

Regular Board Meeting

Monday, August 10, 2026 7:00 PM

LGI Room at Hickory Grove Elementary, 104 JENKS ST, Brookville, PA 15825

1. **Opening**
2. **Addendum (If needed.)**
3. **Executive Session (If needed.)**
4. **Recognition of Public/Community Comments**
5. **Minutes**
6. **Superintendent's Report**
7. **Finance**
8. **Policy and Programs**
9. **Personnel**
10. **Informational Items**
11. **Recognition of Public/Community Comments (2)**
12. **Board Comments**
13. **Adjournment**

Agenda of Regular Board Meeting

The Board of Directors Brookville Area School District

A Regular Board Meeting of the Board of Directors of Brookville Area School District will be held Monday, July 20, 2026, beginning at 7:00 PM in the LGI room at Hickory Grove Elementary.

1. Opening

Call to Order, Pledge of Allegiance, Moment of Silent Meditation

Roll Call:

Roger Lays, Herb McConnell, Christa Park, Zach Petak and Erin Schiafone

Excused:

Luc Doolittle, Amanda Mignogna, Christopher Rhodes and Robert Victor

Others Present: Dr. Erich May, Superintendent; Bob Fiscus, Director of Buildings and Grounds; Mr. Shawn Arbaugh, Business Administrator; Ms. Maggie Conti, Board Secretary; Mr. Shawn Deemer, Jr./Sr. High School Principal; Mr. Andy Collins, Hickory Grove Elementary Principal; members of the media and visitors were also present at the meeting.

Dr. May opened the meeting and asked for a motion to appoint a president pro tempore.

Motion to appoint Mrs. Erin Schiafone as the president pro tempore.

Motion to approve, Herb McConnell, Second Roger Lays, Action 5-0R

2. Addendum (If needed.)

3. Executive Session - an executive session was held on July 13 and July 20 for security and personnel reasons.

4. Recognition of Public/Community Comments

Per section 710 of the Pennsylvania Sunshine Act, residents and taxpayers of the school district have a right to "comment on matters of concern, official action or deliberation which are or may be before the board." This is echoed in board policy 903, which also requires that "public participants be residents or taxpayers of this District, anyone having registered a legitimate interest in a contemplated action of the Board, anyone representing a group in the community or School District, any representative of a firm eligible to bid on materials or services solicited by the Board, any District employee, or any District student." Per policy 903, the presiding officer may "terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant." Each statement shall be limited to five minutes.

None.

5. Minutes

A. June 15, 2026, Regular Meeting Minutes (Attachment)

This item was recommended for approval.

Motion to approve Herb McConnell Second Christa Park Action 5-0R

6. Superintendent's Report

1. *Their Eyes Were Watching God*

Dr. May explained that this novel was listed by the college board as appropriate for AP class reading. Mrs. Kalkbrenner is requesting that this novel be moved to the required reading list.

The University of Pitt Bradford, who we provide college credit through for this class, requested that the class incorporate more diversity and female authors into the reading curriculum. This novel will be on the agenda next month for a vote.

2. School Security Policy

Dr. May said that we are back to a first reading on the school security policy since we need to now include school security guards in it, as this is the direction that we are now going. He also thanked Mr. Arbaugh for securing the Highmark grant.

7. Finance

A. June 30, 2026, Treasurer's Report (attachment)

This item was recommended for approval.

B. June 30, 2026, Monetary Report - Board Summary Report, Expenditure and Board Summary Report, Revenue (attachment)

This item was recommended for approval.

C. June 30, 2026, List of Bills and Transfers (attachment)

This item was recommended for approval.

D. Student Activities Quarterly Reports (attachment)

- Elementary Quarterly Report - April 1 to June 30, 2026
- Secondary Quarterly Report - April 1 to June 30, 2026

These items were recommended for approval.

E. Student Activities Fiscal Reports (attachment)

- Elementary Fiscal Report - July 1, 2025 to June 30, 2026
- Secondary Fiscal Report - July 1, 2025 to June 30, 2026

These items were recommended for approval.

F. Retention Bonus

It was recommended that Ben Crawford, contracted athletic trainer, receive a retention bonus of \$8,000 upon completion of the 2026-27 school year and all three of its sports seasons without a break in service.

G. Annual Investment Plan - Board Policy 609

Board Policy #609 requires an annual investment plan to be prepared by the Business Administrator based upon the anticipated cash flow of the District's funds and that it be submitted to the School Board no later than 60 days after adoption of the annual budget.

The investment plan for the School District for the 2026-2027 school year is as follows:

The District's fund balance and any revenues not needed on a month-to-month basis shall be invested with the named depositories approved by the School Board as authorized by Board Policy #609 and with those institutions that have executed an Act 72 Agreement with the School District.

This item was recommended for approval.

H. Construction Change Order

A change order was submitted by Fred L. Burns for work on the restrooms at Northside. The addition is for two porcelain toilets at \$292 total, as some of the current toilets cannot be salvaged.

I. Highmark Grant for Character Strong

The Highmark Grant for Character Strong in the amount of \$6,000 was awarded to Brookville Area School District for the 2026-27 school year to provides funds to improve student wellness, mental health, and classroom culture.

This item was recommended for approval.

Motion to approve A-I, Herb McConnell Second Roger Lays Action 5-0R

8. Policy and Programs

A. Professional Development (attachment)

This item was recommended for approval.

B. Facility Usage (attachment)

This item was recommended for approval.

C. Individualized Education Program (IEP) Reviewers

It was recommended that the independent medical professionals who complete required medical review of IEPs of the Brookville Area School District students who are eligible for the Access program be paid at a rate of \$10 per IEP. Additionally, if the exchange of documents requires mailing costs, such costs shall be covered by the District.

D. Feeder Programs

It was recommended that the following groups be recognized as feeders to our athletic programs for 2026-2027:

- Football - Lumberjacks and JC flag league
- Cheer - Lumberjacks
- Soccer - Brookville Soccer Association
- Cross Country - YMCA youth program
- Wrestling - Brookville elementary program
- Basketball - Brookville elementary program
- Swimming - YMCA swim program
- Baseball/Softball - Brookville Area Little League
- Softball - Keystone Crusaders
- Baseball - Brookville Blue Sox
- Track - Brookville elementary program

E. School Nutrition Program (SNP) Sponsor Agreement for Shared Students (attachment)

It was recommended that the SNP Sponsor Agreement between Brookville Area School District and Jefferson County DuBois AVTS (Jeff Tech) be approved as presented for the 2026-2027 school year.

F. Community Guidance Center Collaborative Agreement (attachment)

It was recommended that the collaborative agreement between Brookville Area School District and Community Guidance Center for the 2026-2027 school year be approved as presented.

G. Dual Enrollment Opportunity

- It was recommended that the dual enrollment opportunity between Brookville Area School District and Northern PA Regional College for a no-cost three-credit philosophy course for the 2026-27 school year be approved as presented.

- It was recommended that the dual enrollment opportunity between Brookville Area School District and the University of Pennsylvania for a no-cost two-credit Rural Pathways to Education course for the 2026-27 school year be approved as presented.

Mrs. Schiafone asked where Northern PA Regional College is located, to which Mr. Deemer explained it is near Erie. She also inquired if the credits are accepted at local colleges, and Mr. Deemer explained that is up to the institution if they accept the credits.

H. Disposals

It was recommended that the following items be deemed of no value to the district and be properly disposed of:

- Victory Blast Chiller located in HG (Tag 545). This item is of no value and needs to be scrapped.
- Vulcan Double Stack Convection Gas Oven (Tag 620 and Tag 621). These items are of no value to the district and will be placed on Municibid.

I. Policies - Available Online Only

It was recommended that the second reading of the following policies be approved.

- 805.2 - School Security Personnel (first reading)
- 805.3 - Use of Force (second reading)

J. Approval to Hire Bramlet Security (attachment)

It was recommended to approve the agreement with Bramlet Security to provide security services for Brookville Area School District for the 2026-27 school year.

Motion to approve A-J Herb McConnell Second Zach Petak Action 5-0R

9. Personnel

A. Employment

1. It was recommended to approve the transfer of Mrs. Christina Iraca from fourth grade reading teacher to fourth grade math teacher beginning with the 2026-27 school year.
2. It was recommended to approve the transfer of Mrs. Karly Gilbert from fourth grade special education teacher to fourth grade reading teacher beginning with the 2026-27 school year.
3. It was recommended to approve the transfer of Ms. Sarah Sporrer from kindergarten to fourth grade special education teacher beginning with the 2026-27 school year.

B. Long-Term Substitute 2026-2027

It was recommended to approve Dan Reed for a long-term substitute position as ninth grade English teacher for the 2026-27 school year.

C. Resignation

Marguerite Frank, Title I Reading Teacher, submitted her letter of resignation for the 2026-27 school year.

This item was recommended for approval.

D. Music Department Supplementals

Kyle Grabigel:

Marching Band Director
Senior High Concert Band
Junior High Concert Band
Jazz Band
Dept. Co-Chair (Music)

Laura Grabigel:

Assistant Band Director/Marching Unit Director
Elementary Concert Band

Meagan Shaw:

Senior High Concert Choir
Junior High Concert Choir
Elementary Concert Choir
Chamber Singers

Mathew King:

Senior High Orchestra
Junior High Orchestra
Elementary Orchestra
Stage Manager

This item was recommended for approval.

E. Supplemental Contract for 2026-2027

It was recommended to approve Amy Guth as the Federal Programs Coordinator.

F. Coaches/Volunteers 2026-27
Volleyball:

Tina Householder - Head Coach - paid
Ashton Pangallo - Assistant Coach - paid
Melinda Reitz - volunteer
Joyce Reitz - volunteer
Lauren Hergert - volunteer
Avery Pangallo - volunteer
Kelly Belfiore - volunteer
Leigh Reitz - volunteer

Motion to approve A-F Herb McConnell Second Roger Lays Action 5-0R

10. Informational Items

1. Jeff Tech Report - Herb McConnell and Zach Petak (Attachment)

Mr. McConnell said that Jeff Tech received half of the RACP grant money owed to them for the farm to table program.

2. RIU #6 Report - Christa Park (Attachment)

Mrs. Park said that the TAC team offered to present to the board their special education programs if there is interest in that.

11. Recognition of Public/Community Comments (2)

Per section 710 of the Pennsylvania Sunshine Act, residents and taxpayers of the school district have a right to "comment on matters of concern, official action or deliberation which are or may be before the board." This is echoed in board policy 903, which also requires that "public participants be residents or taxpayers of this District, anyone having registered a legitimate interest in a contemplated action of the Board, anyone representing a group in the community or School District, any representative of a firm eligible to bid on materials or services solicited by the Board, any District employee, or any District student." Per policy 903, the presiding officer may "terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant." Each statement shall be limited to five minutes.

None.

12. Board Comments

None.

13. Adjournment

Upon a motion by Herb McConnell and a second by Zach Petak the meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Board Secretary

Professional Development June 2026

Conf. Date	Employee	Activity/Location	Description	ESTIMATED COST	TOTAL	Approved by	Funding Source
Nov 12, 2026 - Nov 14, 2026	Erich May	Superintendent as Civic Leader, Harvard University, Cambridge MA	Proactive leadership skills necessary to advance positive change in a complex environment	Registration	\$2,950.00	Arbaugh	Administration
				Lodging			
				Meals			
				Mileage			
				Sub Pay			
				TOTAL	\$2,950.00		
August 4-7, 2026	Ashley Snyder	Pattan Autism Conference, Virtual	Yearly conference	Registration	\$175.00	BN	Special Ed
				Lodging			
				Meals			
				Mileage			
				Sub Pay			
				TOTAL	\$175.00		

[illegible]

BASD MONTHLY RECAP OF FACILITY USAGE REQUESTS July 2026						
Name of Group Requesting Facility	Date request was received	Date(s) being requested	Building	Location/Room Being Requested	Time	



Policy Number	805.2
Title	School Security Personnel
Adopted	8/18/2025
Revised	8/18/2025
Version	v1 · 6/21/2026

School Security Personnel

Authority

The Board shall employ, contract for and/or assign staff to coordinate the safety and security of district students, staff, visitors and facilities.

The district shall employ or contract for at least one (1) full-time school security personnel who has completed the training required by law and this Board policy to be on duty during the school day.[\[1\]](#)

The district shall certify to the state School Safety and Security Committee annually that it has met the requirements for school security personnel or has received a waiver, in accordance with applicable law.[\[1\]](#)

Definitions

School security personnel - school police officers, school resource officers and school security guards.[\[2\]](#)

Independent contractor - an individual, including a retired federal agent or retired state, municipal or military police officer or retired sheriff or deputy sheriff, whose responsibilities, including work hours, are established in a written contract with the district for the purpose of performing school security services.[\[2\]](#)

School day - the hours between the morning opening of a school building and the afternoon dismissal of students on a day which classes are in session.[\[1\]](#)

Third-party vendor - a company or entity approved by the PA Commission on Crime and Delinquency that provides school security services in accordance with law.[\[2\]](#)

Delegation of Responsibility

The Superintendent shall appoint a school administrator to serve as the School Safety and Security Coordinator, in accordance with law. When a vacancy occurs in the role of the School Safety and Security Coordinator, the Superintendent shall appoint another school administrator to serve as the School Safety and Security Coordinator within thirty (30) days of the vacancy and shall notify the Board regarding the appointment.[\[3\]](#)

The Superintendent or designee shall submit the name and contact information for the appointed School Safety and Security Coordinator to the state's School Safety and Security Committee within thirty (30) days of the appointment.[\[3\]](#)

The School Safety and Security Coordinator shall report directly to the Superintendent, and shall be responsible for the following:[\[3\]](#)

1. Oversee all
School Resource Officers (SROs)
2. Review and provide oversight of all Board policies, administrative regulations and procedures related to school safety and security, and ensure compliance with federal and state laws and regulations regarding school safety and security.
3. Coordinate training and resources for students and staff related to situational awareness, trauma-informed approaches, behavioral health awareness, suicide and bullying awareness, substance use awareness, emergency procedures and training drills, and identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities or the community, in accordance with the standards established by the state's School Safety and Security Committee and the requirements of applicable law and regulations. [\[4\]](#) [\[5\]](#) [\[6\]](#) [\[7\]](#) [\[8\]](#) [\[9\]](#) [\[10\]](#) [\[11\]](#) [\[12\]](#) [\[13\]](#)
4. Coordinate a tour of the district's buildings and grounds biennially, or when a building is first occupied or reconfigured, with law enforcement and first responders responsible for protecting and securing the district to discuss and coordinate school safety and security matters.
5. Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.

6. Serve on the district's threat assessment team(s) and participate in required training and the threat assessment process. ^[7] ^[14]
7. Coordinate School Safety and Security Assessments, School Safety and Security grant requirements and respond to School Safety and Security surveys, as applicable. ^[11] ^[15]

The School Safety and Security Coordinator shall, within one (1) year of appointment, complete required training as specified by the state's School Safety and Security Committee for serving in the role of a School Safety and Security Coordinator. This training shall be in addition to other training requirements for school administrators, but shall count toward professional education credit, where applicable. ^[3] ^[16] ^[17] ^[18]

By June 30 of each year, the School Safety and Security Coordinator shall make a report to the Board at an executive session on the district's current safety and security practices, and identify strategies to improve school safety and security. ^[3] ^[19]

The Board directs the School Safety and Security Coordinator to include the following information in the annual report:

1. Threat assessment team information, including verification of compliance with law and regulations, the number and composition of the district's threat assessment team(s), the total number of threats assessed in the past year and additional information on threat assessment required by the Superintendent or designee, in accordance with Board policy. ^[7] ^[14]
2. **The number and type(s) of school security personnel contracted or employed by the district, including:** ^[3]
 - a. **The number of school security personnel that are armed, listed by type(s) of personnel.**
 - b. **The school building at which each school security personnel is assigned, listed by type(s) of personnel.**
 - c. **The training, including the type of training and completion dates, of each school security personnel, listed by type(s) of personnel.**
 - d. **A listing of other individuals utilized by the district for school safety-related duties.**
3. Reports of required emergency preparedness, fire, bus evacuation and school security drills. ^[11]

4. Information on required school safety and security training and resources provided to students and staff. [\[11\]](#)
5. Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.
6. Behavioral health and school climate information, including aggregate data from surveys and assessments issued in the district, information on referrals and services accessed by students and families, and identification of additional resources needed in the district. [\[20\]](#)
7. School safety and security incident reports for the previous year(s) and/or data collected to date for the current year. [\[21\]](#)
8. Updates regarding the district's memorandum of understanding with law enforcement agencies. [\[21\]](#)
9. Updates to laws, regulations and/or Board policies related to school safety and security.
10. Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.
11. Information on grants or funding applied for and/or received in support of school safety and security efforts.

A copy of the report, **including the required information on threat assessment and school security personnel**, shall be submitted to the state's School Safety and Security Committee. [\[3\]](#)

The Superintendent or designee shall implement job descriptions and procedures to address the responsibilities and requirements specific to each category of school security personnel in carrying out their duties.

School security personnel shall carry weapons, including firearms, in performance of their duties only if, and to the extent, authorized by the Board, including as provided in an agreement with a law enforcement agency for the stationing of a School Resource Officer or in a contract with an independent contractor or third-party vendor approved by the Board.

[NOTE: Select the applicable option(s) below with the appropriate corresponding language for each option, based on the district's school security personnel.]

Guidelines

School Resource Officers (SROs).

The district shall establish an agreement with Brookville Borough Police Department, in accordance with the provisions of law, for the assignment of a School Resource Officer(s) to specified district schools.[\[2\]](#) [\[45\]](#)

School Resource Officer (SRO) - a law enforcement officer commissioned and employed by a law enforcement agency whose duty station is located in the district and whose stationing is established by an agreement between the law enforcement agency and the district. The term includes an active certified sheriff or deputy sheriff whose stationing in the district is established by a written agreement between the county, the sheriff's office and the district.[\[2\]](#)

The agreement shall address the powers and duties conferred on SROs, which shall include but not be limited to:[\[46\]](#)

1. Assist in identification of physical changes in the environment which may reduce crime in or around a school.
2. Assist in developing Board policy, administrative regulations or procedures which address crime, and recommending procedural changes.
3. Develop and educate students in crime prevention and safety.
4. Train students in conflict resolution, restorative justice and crime awareness.
5. Address crime and violence issues, gangs and drug activities affecting or occurring in or around a school.
6. Develop or expand community justice initiatives for students.
7. Other duties as agreed upon between the district and municipal agency.

Prior to assignment in the district, the district shall confirm that the law enforcement agency has completed a law enforcement agency background investigation and received the SRO's separation record, when required, in compliance with applicable law and regulations. The district shall coordinate with the law enforcement agency in making required reports regarding hiring and separation, and maintaining all required records, in accordance with applicable law and regulations.[\[32\]](#)[\[36\]](#)

SROs shall successfully complete required training, in accordance with law.[\[46\]](#)

Footnotes

[1] 24 P.S. 1316-C
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Legal Reference
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[2] 24 P.S. 1301-C
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[3] 24 P.S. 1309-B
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Legal Reference
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[4] Pol. 819
Policy Reference
[Open policy](#)

[5] Pol. 227
Policy Reference
[Open policy](#)

[6] Pol. 236
Policy Reference
[Open policy](#)

[7] Pol. 819
Policy Reference
[Open policy](#)

[8] Pol. 249
Policy Reference
[Open policy](#)

[9] Pol. 819
Policy Reference
[Open policy](#)

[10] Pol. 351
Policy Reference
[Open policy](#)

[11] Pol. 805
Policy Reference
[Open policy](#)

[12] Pol. 819
Policy Reference
[Open policy](#)

[13] **24 P.S. 1310-B**

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[14] **24 P.S. 1302-E**

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[15] **24 P.S. 1305-B**

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[16] **24 P.S. 1316-B**

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[17] **24 P.S. 1205.1**

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[18] **24 P.S. 1205.5**

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Legal Reference

[19] **Pol. 006**

Policy Reference

[Open policy](#) 

[20] **Pol. 235.1**

Policy Reference

[Open policy](#) 

[21] **Pol. 805.1**

Policy Reference

[Open policy](#) 

[32] **44 Pa. C.S.A. 7301**

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Legal Reference

[36] **37 PA Code 241.1**

pacodeandbulletin.gov

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pacodeandbulletin.gov

Legal Reference

[45] **Pol. 909**
Policy Reference [Open policy](#) 

[46] **24 P.S. 1313-C**
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Legal Reference



Service Agreement 2026-2027

Service Agreement ("Agreement") by and between RIVERVIEW INTERMEDIATE UNIT ("RIU"), and the Brookville Area School District ("District/LEA") (collectively, "Parties").

WHEREAS, RIU is a regional education service agency providing specialized services to 17 school districts, three career and technical schools, charter schools, private schools, and numerous other organizations throughout the area; and

WHEREAS, the District/LEA wishes to receive certain services from RIU in exchange for agreed-upon fees; and

WHEREAS, this Agreement does not obligate the District/LEA to purchase any particular service from RIU, but pertains to services that the District/LEA chooses to receive; and

WHEREAS, the Parties wish to memorialize the terms of their agreement.

NOW, THEREFORE, with the intent to be legally bound, the Parties agree as follows.

1. **Scope.** The terms of this Agreement, while in effect, shall apply to RIU's provision of services to the District/School and shall be deemed to be incorporated into all of the Parties' contemporaneous and subsequent agreements through which RIU provides services and the District/School receives such services. To the extent the terms of this Agreement and those of a contemporaneous or subsequent agreement conflict, the terms of the other agreement shall control.
2. **Duration.** This Agreement is effective from July 1, 2026, through June 30, 2027, subject to prior termination in accordance with Paragraph 15 hereof.
3. **Services Guide: Pricing.** It is agreed that services provided by RIU are rendered throughout the school year and that RIU periodically invoices fees for services provided to the District/LEA as outlined in RIU Directory of Programs & Services ("Services Guide"). Fees for services and/or programs not listed in the Services Guide will be determined on a case-by-case basis. By executing this Agreement, the District/LEA explicitly acknowledges receipt of the Services Guide and expressly accepts the pricing schedule for all of the services listed therein or estimated in the Special Education Services Addendum.
4. **Purchasing Services.** It is agreed that the District/LEA will notify RIU of services requested and changes in anticipated enrollment in consortium classrooms by 3/1/2027 for the upcoming school year to provide RIU ample time to provide reasonably accurate estimates of cost for these programs and appropriately staff for the requested services.

For requested services not listed in the Services Guide, RIU will provide an estimate of Special Education Services costs or a *Statement of Work* with pricing to the District/LEA for all other requested services.

5. **Invoicing; Payment.** By accepting the services provided by RIU, the District/LEA agrees to pay for those services at the prices specified in the Services Guide or Statement of Work, or the reconciled cost of participation in consortium classrooms / related services; and to do so no later than thirty (30) days from the invoice date. RIU may apply a late payment charge of 1.5% per month on any unpaid balance more than thirty (30) days past due, retroactive to the invoice date.

The District/LEA will be invoiced in accordance with the Services Guide, Statement of Work, or Cost of Consortium Classroom / Related Services. It is agreed that the District/LEA will be invoiced for all programs and services provided and utilized by each student. Any delay in invoicing by RIU will not affect the duty of the District/LEA to pay the invoice for the services received. The District/LEA agrees that a failure or delay in invoicing shall not constitute a waiver of the right of RIU to be paid in full for services received by the District/LEA.

To ensure that the cost of services is properly allocated among districts, as well as the accuracy of each RIU invoice, the District/LEA understands and agrees that it is responsible to review all invoices when received; to audit the invoices to ensure that they accurately reflect the services received for each student identified; and to verify whether each student resided in the district being charged for services during that billing period.

The District/LEA agrees to pay RIU the price for each program or service requested by the District/LEA. Further, in the event schools are closed on account of contagious disease, the destruction or damage of a school building by fire or other causes during the term of this Agreement, the District/LEA agrees to pay RIU the greater of: (i) the amount necessary to pay the salaries and fringe benefits of the personnel, as defined by the Public School Code, engaged by the RIU to provide services to the District/RIU as requested; or (ii) such amount required by the Public School Code, as it may be amended, or other applicable law.

6. **Student Services.** Any special education services requested by the District/LEA and provided by RIU shall be governed by *Special Education Services Addendum*.
7. **Compliance With Applicable Law.** RIU shall ensure that its services comply with all requirements of state and federal law, to the extent such compliance does not depend upon the performance or actions of any other individual or entity beyond the control of the RIU. RIU represents and warrants that it and its employees, agents or personnel providing services pursuant to the terms of this Agreement possess the skills, qualifications, experience, licenses and certifications necessary to perform adequately such services. RIU shall comply with all federal and state laws regarding the confidentiality of educational records of District/LEA students, including but not limited to the Family Educational Rights and Privacy Act, 20 USC § 1232g, and its implementing regulations (34 CFR Part 99) and 22 Pa. Code §§12.31-12.33. The District/LEA shall provide such action, assistance or cooperation as required to ensure that students receive services in compliance with state and federal law.
8. **Confidentiality.** RIU recognizes and acknowledges that by virtue of providing services under this Agreement, RIU and its employees, subcontractors, or agents may gain access to certain confidential information, including confidential student information and personal health information. RIU agrees that neither it nor any of its employees, subcontractors, or agents will at any time, either during or subsequent to the term of this Agreement, disclose to any third party any confidential student information, personal health information, or other confidential information, except where expressly required by law or where such disclosure is expressly approved by the District/LEA in writing. RIU shall ensure the confidentiality of all information provided relative to every student's disability, school records, and school activities.

9. **Clearances.** With respect to all individuals providing services to the District/LEA on behalf of RIU except those having no direct contact with children, RIU shall ensure that such individuals provide to RIU the following clearances in accordance with legal requirements:
- a. A Pennsylvania State Police report of criminal history record information as required by Act 34, 24 PS § 1-111(b);
 - b. A Federal criminal history record as required by Act 114, 24 PS § 1-111(c.1); and
 - c. A certification from the Pennsylvania Department of Human Services as to whether the individual is named as an alleged perpetrator or perpetrator of child abuse, as required by Act 151, 23 Pa. CS § 6344(a.1), (b.2).

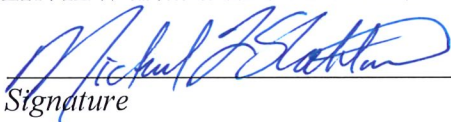
Further, RIU shall ensure that it and such individuals shall comply with the employment history review provisions of Act 168, 24 PS § 1-111.1, and the child abuse recognition and reporting training requirements of Act 126, 24 PS § 12-1205.6.

10. **Relationship of the Parties.** The Parties acknowledge that RIU is an independent contractor of the District/LEA and that all individuals providing services under this Agreement are employees or independent contractors of RIU and not the District/LEA. Nothing contained in this Agreement will be deemed to create an employment, agency, joint venture or partnership relationship between the District/LEA and RIU or any of their respective agents or employees, or any other legal arrangement that would impose liability upon one party for an act or a failure to act of the other party. Neither the District/LEA nor RIU will have any express or implied power to enter into any contracts or commitments or to incur any liabilities in the name of, or on behalf of, the other party, or to bind the other party in any respect whatsoever without the other party's prior written consent.
11. **Liabilities.** Subject to any immunities provided by the Political Subdivision Tort Claims Act or other law, the Parties agree to indemnify, defend and hold harmless each other, their respective directors, officers, employees and agents, against all claims, damages, losses, or penalties that result from the acts or omissions of their own employees or agents, any real property owned or leased by such party, or the operation or maintenance of any equipment or vehicles provided or used by such party. The Parties agree to indemnify, defend and hold harmless each other against all claims, damages, losses, or penalties resulting from any judicial, administrative or other determination that any staff member of one party hereto is an employee or agent of the other party hereto.
12. **No Third-Party Beneficiaries.** This Agreement is entered into for the sole benefit of the District/LEA and RIU. No other parties are intended to be direct or incidental beneficiaries of this Agreement, and no third party shall have any right in, under or to this Agreement.
13. **Assignment.** Neither this Agreement nor any of the rights, benefits or obligations hereunder may be assigned or delegated (whether by operation of law or otherwise) without the prior written consent of the other party.
14. **Force majeure.** RIU will not be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion or generalized lack of availability of energy.

15. **Termination.** Either Party may terminate this Agreement and any services provided hereunder with at least 60 days' prior written notice. Individual services provided hereunder may be terminated with less than 60 days' notice if mandated by an Individualized Education Program ("IEP") or an order of a hearing officer, the Secretary of Education or a court of competent jurisdiction.
16. **Governing Law; Venue.** This Agreement shall be construed and governed by the laws of the Commonwealth of Pennsylvania. Jurisdiction and venue for all purposes shall be in courts of competent jurisdiction sitting in Clarion County, Pennsylvania.
17. **Interpretation.** In any proceeding of any type or kind in which this Agreement or its terms shall be reviewed, construed, or brought into issue in any manner, the Parties hereby agree that this Agreement shall be construed as if jointly prepared, written and typed by the Parties. It is agreed that the covenants of this Agreement are severable, and that if any word, phrase, clause(s), sentence(s), paragraph(s) shall be found unenforceable, the entire Agreement shall not fail but shall be construed and enforced without the severed language in accordance with the tenor of this Agreement.
18. **Counterparts.** This Agreement may be executed in counterparts, each of which, when executed and delivered, shall be deemed an original and all of which, taken together, shall constitute one and the same instrument, even though both Parties are not signatories to the original or the same counterpart. Furthermore, the Parties may execute and deliver this Agreement by electronic means. Each of the Parties agrees that the delivery of the Agreement by electronic means will have the same force and effect as delivery of original signatures and that each of the Parties may use such electronic signatures as evidence of the execution and delivery of the Agreement by both Parties to the same extent as an original signature.
19. **Entire Agreement.** This Agreement constitutes the entire agreement and understanding between RIU and the District/LEA concerning the programs and services to which it applies; supersedes all prior or contemporaneous agreements and understandings, written or oral, with respect to the subject matter hereof; and shall be modified only in a writing approved by the Parties' respective governing boards.

IN WITNESS WHEREOF, the parties have signed this Agreement on the dates shown below, intending to be legally bound hereby.

RIVERVIEW INTERMEDIATE UNIT

By: 
Signature

By: Executive Director
Title

Date: 7/30/2026

DISTRICT/LEA

By: _____
Signature

By: _____
Title

Date: _____

**Addendum
Special Education Services
Brookville Area School District**

Services Provided: RIU shall provide and operate, for the benefit of students assigned by the District/LEA, the student services and programs delineated in the RIU Special Education Plan ("Plan"), for the 2026-2027 school year as approved by the Department of Education, by furnishing the following at the request of the District/LEA. Cost estimates are based on information available as of July 28, 2026, including salary, fringe benefit cost, travel and other instructional costs directly related to these services. In addition, RIU agrees to provide supervisory, administrative and other related supports to these services. Changes in enrollment, required related services or personnel costs may impact the final cost of these services. Complete cost reconciliation of services rendered will be performed at mid-year and year-end, with appropriate adjustments made to invoice at the time of reconciliation.

