed at school. Student home addresses or phone numbers are not allowed to be given out by the school.

STUDENTS AND MEDIA

Periodically, we have television stations and newspaper reporters who come to our schools for different events. They almost always ask to take photographs of our students, and sometimes they also want to interview children. That means that when we're doing something truly exciting, we want to have our students interviewed and photographed. We also like to include student pictures on the district website (www.basd.net). There are many exciting activities and events that we're proud to share with the community using the Internet. We would like the opportunity to include more children in those exciting news stories on the district website. This allows us to promote the great and exciting happenings in our school.

Parents/Guardians who object to having photos or names of their child(ren) published to a website or any other form of media must notify their student's building administrator in writing via letter and/or email.

APPENDIX

Notification Letter for Parents or Guardians

(To be sent to all parents or guardians of students enrolled in the school at the beginning of each school year).

The Bellefonte School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office, and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to use to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pests, etc.

From time to time, it may be necessary to use the chemicals to control a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic products when possible. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Applications are always made after 4:00 p.m. weekdays and on weekends only. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school’s notification registry. If you would like to be placed on this registry, please complete the enclosed form.

If a chemical application must be made to control a pest problem, notice will be provided by telephone through School Messenger to any parent or guardian who has requested such notification. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals.

Each year the district will prepare a new notification registry.

If you have any questions, please contact Tom Lannen, IPM Coordinator.

Sincerely,

Tom Lannen

Bellefonte Area School District

Pesticide Notification Registry Form

If you want to be notified, please fill out this form and return to your child's teacher.

No response is necessary if you do not want to be notified. (Please make sure that the phone number is correct.)

Student Name _____

Parents / Guardians

Name _____

*Notify me via School Messenger at telephone # ()- _____

Please fill in the appropriate school(s) that your child/children attend to receive notification about a pesticide application:

_____ School

***Notifications will be sent by the School Messenger system.**

If you would like to be notified via email, please email a request to: sheimer@basd.net In the subject line type "Pesticide Notification"

We need your name, your child's/children's name and the school(s) they attend.

Annual Public Notice of Special Education Services and Programs, Services for Gifted Students, and Services for Protected Handicapped Students

Notice to Parents/Guardians:

According to state and federal special education regulations, annual public notice to parents/guardians of children who reside within a school district is required regarding child find responsibilities. School districts and intermediate units are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent/guardian may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent/guardian may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents/guardians throughout the school district and intermediate unit of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district and intermediate unit shall publish written information in the handbook and on the website. Children ages three through twenty-one can be eligible for special education programs and services. If parents/guardians believe that the child may be eligible for special education, the parent/guardian should contact their district of residence. Contact information is listed at the end of this public notice.

Children ages three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas, or (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information contact the intermediate unit. Contact information is listed at the end of this public notice.

Evaluation Process

Each school district and intermediate unit has a procedure in place by which parents/guardians can request an evaluation. For information about procedures applicable to your child, contact the school in which your child attends. Parents/Guardians of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the Early Intervention Program Director, Central Intermediate Unit #10, 345 Link Road, West Decatur, PA 16878.

Consent

School entities cannot proceed with an evaluation or with the initial provision of special education and related services without the written consent of the parents/guardians. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, www.pattan.net. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent/guardian disagrees with the evaluation, the parent/guardian can request an independent educational evaluation at public expense.

Program Development

Once the evaluation process is completed, a team of qualified professionals and the parents/guardians determine whether the child is eligible. If the child is eligible, the individualized education program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff or intermediate unit staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent/guardian has the right to revoke consent after initial placement.

Confidentiality of Information

The school district and to some extent the intermediate unit maintain records concerning children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction states. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

For additional information related to student records, the parent/guardian can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents/guardians. For more information or to request an evaluation or screening of a public or private school child, contact the responsible entity listed below. For preschool age children, information, screenings and evaluations requested, may be obtained by contacting the intermediate unit.