Changes in services for the 2027-2028 school year must be communicated in writing to RIU no later than March 1, 2027.

<u>Classroom</u>	Program Cost	Projected # of Students	Projected Cost per Student	District/LEA # of Students	District/LEA Total Cost
Autism Support	\$1,295,969	28	\$46,284.59	0	\$0.00
Emotional Support	\$1,940,671	60	\$32,344.52	5	\$161,722.61
Multi Disabilities Support	\$367,261	8	\$45,907.59	0	\$0.00

<u>Child Specific Paraprofessionals</u>	District/LEA Total Cost
--	------------------------------------

<u>Other Services</u>	Rate per Day	Rate per Hour	Projected # of Days	Projected # of Hours	District/LEA Total Cost
Mental Health Specialist	\$630.00	\$95.00	185		\$116,550.00
Occupational Therapy		\$92.79		1,064.07	\$98,735.06
Physical Therapy		\$121.96		137.83	\$16,809.75
Speech Services		\$108.00		32.47	\$3,506.76
Speech- Extra Services Request		\$108.00		468	\$50,544.00
Vision Services		\$137.91		354.42	\$48,878.06
Hearing Services		\$133.74		118.42	\$15,837.49
Behavior Specialist	\$630.00	\$95.00			\$0.00
Autism Specialist	\$754.92	\$116.14	37		\$27,932.04

<u>Total District/LEA Estimated Cost</u>	\$540,515.76
---	---------------------

RIU will issue installment invoices to the District/LEA as follows: 9/30/26 (25%), 11/25/26 (25%), 1/29/27 (25%), and 3/31/27 (25%)
3rd and 4th installment invoices will be adjusted based on Mid-Year Reconciliation

In witness whereof, the parties have signed this Addendum to the Service Agreement on the dates shown below, intending to be legally bound.

RIVERVIEW INTERMEDIATE UNIT

DISTRICT/LEA



Signature

Signature

Executive Director
Title

Title

7/30/2026
Date

Date

Classroom	Student	LEA	Grade
ES	Boyer, Eowyn	BV	4
ES	Brundege, Kasey	BV	6
ES	Gates, Willow - Projection	BV	
ES	Pisano, Evelyn - Projection	BV	K
ES	Schrecengost, Charles	BV	6

AGREEMENT

CLEARFIELD-JEFFERSON DRUG & ALCOHOL COMMISSION

-And-

COMMUNITY CONNECTIONS OF CLEARFIELD/JEFFERSON COUNTIES

-And-

BROOKVILLE AREA SCHOOL DISTRICT

The **Clearfield-Jefferson Drug & Alcohol Commission (SCA)**, **Community Connections of Clearfield/Jefferson Counties** and the **Brookville Area School District** agree to cooperate in the implementation of the **Student Assistance Program (SAP)** (Exhibit A).

The **Clearfield-Jefferson Drug & Alcohol Commission** and **Community Connections of Clearfield/Jefferson Counties** agree to provide a drug and alcohol/mental health liaison (Exhibit B) to work with the school's Student Assistance Program Team for the purpose of reviewing, with the team, appropriate school-based information and determining the need for a SAP Screen.

The liaison's responsibilities include:

- Serving as a member of the school secondary core team and attending secondary core team meetings at least once per month, with the option of more meetings as the Liaison's schedule permits.
- Serving as a member of the elementary school SAP core team and, as time permits, attending elementary SAP meetings
- Assuring technical assistance is available for the SAP / ESAP Team
- Assisting in linking treatment services to identified students within the District
- Adherence to state and federal drug and alcohol and mental health confidentiality regulations
- Participation in team maintenance and program evaluation activities
- Assisting with postvention efforts in the event of any tragic death
- Consult with core team from area of expertise
- Arranging all SAP referrals for screening to determine further need and direction for services

The **Brookville Area School District** agrees to provide a Student Assistance Core Team that complies with state guidelines for membership, training, common planning times, and on-going maintenance. The **District** agrees to provide for secure storage of student records and to follow confidentiality regulations. The **District** is responsible to provide to the SAP Screener the appropriate school-based information (Exhibit C) and to provide a private area for the SAP Screen. The **District** agrees to send a representative to the county SAP Update Meetings. The **District** further agrees to provide student monitoring and aftercare groups.

The **Clearfield-Jefferson Drug & Alcohol Commission (SCA)**, **Community Connections of Clearfield/Jefferson Counties** and the **School District** agree to work cooperatively to avoid any duplication of services and agree to submit reporting forms to respective state agencies, as required. The **Clearfield-Jefferson Drug & Alcohol Commission (SCA)** and **Community Connections of Clearfield/Jefferson Counties** strongly encourage the **School District** to utilize SAP as the entry point for all students into school-based supportive services (i.e.: meeting with school support therapists, referral to school-based mental health providers, etc.). This recommendation is made in order to ensure that the SAP process is followed with fidelity and that all students receive appropriate monitoring and support.

The effective date of this agreement is **September 1, 2026 through June 30, 2027.**

**Clearfield-Jefferson
Drug & Alcohol Commission**

**Community Connections of
Clearfield/Jefferson Counties**

_____	_____	_____	_____
Director	Date	Administrator	Date

Brookville Area School District

Superintendent Date

Exhibit A
CLEARFIELD-JEFFERSON DRUG AND ALCOHOL COMMISSION
-And-
COMMUNITY CONNECTIONS OF CLEARFIELD/JEFFERSON COUNTIES
STUDENT ASSISTANCE PROGRAM
2026/2027

The **Student Assistance Program** is a joint venture between **Community Connections of Clearfield/Jefferson Counties**, the **Clearfield-Jefferson Drug and Alcohol Commission**, and the **School Districts** serving the **Clearfield-Jefferson County** students.

One SAP Screening will be provided to determine if the identified student needs referred for further assessment. The SAP Screening will be available for grades 6 through 12 and for all students who have violated the district drug and alcohol policy. SAP screens will only be provided to SAP teams who are actively complying with state SAP Guidelines. A meeting with the parent, liaison and SAP team will be offered for grades K through 5 to discuss the information gathered to determine further need and direction for services.

No information in a student's SAP record will be released without *specific written parental consent* to anyone *except* members of the student assistance team and other school officials in order to fulfill their professional responsibilities. Liaisons from community drug and alcohol and behavioral health agencies are not school employees but are to be considered as SAP team members. As SAP team members, they will have access to all SAP information and offer, as requested, their expertise to other team members engaged in the student assistance process. A written release from the student/parent is required for any exchange of information in the SAP process (Attachment 1).

The liaison will provide technical assistance/information on resources and review all appropriate school-based information to determine if a SAP Screen is necessary. The liaison is responsible for approving all referrals for SAP Screenings and for making appropriate arrangements for the screening to occur.

In the case of a student policy violation, if a parent/guardian chooses to seek an outside evaluation/treatment provider, they should do so within 30 days. The parent/guardian must choose a licensed provider and provide documentation that this evaluation/treatment is taking place and the recommendations are being completed. If at 30 days, the parent/guardian has not provided documentation then the SAP consultants will then schedule a SAP Screening. In the case of a student policy violation, the individual school districts (administration, SAP core team) are responsible for monitoring, in accordance with their respective policy, the student's compliance, and attendance in treatment.

The SAP Screening will consist of a face-to-face interview with the student. Except for special circumstances, the interview will take place at the school setting, during regular school hours. Topics discussed will include, but are not limited to, family history, legal history, education/work history, medical or mental health history, drug and alcohol use, personal relationships, current stressors, and the reason for the referral. The purpose of a screening is to determine if further evaluation for drug and alcohol, mental health, or any other evaluation is necessary.

Results of the SAP Screening will be provided to the SAP Team as soon as possible and will be followed with a written report within ten (10) days of the screening. Releases of Information must be in place to permit the sharing of confidential information from student records and screening. It is recommended that Releases of Information be signed by both students and parents whenever possible.

SAP Screening recommendations may include, but are not limited to:

- Further evaluation through an outpatient mental health provider
- Further evaluation for drug and alcohol through the single county authority (SCA)
- Participation in school-based group
- Monitoring by School Counselor
- No further evaluation required

The student/family will be provided with a resource list of publicly funded (Attachment 2) and private service providers. The screener may assist the student/family with scheduling an appointment for further evaluation or the family can schedule at a later date. If further assistance is needed, the screener will provide the family with the screener's phone number to assist with coordinating community resources. If the recommendation is further evaluation for Drug and Alcohol, the D&A SAP Liaison or a drug and alcohol case manager can provide a level of care assessment on site, at the school, upon request.

The school's Student Assistance Team will be responsible for monitoring of student progress and on-going follow-up and support. With regard to Mental Health (MH) and Drug and Alcohol (D&A) referrals, the Liaison will provide to the families and students whose screening identifies potential need for MH and/or D&A referral any necessary contact information and/or assistance in contacting outside service providers. The Liaison shall track and report treatment or follow-up for students identified for potential referral to an outside provider (with appropriate Release of Information consents signed, for D&A). Also with appropriate consents, the student will be offered Drug and Alcohol Case Management Services in the case of a D&A referral.

Students who reside outside the Clearfield-Jefferson County Area, that attend a school that is physically located in either county, will have the screening completed by Community Connections of Clearfield/Jefferson Counties and/or the Clearfield-Jefferson Drug and Alcohol Commission. This screen will only take place when liaison services are not already provided to the school district from the student's home county.

The treatment choice of publicly funded programs allows fees to be assessed according to income guidelines established by the state. This can result in a reduced fee or no fee at all to the student/family. Students, for whom drug and alcohol treatment is recommended, must choose to receive said treatment from a licensed service provider. Monthly progress reports will be provided if appropriate releases are signed by the student/parent.

Clearfield-Jefferson County Drug & Alcohol and Community Connections of Clearfield/Jefferson Counties believe the problems of an adolescent are most effectively treated when families are involved. We, therefore, encourage active participation of the parents in the therapeutic process. It is recognized that there are exceptions; i.e. student refuses parent involvement. This will be dealt with accordingly.

If a parent and/or student fail to show for a scheduled Student Assistance Program (SAP) screen and/or assessment with the SAP Liaison, the respective school district's SAP Coordinator will

contact the parent and/or student by phone and/or letter. In the event the parent and/or student is more than fifteen minutes late rescheduling the appointment will be at the discretion of the SAP Liaison and his/her availability. In the event the appointment needs to be rescheduled and the parent/student does not wish to reschedule, the screen and/or assessment will be considered discontinued at this time due to parent/student refusal. All information will be documented in the student's SAP folder via the respective school district's SAP Coordinator. It is the policy of the Clearfield-Jefferson's Student Assistance Program that if a scheduled SAP screening/assessment is not shown two (2) times any future appointments will be made at the discretion of the assessor (i.e. time and location).

If a student is thought to be in a drug and alcohol crisis and in need of immediate intervention, the SCA (single county authority) is to be contacted. Drug and Alcohol crises are defined as a person going through active withdrawal of opiates, benzodiazepines, or alcohol. Schools are to call the ***Clearfield Jefferson Drug and Alcohol Commission at 814-371-9002.***

When a student is thought to be in a mental health crisis and in need of immediate intervention, the appropriate County MH/MR Crisis Department is to be contacted. Schools physically located in Clearfield or Jefferson County are to call the ***Crisis Telephone Service at 800-341-5040.*** Schools physically located in other counties are required to access Crisis from the county in which the school is located. School personnel will need to know which mental health catchment area (MH/MR Program) they are in and have information readily available on how to access those crisis services.

In the event that a student makes a threat(s) towards another student, teacher, or property, it will be the school district's responsibility to assess the threat and take appropriate action. The SAP Liaison will not determine the level of threat, nor make recommendations if the student is permitted to return to school.

In Clearfield and Jefferson Counties: the Crisis Telephone service is available twenty-four (24) hours a day, seven (7) days per week. The service has the capacity to handle multiple calls simultaneously. Crisis counselors will assess the calls, supply the appropriate information, and dispatch aid, if needed. After the call has been assessed and deemed appropriate for Mobile Crisis Services, either a team or an individual Mental Health Professional will be sent to the scene to deal with the situation. The Mobile Crisis team will provide crisis counseling and supports to the individual student and family until resolution of the crisis. If an assessment for involuntary psychiatric treatment is thought to be necessary, the Mobile unit will then contact the County Mental Health Delegate by telephone to present the facts and seek a mental health warrant.

Exhibit B

SCHOOL YEAR 2026 / 2027

LIAISONS:

Stacey Washburn – DuBois Central Catholic, DuBois Middle School
Reba Reiner – Brookville, Jefferson County Vo-Tech
Terry Hinton – Clearfield, Moshannon Valley High School
Gerald Wallace – Harmony, Moshannon Valley Elementary, West Branch
(814) 371-9002

Clearfield-Jefferson Drug and Alcohol Commission
480 Jeffers Street
DuBois PA 15801

SAP Screening
Brookville, Clearfield, DuBois Central Catholic, Harmony, Moshannon Valley, West Branch School Districts, as well as the DuBois Middle School, and Jefferson County Vo-Tech will contact their respective SAP liaison listed above for SAP screenings.

Julie Strouse
(814) 371-5100

Community Connections of Clearfield/Jefferson Counties
375 Beaver Drive, Suite 100
P. O. Box 268
DuBois, PA 15801

SAP Screening
Brockway, Curwensville, DuBois Area High School, Glendale, Philipsburg-Osceola and Punxsutawney School Districts, will contact **Julie Strouse** for SAP screenings.

Exhibit C

STUDENT DATA FOR SAP SCREENING

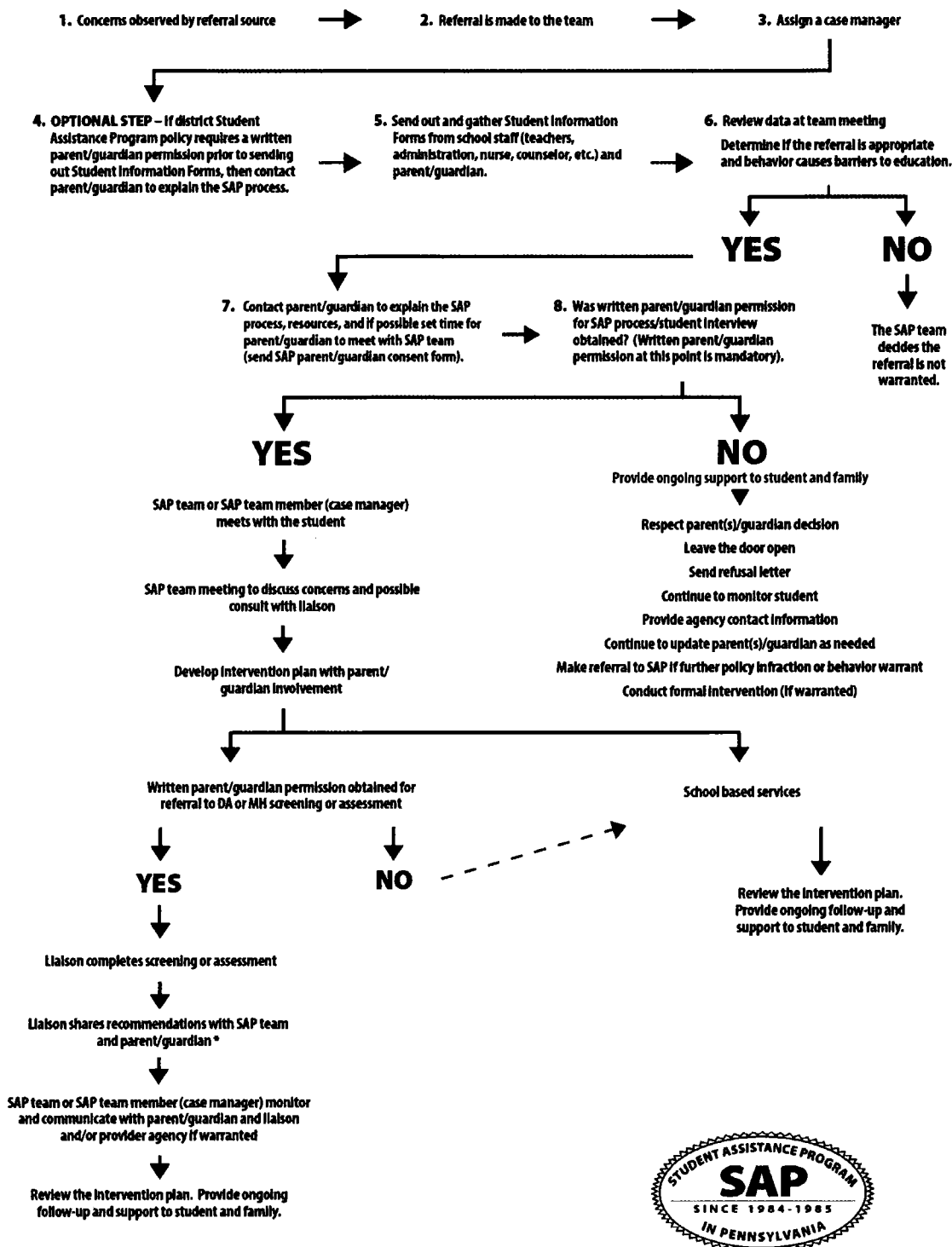
Student: _____

Grade: _____ **Date of Birth:** _____ **Date:** _____

- 1. PRESENTING PROBLEM -**
- 2. SCHOOL-BASED ISSUES -**
- 3. PRIOR RECOMMENDATIONS -**
- 4. FAMILY HISTORY -**
- 5. TEAM STATUS -**
- 6. CURRENT GRADES -**
- 7. ATTENDANCE RECORD -**
- 8. DISCIPLINE REPORT -**
- 9. SCHOOL NURSE REPORT -**
- 10. STUDENT STRENGTHS -**

Attachment 1

Student Assistance Process in Pennsylvania



* Student consent to share recommendations should be obtained when 42 CFR Part 2 and 4 Pa. Code §255.5 apply.

REFERENCE: Act 211 of 1990, Chapter 12 of School Code, Protection of Pupil Rights Act (PPRA), Family Rights and Privacy Act of 1974, DDAP "Student Assistance Program (SAP) and Substance Abuse Confidentiality Regulations Guidance Document (Revised August 23, 2016) (Federal Law 42 CFR Part 2)

Updated 1/16/2018

Attachment 2

CLEARFIELD-JEFFERSON COUNTY FUNDED PROGRAMS BEHAVIORAL HEALTH PROVIDERS

**CORE Psychiatric &
Psychological Services**
253 Madison Avenue
Brookville, PA
(814) 849-2844

**CORE Psychiatric &
Psychological Services**
1324 Chestnut Avenue
DuBois, PA
(814) 371-1088

**CORE Psychiatric &
Psychological Services**
2 E. Market Street
Suite 2
Clearfield, PA
(814) 205-4164

**CORE Psychiatric &
Psychological Services**
114 W. Mahoning Street
Punxsutawney, PA
(814) 618-5829

Cen-Clear Services
122 53 Boulevard
Coalport, PA
(814) 672-5881

Cen-Clear Services
60 Industrial Park Road
Clearfield, PA
(814) 765-1149

Cen-Clear Services
1 Beaver Drive
DuBois, PA
(814) 371-1023

Cen-Clear Services
1633 Philipsburg-Bigler Hwy
Philipsburg, PA
(814) 342-5845

Cen-Clear Services
117 Elk Run Avenue
Punxsutawney, PA
(814) 938-6340

Community Guidance Center
490 Jeffers Street
DuBois, PA
(814) 371-1100

Community Guidance Center
600 Leonard Street
Clearfield, PA
(814) 765-5337

Community Guidance Center
200 Prushnok Drive, Suite 103
Punxsutawney, PA
(814) 938-4444

**Community County Services
Family Based Mental Health**
DuBois, PA
(814) 371-8066

All behavioral health providers provide outpatient counseling and Family Based Mental Health Services except for Community County Services, which only provides Family Based Mental Health Services.

DRUG & ALCOHOL PROVIDERS

Cen-Clear Services
117 Elk Run Avenue
Punxsutawney, PA
(814) 938-6340

Cen-Clear Services
60 Industrial Park Road
Clearfield, PA
(814) 765-1149

Cen-Clear Services
122 53 Boulevard
Coalport, PA
(814) 672-5881

Community Guidance Center
600 Leonard Street
Clearfield, PA
(814) 765-5337

Community Guidance Center
490 Jeffers Street
DuBois, PA
(814) 371-1100

Cen-Clear Services
222 Allegheny Blvd.
Brookville, PA
(814) 715-7441



pennsylvania
DEPARTMENT OF EDUCATION

Commonwealth of Pennsylvania
Department of Education
333 Market Street
Harrisburg, PA 17126-0333
www.education.pa.gov

School Nutrition Program (SNP) Agreement Between SNP Sponsors with Shared Students

Home School Sponsor Name:

BROOKVILLE AREA SCHOOL DISTRICT

Sponsor Agreement Number:

106-33-080-3

and

Receiving School Sponsor Name:

JEFFERSON COUNTY DUBOIS AVTS

Sponsor Agreement Number:

106-33-340-7

Agreement Page

The **‘Home School’** is defined as the public school which the student would attend based on registered address and may or may not attend on a part-time basis. The student is enrolled in the district but being educated outside of the home school.

The **‘Receiving School’** is defined as the school which the student is attending, either full or part-time.

This agreement shall be in effect for one (1) year starting July 1, 2026 , and through June 30, 2027

This agreement may only be for a one-year period and cannot contain guaranteed renewal clauses.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be signed by their duly authorized representative on the date signed.

BROOKVILLE AREA SCHOOL DISTRICT

Home School

Signature of Authorized Representative for Home School

Printed Name of Authorized Representative for Home School

Title

Date Signed by Home School

JEFFERSON COUNTY DUBOIS AVTS

Receiving School



Signature of Authorized Representative for Receiving School

Barry Fillman

Printed Name of Authorized Representative for Receiving School

Title ADMINISTRATIVE DIRECTOR

Date Signed by Receiving School

Below is the designation of which sponsor is agreeing to accept the responsibilities of SNP benefit eligibility for shared students. Check 'Home School' or 'Receiving School' in each row based upon the arrangement being chosen.	Home School	Receiving School	(NA) Both Schools are CEP
<u>Check only one box.</u> Distributes Household Applications for Free and Reduced-Price School Meals & Special Milk Program to the households of all students who are enrolled at the home school but attending classes at the receiving school. • Provides copies of Household Applications for Free and Reduced-Price School Meals and Special Milk Program • "Approving Official" determines eligibility for free or reduced meals/milk and notifies families, respectively. • "Determining Official" to establish and use a fair hearing procedure for appeals on the decision of the "Approving Official."	☐	☐	☒
<u>Check only one box.</u> Complete the process of Direct Certification in the Pennsylvania Student Eligibility System (PA-SES) in accordance with regulatory timeframes. for all students who are enrolled at the home school but attending classes at the receiving school • Provides a Direct Certification list for students who are enrolled at the home school but attending classes at the receiving school. • Ensures that the documentation received shows date and reason for Direct Certification and only lists names of students that attend the receiving school. All other student names must be redacted.	☐	☐	☒
<u>Check only one box.</u> Completes the process of verification and for any student determined eligible via Household Application for Free and Reduced-Price School Meals & Special Milk Program. • Maintains the results of verification for three years plus the current school year. • Includes the eligibility determinations for the dually enrolled students in the Verification Collection Report.	☐	☐	☒
Accepts fiscal responsibility for the SNP and returns to PDE, DFN any amount not properly earned by the Sponsor as determined by a review or audit. The SFA claiming meals for the dually enrolled students must check this box. <i>*When students are eating meals at both schools, check both boxes. (Example: Student eats breakfast at Home School and Lunch at Receiving School due to a half-day program.)</i>	☐	☒	☐

Each party to this agreement must keep a copy of the agreement on file.

**MEMORANDUM OF UNDERSTANDING FOR SHARING FREE OR REDUCED PRICE MEAL OR
FREE MILK ELIGIBILITY INFORMATION**

The School Food Authority (SFA), Brookville Area School District, and the Pennsylvania Department of Education are responsible for the administration and operation of the National School Lunch Program, the School Breakfast Program and the Afterschool Snack Program. These entities must ensure that organizations receiving information from the Household Meal Benefit Application(s) limit the use of such information to the purposes specified on that application. Therefore, this written Memorandum of Understanding between the SFA and the Requesting Agency who wishes to receive this information must be completed.

The **Jefferson County DuBois AVTS**, hereafter referred to as the Requesting Agency, seeks to have the names of children eligible for free and reduced price meals/snacks provided for the purpose of **obtaining the correct lunch status for new students**.

This Memorandum of Understanding is for the School Year **July 1, 2026, through June 30, 2027**. Any requests for information after this time period will require a new Memorandum of Understanding.

The purpose of this Memorandum is to ensure that the household's right to privacy is respected by using the information only for the purposes agreed to by the parent or guardian.

The Requesting Agency agrees that there will be no physical segregation of or any other discrimination against any child because of his/her inability to pay the full price. The names of the children eligible to receive free or reduced price meals/snacks shall not be published, posted or announced in any manner, nor provided to any other organization, and there shall be no overt identification by any other means.

The Requesting Agency agrees that in the operation of its programs, all free and reduced price meals/snacks eligibility information will be maintained in confidential files and kept confidential. Only the staff persons who have a direct responsibility and must have this information will have access to this information. The information will be protected from unauthorized use and further disclosures through the following procedure:
Information will be given directly to child accounting personnel.

The Penalty for violation of this policy may result in fines of not more than \$1,000 or imprisonment of not more than 1 year, or both.

The Requesting Agency agrees that in accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability or retaliation. If you require this information in alternative format (Braille, large print, audiotape, etc.), contact the USDA's TARGET Center at (202) 720-2600 (Voice or TDD). If you require information about this program, activity or facility in a language other than English, contact the USDA agency responsible for the program or activity, or any USDA office. To file a complaint alleging discrimination, write to *USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410* or call, toll free, (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

School Food Authority Name: Brookville Area School District

Administrator's Signature: _____

Date of Signature: _____

Requesting Agency Name: **Jefferson County DuBois AVTS**

Requesting Agency Address: **576 Vo Tech Road, Reynoldsville, PA 15851**

Administrator's Signature:  _____

Date of Signature: _____

LEA Chief Administrator's Signature: _____

Date of Signature: _____

The SFA must retain a copy of this signed document in their files as part of the recordkeeping requirements for the appropriate school year.

[Faint, illegible text, possibly a stamp or bleed-through]

AGREEMENT

**Between
Pinecrest Country Club
and
Brookville Area School District**

WHEREAS, Pinecrest Country Club (“PCC”) operates and manages a golf facility; and

WHEREAS, the Brookville Area School District (“District”) desires to utilize the facilities and course of PCC for its Brookville Area High School (“BAHS”) Golf Program.

NOW, THEREFORE, on this ____ day of _____, 2026, upon mutual consideration of the terms stated herein and intending to be legally bound, Pinecrest Country Club and the Brookville Area School District agree as follows:

I. Term & Termination

a. Term of Agreement: The term of this Agreement shall be from the 2026 season through December 31, 2030 (“Term”).

b. Early Termination: This Agreement may be terminated prior to December 31, 2030, if (i) PCC can no longer ensure the District's necessary use of the facility for the purposes described herein, or (ii) the District fails to field a golf team for any given season during the Term.

c. Refund of Fees Upon Early Termination: In the event this Agreement is terminated prior to the conclusion of the Term, PCC agrees to issue a pro-rated refund to the District. The refund shall be calculated at a rate of \$1,000.00 for each full remaining season/year left in the Term following the effective date of termination. Any applicable refund shall be remitted to the District within thirty (30) calendar days of termination.

II. District Use of Facilities

a. Match Scheduling: PCC will accommodate BAHS Boys and Girls golf matches on PCC-authorized Mondays, Tuesdays, Wednesdays, or Fridays. No PIAA matches will be scheduled on Thursdays, Saturdays, or Sundays without prior written authorization from PCC.

b. Practice Facilities & Equipment: PCC will provide access to practice facilities and complimentary practice balls for the BAHS golf team at the following locations:

- Practice putting green
- Chipping range
- Driving range

c. Player Course Access: PCC will provide access to the golf course for all active BAHS golf team members free of charge as tee times allow throughout the entire calendar year.

III. Fee for Use of Facilities

a. One-Time Agreement Fee: The District agrees to pay PCC a total lump-sum fee of \$5,000.00 as full payment for the entire five-year Term (covering the 2026, 2027, 2028, 2029, and 2030 seasons).

b. Payment Due Date: The total fee of \$5,000.00 shall be due on or before October 1, 2026.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first written above.

Pinecrest Country Club

Brookville Area School District

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

TRANSPORTATION AGREEMENT

THIS AGREEMENT IS MADE THIS 25th DAY OF AUGUST 2026; BY AND BETWEEN THE
BROOKVILLE AREA SCHOOL DISTRICT AND (HEREINAFTER REFERRED TO AS
"OWNER/PARENT").

1. OWNER/PARENT AGREES TO PROVIDE TRANSPORTATION FOR THE CHILD TO AND FROM SOARING HEIGHTS SCHOOL FOR THE 2026-2027 SCHOOL YEAR (OR THE LAST SCHEDULED DAY OF STUDENT ATTENDANCE).
2. THIS AGREEMENT MAY BE TERMINATED BY THE SCHOOL DISTRICT AT ANY TIME UPON WRITTEN NOTICE TO THE OWNER/PARENT. AGREEMENT WILL CONTINUE SO LONG AS CIRCUMSTANCES EXIST WARRANTING SAID TRANSPORTATION.
3. IT IS UNDERSTOOD THAT THIS AGREEMENT IS TO TRANSPORT ONLY THE CHILD:
4. THE SCHOOL DISTRICT AGREES TO PAY THE PARENTS FOR THEIR SERVICES THE SUM OF THE APPLICABLE IRS RATE PER MILE FOR SAID SERVICES PROVIDED.
(IRS RATE OF \$0.725/MILES)
5. OWNER/PARENT AGREES THAT THEIR VEHICLE MEETS STATE SAFETY INSPECTION AND THAT IT IS PROPERLY LICENSED AND INSURED AND THAT ONLY A PROPERLY LICENSED OPERATOR WILL DRIVE. ALL VALID DOCUMENTATION NEEDS TO BE ON FILE WITH THE SCHOOL DISTRICT PRIOR TO TRANSPORTATION OF THE STUDENT.
6. OWNER/PARENT SHALL PROVIDE THE DISTRICT WITH AN ITEMIZED INVOICE AT THE END OF EACH MONTH LISTING THE DAYS SERVICE WAS PROVIDED. PAYMENT WILL BE MADE THE FOLLOWING MONTH UPON RECEIPT OF INVOICE.