INTERMEDIATE UNIT OFFICE
 Central Intermediate Unit # 10
 345 Link Road
 West Decatur, PA 16878
 814-342-0884 or 800-982-3375 (PA Only)

SCHOOL DISTRICT and CHARTER SCHOOL OFFICES		
Bald Eagle Area School District 751 S. Eagle Valley Road Wingate, PA 16823 Ms. Melissa Butterworth, Contact Person 814-355-5731	Bellefonte Area School District 318 N. Allegheny Street Bellefonte, PA 16823 Ms. Jennifer Butterworth, Contact Person 814-353-5307	Clearfield Area School District P.O. Box 710, 438 River Street Clearfield, PA 16830 Mr. Tom Mohnney, Contact Person 814-765-5511
Curwensville Area School District 650 Beech Street Curwensville, PA 16833 Ms. Casey Marsh, Contact Person 814-236-2390	Glendale Area School District 1466 Beaver Valley Road Flinton, PA 16640 Ms. Ginger Bakaysa, Contact Person 814-687-3402	Harmony Area School District 5239 Ridge Road Westover, PA 16692 Ms. Terri Butterworth, Contact Person 814-845-2300
Keystone Central School District 301 Frederick Street Lock Haven, PA 17745 Ms. Judith Petruzzi, Contact Person 570-748-4660	Penns Valley Area School District 4528 Penns Valley Road Spring Mills, PA 16875 Ms. Bobbi Jo Wakefield, Contact Person 814-422-8814	Moshannon Valley School District 4934 Green Acre Road Houtzdale, PA 16651 Ms. Pamela Stone, Contact Person 814-378-7683, Ext. 3103
Philipsburg-Osceola Area School District 1810 Black Moshannon Road Philipsburg, PA 16866 Ms. Cindi Marsh, Contact Person 814-342-5985	State College Area School District 154 West Nittany Avenue State College, PA 16801 Mr. Pat Moore, Contact Person 814-231-1072	West Branch Area School District 516 Allport Cutoff Morrisdale, PA 16858 Ms. Wendy Fernburg, Contact Person 814-345-5627
Centre Learning Community Charter School 2643 West College Avenue State College, PA 16801 Mr. Kosta Dussias, Contact Person 814-861-7980	Nittany Valley Charter School 1612 Norma Street State College, PA 16801 Ms. Carolyn Maroneelli, Contact Person 814-867-3842	Sugar Valley Rural Charter School 236 East Main Street Loganton, PA 17747 Ms. Carrie Nixon, Contact Person 570-725-7822
Wonderland Charter School 2112 Sandy Drive State College, PA 16803 Mr. Harold Ohmmeis, Contact Person 814-234-5886	Young Scholars of Central PA Charter School 1530 Westerly Parkway State College, PA 16801 Levent Kaya, Contact Person 814-237-9727	Clinton County Jail 58 Pine Mountain Road McElhattan, PA 17748 Ms. Judith Petruzzi, Contact Person 570-748-4660
Clearfield County Jail 115 Twenty First Street Clearfield, PA 16830 Mr. Tom Mohnney, Contact Person 814-765-5511	Centre County Correctional Facility 700 Rishel Hill Road Bellefonte, PA 16823 Gina MacFalls, Sp. Ed. Supervisor 814-353-5307	Central Counties Youth Center 148 Paradise Road Bellefonte, PA 16823 Gina MacFalls, Sp. Ed. Supervisor 814-355-5307

The school district or intermediate unit will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district or intermediate unit shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

BELLEFONTE AREA SCHOOL DISTRICT

PLEASE RETURN THIS ENTIRE PAGE/FORM TO YOUR CHILD'S TEACHER BY 09/15/2026

*****RETURN THE ENTIRE PAGE*****

Elementary School Handbook Review and Acknowledgement

By signing this form I indicate that I do understand the Elementary School Handbook. I agree to follow the rules contained in the handbook. I understand that if I violate these rules I will face disciplinary action.

Parent or Guardian Section

By signing this form I indicate that I do understand the Elementary School Handbook in regards to my son or daughter, and I further agree that my son or daughter will abide by the regulations set forth.

(Initial) _____ I will read and utilize the on-line Elementary School Handbook and do not need a copy of the handbook.

(Initial) _____ I request a hard copy of the Elementary School Handbook for our use.

Acceptable Use of Network and Internet Agreement Parent/Guardian Review and Agreement

As a student, I have read the District's Acceptable Use of Computer Network and Internet Access, and agree to follow the rules contained in this document. I understand that if I violate this agreement that my account may be terminated and that I may be accountable to the respective building disciplinary code that is published to students.

As the parent or legal guardian of the student signing, I understand that the District's network resources are designed for educational purposes. I also understand that it is impossible for the Bellefonte Area School District to restrict access to all controversial materials and I will not hold them responsible for such materials acquired on the network.

Bellefonte Area School District students are provided with a Google Apps for Education account.

Signature for Elementary School Handbook and Acceptable Use for 2026-2027 school year:

Student Name (please print) _____ Grade _____

Student Signature _____ Date _____

Parent/Guardian Name _____ Date _____

Parent/Guardian Signature _____

Home Address _____

Phone _____