BROOKVILLE AREA SCHOOL DISTRICT

BY _____

OWNER/PARENT

SUPERINTENDENT

ATTEST _____

BOARD SECRETARY

EDUCATIONAL SERVICES AGREEMENT

This Educational Services Agreement is effective as of August 1, 2026 by and between Brookville Area School District (the “**Customer**”) and Catapult Learning, LLC (“**Provider**”) (the “**Agreement**”).

The parties agree as follows:

1. **Term.** This Agreement will commence on the date listed above and terminate on July 31, 2027 (the “**Term**”).
2. **Scope of Services.** Provider will provide as the services as described in Exhibit A (the “**Services**”) for the 2026-2027 Regular School Year.
3. **Provider Responsibilities.**
 - (a) **Services.** Provider will deliver Services in a professional manner in accordance with recognized industry standards for similar services and qualified personnel will be assigned for that purpose. In providing the Services, Provider and its personnel shall exercise reasonable care. Provider cannot guarantee or assure the achievement of any performance objective, nor can Provider guarantee or assure any particular outcome for Customer, Nonpublic School, student or any other person as a result of this Agreement or the performance of the Services. Delivery of the Services will include use of certain proprietary programs, systems, teaching techniques, diagnostic tests, diagnostic and academic courses and materials of Provider.
 - (b) **Distance Learning Delivery Permitted.** Provider may deliver any portion of the Program when necessary, via distance learning to the extent practicable at the same rates set forth in this Agreement. Delivery of the Program via distance learning does not require consent from the Customer.
 - (c) **Control of Program Staff.** Staff who provide the Services are Provider employees or independent contractors (“**Provider Personnel**”).
 - (d) **Change in Circumstances.** Provider will inform the Customer if it learns of any change in circumstances at a Nonpublic School receiving the Services that may affect delivery, including changes to administrative personnel, at the Nonpublic School where the Services are delivered or if the Nonpublic School’s funding allocation has been expended.
4. **Customer Responsibilities.**
 - (a) **Student Placement.** The Customer will consult with Provider regarding the placement of students for participation in a program to receive Services.
 - (b) **Non-Solicitation.** During the Term of this Agreement and for a period of twelve (12) months thereafter (the “**Non-Solicitation Period**”), the Customer shall not, either directly, indirectly through a third party, hire, or hire for the benefit for a third-party, nor solicit for employment any Provider employee or independent contractor. The Provider may waive the Customer’s requirement not to solicit the Provider employee or independent contractor upon request and is effective only if in writing. If the Customer hires any Provider employee or independent contractor during the Non-Solicitation Period then the Customer will pay either: (a) thirty percent (30%) of the employee’s annual compensation paid by the Provider if the hired person was a Catapult employee, or (b) a fee of Ten Thousand and 00/100 (\$10,000.00) dollars if the hired person was an independent contractor (the “**Commission**”). The Commission is payable within thirty (30) days of the time the Provider employee or independent contractor accepts employment with the Customer. The Commission is non-refundable.

- (c) Change in Circumstances. Customer will inform the Provider if it learns of any change in circumstances that may affect the delivery of the Services, which includes any change in administrative personnel, either at the Customer or the Nonpublic School recipient of Services, or any change in funding for the Services.
- (d) Change in Administrative Personnel. In the event there is a change in Customer personnel assigned to oversee or manage this Agreement, the Customer will schedule a meeting between Provider and newly hired or appointed Customer personnel as soon practicable but no later than sixty (60) days from their start date.

5. Fees and Payment

- (a) Fees. The fee for the Services is as set forth in Exhibit A. Total Fees under this Agreement are NOT TO EXCEED \$7,843.00.
- (b) Invoicing and Payment. Provider will invoice the Customer monthly in accordance with the provision of the Services starting in August, unless otherwise agreed to by the parties. Payments for the Services are due within thirty (30) days of the invoice date and are nonrefundable unless otherwise agreed in writing. The Customer is responsible for all applicable sales, use or other taxes or duties, however designated, which are imposed on any Services provided pursuant to the Agreement. If the Customer claims tax-exempt status, the Customer will present evidence of such tax exemption upon request of Provider.

6. Intellectual Property

- (a) All rights, title and interest in any information and items, including training, curricula, educational content thereof developed by Provider that is used in the provision of Services is the sole and exclusive property of Provider and it shall retain sole and exclusive ownership of all rights, title and interest in its proprietary information, processes, methodologies, know-how and software, including such information as existed prior to the delivery of the Services and, to the extent such information is of general application, anything that it may discover, create or develop during provision of the Services (the "Provider Materials").

7. Confidential Information

- (a) "Confidential Information" means the confidential information to be disclosed under this Agreement including certain proprietary information, which may include but is not limited to, strategic planning, financial data, training content, presentations, trade secrets, trademarks, technical data, benchmarking, know-how, methodologies, discoveries, ideas, concepts, techniques, designs, specifications, and other business information not generally known in the marketplace, and Personally Identifiable Information as defined below.
- (b) "Personally Identifiable Information" means all information that can be used to identify an individual, as may be defined in applicable information security and privacy laws, and includes "Nonpublic Personal Information" ("NPI"), as defined under the Gramm-Leach-Bliley Act (15 U.S.C. §6801 et seq.); "Personally Identifiable Information" ("PII") derived from Educational Records (defined in 34 CFR § 99.2) as described under the Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. 1232g, et seq.) and "Protected Health Information" ("PHI"), as defined under the Health and Insurance Portability and Accountability Act of 1996 (42 U.S.C. §1320d) ("HIPAA.")
- (c) The party disclosing the Confidential Information will be referred to as the "Disclosing Party" and the party receiving the Confidential Information will be referred to as the "Recipient." It is understood that one party can, at certain times, be a "Recipient" and at other times a "Disclosing Party."

- (d) Recipient agrees that neither it, nor any of its employees, officers, directors, agents, and representatives who need to know such information (collectively, its “Representatives”) will: (i) in any fashion or for any purpose use the Confidential Information except for the purpose set forth in the Agreement; or (ii) disclose, divulge, publish or disseminate the Confidential Information except as expressly authorized by Disclosing Party or this Agreement. Recipient further agrees that it and its Representatives will: (y) take all reasonable measures to protect the confidentiality of, and avoid disclosure or use of, the Confidential Information so as to prevent it from entering the public domain or falling into the possession of persons other than those authorized by this Agreement to have access to it; and (z) only permit those Representatives of Recipient who are authorized to participate, directly or indirectly, to have access to Confidential Information.
- (e) Confidential Information shall not include any information (a) previously known by Recipient, (b) independently developed by Recipient, without use of any Confidential Information, (c) acquired by Recipient from a third party that is not, to Recipient’s knowledge after due inquiry, under any legal obligation not to disclose such information or (d) that is, or becomes, public through no breach by Recipient of this Agreement.
- (f) Accordingly, Recipient agrees, subject to applicable law or court order, not to disclose any of its communications, or any of the information it receives and develops in the course of the Services, to any person or entity apart from Customer and such other persons or entities as permitted by law or as Customer may designate.
- (g) Return of Confidential and Proprietary Information. Upon request of the Disclosing Party, the Customer shall return, and cause any Nonpublic School in possession of, all Confidential Information in its possession, custody or control to the Disclosing Party.
- (h) Other Rights. Customer hereby grants FullBloom/Catapult a limited right and license to use Customer’s name, logo and/or other marks for the sole purpose of listing Customer as a user of the applicable Services in promotional materials unless and until Customer provides a written request to discontinue such use.

8. Students and Records and Privacy

- (a) With respect to Education Records (defined above) that Provider may create, receive or maintain on behalf of the Customer or NPS, Provider is designated as a School Official with a legitimate educational interest in and with respect to such Education Records, only to the extent to which Provider is required to create, receive or maintain Education Records to carry out the Services.
- (b) FERPA. To the extent Services provided hereunder pertain to the access to student information, Provider will comply with 20 U.S.C. §1232g - the Family Educational Rights and Privacy Act (FERPA), the federal regulations issued pursuant thereto 34 CFR Part 99.
- (c) HIPAA, CIPA, and GLBA. Further and to the extent applicable, Provider will comply with federal laws and regulations relating to student privacy including Privacy Rights of Students, Computer Users’ Responsibilities, Security of Computing Resources, Security of Data, Privacy of Computing Resources, Health Information Privacy and Accountability Act (HIPAA), Children Internet Protection Act (CIPA), and the Gramm-Leach Bliley Act (GLBA).

9. Breach and Termination

- (a) Termination for Cause. Either party may terminate this Agreement for cause if the other party is in material breach. The notice of default must provide the breaching party a detailed description of the alleged breach

and an opportunity to cure of at least thirty (30) days in the case of a non-monetary default and at least ten (10) days in the case of a monetary default (“Cure Period”). If the breach is not cured within the Cure Period, the non-breaching party may terminate this Agreement by providing a written notice stating the date of termination.

- (b) Equitable Adjustment. Upon early termination of the Agreement, Customer will pay Provider for Services delivered up to and including the date of termination.

10. Indemnification and Limitation of Liability.

- (a) Provider Indemnification. To the extent permitted by law, Provider agrees to indemnify the Customer and its employees, officers, and directors from liabilities, demands, judgments, assessments, damages, fines, penalties, losses, or expenses, including reasonable attorneys’ fees (collectively “Losses”), incurred by reason of a third party claim caused by the Provider’s negligence or willful misconduct in its performance of this Agreement, except to the extent that such Losses are solely caused by negligence or willful misconduct of Customer.
- (b) Customer Indemnification. To the extent permitted by law, the Customer agrees to indemnify Provider and its employees, officers, and directors from Losses incurred by reason of a third-party claim caused by the Customer’s negligence or willful misconduct in its performance of this Agreement, except to the extent that such Losses are solely caused by negligence or willful misconduct of Provider.
- (c) Indemnification Process. A party to this Agreement claiming a right of indemnification shall be referred to herein as the “Indemnified Party” and the party against whom the claim for indemnity is being made shall be referred to herein as the “Indemnifying Party.” In the case of a claim asserted by a third party which claim is subject to indemnification, (a “Third-Party Claim”), the Indemnified Party will (i) give the Indemnifying Party prompt written notice of such Third-Party Claim. The Indemnifying Party is liable for its proportionate share of the Losses for such claim based on degree of fault as finally determined by a court or arbiter of competent jurisdiction. The Indemnifying Party shall not enter into any stipulated judgment or settlement that purports to bind the Indemnified Party without the Indemnified Party’s express written authorization, which shall not be unreasonably withheld or delayed. In all instances, indemnification obligations stated in this section are several and not joint.
- (d) Limitation of Liability. Notwithstanding the terms of any other provision and to the extent permitted by state law, the total liability of Provider and its affiliates, directors, officers, employees and contractors for all claims of any kind arising out of this Agreement, whether in contract, tort or otherwise, shall be limited to the lesser of the total fees paid to Provider in the preceding 12 months or \$500,000. Provided however, the foregoing limitation will not apply to claims of personal injury, damage to personal property, and infringement of intellectual property. Neither Provider nor Customer shall in any event be liable for any indirect, consequential, loss of profits or revenue, enhanced damages or punitive damages, even if Provider or Customer have been advised of the possibility of such damages. The waiver of consequential damages and the limitation of liability set forth herein are fundamental elements of the basis of this Agreement between Provider and the Customer. Provider would not be able to provide the Services on an economic basis, and would not have entered into this Agreement, without such waiver and limitation. It is expressly understood and agreed that the foregoing provisions of this Section survive any expiration or termination of this Agreement to the extent the circumstances creating a liability covered hereby arose prior to such expiration.

11. INSURANCE

(a) Insurance Coverage. The parties are insured with coverage for commercial general liability, property damage, and worker's compensation.

(b) Provider Insurance Limits. For the term of the Agreement, Provider will maintain liability insurance of the types and limits set forth below:

- | | |
|----------------------------------|--|
| i. Commercial General Liability: | \$1,000,000 on a claims-made basis and \$2,000,000 annual aggregate. |
| ii. Auto Liability: | \$1,000,000 annual aggregate |
| iii. Workers Compensation: | At the limit required by state law |
| iv. Employer Liability: | \$1,000,000 annual aggregate |

(c) Proof of Insurance. Upon request, a party will produce a certificate of insurance evidencing the limits set forth above.

12. NOTICES

(a) Methods of Delivery. All notices under this Agreement may be delivered only by: (i) hand delivered by nationally recognized overnight delivery service (e.g., Fed-Ex or UPS or USPS Priority Overnight) messenger or courier service, (ii) pre-paid first-class certified mail, return receipt requested, or (iii) e-mail with read receipt requested, addressed to the respective party as noted below or to such other addresses as any party may designate by notice complying with the terms of this Section.

(b) Date of Delivery. Each such notice is deemed delivered on either, (i) the date delivered by personal service, (ii) the date on the pre-paid first-class certified mail return receipt, or (iii) the date of the "delivered receipt" e-mail or tracking information from nationally recognized overnight delivery service.

(c) Notice Addresses. The addresses of the parties for notice are:

Brookville Area School District		
104	Jenks	Street
PO	BOX	479
Brookville,	Pennsylvania	15825
United States		

Attention:

Email:

To Provider:

Catapult Learning, LLC

P.O. Box 444

Elmsford NY 10523

Attention:

Email: contracts@fullbloom.org

With a copy to the Office of the General Counsel at the same address.

13. MISCELLANEOUS

(a) Force Majeure. Neither party will be liable for non-performance or in default to the other party for failures of performance resulting from events beyond the reasonable control of such party, including, by way of

example and not limitation, acts of God, disease outbreak or widespread illness, computer virus attack or infiltration, civil disturbances, war and strikes.

- (b) No Agency. The parties do not intend for this Agreement to create a partnership or joint venture between the parties. Neither party may commit the other party for any purpose except as expressly provided herein.
- (c) Assignment. Neither party may assign or transfer any interest arising in or from this Agreement without the prior written consent of the other party. Provided however, the foregoing consent is not required from Customer when Provider assigns or transfers this Agreement or any interest herein to a subsidiary, parent company, or a corporate affiliate of the Provider or in connection with the sale of all, or substantially all the outstanding assets or transfer of a majority interest in ownership or equity of Provider.
- (d) Applicable Law. Provider will comply with the federal and state laws applicable to the provision of the Services.
- (e) Governing Law. The parties intend Delaware law to govern this Agreement.
- (f) Non-discrimination. Provider is an equal opportunity employer and conducts all business activities, including hiring, without regard to age, race, color, sex, disability, marital status, national origin, citizenship status, pregnancy, sexual orientation, gender identity, military service or other legally protected category.
- (g) No Waiver. Failure of either party to exercise, or delay in exercising any right under this Agreement shall operate as a waiver. Exercising any right does not preclude the party from exercising any other right.
- (h) Entire Agreement. This Agreement constitutes the entire agreement between the parties and all previous agreements or discussions are hereby superseded by this Agreement.
- (i) Severability. If any provision of this Agreement is held invalid, the validity of the remainder of this Agreement shall not be affected.
- (j) Amendment of Agreement. This Agreement may be amended only by a written agreement signed by both parties.
- (k) Counterparts. This Agreement may be executed simultaneously in two or more counterparts, each of which is an original, but all of which together constitutes one complete document.
- (l) Publicity. Each party may disclose the existence, subject matter, size, and/or value of this Agreement in press releases and public announcements and in such connection may refer by name to the other party only after obtaining the other party's consent which consent may not be unreasonably withheld.
- (m) No Third-Party Beneficiaries. The parties intend that nothing in this Agreement grants any rights or benefits to anyone other than the parties. The parties further intend this Agreement does not allow any claim or right of action to anyone other than the parties.

[THE SPACE BELOW IS INTENTIONALLY LEFT BLANK]

This Agreement is executed as of the date stated in the introductory clause, regardless of any dates inserted below:

Brookville Area School District

Name:

Title:

Date:

Catapult Learning, LLC

Name:

Title:

Date:

Brookville Area School District
and Catapult Learning, LLC

EXHIBIT A
PROGRAM AND FEES

Type of Program:

Instructional Services Provided

Sub-Category of Program:

Small Group Instruction

SMALL GROUP INSTRUCTION PROGRAM

Group Size Minimum: 2

Group Size Maximum: 6

Total Number of Groups Served: 6

Session Length: 45 Minutes

Sessions Per Week Per Group: 2

Curriculum: Achieve Literacy K-8 and Achieve Math K-8

Funding Source

Funding Source: Title I

FEES

The Customer shall pay Provider on the following basis: an hourly rate of \$75.00 per Program Hour for the provision of the Services over the Term.

Hourly Rate is per scheduled program hour. Program hours include all hours required to operate the program including but not limited to direct service time with Students, prep time, Parent Conferences and Team Meetings.

Nonpublic Schools

Nonpublic School Name: St. Cosmas & Damian; Allocated Amount: \$2,242.50; Services: Small group instruction

Nonpublic School Name: Dubois Area Catholic School; Allocated Amount: \$3,358.00 Services:
Small group instruction

Nonpublic School Name: Dubois Christian Schools; Allocated Amount: \$2,242.50; Services: Small group instruction

Make	Model	S/N	New	OoS Reason
Dell	Latitude E6520	59Y54R1	004824	End of Useful Life
Dell	Latitude E6520	HNZKMS1	004836	End of Useful Life
Dell	Latitude E5250	8KHVL72	001913	End of Useful Life
Dell	Latitude E5250	HZKCL72	001914	End of Useful Life
Dell	Latitude E5250	8XX3K72	001915	End of Useful Life
Dell	Latitude E6520	DMWSYQ1	004868	End of Useful Life
Dell	Latitude E6520	34DYBS1	004885	End of Useful Life
Dell	Latitude E6520	1S0L2Q1	003029	End of Useful Life
Dell	Latitude E6520	35WDYR1	003025	End of Useful Life
Dell	Latitude E6520	7VWK2Q1	003037	End of Useful Life
Dell	Latitude E6520	45LZLS1	003042	End of Useful Life
Dell	Latitude E6520	CYXJ2Q1	004830	End of Useful Life
Dell	Latitude E6520	90BC6V1	004875	End of Useful Life
Dell	Latitude E6520	6DLWNS1	003021	End of Useful Life
Dell	Latitude E6520	68P05R1	004889	End of Useful Life
Dell	Latitude E6520	6TWGXQ1	004857	End of Useful Life
Dell	Latitude E6520	HQCYBS1	004898	End of Useful Life
Dell	Latitude E6520	6TPFXQ1	004842	End of Useful Life
Dell	Latitude E6520	8MSK2Q1	003018	End of Useful Life
Dell	Latitude E6520	JQN14R1	004853	End of Useful Life
Dell	Latitude E6520	FPCYBS1	004839	End of Useful Life
Dell	Latitude E6520	6L4J7V1	004871	End of Useful Life
Dell	Latitude E6520	HPCHMS1	004873	End of Useful Life
Dell	Latitude E6520	6RBGXQ1	004870	End of Useful Life
Dell	Latitude E6520	6S5JXQ1	004872	End of Useful Life
Dell	Latitude E6520	BLFNYQ1	004867	End of Useful Life
Dell	Latitude E6520	464L2Q1	003034	End of Useful Life
HP	EliteBook 840 G1	5CG5170BNT	003324	End of Useful Life
HP	EliteBook 840 G1	5CG5220SN9	003328	End of Useful Life
Dell	Latitude E6520	GDKNCS1	004899	End of Useful Life
HP	EliteBook 840 G1	5CG5170BFY	003319	End of Useful Life
HP	EliteBook 840 G1	CNU409BL5T	004923	End of Useful Life
HP	EliteBook 840 G1	CNU4339HZ7	004924	End of Useful Life
HP	EliteBook 840 G1	CNU4339HYV	004925	End of Useful Life
HP	EliteBook 840 G1	CNU4199HLC	004926	End of Useful Life
HP	EliteBook 840 G1	5CG5103W9P	004927	End of Useful Life
HP	EliteBook 840 G1	CNU421CRVR	004928	End of Useful Life
HP	EliteBook 840 G1	CNU4229W34	004929	End of Useful Life
HP	EliteBook 840 G1	CNU4339J20	004930	End of Useful Life
HP	EliteBook 840 G1	CNU410C876	004931	End of Useful Life
HP	EliteBook 840 G1	CNU432CG74	004932	End of Useful Life
HP	EliteBook 840 G1	CNU432CG72	004933	End of Useful Life
HP	EliteBook 840 G1	CNU407BKLW	004934	End of Useful Life

HP	EliteBook 840 G1	CNU4339J7F	004935	End of Useful Life
HP	EliteBook 840 G1	CNU4339J2X	004936	End of Useful Life
HP	EliteBook 840 G1	CNU4339J1P	004937	End of Useful Life
HP	EliteBook 840 G1	5CG50647ZY	003335	End of Useful Life
HP	EliteBook 840 G1	5CG5062L4N	003317	End of Useful Life
Dell	Latitude E6520	J4DYBS1	004852	End of Useful Life
HP	EliteBook Folio 9470m	CNU322B7S6	004800	End of Useful Life
Dell	Latitude E6520	JRSK2Q1	003016	End of Useful Life
HP	EliteBook 840 G1	5CG45209RL	003316	End of Useful Life
Dell	Latitude E5250	8QR5K72	001856	End of Useful Life
Dell	Latitude E5250	1DJDL72	001877	End of Useful Life
Dell	Latitude E5250	5BB0K72	001897	End of Useful Life
Dell	Latitude E5250	5BJDL72	001898	End of Useful Life
Dell	Optiplex 9020	D32RP22	003266	Won't boot.
HP	Chromebook 11 G7 EE	5CD013JNN3	005591	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JNKJ	005565	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JL69	005698	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JLP2	005879	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JL8D	005747	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JP7X	005534	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JNL4	006011	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JPBJ	005858	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JL89	005734	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JLKX	006022	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JL6Q	005750	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JL83	005765	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JP3W	005596	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JPBH	005860	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JL6M	005745	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JL6S	005746	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JL7J	005751	Graduating Senior
HP	Chromebook 11 G8 EE	5CD046BFX0	006726	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JNSF	005599	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JPGY	005736	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JNDF	005739	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JL7R	005742	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JNZ9	005873	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013G149	005932	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JPHW	005769	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JL81	005761	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JP5B	005665	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JNZX	005594	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JP4F	005664	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JP2J	005774	Graduating Senior

HP	Chromebook 11 G7 EE	5CD013JPGR	005825	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JP31	005874	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013G5LL	005842	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013G1BJ	005732	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JNK5	005563	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013G5NY	005554	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JPD0	005810	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JLN9	005867	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JNLM	005802	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013G2D1	006371	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JLJP	005876	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JL5W	005735	Graduating Senior
HP	Chromebook 11 G7 EE	5CD013JLNQ	005822	Graduating Senior

STUDENT - PARENT HANDBOOK

2026-2027

Brookville Area School District

Brookville, Pennsylvania

District Office	814-849-8372
Northside	814-849-1198
Pinecreek	814-849-1197
Hickory Grove	814-849-11196
Junior/Senior High	814-849-1195
DISTRICT WEBSITE	www.basd.us



Mission Statement

EDUCATE - EMPOWER - INSPIRE



ALMA MATER

We hail thee Brookville High

Now and in future years

We sing our many praises to the school

Each one reveres

Forever we'll be loyal

To colors blue and white

And cherish fond memories

Of our Raiders valiant fight

We hail you Alma Mater

And when youth has passed us by

Even then with fleeting breath

We praise old Brookville High

SCHOOL COLORS: BLUE AND WHITE

SCHOOL MASCOT: RAIDER

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MESSAGE TO PARENTS

This handbook is provided as a resource for parents and students. More specific details regarding school district policies are provided in the School Board Policy Manual, a copy of which is available in all school buildings, public libraries, district office, and the school website (www.basd.us).

The success that we can achieve in educating our youth depends greatly on the cooperation between family and school. We need your assistance and encourage you to be involved in the school life of your children.

MESSAGE TO STUDENTS

This handbook has been prepared to provide you with suggestions and useful information that deal with rules and procedures in the Brookville Area School District. In some instances, specific areas are noted for elementary and secondary, otherwise the information contained refers to both. Because it is one of the means used to provide you with information about our schools, it is your responsibility to become familiar with its content.

In order to help maintain an excellent school atmosphere, you should strive to achieve in your studies, participate in activities, display proper conduct, cooperate with and consider the rights of others, and be friendly and respectful to everyone. You should also be a guardian of the building, equipment and books and aid in keeping the school grounds neat and attractive.

Your teachers, guidance counselors and principals are available at all times to assist you and help make your school year a pleasant educational experience. Your cooperation in assisting the school to accomplish this goal will be very much appreciated.

The Student Rights and Responsibilities for Brookville Area School District were formulated within the regulations approved by the Department of Education. Members of the administration, faculty and student body had an opportunity to review the basic elements of this document prior to its presentation to the Board of Education.

BELL SCHEDULES

NORTHSIDE & PINECREEK:

Arrival/Breakfast: 8:35 – 9:05 a.m.

Tardy Bell: 8:55 a.m.

School Day: 8:55 a.m. - 3:30 p.m.

Dismissal: 3:30 p.m.

HICKORY GROVE:

Arrival/Breakfast: 8:30 - 8:55 a.m.

Tardy Bell: 8:55 a.m.

School Day: 8:55 a.m. - 3:30 p.m.

Dismissal: 3:30 p.m.

JR/SR HIGH SCHOOL

Arrival/Breakfast: 7:15 - 8:00 a.m.

Tardy Bell: 8:05 a.m.

School Day: 8:05 a.m. - 2:35 p.m.

Dismissal: 2:35 p.m.

ISC, IBAR, NIGHT SCHOOL, DETENTION

ISC: 8:05 a.m. – 2:35 p.m.

IBAR: 8:05 a.m. to 2:35 p.m.

Night School: 11 a.m. to 4 p.m.

Detention: 2:35 p.m. to 3:30 p.m.

ADMINISTRATION

Dr. Erich May	Superintendent
Shawn Arbaugh	Business Administrator
Brittany Nowacki	Director of Special Education
Shawn Deemer	Jr/Sr High School Principal
Kaytie Straw	Assistant Jr/Sr High School Principal
Andy Collins	Hickory Grove Principal
Jill Rhoades	Northside/Pinecreek Principal
Bob Fiscus	Director of Buildings and Grounds
Matt Simmons	Director of Technology
Becky Kammerdeiner	Interim Director of Food Services
Dave Osborne	Athletic Director

SCHOOL BOARD

The names of all current school board members is maintained on the District Keystone Agenda page located on the website (www.basd.us), Quick Links, School Board.

RESPECT

It is expected that every staff member will be treated with respect and dignity both in and out of school just as the students receive respect from the staff. Staff are responsible for supervision of students anywhere on school property and at school-sponsored activities. There is no division of authority among the faculties of Brookville Area School District. All teachers are authorized to reprimand or correct misbehaving students at any time or at any place during the school year.

Notice Regarding Policies

The Board of School Directors of the Brookville Area School District is responsible for governing the affairs of the School District. As part of that endeavor, the School Board has promulgated policies which are maintained in a policy manual. It is your responsibility to read, understand, and comply with all School District policies as currently existing or as may be modified or added from time to time hereafter.

Policy manuals are located in the District Office and the District website www.basd.us under Quick Links. Throughout this handbook, policies and administrative regulations will be mentioned relating to numerous subjects. However, those policies are not included in this handbook. You may find the complete policies and administrative regulations at the locations listed above.

If you have any questions concerning your rights or obligations under the policy manual, you are to contact your principal or the superintendent of schools. The School District's policies are designed to establish the rules under which the School District will operate. They are not intended to confer contracted rights or rights that are enforceable by law.

THIS HANDBOOK IS NOT MEANT FOR THE PURPOSE OF ADDRESSING ALL POSSIBLE SITUATIONS. IT IS ONLY A GENERAL GUIDELINE. ALL FEDERAL, STATE, AND LOCAL LAWS; SCHOOL DISTRICT POLICIES; AND ADMINISTRATIVE DIRECTIVES WILL BE ENFORCED THOUGH NOT SPECIFICALLY LISTED.

Nondiscrimination Statement

The 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 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.

Publication of this policy is in accordance with state and federal laws including Title VI, Title IX of the Educational Amendment of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973. For information regarding civil rights, grievance procedures, or information on activities and facilities that are accessible to and usable by handicapped persons, contact Superintendent, Compliance Officer, Brookville Area School District, PO Box 479, 104 Jenks Street, Brookville, PA 15825. 814-849-1100. In accordance with the Americans with Disabilities Act, reasonable accommodations will be provided.

Brookville Area School District does not discriminate on the basis of sex, and prohibits sex discrimination, including sex-based harassment, in any education program or activity that it operates, as required by Title IX of the Education Amendments of 1972, 20 U.S.C. §§1681 *et seq.*, and its regulations, 34 C.F.R. Part 106. Individuals may report concerns or questions to the District's Title IX Coordinator. The District's full Title IX Notice of Nondiscrimination is located at <https://www.basd.us/title-ix-7fe95723>.

TOBACCO FREE SCHOOLS

In accordance with the Pro Children Act of 1994 no smoking/tobacco is permitted in any school building or on any school grounds. Smoking/tobacco use by adults outside school buildings on school grounds during any activity, including but not limited to, athletic events is strictly prohibited and could result in fines. Please refer to Policy 904. – Smoking on the District’s website.

COMPLAINT RESOLUTION

The Brookville Area School District has in place a Public Complaint Policy (#906). The policy very specifically lists what needs to be done if the public has any misunderstandings with the School District concerning the District personnel, the programs, or the operations of the District. The procedures for any complaints or misunderstandings regarding staff members, programs, policies, operations, instructional materials, pupil progress, and pupil well-being are noted in the Policy.

Open communication is always stressed as a means to solve issues before they become problems. Parents, staff and the community need to all work together to provide what is best for all students (Special Needs Students, English Language Learners, Homeless Students and Students of Migrant Workers) who reside and attend the Brookville Area School District. If misunderstandings are handled in a timely manner with open discussions and with the interested parties, then the matters should be resolved at the first step of the process. If any further help is needed, then parents/guardians may contact the State Assistance Line at 1-717-787-8913.

ATTENDANCE PROCEDURES

Consistent and punctual daily attendance benefits academic achievement. Consequently, it must be the goal of every student in the Brookville Area School District to attend school on a regular basis.

UNEXCUSED/ILLEGAL ABSENCES

GRADES 7-12

No make-up work will be permitted for any class work missed during an absence marked unexcused or unlawful. There will be no possible make-up of any tests missed during an absence marked unexcused or unlawful.

ABSENCES AND EXCUSES KINDERGARTEN - 12th Grade

When a student is absent from school, it is the parent's responsibility to provide an excusable written reason (signed by a parent or guardian) to the homeroom teacher/attendance secretary within three days of absence. The absence will be classified as excused or unexcused and filed for future reference.

According to Pennsylvania School Code, students are required to attend school every day except for:

Illness of the student	Quarantine
Death in the immediate family	Approved medical/dental visits
Approved educational trips	Approved school trips
Religious holidays	Other urgent reasons AS APPROVED BY THE PRINCIPAL

The above items are regarded as excused absences. All others are considered unexcused absences. *Some examples of unexcused absences are:*

Truancy	Tired
Student is illegally employed	Personal appointment, hair appointments
Going shopping	Report to work
Work at home	Babysitting
Hunting/Fishing	Non-district sponsored athletic events

DOCTOR EXCUSES

Parents of students who miss a total of ten (10) or more days will receive a letter from the principal informing them of their child's total absences, and then shall be required to provide a doctor's excuse for absences thereafter. If a doctor's excuse is not provided upon request, the day or days will be classified as unexcused/illegal absences. **Generic doctors' excuses for students to miss "increased" or "more than the normal number of days" will not be accepted.**

EXCESSIVE ABSENCES

Students who demonstrate a continuous pattern of absenteeism or do not comply with the school's attendance policies may be dropped from the rolls, may face expulsion, or may be placed with Jefferson County Truancy Agency. After six unexcused absences, students that are of compulsory attendance age may be referred to the District Magistrate and to the Jefferson County Children and Youth Services.

TRUANCY	
Illegal Absences - Students 6-18 years of age	
2 days	Letter sent to parents notifying them that an additional illegal absence will result in the scheduling of a Truancy Elimination Plan with the district.
3 days	Letter sent to parents requesting a School Attendance Improvement conference with the district to create a Truancy Elimination Plan.
6 days	Citation filed with the District Magistrate, notification given to Jefferson County Children and Youth Services, and a referral made to Jefferson County Juvenile Justice. Once your child reaches six unexcused absences, they are ineligible to enroll in cyber/charter schools.
7 days	Another citation filed with the District Magistrate, notification given to Jefferson County Children and Youth Services.

Students who are under the age of 18 and accumulate ten (10) or more unexcused absences will lose privileges. Loss of privileges may include but are not limited to: field trips, assemblies (including pep), dances (including homecoming, snowball, and prom), special class activities out of the building.

Illegal/Unexcused Absences – Students over the age of 18

Two (2) unexcused absences - Letter sent to parent/guardian

Four (4) unexcused absences - Letter sent to parent/guardian advising that additional unexcused absences may result in the student being placed in the Night School Program. Students who accumulate 4 or more unexcused absences will lose privileges for the remainder of the school year. Loss of privileges include but are not limited to: field trips, assemblies (including pep), dances (including homecoming, snowball, prom), special class activities out of the building.

Students who have 10 unexcused absences may be assigned to the Night School Program, Monday through Friday, 11:00 am through 4:00 pm. Students who earn 10 or more unexcused absences will lose their driving privileges for the remainder of the school year. Students who miss 10 or more consecutive days will be dropped from the district student roster.

PARTIAL DAY ATTENDANCE

ELEMENTARY

For Monday through Thursday, to be counted for a day's attendance, students must sign in at the office before 12:00 pm. Students that leave school before noon and do not return will be considered absent for the day. For Friday, to be counted for a day's attendance, students must sign in at the office before 11am. Students that leave school before 11am and do not return will be considered absent for that day.

SECONDARY

In order to receive credit for a full day's attendance, students must sign in by 8:05 am and remain in school until 11:05 am. In order to receive credit for a half-day's attendance and to be eligible for any extracurricular activities, students must sign in before 9:00 am. Students who leave school before 9:00 am and do not return to school that day will be considered absent for the day and will not be eligible to participate in any extracurricular activities. Students who are required to miss school because of a trip must obtain prior approval for the absence from the principal. **It is the student's responsibility to contact teachers and make arrangements to make up missed work.**

TARDY TO SCHOOL

Students are to be in their homeroom when the Tardy Bell rings or they are considered late to school and must report to the Main Office. If being tardy was the result of a doctor's appointment and a doctor's excuse or appointment card is submitted, the tardy will be marked "doctor excuse." A note from parents stating that the student is late because of illness will be an excused tardy. After ten (10) "non-doctor" tardy excuses to school, a student will be required to have a doctor's excuse for any additional tardies or the tardy will be unexcused. This will result in a parent conference, and loss of student privileges. Any student wishing to participate in extracurricular activities, including athletics, must be present in school by 9:00 am. Also, outside agencies may be contacted if tardiness continues to be an issue. Students who accumulate three or more unexcused tardies during a quarter will be subject to the attendance policy.

TARDY TO CLASS

You will be considered tardy to class if you are not in your classroom when the tardy bell rings. If you have a legitimate pass from another teacher, counselor, nurse, or principal, there is no tardy situation. Students who accumulate three or more unexcused tardies to a class during a quarter will be subject to the discipline policy.

EARLY DISMISSAL PROCEDURES

The following information must be included on the request for an early dismissal:

Name of student	Date of request
Reason for request	Name of physician (if applicable)
Parent/Guardian signature	
Phone number at which a parent can be contacted in order to verify the request	

The fact that a parent has requested an early dismissal does not mean the school can automatically dismiss a student.

Early dismissals may be denied if parental permission or an appointment cannot be confirmed.

ELEMENTARY

A request from the parent or guardian, preferably in writing, is required for early dismissal. This request must be presented to the office. To ensure the safety of the students, parents or guardians must report to the office and sign their child out of the building. Children will not be released to anyone in the parking lot or pickup areas without first being signed out in the office. No students will be released to any other person except parents or guardians without written notification by the parents or guardians. Proper identification may be required from the individual requesting to take any child from school for any reason.

SECONDARY

An early dismissal from the regular school day is a privilege granted under certain circumstances. The parent or guardian with whom you live must sign all early dismissal requests. After an early dismissal has been granted, secondary students must report to the High School Office to sign out before leaving the building. Upon return from an early dismissal, before the end of the school day, students must report to the High School Office to sign in and be given a pass to be readmitted to class. Failure to report to the office immediately when reentering the building will be considered a violation of school policy.

Reasons for granting an early dismissal may include:

Medical or dental appointment	Religious observations
Illness	Death in the family
Court proceedings	Educational Travel
Emergency	

Permission should be requested the day of the early dismissal. Students desiring an early dismissal must submit a written request, including the reason for the early dismissal, from their parents to the attendance person in the main office and report to homeroom before the a.m. tardy bell rings. Emergency early dismissals that are phoned in will need to be approved by the principal/assistant principal after confirmation of the student's appointment.

LEAVING SCHOOL WITHOUT PERMISSION

Students must **never** leave the building during school hours unless the principal or designee has given prior approval. Students who leave school without permission will be in violation of school policy.

EDUCATIONAL TOURS AND TRIPS POLICY 204.1

KINDERGARTEN – 12th Grade

Students may be excused, upon written request by parents or guardian, for a trip at the parents' expense if the trip is judged educational by the superintendent or his/her designee and is under the direction of a responsible person. Under these circumstances, it will be counted as an excused absence. **Trips can be no more than five school days during a single school year.** Please contact the school office for testing dates. Please refrain from scheduling trips during testing dates. Notification must be made at least one month in advance to verify no school conflicts with the time. Students must be passing all classes, have no more than 10 days absent and cannot have four (4) or more unexcused absences. Ten (10) days prior to the trip, the trip form must be submitted with grades and attendance to be checked. Trips that are not pre-approved by the administration will be recorded as illegal/unexcused absences. Vacation days will be counted as part of the ten (10) parental excuse days.

Trip request forms may be picked up in the office at your child's school or on the District website under Sections > Parents/Students > Documents/Forms/Handbooks.

School-To-Work Program

The purpose of the program is to provide senior students the opportunity to have a reduced school day in order to maintain employment. The criteria for this program are the following:

- A senior must be in solid standing for graduation.
- A senior must have attained a minimum of 20 credits or greater by the end of his/her junior year. The remaining 4 credits must be able to be scheduled during established classroom times.
- A senior must maintain excusable attendance during the school year. A senior cannot exceed 3 or more unexcused absences during their senior year. Accumulating more than 3 unexcused absences may result in loss of school to work privileges. If school is missed the student may not work without prior approval from the school.
- If a senior is excused from school due to a medical excuse for more than 2 days the student is not permitted to work.
- A senior must maintain acceptable behavior as determined by administration.
- Any failing classes at the end of the marking period will result in the loss of work study. The principal can waive loss of the work study privilege based on circumstances.
- The Brookville Area School District is pleased that area businesses are willing to provide training and experience for our students.
- Students must show proof of work on a monthly basis.

BUS TRANSPORTATION AND REGULATIONS KINDERGARTEN - 12th Grade

Bus transportation is provided for all students who do not live within walking distance of school. Students must be on time at bus stop locations at home and at school. They should leave home in time to reach the bus stop five minutes before scheduled pick up and avoid playing or loitering when waiting for a bus. **Grades K-2 - a parent or guardian is required to be at the bus stop for student drop off when the bus arrives at the designated stop. If no parent/guardian is present, the student will be returned to the Administration Office at the end of the bus route for parent pickup.**

VIDEO/AUDIO RECORDING Policy 810.2

Students and parents/guardians should be aware that video and audio surveillance will occur on school buses and school vehicles. The video/audio recording may be used for investigative and disciplinary purposes.

BUS CONDUCT

Proper conduct of students is expected at all times. This conduct also applies to away activities and field trips. A student who rides a bus to an activity must also ride the bus home unless the student's parents and the principal have granted permission. The bus driver and teacher are in charge of student discipline.

In the event of continual and persistent misconduct, students will be excluded from riding the bus. Parents will be required to furnish transportation when students are excluded from riding the bus.

Anyone who enters a school bus without prior authorization of the driver or a school official and/or who refuses to leave when ordered to do so by the driver commits a misdemeanor of the third degree.

RULES & CONSEQUENCES FOR MISBEHAVIOR ON BUSES FOR ELEMENTARY OR SECONDARY STUDENTS

Depending on the misbehavior or infraction, discipline can range from a written warning, to one or more days off the bus, to in-school or out-of-school suspension, to restitution, or even expulsion. **Note: Administration retains the right to use its discretion in all disciplinary matters.**

Bus Behavior Infractions

We recognize that bus drivers are at a disadvantage when dealing with discipline. Their primary focus must be on safely operating the vehicle rather than monitoring everything happening behind them. Because of this, they do not have much opportunity to build rapport with their riders. But writing up every infraction may cause a driver to lose credibility and authority with students and parents.

This chart is intended to help drivers determine when to refer a student for misbehavior. Bus level offenses will be handled by the bus driver; office level offenses will be handled by administration.

Bus Level Offenses	Office Level Offenses
• Minor pushing, shoving, tripping • Moving around the bus, not sitting properly or safely in seat • Putting hands out the window • Not keeping items in book bags, throwing items • Not keeping the aisle clear • Inappropriate language, name calling • Talking back, lying, tattling	• Kicking, hitting, pushing, biting • Threatening or abusive language • Repeated insubordination • Throwing objects out the window • Destruction of personal or school property • Weapons or dangerous items • Alcohol, tobacco, or drugs

CODE OF STUDENT CONDUCT

STUDENT RESPONSIBILITIES

- A. Student responsibilities include regular school attendance, conscientious effort in classroom work and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process. No student has the right to interfere with the education of his/her fellow students.
- B. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.
- C. It is the responsibility of the students to:
 - 1. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them.
 - 2. Be willing to volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
 - 3. Dress and groom themselves so as to meet fair standards (cleanliness and odor) of safety and health and so as not to cause substantial disruption to the educational process. (See Student Apparel as listed in the index.) Grooming can be requested if there is substantial disruption in the school day (given deodorant, body wash, etc.)
 - 4. Assume that until a rule is waived, altered, or repealed, it is in full effect.
 - 5. Assist the school staff in operating a safe school for all students enrolled therein.
 - 6. Be aware of and comply with federal, state and local laws.
 - 7. Exercise proper care when using public facilities and equipment.
 - 8. Attend school daily, except when excused, and be on time at all classes and other school functions.
 - 9. Make all necessary arrangements for making up work when absent from school.
 - 10. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
 - 11. Avoid inaccuracies in student writings/reports or publications and indecent or obscene language.

WATER BOTTLE POLICY

The Brookville Area School Board recognizes the importance of water consumption throughout the day. Therefore, students will be allowed to carry clear water bottles during the school day using the water bottle policy shown below:

- Water bottles must have a secure cap
- Water bottles must be empty when students arrive at school and can be filled at water fountains

between classes, during lunch, or before or after school with water only.

- Students may not share water bottles
- Empty water bottles should be taken home for sanitized reuse or to be recycled
- Teachers have discretion in determining classroom use of water bottles
- Water bottles are not permitted in computer labs and science labs
- Water bottles may not be refilled during classroom instruction
- Water bottles are subject to search
- Students misusing water bottles will be subject to disciplinary actions

CRIMINAL ACTS ON SCHOOL PROPERTY

ACT 167

POSSESSION OF WEAPONS ON SCHOOL PROPERTY

Definition – The term weapon shall include, but not be limited to any instrument capable of inflicting bodily injury including, but not limited to any knife, razor, razor blade, cutting instrument, cutting tool, sharpened wood, sharpened metal, nunchaku, or other martial arts device, brass or metal knuckles, club, metal pipe, blackjack, laser, shocker or stun gun, or any explosive device, firearm, shotgun, rifle, pellet gun or B-B guns, slingshot, bow, arrow or any other similar device from which a projectile may be discharged, including a firearm or other weapon which is not loaded or which lacks a component device necessary to render it immediately operable. The term weapon shall also include “weapon look-a-likes” including any instrument or implement designed to look like a weapon. Educational materials and equipment capable of inflicting bodily injury are excluded from the definition of a “weapon” if the student uses them for the intended purpose. When a student uses educational instruments or equipment for a purpose other than its intended educational purpose, the student may then be deemed to be using the material or equipment as a weapon. The term “bodily injury” shall include the temporary or permanent loss of any of the human senses, loss of consciousness, extreme pain, scarring, burning, and/or death.

Offense Defined - A person commits a misdemeanor of the first degree if he possesses a weapon at any school function, at any school event held away from the school, while the student is on his/her way to or from school, in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary publicly funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school.

Pennsylvania Act 26 of 1995 and Brookville Area School Board Policy states that a student who has brought a weapon onto any school property, at any school-sponsored activity, or any public conveyance providing transportation to school or a school sponsored activity shall be expelled for a period of not less than one year. The Superintendent has the authority to recommend discipline short of expulsion on a case-by-case basis. The discovery of any weapon will be reported to the student’s parents and to local law enforcement officials.

AGGRAVATED ASSAULT

Offense Defined - A person is guilty of aggravated assault if he/she: attempts to cause or intentionally or knowingly causes bodily injury to a teaching staff member, school board member, other employees or student of any elementary or secondary publicly funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school while acting in the scope of his or her employment or because of his or her employment relationship to the school.

CONTRABAND

Any item that is reported stolen or missing and is in the possession of the person being searched, is considered contraband. Objects that are not permitted in school are considered contraband. School personnel may confiscate such items. The principals will decide if confiscated items will be returned. Contraband items include, but are not limited to:

cigarette lighters, matches, toys, laser lights, weapons/drugs. Any item not required for a school class or activity is considered contraband. The School District will not be responsible for any damaged or lost items. Students bringing items into the school not usually found within a school, even if used in a class or activity, must secure prior administrative approval.

FIGHTING

Any student who is involved in a disagreement with another person is advised to seek the assistance of a guidance counselor, administrator, or teacher in an attempt to resolve a problem before a fight occurs. The following penalties will be imposed for fighting:

1. Students who fight will be subject to the discipline policy.
2. In order to underscore the fact that fighting must not occur, the police may be summoned to investigate incidents that the principals believe are of a serious nature. If the police, through their investigation, determine that charges are to be filed, the police shall proceed accordingly through the local magistrate, juvenile authorities, or other legal avenue. This action may result in the issuance of a citation or arrest.
3. Nothing herein contained shall preclude the District from initiating a private criminal complaint.

HAZING

Hazing is the act of recklessly or intentionally endangering the mental health, physical health, or safety of a student or causing willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board. Any hazing activity, whether by an individual or a group, will be presumed to be forced activity, even if a student willingly participates. Hazing will not be tolerated and will result in appropriate disciplinary action based on the severity of the offense.

REASONABLE FORCE

Any staff member may use reasonable force:

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

TOBACCO AND VAPING PRODUCTS **Policy #222**

The Board recognizes that tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers and the school environment. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products, including Juuls and other electronic cigarettes.

The full policy can be found on the District website, basd.us >QuickLinks >District Policy Manual.

CELL PHONES/ELECTRONIC COMMUNICATION DEVICES

Policy #237

A copy of this policy may be found at the High School, Hickory Grove and on the District website (www.basd.us). Failure to comply with policy will result in disciplinary consequences.

Additionally, beginning with the 2020-2021 school year, BASD has provided computer devices to all students. Please refer to the Computer Device Handbook for guidelines.

BULLYING/CYBERBULLYING

Policy 249

The District is committed to providing a safe, positive learning environment for students. Bullying creates an atmosphere of fear and intimidation, disrupts the safe environment necessary for learning and may lead to more serious violence. The Board and civil law insists on respect for the dignity of the human person. Any student who has been bullied should promptly report such incidents to their building principal, and/or fill out the Bullying/Cyberbullying complaint form attached to Policy 249 on the District's web page. **ANY TYPE OF BULLYING WILL NOT BE TOLERATED!**

Bullying means an intentional electronic, written, verbal or physical act or **SERIES OF ACTS** directed at another student or students, which occurs in a school setting and/or outside a school setting that is severe, **PERSISTENT** or pervasive and has the effect of substantial interference with a student's education, creating a threatening environment and/or causes substantial disruption of the orderly operation of the school.

DISCIPLINE POLICY/PROCEDURES

DISCIPLINE/CONTROL

It is our desire to ensure the safety and welfare of all students while creating an environment that is conducive to learning. Conduct is directly related to learning. An effective instructional program requires a wholesome and orderly school environment. Therefore, it is the responsibility of each staff member to maintain student discipline and control in school, on school grounds, during the time spent traveling to and from school, as well as attendance at all school sponsored activities.

DISRUPTIVE STUDENT

Definition – A student who poses a clear threat to the safety and welfare of other students or the school staff, who creates an unsafe school environment or whose behavior materially interferes with the learning of other students or disrupts the overall educational process. The disruptive student exhibits to a marked degree any or all of the following conditions:

1. Disregard for school authority, including persistent violation of school policy and rules.
2. Display or use of controlled substances on school property or during school-affiliated activities.
3. *Violent or threatening behavior on school property or during school-affiliated activities.*
4. Possession of a weapon on school property, as defined by State and Federal law and in School Board Policy.
5. Commission of a criminal act on school property or during school-affiliated activities.
6. Misconduct that would merit suspension or expulsion under school policy.
7. Habitual truancy.

DISCIPLINE POLICY

ELEMENTARY

Discipline plays a vital role in the total school experience of each student in the Brookville Area Elementary School. Based on the belief in the worth of each individual, it provides opportunities for each student to reach his/her fullest potential. This can only be accomplished in a safe, cooperative environment when students accept responsibility for their own actions.

SECONDARY

The goal of the Secondary Discipline Policy is to assist you in developing the respectful and responsible behavior you will need as you mature in order to become productive members of society. This policy is intended to give you specific and clear messages of what type of behavior is expected at Brookville Area Junior-Senior High School. Students will receive a copy of discipline referral to share with parents. Parents will be able to review any referrals online through the Student Information System.

You are expected to respect yourself, others, and your school at all times.

If you choose to violate one or more of the policies of the school, you will be subject to one or more of the consequences as described in the secondary discipline code.

Discipline Code

Level I

Level I student behaviors impede orderly classroom procedures or interfere with the orderly operations of the school. A professional staff member can usually handle these behaviors.

Examples of Level I offenses include but are not limited to the following:

Not following directions

Class disruption (minor)

Bringing non-instructional items to school without permission

Running in school (hallway misconduct)

Violation of classroom and playground procedures established by teacher:

Harassment of fellow student

Cafeteria misconduct (minor)

Use of inappropriate language/gestures

Locker violations

Incomplete homework

Littering

Public display of affection

Restroom misconduct

Leaving assigned area without permission

Eating/drinking in unauthorized areas

Misconduct during school events (minor)

Misuse of pass

Safety violation (minor)

Skippping school

Procedures

The staff member experiencing the problem provides intervention

Repeated behavior requires a parent/teacher conference

Document using referral form as needed \=]

Options for Consequences - Elementary	Options for Consequences - Secondary
Verbal reprimand	Warning
Documented warning	Temporary removal from class
Time out	Before or after-school detention
Loss of classroom privileges	Intensive Supervision Classroom (ISC)
Individual student or classroom management plans	Out-of-school suspension
Parent notification	Intensive Behavioral and Academic Recovery (Night School)
Confiscation of non-instructional items	Alternative education placement
Eat lunch in restricted areas	Eat lunch in restricted areas

Level II

Level II student behaviors are frequent or serious enough that they tend to disrupt the learning climate of the school. These infractions may require the intervention of administrative personnel because Level I interventions have failed to correct the situation.

Level III

Level III student behaviors put the health or safety of others in the school at risk. Level III infractions require the intervention of administrative personnel.

(Restitution is required in addition to disciplinary consequences for vandalism.)

Level IV

Level IV student behaviors result in violence to another's person or property or which pose a direct threat to the safety of others in the school. Level IV infractions are so serious that it requires immediate removal of the student from the school. It requires intervention of administrative personnel and may require intervention of law enforcement authorities or action by the Brookville Area School Board.

Note: The administration retains the right to use its discretion in all disciplinary matters.

Elementary Discipline

Discipline Action and Infractions					
Discipline Incident Type	Written Warning H100	Loss of Privilege H116 Guidance Referral H114 P/T Conference H120	Detention H110 ½ day ISC H112	Full day ISC H112	2-10 Days ISC H112 2-10 Days OSS H102
Level One Offense Options	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
Inappropriate Language/gestures					
Confrontational/aggressive behavior					
Not Following Directions					
Disruption/Minor					
Leaving Class					
Caf Misconduct					
PDA					
Not Dressing for Gym					
Out of assigned area					
Incomplete/missing assignments					
Late to class					
Safety Vio Minor					
Level Two Offense Options					
Major Disrespect					
Damaged Property					
Falsifying Records					
Inapp Material					
Disruption/Major					
Provoking Fighting					
Dress Code					
Lying					
Safety Vio Major					
Insubordination					
Elec/Tech/Policy					
Skiping School					
Throwing Objects					
Throwing Food					
Misconduct at Events					
Contrabands					
Lates to School					
Ongoing Discp Problem					
Broken Objects					
Removing items from classroom					
Plagiarism					
Cheating					
Stealing					
BUS					
Violation of BYOD					
Bullying/Cyberbullying					
Level Three Offense Options					
Leaving School w/o permission					
Endangering Others					
Causing False Alarm					
Sexual Harrassment/Making Threat					

Secondary Discipline

LEVEL I

*****Removal of phone can be done for any level I consequence**

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
PDA (minor)	Warning	1 DET	2 DETS	1 ISC
Violation of Dress Code (minor)	Warning	1 DET	2 DETS	1 ISC
Use of Inappropriate Language/Gestures	1 DET	2 DETS (Principal Discretion)	1 ISC (Principal Discretion)	2 ISC (Principal Discretion)
Class Disruption/Disrespect (minor)	1 DET	2 DETs	1 ISC	2 ISC
Not Following Directions	Warning	1 DET	2 DETS	1 ISC
Misuse of Pass/Out of Assigned Area	1 DET Hallway Restriction (1 week)	1 ISC	2 ISC or OSS	3 ISC or OSS
Inappropriate use of technology that impedes the school day (chromebook, phone, etc.) (minor)	1 DET	2 DET	1 ISC	2 ISC or OSS
Cheating (test, homework, class assignments)	1 DET and/or 0 on assignment (Teacher Discretion)	1 ISC and 0 on assignment	2 ISC and 0 on assignment	2-3 OSS and removal from class
Plagiarism	1 DET and/or 0 on assignment (Teacher Discretion)	1 ISC and 0 on assignment	2 ISC and 0 on assignment	2-3 OSS and removal from class
Lying	1 DET	2 DETs	1 ISC	2 ISC
Horseplay	Warning	1 DET	2 DETS	1 ISC

Inappropriate behavior on school transportation (minor)	1 DET	3 DETS	1 week removal from transportation	1 nine week permanent removal from transportation based on severity of write ups (principal discretion)
Instigating or coercing misconduct (minor)	1 DET	2 DETS	1 ISC	2 ISC
Use of cell phone outside of breakfast or lunch period	Phone is turned into office-student can pick up	Phone is turned into office-parent/guardian must pick up 1 DET	Phone is turned into office-parent/guardian must pick up 3 DETS	Phone is turned into office-parent/guardian must pick up ***Principal discretion for discipline moving forward

LEVEL II

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Cutting Class	1 ISC	2 ISC	2-10 Days ISC or OSS	2-10 Days ISC or OSS
Vandalism (minor)	1 DET	2 DETs	1 ISC	2 ISC
Inappropriate Behavior/Sexual Activity on School Grounds	2-10 Days of ISC or OSS	2-10 Days of ISC or OSS	2-10 Days of ISC or OSS Removal from regular school day	
Violation of Cafeteria Misconduct	1 Lunch DET	3 Lunch DET	1 Week Removal from Cafe/ 1 ISC *Will be assigned cafeteria cleaning duty on day of ISC	Removed from cafe for nine weeks/or school year (Principal Discretion) *Will be assigned cafeteria cleaning

				duty during nine week removal
Falsification of Records, Excuses, Passes	1 ISC	2-10 Days ISC or OSS	2-10 Days ISC or OSS	2-10 Days ISC or OSS (Principal Discretion)
Leaving School without Permission/Cutting School	1 ISC	2 ISC	2-10 Days ISC or OSS	2-10 Days ISC or OSS (Principal Discretion)
Altercation with Another Student (minor) (verbally/physically)	3 DETS	1 ISC	2-10 Days ISC or OSS	2-10 Days ISC or OSS
Use of Obscene Words or Gestures (major)	1 ISC	2 ISC	2-10 Days ISC or OSS	2-10 Days ISC or OSS
Class Disruption (Major)	1 ISC	2-3 ISC or OSS	2-10 Days ISC or OSS	2-10 Days ISC or OSS *Removal from class (Principal Discretion)
Bullying/Cyberbullying	1 ISC or OSS	2 ISC or OSS	2-10 Days ISC or OSS	2-10 Days ISC or OSS Potential Removal from In-Person Schooling
Disrespect to School Personal In Action, Word, or Gestures	1 ISC	2 ISC	2-10 Days ISC or OSS	2-10 Days ISC or OSS *Removal from class
Threatening School Personal In Action, Word or Gestures	Removal from class and/or In-person Schooling/Potential police referral (Principal Discretion)			
Tobacco Products (Possession or	2 Days ISC	4 Days ISC or OSS	2-10 Days ISC or OSS	

Use)	Referral to Magistrate SAP Assessment and Completion of SAP Recommendation	Referral to Magistrate SAP Assessment and Completion of SAP Recommendation	Removal from Regular School Day Referral to Magistrate SAP Assessment and Completion of SAP Recommendation	
Possession of Contraband (Minor)	3 Days ISC or OSS Possible Referral to Magistrate	2-10 Days ISC or OSS Possible Referral to Magistrate/Removal from Regular School Day) SAP Assessment and Completion of SAP Recommendation		
Inappropriate use of technology that impedes the school day (chromebook, phone, etc.) (major)	2 days ISC	2-10 Days ISC or OSS	2-10 Days ISC or OSS	2-10 Days ISC or OSS (principal discretion)
Horseplay Resulting in Injury	2-10 Days ISC or OSS (Nurse/Principal Discretion)	2-10 Days ISC or OSS (Nurse/Principal Discretion)	2-10 Days ISC or OSS (Nurse/Principal Discretion)	2-10 Days ISC or OSS (Nurse/Principal Discretion)
Inappropriate Behavior on School Transportation (major)	1 ISC	1 week removal from transportation	1 nine week permanent removal from transportation based on severity of write ups (principal discretion)	1 nine week permanent removal from transportation based on severity of write ups (principal discretion)
Instigating or coercing misconduct (major)	1 ISC (principal discretion-based on severity)	1 ISC (principal discretion-based on severity)	2-10 Days ISC or OSS (Principal Discretion- based on severity)	2-10 Days ISC or OSS (Principal Discretion- based on severity)

LEVEL III

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Fighting (Police Notification When Warranted)	2-10 Days ISC or OSS	2-10 Days OSS	2-10 Days OSS Removal from Regular School Day/Building	
Sexual Harassment, Threats, Intimidating Others/ Harassment	2-10 Days OSS	2-10 Days OSS	2-10 Days OSS Removal from Regular School Day	
Vandalism Major	2-10 Days ISC or OSS (Financially Responsible for fix of any damages and/or replacement of items)	2-10 Days ISC or OSS (Financially Responsible for fix of any damages and/or replacement of items)	2-10 Days ISC or OSS Removal from Regular School Day (Financially Responsible for fix of any damages and/or replacement of items) (If technology is vandalized- student must obtain their own at cost to them)	
Theft	2-10 Days ISC or OSS Possible Referral to Police/Replacement of item(s)	2-10 Days ISC or OSS Possible Referral to Police/Replacement of item(s)	2-10 Days ISC or OSS Removal from Regular School Day/Possible Expulsion/Replacement of item(s)	1 ISC
Exchanging inappropriate/sexually explicit photos within the school setting or that is impeding the school day	2-10 Days ISC or OSS Possible Referral to Police (Principal Discretion)	***Removal from Regular School Day/Building Referral to Police (Principal Discretion)		

Inappropriate Behavior/Sexual Activity on School Grounds	2-10 Days of ISC or OSS	2-10 Days of ISC or OSS	2-10 Days of ISC or OSS Removal from regular school day	
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LEVEL IV

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Possession, Transfer, Use of Weapons, Explosive Devices, and/or Reasonable Facsimiles	2-10 Days OSS and Possible Expulsion for all Occurrences Depending on the Severity of the Act. SAP Assessment and Completion of SAP Recommendation (principal discretion)			
Possession, Use, or Distribution of Alcohol, Prescription Drugs, Drug Paraphernalia, and/or Reasonable Facsimiles				
Causing a False Alarm- Arson/Bomb/ Threat/ Tampering w/ Fire Alarm System				
Taking of Sexually Explicit Photos and/or in an Area Where Privacy is Expected (Bathroom/Locker room)	At least 45 day removal from school building – Possible expulsion for all occurrences depending on the severity of the act. Police referral and SAP assessment and completion of SAP recommendation (principal discretion)			
Sexual Harassment/Indecent Exposure	2-10 days OSS and possible expulsion for all occurrences depending on the severity of the act. SAP assessment and completion of SAP recommendation (Principal discretion)			

*****Any offense beyond four will have a consequence based on principal discretion.

ATTENDANCE/TARDIES	1st OFFENSE	2nd OFFENSE	3rd OFFENSE	4th OFFENSE	5th OFFENSE
Late to school or homeroom (non doctor) late to class (unexcused)	3 incidents = 1 detention	4 incidents = 1 detention	5 incidents = 1 detention	6 incidents = 2 detentions	7 incidents = 2 detentions
Late to school or homeroom (non doctor) late to class (unexcused)	8 incidents = 3 detentions	9 incidents = 3 detentions	10 incidents = 1 I.S.C.	11 incidents = 2 I.S.C.	12 incidents = 2 I.S.C.

DISCIPLINARY PREVENTION/INTERVENTION

The administration notes that some students' behaviors will not be modified through these traditional punitive means represented in the Discipline Policy/Procedures. Therefore, using administrative discretion, students may be recommended for placement and evaluation in the District's Intensive Behavioral and Academic Recovery (IBAR) Program or Night School in lieu of punitive action.

PLAGIARISM

According to Dictionary.com to plagiarize is "To use and pass off (the ideas or writings of another) as one's own" or "[t]o appropriate for use as one's, own passages or ideas from (another)" ("Plagiarize"). This includes turning in another's work as one's own either deliberately or accidentally.

In order to avoid plagiarism one must document all research properly. Paraphrased ideas as well as direct quotations must be documented. All research must include a works cited page. Through the English Department at Brookville Area High School, students will learn to document according to the Modern Language Association guidelines. This instruction begins in grade six and continues through graduation. It is imperative across all disciplines that students maintain academic integrity by avoiding plagiarism. Plagiarism occurs in a variety of ways (copying/pasting online work, using AI, etc.). BASD teachers will present information and rules regarding cheating/plagiarism to students to help them avoid consequences.

Any student that presents work that is not their own is subject to a detention and/or a "0" on the assignment as determined by teacher discretion. Additional occurrences are subject to further discipline as documented in the student discipline handbook. The teacher will notify parents and the appropriate guidance counselor as to what occurred. Students having any questions about the use of appropriate documentation for their work should speak with their teacher. A research guide with the MLA style is available for checkout from the library.

If you have further questions about plagiarism, you may contact your child(ren)'s English teacher before research assignments are due. Additional information about plagiarism and how to avoid plagiarizing is available at the website *A Research Guide for Students* found online at www.aresearchguide.com.

CHEATING

By acting dishonestly to avoid completion of one's own work is considered cheating. Cheating is against student policy and therefore, constitutes a consequence as determined by the discipline handbook. If a student is found to be cheating on homework, tests, or class assignments, he/she will be given detention and/or a "0" on the assignment. Additional occurrences are subject to further discipline as documented in the student discipline handbook. The teacher will notify parents and the appropriate guidance counselor as to what occurred. BASD teachers will present information and rules regarding cheating to students to help them avoid consequences.

DETENTION PROCEDURES

GRADES 7 – 12

The purpose of detention is to serve as a deterrent to inappropriate behavior that can disrupt the educational process. After-School Detention is the first step in a progressive disciplinary plan and will be supervised by a teacher. The principal will assign times/dates for detention. Consequently, it is vital that students attend detentions on the originally assigned date. Students who must miss detention because of a medical appointment must contact the principal/designee in advance of the detention. The doctor's excuse must excuse the student for the time the student would have been in detention. If a student fails to follow these guidelines, the missed detention will be considered a cut. **Students who fail to notify the office in advance of missing a detention or students who do not show up for detention will automatically be scheduled for ISC the following school day.**

1. Students must report to After-School Detention at the assigned time. Students who arrive late may remain at detention until their ride arrives but will not be credited with serving detention. This may be treated as a Failure to Serve Detention situation. Students will not be dismissed until the assigned time and will exit the building immediately.
2. Because detention is to be used as educational study time, students will report to detention with texts and materials sufficient for continued use during their period of detention. Students without schoolwork will not be permitted to go to their lockers to get work. Teachers will have the authority to assign alternative work.
3. Sleeping, talking, or other nonproductive use of time is not permitted. Students who are disruptive or uncooperative will not be credited with serving detention. This will result in the assignment of ISC, Out-of-School Suspension, or referral to the Night School Program.
4. Because of weather or other reasons, a principal may postpone detention. If detention is postponed, students will automatically be rescheduled for detention the following day. Two missed detentions constitutes an ISC.
5. Detentions that remain un-served at the end of the school year will be carried to the next year.
6. Seniors who have un-served detentions at the end of the year will not be permitted to participate in commencement exercises. These students will not receive their cap and gown or commencement tickets until all detention obligations are met.
7. No after school transportation including elementary bussing is provided for students serving detention or ISC.

ELEMENTARY

Intensive Support Classroom (ISC) means exclusion from classroom attendance and participation in regular school activities for violation of school rules and regulations for a period of one to five days. This action will be initiated by an administrator.

JR-SR HIGH SCHOOL HALL PASSES

With the exception of regular class changing times, students are required to carry a hall pass when traveling in the building to and from an area to which you have been assigned. Hall passes will indicate the student's name, place leaving, date, destination, times of departure and return and the signatures of the teacher(s) involved. Hall passes must be visible at all times.

Students out of their classrooms/assigned areas without a hall pass will be considered in violation of "out of assigned area" and will be subject to consequences.

HALLWAY RESTRICTION

Absences from class interfere with academic progress. Therefore, students who are frequently out of class for various reasons will be placed on restricted movement. A student placed on restricted movement will be required to obtain a hall pass signed by a principal or office personnel in order to report to locations other than regularly scheduled classes. Consequences will be incurred for students out of assigned areas. If you habitually misuse any kind of hall pass, you may be placed on Hallway Restriction. Being placed on Hallway Restriction means that your teachers will be notified that you are not to be issued any kind of hall pass for a specified period of time.

INTENSIVE SUPPORT CLASSROOM

Certain instances of discipline are more effectively handled through a highly structured environment. The High School's Intensive Support Classroom (ISC) is designed to be a behavioral modification consequence to behavior that is inappropriate for the school environment. In addition to receiving the behavior modification consequence, which hopefully will result in the student modifying his or her objectionable behavior, the student will remain in school, avoiding unstructured Out-of-School suspensions.

Students will be assigned to the ISC for up to ten (10) days for the high school and up to five days for the elementary, based on the severity and frequency of the act. The placement will consist of a full day's assignment to the room and may include after school detention. While in ISC, students will receive instruction in conjunction with their regularly scheduled classes. In addition, students will be assigned supplemental materials designed to focus on changing the inappropriate behavior that consequently placed them in the ISC.

- Students are not permitted to use their cell phone at any time during ISC.
- Lunch will be eaten in the Intensive Support Classroom.
- Students who refuse to abide by the rules of the school and Intensive Supervision Classroom will be considered for Out-of-School suspension; placement in one of the school's alternative education programs including the BASD cyber or Night School Program; or be recommended to the Superintendent of Schools for expulsion from the school district.

NIGHT SCHOOL

This program provides education for students in grades 9 through 12 who exhibit to a marked degree any or all of the following conditions:

Disregard for school authority, including persistent violation of school policy and rules. Credit Recovery Students will be placed in the Intensive Behavioral and Academic Recovery (Night School) program based on administrative recommendation, which will include input from teachers, counselors, and the students' parents/guardians. The Night School program is designed to run nearly parallel to the daily school schedules, yet operate in a more restrictive fashion.

Classroom teachers shall assist by supervising/monitoring students' academic progress. The program aims to target reshaping of established behavior patterns while at the same time maintaining the academic needs of the student so that reentry to the regular school program remains as seamless as possible.

CYBER/BASD NIGHT SCHOOL PROGRAM

The BASD Night School program is designed for students in grades 9 through 12 who attend Brookville Area Junior-Senior High School and are experiencing difficulty coping with the regular school program. The junior-senior high school program can be an alternative to expulsion from school. It provides the district with the opportunity to remove constantly disruptive students from the regular classroom and provide them with a sound educational course of study and counseling designed to modify disruptive behavior and return the students to a regular school curriculum.

Transportation will not be provided for students who are placed in the program. Parents/guardians are responsible for providing transportation both to and from the school.

Students placed in the Night School program, may be excluded from attending extra-curricular activities or participate in programs offered to students who attend the regular program (e.g. the Jr/Sr Prom, Commencement Ceremony, Baccalaureate, etc.) based on administrative decision.

SUSPENSION AND EXPULSION POLICY 233

Exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student; however, expulsion cannot be imposed without due process.

EXCLUSION FROM SCHOOL – SUSPENSION

The principal may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days.

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. The parents/guardians shall be notified immediately in writing when a student is suspended.

When the suspension exceeds three (3) school days, the student and parent/guardian will be given the opportunity for an informal hearing before the principal within the first five (5) days of the suspension.

EXCLUSION FROM SCHOOL

Exclusion means temporary removal from school and extra-curricular activities for a period of up to ten school days by an administrator, after an informal hearing, in accordance with policies of the Board of School Directors.

The following acts may result in exclusion:

1. Physical assault by a student upon another student.
2. Engaging in acts of a disruptive nature during school hours or during school-sponsored activities.
3. Possession and/or use of tobacco products on school property during school or school-sponsored activities.
4. Willful destruction of private and/or public property.
5. Stealing of private and/or public property.
6. Use of obscene and/or vulgar language on school property or during school sponsored activities.
7. Defiance of a teacher's or administrator's authority.
8. Violation of school rules, regulations or student responsibilities.
9. Continuous cutting of or tardiness to school or class.
10. Use of electronic devices and/or any similar device on school property or on the bus without permission by Administration or teacher.

Exception: Students are permitted to have electronic devices (without exterior speakers) that can be attached to belts,

pockets, etc. after dismissal on school days and while traveling to and from events. Students are to follow the common sense guidelines established by each teacher, coach or advisor in charge of the event. **However, such articles are normally considered contraband and the principal will not conduct an extensive investigation if such items are lost or stolen.**

Intensive Support Classroom (ISC)

Students assigned to the Intensive Support Classroom (ISC) for behavior modification support will have notice of the reason for which s/he is assigned ISC. The parent/guardian shall be informed of the ISC action taken place by the school. Should the ISC exceed ten (10) consecutive school days, the student and the parent/guardian shall be offered an informal hearing with the principal prior to the eleventh day of the ISC.

EXPULSION

Expulsion is exclusion from school by the Board for a period exceeding ten (10) school days. The Board may permanently expel from the district rolls any student whose misconduct and disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before a duly authorized committee of the Board and upon action taken by the Board after the hearing. Any student expelled from school may be required to participate in a SAP assessment and follow SAP recommendations until completion. A formal expulsion hearing shall be required in all expulsion actions unless an expulsion waiver is signed by the student and parent/guardians and approved by the school board.

ATTENDANCE REQUIREMENTS - EXPULSION

A student under seventeen (17) years of age who is expelled is not excused from compliance with the compulsory attendance statute. The initial responsibility for providing the required education rests with the student's parent/guardian. Parents/Guardians who are unable to provide an education for their student shall submit a written statement within thirty (30) days that they are unable to do so. The district shall then make provisions for the student's education. The Board may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.

STUDENTS WITH DISABILITIES

When a student with an Individualized Education Program faces suspension or expulsion, the district shall ensure that it complies with all applicable state and federal laws and regulations and Board policies.

CONTROLLED SUBSTANCES/PARAPHERNALIA

The Brookville Area School Board recognizes the use and possession of drugs and/or alcohol as being illegal and detrimental to the health and welfare of the students. Therefore, the Brookville Area School Board directs the following:

1. The Board of School Directors of the Brookville Area School District recognizing that the misuse of drugs and/or alcohol is a serious problem with legal, physical, emotional and social implications for the whole school community adopts the position that students must be drug and/or alcohol free in order that they may develop in the most productive and healthy manner.
2. The district's administrative procedures are designed to prevent possession, use, sale, distribution, and mimicry of drugs and/or alcohol, including paraphernalia, as defined and described within these procedures. This includes any prescription medication not registered and approved by the school nurse.
3. Such prevention and/or prohibition shall occur through a three-faceted program including:
(1) Education (2) Prevention (3) Intervention
4. Violations of these administrative procedures include the possession, use, sale, or distribution of drugs and/or

alcohol, as well as mimicking the possession, use, sale or distribution of drugs and/or alcohol, and/or drug paraphernalia as defined and described within the parameters of these procedures. The consequences of such violations may be expulsion from school by the Board of School Directors.

TERMS

SAP Team - The Brookville Area School District Student Assistance Program Team (SAP) is the intervention segment of our student assistance program and is designed to:

1. Identify high risk students who are having school problems due to alcohol or drug use, depression or other mental health problems; and
2. Intervene and refer these students to the appropriate referral agencies.

This program is an intervention program and in no way functions as a treatment program.

The members of the SAP team have been specially trained to function as members of the Student Assistance Program in order to identify adolescent chemical dependency, suicide and other mental health concerns. The primary responsibility of our school is to educate students, and it is obvious that if a student is under the influence of mood altering chemicals then that student cannot learn. If a student is depressed and feels hopeless, then he or she cannot learn as effectively. If a student disrupts the school climate or interferes with the educational process, other students will not be able to learn and teachers will not be able to teach. It is with this in mind that the SAP team must identify and work with these students at risk.

Referrals of students at risk can be made to any of the SAP team members, by faculty, staff and/or parents/guardians, and all information is held strictly confidential. The goal of the SAP team is to intervene and refer those students at risk so that they have the opportunity to have a positive educational experience at the Brookville Jr-Sr High School.

CONFIDENTIALITY between students and guidance counselors, school nurses, school psychologists, and Student Assistance Program team communication shall be made relative thereto without the consent of the student or his/her parent/guardian unless in the professional opinion of school personnel the best interests of the student can best be served by doing so.

CONFISCATION - when school officials have reasonable suspicion to believe that a student is in possession of drugs and/or alcohol there is an obligation to search for and seize drugs and/or alcohol by all school employees or any contracted employees who work with the students. This will include school lockers, cars on school property, clothing, purses, book bags, books and other personal property. Reasonable efforts would be made to secure the student's voluntary agreement to the search and to have the student present at the time of the search.

COOPERATIVE BEHAVIOR shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of said staff.

“DRUGS” AND “ALCOHOL” as stated in this policy may be used interchangeably and shall include any alcohol or malt beverage, controlled substance or illegal and abused substance or medication not approved and registered by the health office and any substance which is intended to alter mood.

Examples of the above are marijuana, hash, chemical solvents, glue, capsules and pills not approved and registered by the health office, and any look-alike substances.

ENABLING is allowing irresponsible and destructive behavior patterns to continue by taking responsibility for others and not allowing them to face the consequences of their own actions (helping, fixing, placating, ignoring). This includes failure to take appropriate action when aware of a difficulty.

INSTRUCTIONAL SUPPORT TEAM (IST)/CHILD STUDY TEAM is an innovative program whose goals are to maximize individual student success in the regular classroom, while at the same time serving as a screening process for students who may be in need of special education services.

SCHOOL PROPERTY shall include not only actual buildings, facilities and grounds on the school campus but shall also include school buses, school bus stops, school parking areas and any facility being used for a school function.

STUDENT CONTRACT PROCEDURE - any written agreement between a student and a member of the SAP team, guidance counselor or principal, which is intended to help the student improve some aspects of classroom performance.

UNCOOPERATIVE BEHAVIOR shall be defined as any resistance or refusal either verbal, physical or passive on the part of the student to comply with the reasonable request or recommendations of a staff member at the time the student is apprehended using or in possession of drugs and/or alcohol. Defiance, assault and deceit shall constitute examples of uncooperative student behavior.

ARTICLES OF DRUG AND ALCOHOL POLICY

The articles incorporated in this policy have been formulated for the effective enforcement of this policy in a fair and consistent manner. Recognizing that drug and/or alcohol use and abuse may be indicative of the disease process of drug and/or alcohol dependence, every effort will be made to offer a student the help and assistance he or she would receive for any other illness. Early identification and referral of students evidencing a problem with drug and/or alcohol abuse or dependency will be the primary goal. Disciplinary procedures will be administered with the best interests of each student and the student body in general in mind.

Due consideration has been given to the legal rights and responsibilities of the school administration, staff, students and parents/guardians. Section 1317 of the Pennsylvania School Code specifies that “every teacher, vice-principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them.”

Situational Category	Student is suspected of possible drug or alcohol use.
Immediate Action or Referral	Student is informed of the availability of help and encouraged to seek assistance. Referral to SAP.
Investigation	SAP will process the student referral.
Notification of Parent/Guardian	As determined by the school-specific SAP process.
Notification of Police	At the discretion of the principal.
Disposition of Substance	N/A
Discipline and/or Treatment	None

Situational Category	A student volunteers information about personal drug use and asks for help.
Immediate Action or Referral	Student is informed of the availability of help and encouraged to seek assistance. Referral to SAP.
Investigation	SAP will process the student referral.
Notification of Parent/Guardian	As determined by the school-specific SAP process.
Notification of Police	At the discretion of the principal.
Disposition of Substance	N/A
Discipline and/or Treatment	SAP will monitor the student.

Situational Category	A student has a drug or alcohol related medical emergency.
Immediate Action or Referral	The principal and the nurse will be summoned immediately. Student will be transported to a medical facility. Referral to SAP.
Investigation	The principal will investigate the incident. The student, student's locker and other possessions will be searched. Confiscation of any found substance. SAP will process the student.
Notification of Parent/Guardian	Yes, with a request to come to the school immediately.
Notification of Police	Yes
Disposition of Substance	Drugs or Alcohol will be provided to the appropriate medical personnel for the purpose of aiding in treatment, then sealed, documented, and submitted to the police for analysis.
Discipline and/or Treatment	Immediate 3 days out of school suspension. Informal hearing with the principal. Up to a total 10 days out of school suspension. Required to participate in the SAP assessment and follow assessment recommendation. If non-compliant with SAP assessment and recommendation, student will be referred for expulsion hearing. Possible placement in AEP.

Situational Category	A student has possession of drug related paraphernalia. No evidence of use.
Immediate Action or Referral	Principal is summoned. Paraphernalia is confiscated. Referral to SAP. Staff member writes an anecdotal report of the incident.
Investigation	The principal will investigate the incident. The student, student's locker, and possessions will be searched. Confiscation of substance. SAP will process the student.
Notification of Parent/Guardian	Yes, with a request to meet with the principal.
Notification of Police	At the discretion of the principal.
Disposition of Substance	Analysis if warranted will be made for possible use in further proceedings
Discipline and/or Treatment	Required meeting with the principal. Immediate 3 days out of school suspension. Possible informal hearing with the principal. Up to 10 days out of school suspension. Required to participate in SAP assessment and follow recommendations. If non-compliant with SAP recommendation, student will be referred for expulsion hearing. Possible placement in AEP.

Situational Category	First Offense: A student possesses, uses, or is under the influence of drugs or alcohol.
Immediate Action or Referral	Principal is summoned. Referral to SAP. Staff member writes an anecdotal report of incident.
Investigation	The principal will investigate the incident. The student, student's locker and possessions will be searched. Confiscation of substance. SAP will process the student.
Notification of Parent/Guardian	Yes, with a request to come to school immediately.
Notification of Police	Yes
Disposition of Substance	Analysis will be made for possible use in further proceedings.
Discipline and/or Treatment	Required meeting with the principal. Immediate 3 days out of school suspension. Possible informal hearing with the principal. Up to 10 days out of school suspension. Required to participate in SAP assessment and follow assessment recommendations. If non-compliant with SAP assessment and recommendation, student will be referred to the Superintendent for expulsion hearing. Possible placement in AEP.

Situational Category	A student uses or is under the influence of drugs or alcohol at a school-sponsored or school-related activity on or off school property.
Immediate Action or Referral	Chaperone will contact the group advisor and principal. Referral to SAP.
Investigation	The principal will investigate the incident. The student, student's locker and possessions will be searched. Confiscation of substances. SAP will process student.
Notification of Parent/Guardian	Yes
Notification of Police	Yes
Disposition of Substance	Analysis will be made for possible use in further proceedings.
Discipline and/or Treatment	Student will be sent home immediately at parental expense or detained until a parent can accompany the student. Further discipline will be administered following the principal's investigation. Immediate 3 days out of school suspension. Possible informal hearing with the principal. Up to 10 days out of school suspension. Required to participate in SAP assessment and follow assessment recommendations. If non-compliant with SAP assessment and recommendation, student will be referred to the Superintendent for expulsion hearing. Possible placement in AEP.

Situational Category	Second offense of a student in possession, use or under the influence of drugs or alcohol.
Immediate Action or Referral	Principal is summoned. Referral to SAP. Staff member writes an anecdotal report of the incident.
Investigation	The principal will investigate the incident. The student, student's locker and possessions will be searched. Confiscation of substance. SAP remains actively involved with the student.
Notification of Parent/Guardian	Yes, with a request to come to school immediately.
Notification of Police	Yes
Disposition of Substance	Analysis will be made for the possible use in further proceedings.
Discipline and/or Treatment	Informal hearing with principal. 10 days out of school suspension. Recommendation to the Superintendent for an expulsion hearing with the School Board.

Situational Category	Student is distributing a drug, alcohol, or controlled substance.
Immediate Action or Referral	Principal is summoned. Referral to SAP. Staff member writes an anecdotal report of the incident.
Investigation	The principal will investigate the incident. The student, student's locker and possessions will be searched. Confiscation of substance. SAP referral or remains actively involved with the student.
Notification of Parent/Guardian	Yes, with a request to come to school immediately.
Notification of Police	Yes
Disposition of Substance	Analysis will be made for possible use in further proceedings.
Discipline and/or Treatment	Informal hearing with the principal. Up to 10 days out of school suspension. Possible formal school board hearing for expulsion. Required to participate in SAP assessment and follow assessment recommendations. If non-compliant with SAP assessment and recommendation student will be referred to the Superintendent for expulsion hearing.

CURRICULAR ACTIVITIES/REQUIREMENT

ASSEMBLIES/ASSEMBLY PROCEDURES/AUDITORIUM KINDERGARTEN – 12

In addition to student-sponsored assemblies, the administration provides various professional assemblies during the year. At all times students should remember that assemblies are provided for entertainment and educational purposes. The performers should always be treated with respect and courtesy.

GUIDANCE KINDERGARTEN – 12

Each student entering our school is a special individual. Each has an individual personality and has various likes, dislikes, educational strengths and weaknesses, aims and goals and with these tries to develop into a better and more useful community citizen. A guidance program exists to assist each student in realizing potential and to achieve future goals.

The Guidance service of the school is set up to help students develop and grow as a person and a student. Counselors will assist students with any educational issues, social issues and personal issues. At the secondary level, counselors will help students schedule courses or direct future vocations. Students will meet with their counselor several times during the year. However, the doors are always “open.”

Students who are missing an academic class during the day to visit the guidance office to speak with a counselor, recruiter, college representative, or other must first secure permission from their teacher. Students who fail to do so may be written up for a class cut.

PHYSICAL EDUCATION REQUIREMENTS KINDERGARTEN - 12

It is a STATE REGULATION that students take physical education. Because physical education is required, students who fail to complete its requirements will not be eligible for graduation or promotion. The school must assume the responsibility of enforcing this regulation. For this reason the following responsibilities are placed upon the student and his/her parents.

1. Gym shoes and clothes must be worn (cutoffs, etc. are not acceptable). The instructors will explain proper attire.
2. In order to be excused from taking gym, a doctor's medical excuse must be presented.
3. Third, fourth, fifth and sixth grade students are scheduled for swimming. All swimming apparel will be left at school to be washed and dried after each use. Boys and girls should have their names printed on suits and towels for proper identification.
4. Senior Opt Out Policy – Seniors at Brookville Area High School may opt out of Physical Education if their senior high requirement of 1.5 credits is met by the end of the junior year.

COURSE OF STUDY SECONDARY

Students will be placed based on performance and ability in either advanced, college prep, or academic level courses. Students may choose to attend Vo-Tech based on parent request and application acceptance.

REQUIREMENTS FOR GRADUATION

State law and Policy No. 217 contained in the Brookville Area School District policy manual requires all students to have the following courses and credits to graduate. Students will begin accumulating credits toward graduation beginning in ninth grade.

English	4 credits
Math 1 Credit Algebra Required	4 credits
Science 1 Credit Biology Required	3 credits
Social Studies	4 credits
Comp. Appl. III	.5 credits
Communications	.5 credits
SH/Health	.5 credits
Physical Ed.	1.5 credits
Future Explorations	.5 credits
Electives	6 credits
Total	24 credits

1 year = 1 credit 1 semester = ½ credit
Every student must have 24 credits to graduate.

Performance Based Assessment

In accordance with Pennsylvania state graduation requirements, the performance based assessment (PBA) must be taken when a student does not receive a proficient score on any given Keystone exam (Algebra, Literature, and Bio). A PBA will be given for each subject in which the student does not receive the proficient score. The PBA courses can be left to principal discretion based on varying student circumstances if a graduation pathway has already been met.

JUNIOR-SENIOR HIGH SCHOOL LEARNING MATERIALS CENTER

SECONDARY

The Junior-Senior High School Library includes a reading area with 16,000 books, 60 magazine titles, and a computer lab for individual and class use. The library is available to students between 7:45 A.M. and 3:00 P.M.

During the school day, students may come to the library with classes, with classroom or study hall research passes or with 10-minute study hall passes. They may study, read for leisure, check books in and out, or use the Internet for educational purposes.

VO-TECH

Jefferson County DuBois Area Vocational Technical School provides the Vo-Tech program. In 8th grade, all students will have the opportunity to visit the school. Students may apply for admission during their 8th grade year and may obtain an application at the guidance office. The school will send transcripts of student's grades, records, and results of aptitude tests to Jeff Tech upon acceptance into the program. IEP meetings may be scheduled with student(s) prior to student enrolling. Pre-meetings may be scheduled with student(s) prior to applying for acceptance in the Vo-Tech program. Students will be admitted to Jeff Tech according to the following criteria:

EXTRACURRICULAR ACTIVITIES

An extracurricular activity is a non-graded activity that occurs outside of the academic curriculum.

ATHLETICS

All students are encouraged to participate in the variety of athletic programs available. Reasonable rules established by the coaches must be adhered to. Students absent from school will not be permitted to practice or participate in contests on the day of the absence. (If circumstances should prevail that necessitate a change in this rule, administrative permission may be granted.) PIAA rules and regulations will be adhered to.

With academic excellence as the primary goal in the Brookville Area School District, athletic practices will begin after 3:00 p.m. on a daily basis. This will permit access for all students to faculty members - including those who are coaches - for academic support directly after school. Students are to report for their individual team/activity study table. Students may go to other classrooms for individual help in specific subject areas only after they receive a pass from the classroom teacher and present it to their coach/advisor.

Varsity and Junior Varsity

Baseball - Boys	Football - Boys	Competitive Swimming - Boys/Girls
Basketball - Boys/Girls	Golf - Boys/Girls	Track - Boys/Girls

Cheerleading	Soccer – Boys/Girls	Volleyball – Girls
Cross Country – Boys/Girls	Softball – Girls	Wrestling – Boys

Intramural sports/activities may be offered periodically based on student interest provided there is a faculty coach/sponsor available for supervision.

Students, spectators and participants are to exercise proper behavior at all home and away activities. School rules are to be followed at all events. You will be subject to the same penalties you would receive in school. Booing opponents or officials is unacceptable despite your feelings. A student, spectator or participant could be suspended from all athletic or other events if improper conduct is displayed.

CLUBS AND ORGANIZATIONS

It is recommended that students join only those clubs in which he or she plans to take an active part.

1. New clubs must submit a constitution to the Student Council.
2. The Student Council must pass the constitution and seek Board approval before the club is allowed to exist
3. Each club must have a faculty/adult sponsor.
4. Any student fund raising activities are to be done without interruption to classroom instruction.
5. Because they are part of the academic curriculum, Band, Chorus, and Orchestra are not considered clubs.

DANCES/IN-SCHOOL ACTIVITIES

All clubs, organizations, etc. are given the opportunity of sponsoring dances and/or after school activities. When given this opportunity, they assume the responsibility of conducting the activity according to basic school rules and regulations. All groups wishing to use school facilities must make requests well in advance of the activity by completing and submitting a Facility Usage Form.

Students must be present at school the day of the dance to be able to attend. Dances are for BAHS students. Some dances may permit approved guests who may be students from other schools only. One approved guest per BAHS student will be permitted. Guest lists will be maintained in the office, and guests must be signed up at least one week prior to the scheduled dance. (Advisors should pick up the list before the dance.) Once a person has left a dance or activity, he/she will not be permitted to return.

All clubs, organizations, and their chaperones sponsoring dances or other activities in school shall be responsible for the following:

1. General conduct of students.
2. For dances, a minimum of five (5) chaperones, unless otherwise approved by a principal. All advisors/chaperones must sign and complete the proper form in advance of the dance. Forms are available in each office.
3. When a student leaves the building during the dance, he/she is not permitted to re-enter.
4. Smoking or the use of tobacco products is not permitted on school grounds. Restrooms and other areas will be checked frequently by chaperones. Persons in violation shall be removed from the premises and cited.
5. No alcohol or drugs are permitted on school property. Any person possessing, attempting to use, or under the influence of either shall be removed from the premises. The school will take disciplinary action and a referral will be made to law enforcement agencies.
6. The Prom is for eleventh and twelfth grade BAHS students and their guests who may be students from other schools. One guest per BAHS student will be permitted. Guest lists will be maintained in each office and must be signed up at least one week prior to the prom. Guests must be under the age of 21. Students below grade ten are not permitted to attend the Jr/Sr Prom regardless of age. All BASD rules and regulations apply to all prom-goers regardless of age.

NOTE: Advisors for a particular club or group are required to attend those activities conducted by their group.

ELIGIBILITY REQUIREMENTS

When a student fails to meet the PIAA standard of passing four (4) credits regardless of the student's credit load, the student will be deemed ineligible to participate in any extracurricular activities for a period of one week beginning Sunday of the next week through Saturday of that week. (For additional information, please refer to Administrative Regulation 123 - Eligibility Requirements.)

1. The weekly evaluation of a student will be based upon a cumulative grade for the marking period (not cumulative for the school year).

2. At the end of each marking period, a student must have earned passing grades in at least four (4) credits in order to be eligible. The period of ineligibility for students who fail to meet this standard will be for fifteen school days. The period of ineligibility will begin the day report cards are issued.
3. The provisions of this policy apply to all sports, clubs, student organizations, and extra-curricular activities whether or not the activities are associated with academic studies. A student's grade should not be diminished for failure to participate in a required activity if precluded by virtue of ineligibility. An alternate form of evaluation should be implemented.
4. A student shall be ineligible for participation on days in which the student is suspended or expelled from school for any reason.
5. As a policy of the Board, all teachers in grades 7-12 are required to comply with the provisions. However, nothing contained in these regulations shall limit the authority of a teacher to implement grading procedures which the teacher deems appropriate and are consistent with district policies regarding student assessment and grade reporting.

Practices such as re-testing and alternate forms of assessment are appropriate and encouraged provided they are available to all students in a teacher's classes irrespective of extra-curricular participation.

6. A memo listing all students who are ineligible will be distributed to all head coaches and advisors. Coaches will inform students they are ineligible and a letter will be sent to the students informing them of their ineligibility.
7. Ineligible students will not be permitted to participate in games in any manner or wear a school-issued uniform. Ineligible students may attend events but must be seated in public seating areas.
8. Teachers will submit failure lists on Wednesday of each week except when school is in session less than three days per week.
9. Schedule changes and independent studies involving addition of credits must be made within the first 10 days of the beginning of the school year in order to count toward eligibility credits.
10. A student with a pre-approved academic program may be exempt from specific provisions of this policy.
11. The athletic director subject to review and approval by the principal will determine all questions of interpretation of this policy. Instances where the athletic director and principal disagree will be submitted to the Superintendent for a final determination.
12. Students who chose to attend a cyber-school, other than BASD Cyber School, and participate in BASD extra-curricular activities must provide administration with official records of their weekly eligibility from their school by Tuesday at 3:00 p.m. It is the student's responsibility to both obtain and submit this information to BASD officials and failure to do so could result in the student being ineligible.

NATIONAL HONOR SOCIETY - BROOKVILLE CHAPTER

As stated in the National Honor Society Constitution, the purposes of this organization shall be to create enthusiasm for *scholarship*, to stimulate a desire to render *service*, to promote *leadership*, and to develop *character* in the students of secondary schools.

Any junior or senior student may be eligible for selection. Students must have and maintain a cumulative grade average of 94.0% or above in order to meet the scholarship requirement. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership **(at least two leadership roles for the year prior to selection)** and service **(at least 25 hours of service for the year prior to selection)**. Once selected, members have the responsibility to continue to demonstrate these qualities and to continue to fulfill the requirements of membership.

Please see the National Honor Society advisor for specifics regarding service or any other requirements.

NATIONAL JUNIOR HONOR SOCIETY

Membership in the National Junior Honor Society is an accolade bestowed upon a student. Students in seventh and eighth grades are scholastically eligible providing they have met a cumulative average of 94.0%. Candidates must have been in attendance at the school for the equivalent of one semester. Selection for membership is based on outstanding scholarship, character, leadership, service and citizenship.

1. Membership is then based on character, leadership, service and citizenship as determined by input from all the faculty via a ballot process.
2. Candidates are given the opportunity to complete a student activity information form, which could help in the decision and selection process.
3. Final selection is made by a faculty council that reviews all input.
4. Having no names attached to the selection form, the committee selects outstanding candidates meeting the five qualifications.
5. All candidates selected are then notified by mail and invited to attend the official induction ceremony. Candidates must then return their acceptance notice to attend the induction ceremony. All non-selected candidates are also notified in writing.
6. One inducted into the Honor Commerce Chapter of the National Junior Honor Society, members have the responsibility to continue to demonstrate these qualities.

Moving to another school does not remove a student from the Society. The student should request to take a letter of transfer with him/her and then s/he is automatically a member of that school's chapter.

TRANSPORTATION (EXTRACURRICULAR)

Students participating in extracurricular activities are required to ride the bus with the group both to and from the event. Students will not be permitted to travel in a private vehicle unless it is a return trip and the student is riding with his/her own parents. Also, a signed permission slip must be provided to the coach/director/sponsor prior to leaving the event.

SEARCHES Policy 226

STUDENTS ENTERING OUR BUILDINGS MAY BE ASKED TO SUBMIT TO A METAL DETECTOR SEARCH PROCEDURE TO ENSURE THAT WEAPONS AND OTHER DANGEROUS OBJECTS ARE NOT BROUGHT INTO THE BUILDING.

- Walk-through metal detectors and/or hand-held metal detectors ("wands") may be used at certain entrances to the district's schools for security reasons. Signs will be posted to notify the students that each student may be required to submit to a screening for metal as a condition of entering or continuing attendance at school. The screening will be conducted by staff of the Brookville Area School District.
- Lockers are and shall remain the property of the school district. As such, students shall have only a limited expectation of privacy in their lockers.
- No student may use a locker as a depository for a substance or object that is prohibited by law, Board policy or district rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.
- District employees may inspect a student's locker at any time, based on reasonable suspicion, for the purpose of

determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and order of the schools.

- The administration may conduct random general searches of lockers when the district has a compelling interest in protecting and preserving the health, safety or welfare of the school population.
- The principal or designee shall be present whenever a student locker is inspected, based on reasonable suspicion.
- The principal shall be responsible for promptly recording in writing each locker inspection; such record shall include the reason(s) for the search, persons present, objects found and their disposition.
- School officials are authorized to search a student's personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the health, safety or welfare of the school population. A school official of the same sex may conduct a pat down of a student's person when there is a reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the health, safety or welfare of the school population.
- Students shall assume responsibility for maintaining the security of their lockers. Prior to an individual locker search, the student shall be notified and be given an opportunity to be present. However, when school authorities have a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior warning.
- Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.

STUDENT INFORMATION

GUIDELINES FOR BEGINNING BAND MEMBERSHIP (Hickory Grove)

1. A demonstration for 4th graders starting a band instrument will be held the first day of school.
2. The entire fourth grade will attend the demonstration and receive information about playing a band instrument. Students will be given a permission slip to take home. This permission slip will include that "information on string instruments will be sent home next week." Any fifth or sixth grader wishing to begin playing a band instrument can see the band instructor about getting a band instrument information paper.
3. The instructor discusses matters related to physical features, the needs of the band, and the students' choice to determine selection of an instrument.
4. The teacher will make all decisions concerning the continued participation of the individual students. Beginning lessons will start one week following the band instrument pick up night.
5. The student will become a member of the band when the director feels the student is proficient.
6. After a complete list is compiled, the band director will provide a copy of the list to the orchestra director showing which students are unavailable for strings.
7. Students already playing band instruments in 5th and 6th grade will begin lessons the second week of school.
8. Band students that complete the 6th grade band will be automatically scheduled for 7th grade band.

GUIDELINES FOR BEGINNING ORCHESTRA MEMBERSHIP (Hickory Grove)

1. A demonstration for strings will be held during the first 4th grade music class. During this time there will be no discussion of "free" instruments.

2. All fourth, fifth, and sixth grade students wishing to play a string instrument will be given a permission paper to take home when music class meets for the second time.
3. The demonstration will include the four string instruments, discussion of the program, and the opportunities the students will have as a member of the orchestra.
4. The teacher will make all decisions concerning the continued participation of the individual students. Beginning lessons will start three weeks following the orchestra demonstration.
5. Beginning orchestra rehearsals will start in January.
6. The student will become a member of the orchestra when the director feels the student is proficient.
7. Students already playing orchestra instruments in 5th and 6th grade will begin lessons the second week of school.
8. Orchestra students that complete the 6th grade orchestra will be automatically scheduled for 7th grade orchestra.

ACCIDENT REPORTS

Any accident occurring on school property, going to and from school or during a school-sponsored activity should be reported immediately. Students should report their injuries to a teacher in charge or to the nurse.

BUILDING EVACUATIONS - FIRE DRILLS

It may be necessary for the building to be evacuated for emergency reasons (fire drills, etc.) The following is the procedure to be used:

1. At the signal, teachers and pupils are to close windows, turn off lights, close doors and proceed with the evacuation of the building in a quiet and orderly fashion.
2. When leaving the building, students should walk quickly and quietly to the area designated by the teacher.
3. This evacuation should be done in a serious and controlled fashion.
4. Students are to follow the evacuation route that is posted in each room.

FOOD SERVICE

The Brookville Area School District participates in the National School Lunch Program and the National School Breakfast Program. **The district participates in CEP (Community Eligibility Provision) meaning each enrolled student is entitled to one free reimbursable breakfast and one free reimbursable lunch each day school is in session. Students must take the minimum required components at meal service to receive the meal at no cost.**

Payment Procedures and Policies

1. Each student has a cafeteria account with a unique identification number.
 - a. Pre-payments can be sent to the school or on-line utilizing the "MySchoolBucks" link that can be found on the district's website. Payment by check is preferred. Parents who have more than one child enrolled within the district can write one check and indicate in the memo section what amount should be deposited into each child's account.
 - b. Additional money for a la carte items and single milk purchases should be considered when depositing funds into a student account.
 - c. No charging of a la carte items is permitted.
 - d. Pre-payments are preferred. When purchases are paid with cash at the point-of-service (POS), no change will be given to the student. Instead, the funds will be deposited into the student's account.
 - e. POS deposits **MUST** be turned in to the food service office before 9:30 AM to ensure accounts are credited prior to the start of meal service. **NO PRE-PAYMENTS ARE ACCEPTED DURING MEAL SERVICE as this slows down the lines considerably.**
 - f. All balances, positive and negative, will be carried over from school year to school year.
 - g. Any student with a positive balance at the end of his or her senior year can receive a refund by submitting a parental request to the food service director. Parents may also request that a positive balance be transferred to a younger child.

2. On a delayed start to school, no breakfast will be served.

ADMINISTRATIVE REGULATIONS #808 FOOD SERVICES - LUNCH TICKETS

Each year, students forget, lose, and misuse their lunch tickets and money. For this reason, the Board adopts this policy to govern situations when students do not have lunch money or when their lunch accounts have insufficient funds.

For purposes of this policy, the term **ticket** means all forms of exchange, including daily, weekly or monthly paper tickets, money, cards, coins or tokens, and computerized tracking systems.

Depositing Funds and Using the Point of Sale System

A computerized, declining balance system is used to track student deposits and purchases.

Student accounts are accessed at serving time to process the purchase prices of meals, milk or a la carte items. The system recognizes students' eligibility statuses for free, reduced, and full-priced meals and charges appropriately against the account. This process is completely confidential so as not to overtly identify students' eligibility statuses.

Students who are not eligible for free meals are expected to have cash on hand or funds available in their accounts.

Students wishing to make a la carte purchases must have funds available in their accounts or cash in hand; regardless of their eligibility status.

Parents/Guardians may request account restrictions/notes to be placed on their child's account such as "no a la carte purchases," "no breakfast permitted."

Cash payments that are sent to school but not received by Food Service cannot be honored; therefore, online pre-payments or checks are preferred for tracking purposes. NOTE: Food Service will not provide change with checks.

Deposits can be made electronically via MySchoolBucks.com. There is a fee for electronic payments. This fee is set by MySchoolBucks. Food Service does not profit from this payment system. It is simply a convenience provided by a 3rd party.

Parents/guardians will be encouraged to monitor account balances and to request low/negative balance notifications via email provided by Food Service.

Charging Procedures

Students (K-12) are not permitted to charge a la carte items or single milk purchases.

Students will never be denied a meal, and a "reimbursable", state and federally subsidized meal will never be taken away from a student. State and federal subsidies are received for free eligible, reduced eligible, and "full priced" meals.

Students who cannot pay for a school meal will not be required to perform chores or other work to pay for their school meal.

Students may be denied a meal only if the Food Service Director has a note from a parent/guardian to that effect.

When all components for a reimbursable meal are not chosen, a student will be charged the a la carte price for food items chosen.

The Food Service Director will work actively with administrators (i.e. Superintendent, Business Manager, and Principal) and parents to avoid excessive, overdrawn account balances.

Food Service will review account balances on an ongoing basis and notify families via phone and/or a mailed letter. The Superintendent and Business Manager will be copied on all correspondence (K-8).

Once a student's account is in the negative, all communication regarding that balance will be between Food Service and the child's parent/guardian.

Communications regarding a low balance or money owed by a student (9-12) may be directed discretely to the student by appropriate school personnel.

Year End Balances

Students' account balances, whether positive or negative, will be maintained on record at the end of the school year and carried over to the start of the following school year.

Account Closures/Refunds

Written notice is required from a parent/guardian when refunds are requested for a student who is enrolled in the district.

When students withdraw from the school district with funds available in their school lunch account:

Refunds checks are issued to the parent/guardian upon request. Only nominal account balances will be closed out with cash.

Seniors are encouraged by food service staff to spend down their accounts prior to graduation. Any remaining balances, when possible, are transferred to a sibling's account.

Bad Debt

Unpaid meal charges are considered "bad debt" when the student has been withdrawn from the district and the Food Service Director has exhausted all efforts to collect payment from the parent/guardian.

While a student is enrolled in the district, the Food Service Director will follow the steps outlined as "Charging Procedures" to attempt repayment of the student's debt.

Bad debt cannot be covered as an operating loss of the non-profit School Food Service Account. The bad debt must be restored to the NSFS using non-Federal funds. This should occur no later than the end of each school year.

Actively pursued outstanding student debt will be carried over into the subsequent school year.

The district shall inform students and parents/guardians in writing of the district's policy regarding charges via the Student Handbook and the Board website.

Graduating seniors must pay any outstanding balance to their food service account prior to graduation. Any food service balance due after graduation may be submitted to the district magistrate's office for reimbursement to the school district. Any and all costs incurred will be the responsibility of the student's parent/guardian.

Within a reasonable time frame, Brookville Area School District, at its discretion, reserves the right to pursue any and all "bad debts". Costs incurred by the district to recover "bad debts" will be the responsibility of the student's parent/guardian.

The district, at its discretion, may add an upcharge or financial penalty to delinquent student accounts for students who are in the "paid" or "full-price" category. Upcharges and financial penalties will not be applied to reduced price meals.

If the district chooses to refer bad debts to a collection agency or district magistrate, these entities may apply collection fees, regardless of the student's meal eligibility status.

Brookville Area School District, at its discretion, reserves the right to restrict privileges and/or activities of students who owe money for school meals. Restricted privileges will be applied in the same manner to students who owe for other school related purposes.

ELEMENTARY EXPECTATIONS

1. Cafeteria Rules

- a. Follow directions the first time given (Ex. Do not switch seats) Raise your hand if you need something. No talking when lights are out
 - b. Keep your hands, feet, and all objects to yourself
 - c. Respect each other
2. Cafeteria Consequences
- a. Consequences for the professional in charge of cafeteria
 - 1) Verbal warning
 - 2) Change seat assignment
 - 3) Submission of Behavioral Referral Form
 - b. Consequences for administration
 - 1) Assignment to another eating area for a period of time
 - 2) Phone call or written notification to parent
 - 3) ISC Intensive Supervision Classroom Lunch

SECONDARY EXPECTATIONS

1. There will be three lunch periods at Brookville Area High School.
2. Students will report to the cafeteria from their previous assignment.
 - a. Students are to walk to the lunch line. No running will be permitted.
 - b. Students are not permitted to push/shove their way to the front of the line.
 - c. Students must enter the cafeteria by way of the designated entrance.
3. Students are to remain in their seats unless they are buying additional items from the cafeteria, are returning trays or disposing of garbage, or are directed by a teacher or administrator to move to a new seat.
4. The cafeteria is your home away from home for eating—use your best manners at all times. Clean up when you finish eating and return trays, silver, papers, etc. to the proper place. Be considerate of others who must use the facility after you.
5. Students must be respectful of food service staff.
6. No charging of a la carte items is permitted.
7. Running, throwing objects, etc. is not permitted in the cafeteria.
8. Students will remain in the cafeteria after they have finished eating.
9. No student may leave the cafeteria without a pass.
10. Any misconduct or disrespect toward foodservice staff shall result in disciplinary measures by the teacher in charge or principals.

In situations where conventional discipline and warnings do not affect changes in behavior, more severe steps may be taken. Students refusing to abide by the Cafeteria Code of Conduct or who are habitual offenders will be put in the Intensive Supervision Classroom (ISC) lunch. The amount of time students will serve can vary from one day to ten consecutive school days and detention.

USDA Civil Rights Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

CARE OF SCHOOL PROPERTY
Policy #224
(Facility-Equipment-Material-Textbooks)

“Yours to use – Not to abuse.” The citizens of the Brookville Area therein have provided our physical plant and all the equipment for us. Each student is encouraged to do his/her best to ensure that future students will enjoy these same fine facilities. Students will be held financially responsible for these items and loss of or damage shall result in the payment for the same. This includes textbooks, materials, athletic supplies, equipment, etc.

STUDENTS OWING MONEY, BOOKS, ETC.

The District will not withhold report cards for students owing money for any reason. Students who owe money may be excluded from nonacademic activities including field trips and dances. Students owing money to the District for any reason may be processed through the court system at the conclusion of any given school year. After graduation, former students owing money to the District for any reason may be processed through the court system.

CHANGE OF ADDRESS/PHONE NUMBER

When a student and family moves or has a new telephone number, they should immediately notify the building secretary where the child attends.

JR-SR HIGH SCHOOL DISMISSAL

Students will be excused from their eighth period class. No coats, hats, book bags, etc. will be permitted in eighth period class. Students are to return to their lockers for books, coats, etc. and then proceed to leave the building in an orderly manner. Buses depart five (5) minutes after the dismissal bell rings. The bus drivers have been instructed not to leave until all students have boarded the buses. THEREFORE, IT IS NOT NECESSARY FOR ANYONE TO RUN!

EMPLOYMENT CERTIFICATES

The applicant must be between the ages of fourteen and eighteen. Any student under the age of eighteen must have working papers.

1. The applicant must first have a definite job offer and then obtain an application for a permit from the high school office.
 - a. Parent must also come in to the high school office to sign the application.
 - b. Upon applying for employment certificate, the birth certificate or driver's license, etc. must be presented as proof of age.
2. The prospective employer must fill in part of the application for students under the age of 16.
3. The applicant must return the application to the high school office. (Pennsylvania State Law requires and defines the procedures for the issuing of working papers and mandates the service to the high school.)
4. Students will not be released early from school for work purposes unless it is part of the approved job-training program as described in this handbook.

FIELD TRIPS K-12

In order to keep our records current for each field trip, an updated Field Trip Permission Slip and Medical Emergency Form will be completed, signed, and returned by the parent prior to the trip giving permission for the child to participate. Field Trip Permission Forms will be given to the students at the school. If school is delayed or canceled, the field trip will be rescheduled at a later date.

STUDENT PHOTOGRAPHS

From time to time, students are photographed for publication in the local newspapers, websites, etc. If you do not permit the release of your child's photograph, please complete a form, which is available at each school, and return it to your child's respective school office. If you have more than one child, a form must be filed for each. **Forms must be completed each year.** If the release of your child's photograph is permitted, please disregard this notice.

REPORTING STUDENT PROGRESS (Admin Reg 212-AR-1)

District staff may contact parents/guardians any time they determine contact is necessary, by telephone, email, individual conferences, and/or written progress reports. Parents have access to their student's progress through the parent portal. Instructions for setting up access to the parent portal are available in all building offices. If you would like a paper copy of your child's progress, please contact the building office.

GRADING POLICY

Elementary

Report cards in grades kindergarten through six are issued four times during the school year. The grading scale recorded on the report card is

- A - Excellent 93-100%**
- B - Good 85-92%**
- C - Average 77-84%**
- D - Poor 70-76%**
- F - Failing 69% or below**

Parent/teacher conferences for these grades are scheduled in the fall. Both parents are encouraged to attend the conference in order to effectively combine the efforts of home and school in the best interest of the child.

The Pennsylvania System of School Assessment (PSSA) is administered in grades 3-6 in the areas of ELA and Mathematics. The PSSA for Science is administered in grade 5. The GRADE test is administered in grades K-6. DIBELS Next is administered in grades K-3. The results of these tests and a final report card grade will become part of the individual student's permanent record.

Secondary

Grades are an evaluation of the student's progress. They become part of a permanent record. Institutions of higher learning, potential employers, and the various military services are all interested in a student's school records. Written or oral evaluation is a continuing process in each class.

In the senior high grades, certain courses will be given a weighted factor in computing Honor Roll, Honor List and Class Rank.

Report cards are issued each nine weeks.

Grades: The grading scale recorded on the report card is as follows:

- A - Excellent 93-100%**
- B - Good 85-92%**
- C - Average 77-84%**
- D - Poor 70-76%**
- F - Failing 69% or below**

Percentages will be used for determining grades, and these percentages will be posted on your report card to indicate your actual grade. In some subjects, a P (Passing) or F (Failing) may be posted on the report card.

In subject areas where a final exam is given, the exam will be counted one-tenth toward the final grade average.

Standardized testing will be done in grades 7 and 8. The Pennsylvania School System of Assessment (PSSA) will be given in grades 7 (ELA and Math) and 8 (ELA, Math, and Science). The Keystone Exams will be administered at the conclusion of courses in Algebra I, Literature, and Biology regardless of the students' grade level. Students will be administered retakes and or a project-based assessment to pass the required exams. The GRADE test is administered in grades 7-12.

Other diagnostic tests may be given to improve student's performance on standardized tests. The grades on these tests, as well as the final report card grade become part of the individual student's permanent record.

Course Dropping: Course dropping, after the first 10 days of the course, will result in a failing grade for the year unless prior approval has been granted by the Guidance Department, Administration and classroom teacher.

Incomplete Grades: All incomplete grades must be cleared (passing-failing) within ten (10) school days after the end of the grading period. No incomplete grade will be given at the end of the school year. It is the student's responsibility to make up all missed homework, tests and to remove incomplete grades. (This should be done as soon as possible.)

Students failing a major or required subject for the year shall be required to make up that particular subject.

Seventh and eighth grade students failing two or more major subjects shall repeat the entire year. Failed courses may be recovered through a summer school at the student's expense.

HOMEWORK

Kindergarten –12

Definition: Homework is any work planned or approved by the teacher to be completed by the student outside of the regular classroom.

Philosophy: We believe homework plays an important role in the academic experience of each student in the Brookville Area School District. It is an important part of the total education of the student when it provides practice and an extension of school learning, the reinforcement of work-study skills, the development of self-discipline and responsibility.

Objectives: To reinforce learning through the practice and/or extension of knowledge and skills. 1. To develop study skills, work habits and responsibility so that the student may become an independent learner. 2. To instill self-discipline through prompt, careful completion of assignments. 3. To develop creative talents and abilities.

Guidelines: The amount of time needed to complete evening studies is difficult to define in terms of hours and minutes. The quality of time spent is more important than quantity. The length of time spent on homework will reflect a student's age, ability and course of study. Because a variety of assignments are given to a student, the amount of time spent per

evening by that student may vary. The following guidelines will assist the teacher and student in planning and completing homework assignments.

- Grades 1 & 2 – an average of 15-20 minutes per night
- Grades 3 & 4 – an average of 20-30 minutes per night
- Grades 5 & 6 – an average of 30-40 minutes per night
- Grades 7 through 12 – an average of 1 hour per night

Responsibilities: Each teacher, student and parent has a responsibility for ensuring the success of homework assignments.

1. Teacher responsibilities

- a. Ensure that the students have the skills necessary to complete the assignment independently.
- b. Determine that the students clearly understand what is expected of them.
- c. Base the assignment on the student's maturity and academic development.
- d. Consider the availability and accessibility of necessary materials in terms of location of materials, times material is available, and number of students needing the same materials.
- e. Recognize that students have other academic, cultural, and social commitments that are of benefit to them which require their time.
- f. Make every effort to give assignments sufficiently in advance of due date to enable students to incorporate them into their personal schedules.
- g. Use assignments as vehicles for instruction and/or evaluation.
- h. Make every effort to have homework available for absent students.
- i. Will not assign as homework concepts not previously taught.

2. Student responsibilities:

- a. Budget time to complete assignments made.
- b. Arrange to make up all missed assignments as required by the teacher.
- c. Develop a system for remembering and/or recording assignments.
- d. Request help when needed.
- e. Return to the teacher assignments that are legible, organized and neat.

3. Parent responsibilities:

- a. Provide an atmosphere conducive to study within the home.
- b. Encourage a child to set up regular scheduled time for home study.
- c. Check daily with the student regarding scholastic progress and help the student budget his/her time to insure the effective completion of assignments.
- d. Contact the teacher or school when he/she has questions regarding problems such as time, difficulty and progress.
- e. Homework will be provided for students who miss three (3) or more days upon parent request. Please contact the High School Guidance Office (ext. 2805) or the Elementary Principal's Office (ext. 3300 – HG; ext 4180 – PC/NS) prior to 10 a.m. to request homework assignments. The assignments may be picked in the building's office at student dismissal.

4. Consequences:

- a. Elementary: Notification will be mailed to parent/guardian.
- b. Secondary: Students will receive a copy of discipline referral to share with parents.
- c. Three days of incomplete homework assignments in a nine-week grading period could result in disciplinary action. (Secondary only)

JR.-SR. HIGH SCHOOL LOCKERS

Each student will be assigned a locker. Each student is responsible for maintaining a neat and orderly locker. Students are not to use or enter lockers other than their own. Lockers will be cleaned periodically. Lockers must be free of external decorations at all times. **Money or valuables should not be kept in lockers without a lock.**

In order to save time and prevent unnecessary corridor congestion students are requested to visit their lockers upon arriving in the AM, before or after lunch, or at dismissal.

Lockers are the sole property of the Brookville School District. Lockers may be opened from time to time for safety, health and welfare inspections. These inspections will be conducted because of the history of rotting food, old soft drink bottles and other garbage being found in lockers. Should any other contraband be found, an investigation will take place.

Locks for your locker are strongly **recommended**. If a personal lock is used, the office must have a key or a copy of the combination. **Failure to provide a key or combination will be considered unauthorized and the lock will be cut off if a locker search is deemed necessary.**

JR.-SR. HIGH SCHOOL STUDENTS WHO REMAIN AT SCHOOL AFTER DISMISSAL

Students are permitted and encouraged to remain at school after dismissal to receive extra academic help from a teacher. Students must be in their teacher's room by 2:45 p.m. Students who have passes to ride elementary buses home (provided adequate space is available) are required to remain with a teacher until 3 p.m. Students who walk or have driven are not required to remain with their teacher until 3 p.m. but must exit the building immediately after completing their work/tutoring session. At 2:45 p.m., students without a bus pass will immediately exit the building, unless permission has been granted to the contrary. Students receiving permission to ride elementary buses will meet in the library and be escorted to Hickory Grove.

Students unsupervised after 2:45 p.m. are to leave the building or report to the main office. Any unsupervised student who is in the school after 2:45 p.m. could be subject to disciplinary consequences.

LOST AND FOUND

If you have lost an item, immediately notify a teacher. You should also notify the office. Objects are often misplaced during school. If you find something that does not belong to you, please return it to the nurse's office or main office. School personnel will not spend an exorbitant amount of time searching for items that are not required for school. Articles of great value should not be brought to school. If for any reason you must bring a large amount of money or valuable articles with you on a certain day, you may check it in at the office. **DO NOT LEAVE VALUABLES IN UNSECURED LOCKERS!** Remember, YOU are responsible for the care of your personal belongings!

MEDICATIONS

All medications shall be brought to the nurse's office to be administered by the school nurse. Medications shall be brought in the original, labeled container and shall be stored securely. Before any medication may be administered to any student during school hours, the School Board requires the written request of the parent which shall give permission for such administration and the written order of the prescribing physician which shall include the purpose of the medication, the dosage, the time at which or special circumstances under which the medication shall be administered, number of days, etc. for which the medication is prescribed and the possible side effects of the medication. The documents shall be kept on file in the nurse's office.

"Medication" shall include all medicines prescribed by a physician and any over-the-counter medications.

The administration of prescribed medication in accordance with the direction of a parent or family physician to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student and the student would not be able to attend school if the medicine were not available during school hours.

Student-athletes needing to take medication, either at home or away events, must submit a parental note to the Athletic Director for non-prescription medications prior to the event. For prescription medications, a parental note and a doctor's note must be submitted to the Athletic Director prior to the event. (If there is an ongoing need for medication administration, one note indicating this will be sufficient.) The note must contain information described in this notice as well as permission for the student to either self-administer the medication or to have a school district designee administer the medication. If the parent will be present at the event, he or she should administer the medication. Copies of the parental note will be given to the head coach and the school nurse to be kept on file.

POSSESSION/USE OF ASTHMA INHALERS/EPI AUTO-INJECTORS

Policy 210.1

The Board shall permit students in District schools to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and Board policy.

A student that wishes to possess an asthma inhaler and/or epinephrine auto-injector should reference Board Policy 210.1 to complete the necessary requirements.

HOMEBOUND

Students needing homebound instruction due to medical conditions are required to have a written request as prescribed by either a medical doctor for medical reasons or a psychiatrist for mental health reasons. Homebound Instruction cannot exceed three months without prior approval from the Pennsylvania Department of Education. The required form may be found on the District's website.

NURSE'S OFFICE

The school nurse performs both health and social services. She is responsible for safeguarding the student's health in preventive as well as in emergency care.

If you become ill during the school day, you are required to obtain a pass from the teacher to go to the nurse's office. Visits to the nurse's office between classes should be limited to acute health needs. If the nurse is unavailable, you are to report to the main office. **Under NO circumstances should you leave the building without permission.** Transportation of students who become ill during the school day is the responsibility of the parent. If the school nurse does not excuse a student to be sent home due to illness or injury, and the student contacts a parent for pickup, the student will need a doctor's note for the absence to be considered excused.

HEALTH AND DENTAL EXAMINATIONS

See Policy 209 on the District Website

FOOD ALLERGY MANAGEMENT

See Policy 209.1 on the District Website

DIABETES MANAGEMENT

See Policy 209.2 on the District Website

PHYSICALS

The Pennsylvania Department of Health requires that all students in Pennsylvania have a physical exam by a physician or other qualified healthcare provider. Physicals are to be done at three different times throughout a student's school career: 1) when they enter school for kindergarten or first grade; 2) in sixth grade; and 3) in eleventh grade. Since these physicals are mandated by the Pennsylvania Department of Health, the physicals are offered at the school, during school hours, at no cost to parents. Students who have not completed their 11th grade physical could be subject to exclusion from or participation in extracurricular activities such as the Prom, dances, Commencement, etc. and/or loss of driving privileges.

CHILDREN'S HEALTH INSURANCE PROGRAM (CHIP)

CHIP provides health insurance for uninsured students, subject to eligibility. To obtain an application, contact the school principal.

TEACHER/CLASSROOM REQUESTS

No parental requests for specific teachers will be accepted.

TREATS FOR SPECIAL OCCASIONS (Elementary)

State and federal guidelines about food handling require that all food items be pre-packaged and have the ingredients listed on the label. Homemade food items are no longer allowed. As you consider treats for birthdays or other special occasions, consider pre-packaged, nutritious food items such as granola bars, raisins, etc. Other suggestions for treats could be stickers, pencils, fun notepads, erasers, etc.

PUBLIC NOTICES

The following are summarizations of current Board Policies for each topic listed. Please see Board Policy Manual located in the Superintendent's Office or online at www.basd.us under Quick Links for a complete reading of each policy.

ENROLLMENT OF STUDENTS Policy 200

The Board shall enroll school age students eligible to attend District schools, in accordance with applicable laws and regulations, Board policy and administrative regulations. School age resident students and eligible nonresident students shall be entitled to attend District schools. The District shall not enroll a student until the parent/guardian has submitted proof of the student's age, residence, and immunizations and a completed Parental Registration Statement, as required by law and regulations.

DISPLACED STUDENTS Policy 251

Displaced (homeless) students are defined as individuals lacking a fixed, regular and nighttime residence including among others, those sharing housing of other persons due to loss of housing or economic hardship and those living in motels or campgrounds. The Board may waive policies that create barriers to enrollment of displaced students based on the recommendation of the Superintendent.

HOMELESS STUDENTS

Education for Children and Youth Experiencing Homelessness (ECYEH)

This resource is intended for parents/guardians/staff/community members to utilize if experiencing homelessness or in crisis. This resource also provides guidance and training and is updated as needed. If you or someone you know is in need of assistance — please reach out to the regional office at 724-463-5300 Ext 1203 or Michele Confer- 814-849-8372, Ext 4182.

Homeless Liaisons: Sarah Schroth (Regional Coordinator) & Michele Confer, Brookville Area Schools.

Liaison Responsibilities:

The homeless liaison shall coordinate with:

1. Local service agencies that provide services to homeless children, youth, and families.
2. Other school districts on issues of records transfer and transportation.
3. Staff responsible for the provision of services under Section 504 of the Rehabilitation Act and Individuals with Disabilities Act.
4. State and local housing agencies responsible for comprehensive housing affordability strategies.

The homeless liaison shall provide public notice of the educational rights of homeless students on posters in the school.

The homeless liaison shall provide reliable, valid, and comprehensive data to the coordinator of Pennsylvania's Education for Children/Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state law regulations.

Definition of Homelessness:

Homeless students are defined as individuals lacking a fixed, regular, adequate nighttime residence, which include the following conditions:

1. Sharing the housing of other persons due to loss of housing or economic hardship.
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.
3. Living in emergency, transitional, or domestic violence shelters.
3. Abandoned in hospitals.
4. Whose primary nighttime residence is a public or private place not designed for ordinarily used as regular sleeping accommodations for human beings.
5. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
6. Living as migratory children in conditions described in previous examples.
7. Living as run-away children.
8. Abandoned or forced out of homes by parents/guardians or caretakers.
9. Living as school-aged parents if they have no other living accommodations.

School of origin is defined as the school the student attended when permanently housed. When the student completes the final grade level served by the school of origin, the school of origin shall include the designated receiving school at the next grade level for all feeder schools. Unaccompanied youth is defined as a homeless child or youth not in the physical custody of a parent or guardian.

Enrollment/Placement:

To the extent feasible and, in accordance with the student's best interest, a homeless student shall continue to be enrolled in his or her school of origin while he or she remains homeless or until the end of the academic year in which he or she obtains permanent housing.

Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the school's liaison will assist the student with placement and enrollment decisions and give priority to the views of the student in determining where he or she will be enrolled.

If after such consideration, the district determines that it is not in the student's best interest to attend the school of origin or the school requested by the parent/guardian or unaccompanied youth, the district shall provide the parent/guardian or unaccompanied youth with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the parent/guardian or unaccompanied youth and shall include information regarding the right to appeal.

The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to district policies. However, the district may require a parent/guardian to submit contact information. The homeless liaison may contact the previous school for oral confirmation of immunizations, and the school shall request records from the previous district, pursuant to Board policy.

Homeless families are not required to prove residency regarding school enrollment.

School/Health Records:

The receiving school district may contact the district of origin for oral confirmation that the student has been immunized but must not be a barrier to enrollment. Oral confirmation between professionals is a sufficient basis to verify immunization with written confirmation to follow within thirty (30) days. The instructional program should begin without delay after the enrollment process is initiated and should not be delayed until the procedure is completed.

The district may assist with transportation.

Placement/Disputes/Complaints:

If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's placement.

If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent/guardian/student will be provided with a written explanation of the school's decision on the dispute, including the right to appeal. The parent/guardian/student will be referred to the homeless liaison, who will carry out the state's grievance procedure as expeditiously as possible after receiving notice of the dispute. In the case of an unaccompanied student, the school's liaison shall ensure that the student is immediately enrolled in school pending resolution of the dispute.

If disputes or complaints of noncompliance rise regarding the education of homeless students, the following steps shall be taken:

1. The person filing the complaint shall first contact the school through the school's liaison to present their concerns to the people closest to the situation and, most likely, to be able to resolve it quickly.
2. If Step 1 is not successful or is not possible under the circumstances, contact should be made with the district liaison who will accept complaints directly through the Education for Homeless Children and Youth Program.
3. Individual cases may be referred to the PDE's Office of Chief Counsel and the Office of the Deputy Secretary for Elementary and Secondary Education, as needed, by the State Homeless Coordinator. PDE will deliver a response within fifteen (15) business days of the receipt of the complaint. The complaint may arrive in the form of a copy of the school district letter or on the Dispute Letter Form, if given directly to a Liaison of the Homeless Initiative.

Education Records:

Information about a homeless student's living situation shall be treated as a student education record subject to the protections of the Family Educational Right and Privacy Act (FERPA) and shall not be deemed to be directory information.

Homeless students shall be provided services comparable to those offered to other district students including, but not limited to: transportation services, school nutrition programs, vocational programs and technical education, preschool programs, programs for students with limited English proficiency, and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, and gifted and talented students.

Transportation:

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district.

If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.

Brookville Area School District's Transportation Office: 814-849-1101.

Fiscal Responsibilities:

The following guidelines will be followed in cases when the education of the student is provided by the district where the homeless student is temporarily living. The guidelines shall also apply in cases when the district of prior attendance, where that is not the district the student attended when permanently housed, will educate the student:

1. Homeless individuals not in facilities (shelters) or institutions, as well as homeless individuals living in hotels, motels, cars, tents, or doubled-up with a resident family, shall be reported and reimbursed as resident students.
2. For homeless individuals in temporary shelters, the educating school district will send a form for the determination of district residence for students in facilities or institutions to the presumed district of residence.
3. If the form is acknowledged by the resident district, the educating district will enter the student on its rolls as a nonresident student from the acknowledging resident school district. The educating district will bill the resident district for tuition and will report membership data according to state child accounting procedures.
4. If the form is disclaimed and a district of residence cannot be determined, the student will be considered a ward of the state. The educating district will enter the student on its rolls as a nonresident ward of the state and will report membership according to state child accounting procedures. The Department of Education will pay tuition to the educating district based on membership reported to child accounting.

In cases when the education of the student is provided by the district of origin, where that is the district, the student attended when permanently housed, the district will continue to educate a homeless student for the period of temporary displacement and should maintain the student on its rolls as a resident student.

In cases when the student becomes permanently housed during the academic year and continues in the school of origin, which is not the district of new residence, the educating district will continue to educate the formerly homeless student on its rolls as a nonresident student.

Training:

Offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

The district's liaison shall arrange professional development programs for school staff, including office staff.

School personnel providing services to homeless students, including enrollment staff, shall receive professional development and support to:

1. Improve identification of homeless students.
2. Understand the rights of such children, including requirements for immediate enrollment and transportation, and
3. Heighten the awareness of, and capacity to respond to, the educational needs of such children.

Free and Reduced Meals:

Apply online for free/reduced benefits. Financial assistance is available for families that need assistance paying for school meals. Eligibility for free/reduced meals must be established each school year, regardless of eligibility in previous years.

Family Engagement:

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 appropriate building principal.

Community Partnerships:

The District partners with community agencies to support families through collaboration. Some community partnerships include but are not limited to:

Homeless Resources in Your Region:

Finding Your Way In PA App: <https://findingyourwayinpa.com>

Children and Youth Services 814-849-3696

United Way of PA www.pa211.org

Food:

Brookville Area Food Pantry: <https://brookvilleareafoodpantry.org/> 142 Allegheny Blvd, Brookville PA 15825

Safety & Mental Health:

If you or someone you know is in immediate danger, please call 911

PA Mental Health Support Line 1-855-284-2494

National Suicide Prevention Lifeline 800-273-TALK (8255)

Crisis Text Line - Text HOME to 741741

National Domestic Violence Hotline -1-800-799-7233

Childcare:

PA Child Support 1-800-932-0211

Childcare Works Helpline 1-877-472-5437

Housing & Utility Assistance:

Jefferson County Assistance Office, PO Box 720, 100 Prushnock Drive, Punxsutawney, PA 814-938-2990

Clothing:

Goodwill, 255 Main Street, Brookville PA 15825. Telephone: 814-849-2847

Employment:

PA CareerLink Portal - www.PAcareerlink.pa.gov

Unemployment:

PA unemployment information and claims: www.uc.pa.gov

Transportation:

Ride ATA <http://rideata.com/jefferson-county>

Medical:

Compass Online Portal - <https://www.compass.state.pa.us>

PA Department of Health - 724-357-2995

CHIP Health Insurance - 1-800-986-5437

Academic Supports:

Students have access to numerous academic supports — based on the need of each individual student.

Examples include but are not limited to:

Title 1 services

Multi-Tiered Intervention Supports

McKinney Vento Homeless Education Assistance Improvements Act

Jefferson-Clarion Head Start, 18 Western Ave., Brookville, PA - Telephone: 800-628-6150

MIGRANT STUDENTS
Policy 142

Appropriate services will be provided to migrant students. Migrant students shall have appropriate educational opportunities to meet the same academic standards required of all students. Parents of migrant students will be provided an opportunity for meaningful participation in the program.

TEACHER/PARAPROFESSIONAL QUALIFICATIONS
Policy 324

As a parent of a student in the Brookville Area School District, under the legislation of the Every Student Succeeds Act, you have a right to know the professional qualifications of the teachers who instruct your child. Written notice will be provided to parents of students being taught for four or more consecutive weeks by a teacher who is not highly qualified.

HIV INFECTION
See Policy 203.1 on the District Website

The purpose of this policy shall be to safeguard the health and well-being of students while protecting the rights of the individual.

ENGLISH AS A SECOND LANGUAGE
Policy 138

The School District provides a program for students whose dominant language is not English for the purpose of facilitating the student's achievement of English proficiency and the academic standards. The Home Language Survey shall be completed for every student in the District to screen for students requiring support from this program.

OPENING EXERCISES/FLAG DISPLAYS
Policy 807

All students will stand for the opening exercise. Teachers will lead their classes in a voluntary recitation of the Pledge of Allegiance and/or National Anthem each day. Afterwards, students will remain standing in silence for a period of time. Students are free to utilize this period of time for prayer or meditation and students shall not be allowed to interfere with or disrupt their classmates during this time period.

TITLE I PARENT and FAMILY ENGAGEMENT INVOLVEMENT
Policy 918

The Board recognizes that parent involvement contributes to the achievement of academic standards by students participating in Title I programs. The Board views the education of students as a cooperative effort among the school, parents and community.

An annual meeting of parents of participating Title I students shall be held to explain the goals and purposes of the Title I program. Parents shall be given the opportunity to participate in the design, development, operation and evaluation of the program. Parents shall be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs.

Each school in the district receiving Title I funds shall jointly develop with parents of students served in the program a School-Parent Compact outlining the manner in which parents, school staff and students share responsibility for improved student achievement in meeting academic standards.

The Junior/Senior High School, Hickory Grove, Pinecreek, and Northside are Title I schools. Each school will develop a school-wide plan yearly with all stakeholders. Information will be shared at the yearly Title I meeting and at PATHS (Parents and teachers helping students) meetings held throughout the year. Please see policy 918 for LEA and School Level policies and compacts.

CURRICULUM REVIEW BY PARENTS/GUARDIAN AND STUDENTS

Policy 105.1

You have the right to inspect, upon written request, instructional materials used as part of your child's educational curriculum. Instructional materials do not include tests or academic assessments. If you would like to review any instructional material, send your written request to your child's principal. No more than one request per semester may be made by any parent/guardian for each enrolled child. If you are not provided with a response to your request within ten school days, contact the district superintendent.

RESOURCES FOR COLLEGE AND CAREER READINESS

PDE has provided a database of High Priority Occupations (HPOs). High Priority Occupations (HPOs) are one component of Pennsylvania's industry-driven approach to workforce development. The purpose of the HPO lists is to align workforce training and education investments with occupations that are in demand by employers, have higher skill needs and are most likely to provide family sustaining wages. Combining statistical data with regional expert input allow for a complete picture of the actual workforce needs of the commonwealth. Visit <https://www.workstats.dli.pa.gov/Products/HPOs/Pages/default.aspx>.

Also, the National Center for Education Statistics provides a college navigator. This resource can be located at <https://nces.ed.gov/collegenavigator>.

STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS Policy 220

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that exercise of that right must be limited by the District's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

STUDENT RIGHTS/SURVEY

Policy 235

All surveys and instruments used to collect information from students shall relate to the district's educational objectives. Surveys conducted by outside agencies, organizations, and individuals shall be approved by the board, based on the superintendent's recommendation, prior to administration to students. Parents shall have the right, upon request, to inspect and opt their children out of any survey, evaluation or assessment materials created by a third party prior to administration or distribution to students. Such requests shall be submitted to the principal in writing.

Personal information about students shall not be collected for disclosure to third parties for the purpose of marketing or selling. Personal information is defined as individually identifiable information including student and parent(s) names, addresses, telephone numbers, and social security numbers. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions such as:

- Colleges or other post-secondary recruitment or military recruitment.
- Book clubs, magazines, and programs providing access to low-cost literary products.
- Curriculum and instructional materials used by elementary and secondary schools.
- Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students and subsequent analyses and public release of the aggregate data from the tests and assessments.
- Sale by students of products or services to raise funds for school related or education related activities.
- Student pictures, class rings, graduation paraphernalia, etc.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS

AMENDMENT (PPRA) (Administrative Regulations #235)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. The entire procedure can be found in the building principal’s office.

Parents/eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, D.C. 20202-4605

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP)

The Department of Education requires Pennsylvania school districts chosen to participate in the NAEP to administer the test. Although the district cannot opt out, individual parents have the right to opt their children out of the test. Although it is recommended that all students participate, parents wanting to review the NAEP to consider opting their children out of participation should contact the Superintendent in writing.

STUDENT RECRUITMENT Policy 250

The School District is required to disclose the names, addresses, and telephone numbers of secondary students to military recruiters and institutions of higher education upon request, unless the student or parent requests that such information is not released without prior written parental consent. Parents have the right to opt out of the public, nonconsensual disclosure of such information. If you wish to elect the opt-out option, submit a written request to the Superintendent of Schools prior to October 1 of each school year. (Forms can be found on the website under the parent tab.)

VIDEO/AUDIO SURVEILLANCE

Video/Audio Surveillance will occur on school buses and in and around school buildings. The video/audio recordings may be used for investigative, evidential, and disciplinary purposes.

INTEGRATED PEST MANAGEMENT Administrative Regulations #716

Prior to any pesticide application either in a school building or on school grounds the school shall:

- Post the pest control sign in an area of common access where individuals are likely to view the sign at least three days before and two days after each planned treatment.
- Provide a copy of the pest control information sheet (hardcopy or email) to every individual working in the school building at least three days before treatment.
- Provide notice (including name, address and phone number of the applicator providing the treatment) to the parents or guardians of students enrolled in the school at least 3 days before each planned treatment. The notice is to be

provided to all parents or guardians utilizing normal school communications or to a list of interested parents or guardians who, at the beginning of each school year, or upon the child's enrollment, requested notification of individual applications of pesticides.

- Prohibit applications of pesticides within a school building or on school grounds where students are expected to be present within seven hours following the application, except where pests pose an immediate threat to the health and safety of students or employees. In this case, the school may authorize an emergency pesticide application, and then notify by telephone any parent or guardian who has requested such notification.
- Maintain detailed records of all chemical pest control treatments for at least three years. This can be provided by the pesticide applicator if included in the Request for Proposal (RFP).

SUMMARY OF FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Policy #216

Under the Family Educational Rights and Privacy Act, Code of Federal Regulations, Title 34, Subtitle A, Part 99, parents/guardians and eligible students have the right to:

- (a) Inspect and review the student education records;
- (b) Seek amendment of the student education records that are believed to be inaccurate, misleading, or otherwise in violation of privacy rights;
- (c) Consent to disclosure of personally identifiable information, except to the extent that the Act and 99.31 authorizes disclosure without consent;
- (d) File with the Department a complaint under 99.63 and 99.64 concerning alleged failures by the School District to comply with the requirements of the Act; and Refuse to permit the designation of any or all of the categories of directory information.

To review the education records referenced herein, contact the school principal. To request an amendment after review of the records, submit a request in writing to the school principal.

Disclosure of educational records including personally identifiable information may be made without parental consent to school officials having a legitimate educational interest.

A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff including health or medical staff and law enforcement unit personnel; school board members, a person or company with whom the District has contracted to perform a special task such as an attorney, auditor, medical consultant, or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Educational records refer to any information or data recorded in any medium, including but not limited to handwriting, print, tapes, film, microfilm, microfiche, or other electronic means and maintained by the school district. Educational records may reference regular, remedial, or special education. Records of instructional, supervisory, and administrative personnel and educational personnel ancillary, thereto, are not included in the definition of educational records.

Legitimate educational interest refers to access to educational records by professional personnel in order to enable them to guide and counsel students and their parents regarding educational development and occupational possibilities and disseminate information to assist student transition to higher education and employment.

Directory information may be disclosed without written consent of the parent/guardian or eligible students.

Directory information refers to the student's name, address, e-mail address, photograph, telephone listing, date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of

athletic teams; dates of attendance; degrees and awards received; the most recent and previous education agency or institution attended by the student; and other similar information.

Educational records are forwarded to other schools that request the records and in which a student seeks or intends to enroll. Military recruiters have the same access to secondary students as provided to post-secondary institutions or prospective employers. Military recruiters are also provided students' names, addresses, and telephone listings upon request, unless a parent has opted out of providing such information.

SPECIAL EDUCATION SERVICES/CHILD FIND

All public schools in the Riverview Intermediate Unit 06 provide special education and related services to children with disabilities who are ages three through twenty-one. The purpose of this notice is to describe (1) the types of disabilities that might qualify the child for such programs and services; (2) the special education programs and related services that are available; (3) the process by which the public schools screen and evaluate such students to determine eligibility; and (4) the special rights that pertain to such children and their parents or legal guardians. (Complete notice is posted on the District website www.basd.us and in each school building.)

Under the federal Individuals with Disabilities Education Act, or "IDEA," children qualify for special education and related services if they have one or more of the following disabilities and, as a result, need such services: (1) **intellectual disability**; (2) **hearing impairments**; (3) **speech or language impairments**; (4) **blind/visual impairments**, including blindness; (5) **emotional disturbance**; (6) **orthopedic impairments**, or physical disabilities; (7) **autism**, including pervasive developmental disorders; (8) **traumatic brain injury**, or neurological impairment; (9) **other health impairment**; and (10) **specific learning disabilities**; (11) **deaf-blindness**; (12) **deafness**. Children with more than one of the foregoing disabilities could qualify for special education and related services as having (13) **multiple disabilities**. Children age 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.

The legal definitions of these disabilities, which the public schools are required to apply under the IDEA, may differ from those used in medical or clinical practice. The legal definitions, moreover, could apply to children with disabilities that have very different medical or clinical disorders. A child with attention deficit hyperactivity disorder, for example, could qualify for special education and related services as a child with "other health impairments," "emotional disturbance," or "specific learning disabilities" if the child meets the eligibility criteria under one or more of these disability categories and if the child needs special education and related services as a result.

Under Section 504 of the federal Rehabilitation Act of 1973, and under the federal Americans with Disabilities Act, some school age children with disabilities who do not meet the eligibility criteria outlined above might nevertheless be eligible for special protections and for adaptations and accommodations in instruction, facilities, and activities. Children are entitled to such protections, adaptations, and accommodations if they have a **mental or physical disability** that **substantially limits or prohibits participation in or access to an aspect of the school program**.

What programs and services are available for children with disabilities?

Public schools must ensure that children with disabilities are educated to the maximum extent possible in the least restrictive environment, and that the instruction they receive conforms as much as possible to the instruction that non-disabled students receive. Programs and services available to students with disabilities, in descending order of preference, are (1) regular class placement with supplementary aides and services provided as needed in that environment; (2) regular class placement for most of the school day with itinerant service by a special education teacher either in or out of the regular classroom; (3) regular class placement for most of the school day with instruction provided by special education teacher in a resource classroom; (4) part time special education class placement in a regular public school or alternative setting; and (5) special education class placement or special education services provided outside the regular class for most or all of the school day, either in a regular public school or alternative setting. Depending on the nature and severity of the disability, the public school can provide special education programs and services in (1) the public school the child would attend if not disabled, (2) an alternative regular public school either in or outside the school district of residence, (3) a special education center operated by a public school entity, (4) an approved private school or other private facility licensed to serve children with disabilities, (5) a residential school, (6) approved out-of-state program, or (7) the home. Special education services are provided according to the primary educational needs of the child, not the category of disability. The types of service available are (1) learning support, for students who primarily need assistance with the acquisition of academic skills; (2) life skills support, for students who primarily need assistance with development of

skills for independent living; (3) emotional support, for students who primarily need assistance with social or emotional development; (4) deaf or hearing impaired support, for students who primarily need assistance with deafness; (5) blind or visually impaired support, for students who primarily need assistance with blindness; (6) physical support, for students who primarily require physical assistance in the learning environment; (7) autistic support, for students who primarily need assistance in the areas affected by autism spectrum disorders; and (8) multiple disabilities support, for students who primarily need assistance in multiple areas affected by their disabilities.

Related services are designed to enable the child to participate in his or her program of special education. Examples of related services include, but are not limited to, speech and language therapy, occupational therapy, physical therapy, nursing services, audiologist services, counseling, and family training.

Children of preschool age are served by the Riverview Intermediate Unit in a variety of home and school-based settings that take into account the chronological and developmental age and primary needs of the child. As with school age programs, preschool programs must ensure that to the maximum extent possible, children with disabilities are educated with non-disabled peers.

The public school, in conjunction with the parents, determines the type and intensity of special education and related services that a particular child needs based exclusively on the unique program of special education and related services that the school develops for that child. The child's program is described in writing in an individualized education program, or "IEP," which is developed by an IEP team consisting of educators, parents, and other persons with special expertise or familiarity with the child. The parents of the child have the right to be notified of and to participate in all meetings of their child's IEP team. The IEP is revised as often as circumstances warrant but reviewed at least annually. The law requires that the program and placement of the child, as described in the IEP, be reasonably calculated to ensure meaningful educational progress to the student at all times. IEPs contain, at a minimum, a statement of present levels of educational performance, an enumeration of the annual goals and short-term objectives or benchmarks established for the child (these may only be for student taking the alternative state assessment), and a statement of the special education and related services that the child needs to make meaningful educational progress. For children aged fourteen and older, the IEP must also include an appropriate transition plan to assist in the attainment of post-secondary objectives. The public school must invite the child to the IEP team meeting at which the transition plan is developed.

How do the public schools screen and evaluate children to determine eligibility for special education and related services?

Screening

Public schools undertake a pre-referral screening process before referring most children for a multidisciplinary team evaluation. When concerns raised either by school staff or parents warrant screening, the child is referred through a pre-referral screening process sometimes called a multi-tiered systems of support team or (MTSS), or sometimes called the "child study team." The MTSS is responsible for assessing the currently achievement and performance of the child, for designing school based interventions to address concerns raised, and for assessing the effectiveness of those school based interventions. If the concern that resulted in the referral can be addressed without special education services, or is the result of the lack of English proficiency or appropriate instruction; the MTSS will recommend interventions other than multidisciplinary team evaluation. Parents nevertheless have the right to request a multidisciplinary team evaluation at any time, regardless of the outcome of the screening process.

For information about the dates of various screening activities or to request screening activities for your child, contact the special education office at 814-849-8372 x2700. Parents of preschool age children, age three through five, may obtain information about screening activities, or may request a screening of their children, by calling or writing the Riverview Intermediate Unit, Early Intervention Services, 270 Mayfield Road, Clarion, PA 16214; phone number 814-226-7103 or 1-800-672-7123.

Parents of children enrolled in private schools may contact the BASD special education office where they reside regarding screening and evaluation.

Multidisciplinary team evaluation

The public schools must conduct a multidisciplinary team evaluation of every child who is thought to have a disability. The multidisciplinary team is a group of professionals who are trained in and experienced with the testing, assessment,

and observation of children to determine whether they have disabilities and, if so, to identify their primary educational strengths and needs. Parents are members of the multidisciplinary team. Public schools must reevaluate school-age students receiving special education services every three years and children with intellectual disabilities and pre-school-age students receiving special education services every two years. Parents may request a multidisciplinary team evaluation of their children at any time. They must do so in writing. This request should be submitted to the BASD special education office. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter as follows: Riverview Intermediate Unit, Early Intervention Services, 270 Mayfield Road, Clarion, PA 16214 phone number 814-226-7103. If the public school denies the parents' request for an evaluation, the parents have the right to challenge the denial through an impartial hearing or through voluntary alternative dispute resolution such as a prehearing conference or mediation.

Parents of children in private schools may request a multidisciplinary team evaluation of their children without enrolling in the public schools. If, after an evaluation, the multidisciplinary team determines that the child is eligible for special education and related services, the public school must offer the parents an IEP and a public school-sponsored placement. If parents wish to take advantage of such an offer, they might have to enroll or re-enroll their child in the public schools. Before the public school can proceed with an evaluation, it must notify the parents in writing of the specific types of testing and assessment it proposes to conduct, of the date and time of the evaluation, and of the parents' rights. The evaluation cannot begin until the parent has signed the written notice indicating that he or she consents to the proposed testing and assessments and has returned the notice to the public school.

What special rights and protections do children with disabilities and their parents have?

Student Records

The public schools of Riverview Intermediate Unit maintain records concerning all children enrolled in public school, including students with disabilities. Records containing personally identifiable information about or related to children with disabilities could include, but are not limited to, cumulative grade reports, discipline records, enrollment and attendance records, health records, individualized education programs, notices of recommended assignment, notices of intent to evaluate and reevaluate, comprehensive evaluation reports, other evaluation reports by public school staff and by outside evaluators, work samples, test data, data entered into the PennData system, correspondence between school staff and home, instructional support team documents, referral data, memoranda, and other education-related documents. Records can be maintained on paper, on microfiche, on audio or videotape, and electronically. In the case of personally-identifiable information on paper or stored on magnetic or video tape, the term maintain shall mean kept in a secure file or desk drawer or in the continuous and secure control of a school official with a legitimate educational interest in the content thereof. In the case of personally-identifiable digital information that is electronically-stored, including electronic mail, the term shall mean kept in a secure database located on a server or servers, disk partition, or other electronic storage system specifically designated by the superintendent or his or her designee as a "student records maintenance site." Records can be located in the central administrative offices of the public school, the administrative offices of the Riverview Intermediate Unit, the school building or building at which the student attended or attends school, private schools and facilities at which the public school has placed the child for educational purposes, central storage facilities and electronic storage systems, and in the secure possession of teachers, building administrators, specialists, psychologists, counselors, and other school staff with a legitimate educational interest in the information contained therein. All records are confidential. Records are maintained as long as they remain educationally relevant. Public schools are required by law, however, to maintain a written record of each child's name, address, telephone number, grades, attendance records, classes attended, grade level completed, and year completed for at least 100 years beyond the date on which the child attains the age of twenty-four and to maintain health records for at least two years beyond the date on which the student ceases to be enrolled. The purposes of collecting and maintaining records are (1) to ensure that the child receives programs and services consistent with his or her IEP; (2) to monitor the ongoing effectiveness of programming for the child; (3) to document for the public school and the parents that the student is making meaningful progress; (4) to satisfy the requirements of state and federal agencies who have an interest in inspecting or reviewing documents concerning particular students or groups of students for purposes of compliance monitoring, complaint investigation, and fiscal and program audits; and (5) to inform future programming for and evaluations of the child.

When educational records, other than those which must be maintained, are no longer educationally relevant to the education of students and young children with disabilities, the public school must inform parents of children when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the child and may destroy the records or, at the request of the parents, must destroy them. Public schools are not required to destroy records that are no longer educationally relevant unless the parents so request in writing.

Notification of Rights Under FERPA (Family Educational Rights and Privacy Act)

Access to Records

Upon submitting a request to do so in writing, parents have the right to access the educational records of their child within forty-five days or before any due process hearing, whichever is sooner. The public school will presume that the parent has authority to inspect and review records relating to his or her child unless the agency has been advised in writing that the parent does not have the authority under applicable state law governing such matters as guardianship, separation, and divorce.

Access affords the parents to the following: (1) a response to reasonable requests for an explanation and interpretation of these records by public school personnel; (2) copies of the records if providing copies is the only means by which the parents can effectively exercise their right of inspection and review; and (3) inspection and review of the records by a representative of your choosing upon presentation to the records custodian of a written authorization from the parent. The public school can charge a fee not to exceed its actual costs for copying records so long as the fee does not effectively prevent the parents from exercising their right to inspect and review those records. The public school may not charge a fee to search for or retrieve student records.

After reviewing records, parents may ask the public school to change any information that they believe is inaccurate or misleading or violates the child's privacy rights. The school will make the requested changes or reject the request within forty-five days of the receipt of the request in writing. If the school rejects the request, the parent may request an informal hearing. The hearing can be held before any public school official who does not have a direct interest in its outcome. If the parents are dissatisfied with the outcome of the informal hearing, they may submit to the public school a statement outlining their disagreement with the record. The school thereafter must attach a copy of that statement to all copies of the record disclosed to third parties.

Parental Consent for Disclosure of Records

Parent consent is required in writing prior to the release of any personally identifiable information concerning a child with disabilities. Parent consent is not required, however, prior to the release of information (1) to a hearing officer in a special education due process hearing; (2) to public school staff and contractors with a legitimate educational interest in the information –

including teachers of the child, building administrators, guidance counselors to whom the child is assigned, members of instructional support and multidisciplinary teams in the course of screening and evaluation activities, public school administrators with responsibility for programs in which the student is enrolled or intends to be enrolled, program specialists and instructional aides working with the child, therapeutic staff working with the child, and substitutes for any of the foregoing persons, clerical staff of the agencies enumerated above who are responsible for the maintenance and

security of education records and to attorneys, consultants, and school board members when school board action concerning the student is required by law or when the education or treatment of the student is the subject of present or potential litigation or legal dispute, any employee or contractor of the District of residence, the Riverview Intermediate Unit, the area vocational technical school, and any public or private school or facility that the district is using or is proposing to use to provide elementary or secondary education to the student in place of a public school, who is or will be responsible for providing or supervising the provision of education, education-related services, or extra-curricular activities or experiences to or for the student, when—

- (1) particular information concerning that student is currently or potentially relevant to the provision of such education, education-related services, or extracurricular activities or experiences, or
- (2) when such information is necessary to protect the health, safety, or welfare of other students with whom the student might have contact;

- (3) to officials or staff of other schools and school systems at which the student is enrolled or intends to enroll;
- (4) to federal or state education officials and agencies and to the Comptroller of the United States;
- (5) to accrediting organizations to carry out their accrediting functions;
- (6) to comply with a lawful subpoena or judicial order;
- (7) in conjunction with a health or safety emergency to the extent necessary to protect the health and safety of the child or others; or
- (8) that the public schools have designated as “directory information.” Disclosure without consent of the parent is subject to certain conditions more fully described in the Family Educational Rights and Privacy Act, 20 U.S.C § 1332g, and its implementing regulation, 34 C.F.R. Part 99.

The public schools of Riverview Intermediate Unit have designated the following as “directory information”: (1) the name, address, and telephone number of the child; (2) the date and place of birth of the child; (3) participation in school clubs and extracurricular activities; (4) weight and height of members of athletic teams; (5) dates of attendance; (6) diplomas and awards received; (7) the most recent previous institution or school attended by the child; and (8) names of parents, siblings, and other family members. The parent of an actively enrolled public school student may, within thirty days of the publication of this notice, request in writing that information here designated as directory information not be disclosed without parental consent. If the public school does not receive such request within this time, it will assume that it may release such information without consent. Written notice must be received either at the local public school in which the child is enrolled or at the administrative offices of the public school at the appropriate address listed below.

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. For more information or to request evaluation or screening of a public or private school child contact, the public school nearest you. The number and addresses of all public schools in Riverview Intermediate Unit are located in the blue pages of the telephone book under the heading “Schools.” Information can also be obtained, and screenings and evaluations requested, by contacting the offices of special education or student services in each of the various school districts or, for preschool children, at Riverview Intermediate Unit.

The addresses of these schools are as follows:

Allegheny-Clarion Valley School District
776 State Route 58, PO Box 100
Foxburg, PA 16036
724-659-5820

Keystone School District
451 Huston Ave.
Knox, PA 16232
814-797-5921

Brockway Area School District
40 North Street
Brockway, PA 15824
814-265-8411

North Clarion County Schools
10439 Rte. 36
Tionesta, PA 16353
814-744-8536

Brookville Area School District
104 Jenks Street, PO Box 479
Brookville, PA 15825
814-849-1100

Oil City Area School District
825 Grandview Road
Oil City, PA 16301
814-676-1867

Clarion Area School District
221 Liberty Street
Clarion, PA 16214
814-226-6110

Punxsutawney Area Schools
475 Beyer Avenue
Punxsutawney, PA 15767
814-938-5151

Clarion County Career Center
447 Career Lane
Shippensburg, PA 16254
814-226-4391

Clarion-Limestone Area Schools
4091 C-L School Road
Strattanville, PA 16258
814-764-5111

DuBois Area School District
500 Liberty Boulevard
DuBois, PA 15801
814-371-2700

Forest Area School District
22318 Route 62
Tionesta, PA 16353
814-755-4491

Cranberry Area School District
3 Education Drive
Seneca, PA 16346
814-676-5628

Franklin Area School District
702 Liberty Street
Franklin, PA 16323
814-432-8917

Jeff Tech 576 Vo-Tech Rd.
Reynoldsville, PA 15851
814-653-8265

Redbank Valley School District
920 Broad Street
New Bethlehem, PA 16242
814-275-2426

Titusville Area School District
221 N. Washington Street
Titusville, PA 16354
814-827-2715

Union School District
354 Baker Street, Suite 2
Rimersburg, PA 16248
814-473-6311

Valley Grove School District
429 Wiley Avenue
Franklin, PA 16323
814-432-4919

Venango Technology Center
1 Vo-Tech Drive
Oil City, PA 16301
814-677-3097

Riverview Intermediate Unit
270 Mayfield Road
Clarion, PA 16214
814-226-7103 or 800-672-712

REDUCED SCHOOL SCHEDULE FOR SENIORS TO ACCEPT JOB TRAINING

The purpose of this program is to provide seniors with an opportunity to learn a job by giving them a reduced schedule and released time during the regular school day.

This training must be unique and not available through Jeff Tech. The training may lead to the employment of the student after graduation. The program is designed with the students' career exploration in mind. Specific skills development should enhance opportunities for the student to follow his/her career path. This program is not designed to be a part time job to fill a business schedule.

The criteria for entrance into this program shall be the following:

1. A senior must be in solid standing for graduation.
2. A senior must have attained at least 20 credits or greater by the end of his/her junior year. The remaining 4 credits must be able to be scheduled during established classroom times.
3. A senior must have maintained an acceptable level of attendance during his/her junior year unless the student has been medically excused. Acceptable levels are determined by administration.
4. A senior must have demonstrated acceptable behavior during his/her junior year.
5. A written request by the employer for the senior to be trained specifying the number of hours of training provided, a definition of the actual job skill that is provided.
6. This request must be signed by a person at the job site who has the authority to employ the senior and provided the training.
7. The administration shall assign parking spaces to seniors who participate in the reduced school schedule program. Contingent upon maintenance of eligibility for reduced schedule and compliance with all student driver rules and regulations.

Once a senior is enrolled in this program, he/she must meet the following criteria to be maintained in the program:

1. A percentage grade average of 70 percent or higher must be kept during the student's senior year in the subjects he/she has scheduled at the senior high school. If this average drops below 70 percent, the student will have a nine-week period to correct the deficiency before he/she is removed from the program.
2. The student may not be absent from school for more than 10 days during the school year unless medically excused. If the student is absent from school on any given day, the student may not participate in his/her training program during that day. (If you are not at school, you may not train at a job.)
3. Any violation of school rules/regulations could terminate this program. An out-of-school suspension will mean immediate termination of the program/agreement.
4. The employer must contact the school if the student's training program is terminated at any time.
5. Disciplinary referrals and/or tardies to school/classes may result in a student's termination from the program.
6. Misuse of a student's vehicle such as giving other students rides from the school during school hours will result in the student's termination from the Work Program.
7. Student must submit proof of employment once a month.

Board Approved 11/97, 3/01 Revised 12/28/00, 2/19/2001 Revised 06/18/01 *The administration and guidance department reserve the right to consider various extenuating/extraordinary circumstances in reviewing a student's application to the program.

CONFIDENTIALITY AGREEMENT **(For Senior Job Training)**

The Brookville Area School District is pleased that area businesses are willing to provide training and experience for our students.

We greatly appreciate cooperation in abiding by the provisions of the Family Educational Rights and Privacy Act (FERPA). This federal legislation prohibits the disclosure of personally identifiable information from a student's educational records. It is imperative that information from the student's educational records not be disclosed to any individuals who do not have a legitimate educational interest in obtaining the information.

SCHOOL CLOSING AND DELAYS

It may become necessary, because of inclement weather or other conditions, to delay the opening or early closing of school. Delays will be two hours.

When it is necessary to delay the opening of school or to close early, an announcement will be sent out via SchoolMessenger, our website, and our social media channels. The SchoolMessenger system is a calling system that is used to announce delays, closings and other things of interest.

It is very important to notify your child's school if your telephone number(s) change.

If it is evident that the opening of school should be delayed or if school should be closed the following day, announcements to that effect will be made the previous evening over SchoolMessenger, our website, and our social media channels. Otherwise, announcements will be made early in the morning. If it appears that the roads may be cleared early in the morning, the opening of school may be delayed rather than closed. An announcement to this effect will be made on SchoolMessenger, our website, and our social media channels. **Please DO NOT call the school or administrators for this information.** During inclement weather, the decision whether or not to close school is normally made by 6 a.m. each day based on general road and weather conditions. There are many days when school is in session that certain roads are snow covered and slippery. The School District is responsible for transporting the students, but must rely on the State, Boroughs, and Townships to maintain the roads in a safe condition. Consequently, there will be times when a school bus driver will not be able to travel certain portions of his/her route. When this happens, parents and students should realize that the safety of the bus and its passengers is paramount to the obligations of the District to transport every student. Drivers know that if a road is unsafe, they should not travel on it. Students who are absent because of either inclement weather or hazardous roads will be excused.

SCHOOL ACTIVITIES DURING INCLEMENT WEATHER

Administrative Procedure 122 – Co-Curricular Activities & Administrative Procedure 123 – Interscholastic Activities

When school is delayed, canceled or dismissed early due to inclement weather, **all co-curricular and extra-curricular activities are canceled.** Coaches, advisors, etc., may contact the principal to request permission to practice if weather conditions improve. If approved by the principal, there will be no repercussions for student participants who miss practice/activity due to inclement weather.

***Whenever there is a delay in the Brookville Area School District, transportation for all students will proceed on a delay schedule regardless of attending school schedule.**

***Delay at other schools but not at BASD, Jeff Tech students will be picked up at the regular time and held at BAHS then transported at the designated time; out of district students will be transported on the delay schedule for their schools; when both BASD and out of district students are on the same bus, BASD students will be picked up and delivered then the vehicle will return for the out of district students on their school's delay schedule; transfer students exchange will be coordinated with the drivers. Whenever BASD is closed, there will be no transportation provided to any schools.**

***Whenever BASD is open and other schools are closed, there will be no transportation to closed schools.**

***All transportation will observe early dismissals.**

STUDENT APPAREL

Students are expected to dress and groom themselves so as to meet fair standards of safety and health and so as not to be disruptive to the educational process. Also, students will need to dress appropriately for field trips as directed by their teacher, coach or advisor. Some examples of inappropriate attire are defined below:

1. Clothing with inappropriate slogans or illustrations, vulgarities or derogatory comments is not permitted. Students are not to wear clothing that serves as an advertisement for drugs, alcohol, tobacco or whose message represents a double meaning.
2. Articles that represent gangs and hate groups are prohibited.
3. Hats, hoods, bandanas, sunglasses.
4. Halters, tube tops, tank tops with less than 2 fingers wide straps, bare midriffs, off-the shoulder tops or any other clothing that permits excessive body or undergarment exposure are not permitted. All shirts, blouses and tops must reach no lower than 2" below the collarbone (so that no cleavage is showing).
5. All shorts, skirts, and dresses must be at least fingertip length while the arms are in a relaxed position at your side.
6. Hats, coats, jackets or garments designed for protection from outside weather shall not be worn in the building under ordinary circumstances. They must be stored in your locker during the day.
7. Exposed tattoos with inappropriate slogans or illustrations, vulgarities or derogatory comments, advertisements for drugs, alcohol, tobacco, whose message represents a double meaning, or advocates violence are not permitted.
8. Any apparel deemed to be a safety hazard is inappropriate. Examples of inappropriate items include: wheels in heels, pajamas, slippers, accessories, hairstyles, that could create conditions hazardous to other students or to the wearer (excessively long, wide, or low-riding pants, accessories with sharp edges or points, wallets/belt chains, unclean clothing or hair, etc.). Wearing of body piercing jewelry including but not limited to the ears, eyebrows, nose, and tongue shall be prohibited for safety reasons in the following curricular and extracurricular activities: Physical education classes, swimming classes, while participating in athletic programs, band, and at all times while dressed in a team/school uniform, science lab classes in which protective eye glasses must fit securely around the eyes, industrial arts classes where equipment is used and protective glasses must be worn, and extracurricular activities involving physical contact. Body piercing objects that have become infected and present a health hazard to the student and/or others are prohibited and must be removed.

If school authorities decide a student is dressed inappropriately, that student will have the opportunity to call home for a change of clothing or borrow clothes from the guidance office. If a change is not available or the student refuses change, the student will be placed in ISC and subject to the disciplinary code.

DRESS CODE FOR SPECIAL EVENTS

There are special occasions requiring special attire in which students represent Brookville Area School District. While sneakers, jeans, t-shirts, recreational sandals, no socks, plunging necklines, micro mini-skirts, etc. may be appropriate in some situations, the Brookville Area School Board implement the following dress code for special events. The list of special events provided below is not intended to be all-inclusive. The dress code may apply to other events identified by the advisor subject to approval by the principal. Appropriateness of dress is subject to the discretion of the advisor. Some simple guidelines to adhere to are:

- Students should remain “dressed up” for the entire event.
- Shirts should remain tucked-in.
- Students should follow dress code even while wearing choir robes, caps & gowns, etc.
- Students wearing band uniforms may dress according to the director’s instructions.
- Students participating on athletic teams may, at the direction of their coach, dress in special team travel outfits.
- Students in plays/musicals should dress accordingly for their characters.
- Instrumentalists in the pit orchestra for musicals are to follow the established dress code or should be dressed in all black.

Examples of appropriate attire for events are:

Students and Advisors –

Male

Dress shirt & tie
Dress slacks
Dress shoes & socks

Female

Dress, suit, skirt & top or slacks
Dress shoes

Special Events: concerts, graduation ceremonies, induction services, musicals, award banquets, athletic competitions.

STUDENT ARRIVALS AND DEPARTURES/ TRAFFIC CONTROL: ELEMENTARY

For the safety of students who are walking to and from school, students are to use the painted crosswalks in designated areas.

Hickory Grove: STUDENTS ARRIVING AND/OR DEPARTING BY PRIVATE VEHICLE

Students arriving: Students are to be in their homeroom prior to the tardy bell of 8:55 a.m. Students not riding buses **MUST** be dropped off in the morning at the designated Student Drop Off/Pick Up Area which is located in the front of the building. **Motorists are not permitted to park along Jenks Street or the school driveways to drop off children.**

Students departing: Students are not permitted to go home from school in any other manner than what is customary unless the school receives written notice of such change from the parent or guardian. For the safety of your children and our students, please note the following:

1. To limit the interruption to classrooms and avoid confusion of your child, a note must be sent with your child and be given to the homeroom teacher if different after-school arrangements are to occur. Please do not call unless it is an emergency.
2. If you need to pick up your child before the 3:30 p.m. dismissal, your student must be signed out in the office. **Children will not be released to meet someone in the parking lot or along the high school drive.**

3. To limit interruptions to the classroom and due to the increased number of students being picked up at dismissal, a note must be sent with your child and given to the office if different after-school pick up arrangements are to occur. The office will issue a Student Dismissal Pass to the student who is responsible for giving it to the school personnel in charge at the Student Drop Off/Pick-Up area. Students who are not a daily pick up must be picked up and signed out at the entrance by the library.
4. The Hickory Grove entrance is designated as a one-way area coming into the school's driveway. The only time it is used as an exit is when school personnel or police would be directing traffic. This would be during regular school hours and after-school activities. For the safety of all, please obey the one-way signs posted at the entrance. Please be aware that it is a traffic violation to go the wrong way in a designated one-way zone.

MOTORISTS ARE NOT PERMITTED TO PARK ALONG JENKS STREET OR THE SCHOOL DRIVEWAYS TO PICK UP CHILDREN!

Northside: Students are to be in their homeroom prior to the tardy bell of 8:55 A.M. Students not riding school buses are to be dropped off and picked up in the back of the school. Barnett Street will be closed to traffic during dismissal while school buses are loading.

Pinecreek: Students are to be in their homeroom prior to the tardy bell of 8:55 A.M. Parents are to use the student drop off/pick up area at Pinecreek School. Parents **MUST** use this entrance when bringing children to school as well as picking them up at dismissal. **Do not use the visitor parking lot for student drop off or pick up because of dangerous bus and car traffic.** The main entrance to the school will be for school bus use only during this time. If a child is not a pick-up each day, the parents/guardians must report to the office and sign their child out of the building. Children will not be released to meet someone in the parking lot.

SECONDARY

Students will follow the listed procedures:

1. **BUS STUDENTS**
A.M.—Will report directly from the bus to their designated holding area.
P.M.—Will report directly from the building to the buses.
2. **STUDENT WALKERS**
A.M.—Will report to their designated areas through the front lobby.
P.M.—Will depart through the front doors.
3. **STUDENT DRIVERS**
A.M.—Will enter the east auditorium lobby doors.
P.M.—Will exit using the east auditorium lobby doors.
4. **STUDENTS BEING PICKED UP/DROPPED OFF**
Arrival—7:15 A.M. - 7:50 A.M. - Use the road that runs along the cafeteria side of the building.

(Private Vehicle to Exit via main drive)

Enter Main Office lobby doors and report to designated holding area.

7:50 A.M. -- Use front of school. Enter main office doors and report to Office.

Departure —8:00 A.M. – 2:35 P.M.—Use front of school - main office doors.

***NO VEHICLES ARE TO PICK UP STUDENTS AFTER 2:15 P.M. IN ANY AREA OTHER THAN THE CAFETERIA SIDE ROAD.**

STUDENT DRIVERS

Student transportation is provided by the school district. If a student must drive to school, the vehicle must be registered in the high school office. (Registration forms are located in the HS Office.) Students must exit their vehicles and enter the school building as soon as they park. **STUDENTS MAY NOT SIT IN THEIR VEHICLES IN THE MORNING. FAILURE TO ABIDE BY DRIVING REGULATIONS SHALL RESULT IN THE LOSS OF DRIVING PRIVILEGES AND/OR LOCAL AUTHORITY CITATION!!**

Regulations:

1. All drivers must be licensed (a copy of driver's license must be submitted when registering).
2. All highway and school zone safety rules will be adhered to.
3. No student vehicle will be permitted on school property without liability insurance. (A copy of insurance proof must be submitted when registering the vehicle).
4. Only registered vehicles will be permitted on school property. All vehicles that a student drives to school must be registered.
5. Student vehicles are not to be parked along driveways, in fire lanes, in "no parking" zones or in the lower teachers' parking lot. Students are only to park in the back parking lot unless given express permission by the principal. Tickets will be issued if students park in other areas.
6. Vehicles may not be visited during the normal day without principal permission. Bring all books and other necessary items into the building when you arrive.
7. At dismissal, vehicles are not to leave the parking lot until all buses have departed.
8. All vehicles must depart by way of the main entrance in an orderly fashion. Do not cut across rows into the traffic flow. Do not crowd corners. Do not cut off other drivers. Do not cut through the lower teacher parking lot and use the cemetery road as an exit.
9. **USING A VEHICLE TO "CUT CLASS" OR "CUTTING OUT OF SCHOOL" WILL RESULT IN THE IMMEDIATE LOSS OF DRIVING PRIVILEGES FOR THE YEAR.**
10. Using a vehicle to transport alcohol, drugs or other dangerous items on school property will result in the immediate loss of driving privileges for the year/police referral. This includes extra-curricular activities as well as the normal school day. This will also be a violation of school policy and will result in disciplinary action.
11. Students must plan their arrival so they are in their homerooms before the tardy bell sounds.
12. ***Excessive tardies to school will result in the loss of driving privileges.***
13. In accordance with Board Policy # 226 – Searches, school officials are authorized to search motor vehicles parked on school property.
14. Tickets can be issued and/or driving privileges may be revoked for any violation of these procedures.
15. Student drivers attending the BASD Night School Program and/or the BASD Cyber/Blended Program will park in the back student parking lot.

16. A \$5 fee will be assessed for any student who fails to return their parking pass.

STUDENT INSURANCE

The Board of School Directors has provided insurance coverage for all students who are engaged in interscholastic athletics, cheerleaders and band. The coverage will only be in effect while the student is participating in that activity and does not cover the student in the daily routine of school.

If you have any questions concerning this coverage, please contact either the Athletic Director or the School Nurse.

THE SCHOOL DISTRICT DOES NOT CARRY INDIVIDUAL INSURANCE FOR STUDENTS OR THEIR PERSONAL PROPERTY.

STUDENT MAIL

Mail that comes to the school addressed to students will be given to the student. The District does not endorse or support any organization from which students may receive mail.

SAFE2SAY SOMETHING

Act 44 of 2018 established the Safe2Say Something program used by schools across the Commonwealth. This anonymous reporting system provides students, teachers, and communities with a mechanism to report behaviors perceived to be threatening to an individual or a school entity. Reports made through the system are received 24 hours per day, 7 days per week, 365 days per year by trained analysts through the Pennsylvania Office of Attorney General. Tips are evaluated and forwarded to school personnel for additional investigation. Tips deemed to be “life safety” issues are also forwarded to the local emergency dispatch center where it is passed on to law enforcement. Additional information, including instructions on how to submit a tip, can be found under the “Safe2Say Something” link on the district website.

TECHNOLOGY Policy 815

The district utilizes various forms of technology to enhance the educational experience. Access to district-owned hardware, software, peripherals, internet service, and other forms of technology is a privilege, not a right of students, teachers, and staff. Technology policies are in effect for the protection of students, employees, and assets of the district. Technology resources are monitored on a regular basis to ensure compliance with existing policies. Violations of these policies may result in restricted access to technology resources, elimination of related privileges and/or criminal prosecution if warranted. Beginning with the 2020-2021 school year, BASD has provided computer devices to all students. Please refer to the Computer Device Handbook for more information.

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

Prohibitions

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Illegal activity.
2. Commercial or for-profit purposes.
3. Non-work or non-school related work during class time.
4. Product advertisement or political lobbying.
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Access to obscene or pornographic material or child pornography.
8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive or objectionable to recipients.
11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Loading or using of unauthorized games, programs, files, or other electronic media.
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Quoting of personal communications in a public forum without the original author's prior consent.
18. Use to conduct a commercial business or other non-school district employment related activities at any time.
19. Downloading software from the internet, loading games or software from other sources without
20. Proper authorization from the superintendent/designee.
21. Using the network to chat unless with a professional colleague for educational or collaborative reasons, or as a student under the direction of a teacher to communicate with other classes, students, teachers, experts, or professionals for educational purposes.
22. To use a disk/CD/DVD/flash drive, etc. brought into the district from an outside source that has not been properly scanned for viruses in accordance with the procedures approved by the superintendent/designee.
23. To start a website using the school name or school equipment without first receiving proper authorization from the superintendent/designee. The district reserves the right to have access to all such websites, and to take down any information and/or site with inappropriate language, information, and pictures etc.

Please also reference the following policies and procedures for complete information:

Policy 815: Acceptable Use of the Internet; Administrative Procedure 815: Internet Acceptable Use:

TELEPHONES (Classroom and/or Office)
STUDENTS ARE NOT PERMITTED TO USE CLASSROOM
PHONES EXCEPT IN EXTREME EMERGENCY!!

All office telephones, administration, guidance, nurse, library, etc. are to be used only for school business or in case of student emergency.

Unless it is an emergency, students will not be excused from classes to make phone calls. Students will not be called to the office for phone calls unless it is an emergency.

VISITORS

As stated in Board Policy No. 907, the Board welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. Persons wishing to visit a school should make arrangements in advance with the office. Upon their arrival at school, visitors must register at the office where they will receive a pass. Student visitors from other schools and siblings are not permitted to attend classes or field trips.

VOLUNTEERS AND CHAPERONS

Policy #916

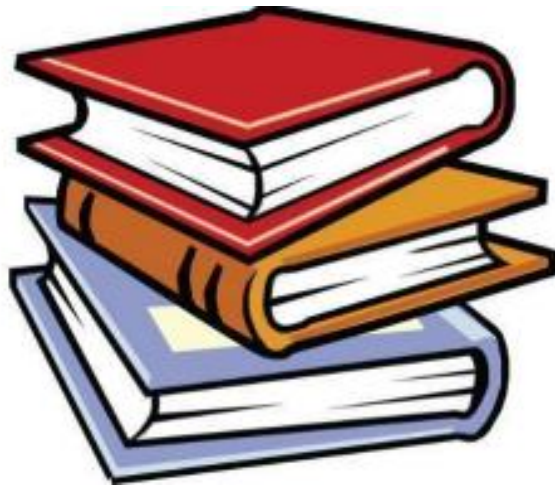
The Board recognizes that community volunteers can make valuable contributions to the educational program. The use of community volunteers is endorsed by the Board subject to legal requirements and administrative procedures.

Policies that are applicable to volunteers and chaperons are identified in log memo #599V, a copy of which is available upon request from the Superintendent's office.

ADDITIONAL INFORMATION

Additional information or changes in students' rules and regulations, courses of study, attendance and other school areas may be issued from the main office throughout the school year.

BROOKVILLE AREA SCHOOL DISTRICT TEACHER/EMPLOYEE HANDBOOK



Educate ♦ Empower ♦ Inspire

2026-2027

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NON-DISCRIMINATION STATEMENT

The Brookville Area School District, an equal opportunity employer, will not discriminate in employment, educational programs, or activities, based on race, age, creed, religion, gender, color, ancestry, national origin, sexual orientation, genetic information, handicap/disability, or military service. This policy of non-discrimination extends to all other legally protected classifications. Publication of this policy is in accordance with state and federal laws including Title VI and Sections 503 and 504 of the Rehabilitation Act of 1973. For information regarding civil rights, grievance procedures, or information on activities and facilities that are accessible to and useable by handicapped persons, contact the Superintendent of the Brookville Area School District, 104 Jenks Street, PO Box 479, Brookville, PA 15825, 814-849-1100.

In accordance with the Americans with Disabilities Act, reasonable accommodations will be provided. For complete policy, see School Board Policies on the web site www.basd.us (under QUICK LINKS) and click on District Policy Manual.

Brookville Area School District does not discriminate on the basis of sex, and prohibits sex discrimination, including sex-based harassment, in any education program or activity that it operates, as required by Title IX of the Education Amendments of 1972, 20 U.S.C. §§1681 *et seq.*, and its regulations, 34 C.F.R. Part 106. Individuals may report concerns or questions to the District's Title IX Coordinator. The District's full Title IX Notice of Nondiscrimination is located at <https://www.basd.us/title-ix-7fe95723>.

CHARACTERISTICS OF AN EFFECTIVE SCHOOL

A clear and shared focus - Everybody knows where they are going and why. The focus is on achieving a shared vision, and all understand their role in achieving the vision. The focus and vision are developed from common beliefs and values, creating a consistent direction for all involved.

High standards and expectations for all students - Teachers and staff believe that all students can learn and meet high standards. While recognizing that some students must overcome significant barriers, these obstacles are not seen as impossible to achieve. Students are offered an ambitious and rigorous course of study.

Effective school leadership - Effective instructional and administrative leadership is required to implement change processes. Effective leaders are proactive and seek help that is needed. They nurture an instructional program and school culture conducive to learning and professional growth. Effective leaders have different styles and roles -- teachers and other staff often have a leadership role.

High levels of collaboration and communication - There is strong teamwork among all staff across all grades and subject areas. Everybody is involved and connected to each other, including parents and members of the community, to identify problems and work on solutions.

Curriculum, instruction and assessments aligned with state standards - The planned and actual curricula are aligned with the essential academic learning requirements. Research-based teaching strategies and materials are used. Staff understands the role of classroom and state assessments, what the assessments measure, and how student work is evaluated.

Frequent monitoring of learning and teaching - A steady cycle of different assessments identifies students who need help. More support and instructional time are provided, either during the school day

or outside normal school hours, to students who need more help. Teaching is adjusted based on frequent monitoring of student progress and needs. Assessment results are used to focus and improve instructional programs.

Focused professional development - A strong emphasis is placed on training staff in areas of most need. Feedback from learning and teaching focuses on extensive and ongoing professional development. The support is also aligned with the school or district vision and objectives.

Supportive learning environment - The school has a safe, civil, healthy and intellectually stimulating learning environment. Students feel respected and connected with the staff and are engaged in learning. Instruction is personalized and small learning environments increase student contact with teachers.

High level of family and community involvement - There is a sense that all have a responsibility to educate students, not just teachers and staff in schools. Families, as well as businesses, social service agencies, and community colleges & universities, all play a vital role in this effort.

PENNSYLVANIA'S CODE OF PROFESSIONAL PRACTICE AND CONDUCT FOR EDUCATORS

Section 1 – Mission: EDUCATE – EMPOWER – INSPIRE

The Professional Standards and Practices Commission is committed to providing leadership for improving the quality of education in this Commonwealth by establishing high standards for preparation, certification, practice and ethical conduct in the teaching profession.

Section 2 – Introduction

1. Professional conduct defines interactions between the individual educator and students, the employing agencies and other professionals. Generally, the responsibility for professional conduct rests with the individual professional educator. However, in this Commonwealth, a Code of Professional Practice and Conduct (Code) for Certificated Educators is required by statute and violation of specified sections of the Code may constitute a basis for public or private reprimand. Violations of the Code may also be used as supporting evidence, though may not constitute an independent basis, for the suspension or revocation of a certificate. The Professional Standards and Practices Commission (PSPC) was charged by the act of December 12, 1973 (P.L.397, No. 141) 24 P.S. §§12-1251—12-1255(a) (10).
2. The chapter makes explicit the values of the education profession. When individuals become educators in this Commonwealth, they make a moral commitment to uphold these values.

Section 3 – Purpose – We at BASD strive to educate our students for excellence, achievement, citizenship, and continuous learning through academics and extracurricular endeavors.

1. Professional educators in this Commonwealth believe that the quality of their services directly influences the Nation and its citizens. Professional educators recognize their obligation to provide services and to conduct themselves in a manner, which places the highest esteem on human rights and dignity. Professional educators seek to ensure that every student receives the highest quality of

service and that every professional maintains a high level of competence from entry through ongoing professional development. Professional educators are responsible for the development of sound educational policy and obligated to implement that policy and its programs to the public.

2. Professional educators recognize their primary responsibility to the student and the development of the student's potential. Central to that development is the professional educator's valuing the worth and dignity of every person, student and colleague alike; the pursuit of truth; devotion to excellence; acquisition of knowledge; and democratic principles. To those ends, the educator engages in continuing professional development and keeps current with research and technology. Educators encourage and support the use of resources that best serve the interests and needs of students. Within the context of professional excellence, the educator and student together explore the challenge and the dignity of the human experience.

Section 4 – Practices

1. Professional practices are behaviors and attitudes that are based on a set of values that the professional education community believes and accepts. These values are evidenced by the professional educator's conduct toward students and colleagues, and the educator's employer and community. When teacher candidates become professional educators in this Commonwealth, they are expected to abide by this section.
2. Professional educators are expected to abide by the following:

Professional educators shall abide by the Public School Code of 1949 (24 P.S. §§1-101—27-2702), other school laws of the Commonwealth, sections 1201(a),(2) and(4) and (b)(1),(2) and (4) of the Public Employee Relations Act (43 P.S. §§1101.1201(1)(1),(2) and (4) and (b)(1),(2) and (4) and this chapter.

Professional educators shall be prepared and legally certified, in their areas of assignment. Educators may not be assigned or willingly accept assignments they are not certified to fulfill. Educators may be assigned to or accept assignments outside their certification area on a temporary short-term, emergency basis. Examples: a teacher certified in English filling in a class period for a physical education teacher who has that day become ill: a substitute teacher certified in elementary education employed as a librarian for several days until the district can locate and employ a permanent substitute teacher certified in library science.

3. Professional educators shall maintain high levels of competence throughout their careers.
4. Professional educators shall exhibit consistent and equitable treatment of students, fellow educators and parents. They shall respect the civil rights of all and not discriminate on the basis of race, national or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status, disabling condition or vocational interest. This list of bases or discrimination is not all-inclusive.
5. Professional educators shall accept the value of diversity in educational practice. Diversity requires educators to have a range of methodologies and to request the necessary tools for effective teaching and learning.
6. Professional educators shall impart to their students principles of good citizenship and societal

responsibility.

7. Professional educators shall exhibit acceptable and professional language and communication skills. Their verbal and written communications with parents, students and staff shall reflect sensitivity to the fundamental human rights of dignity, privacy and respect.
8. Professional educators shall be open-minded, knowledgeable and use appropriate judgment and communication skills when responding to an issue within the educational environment.
9. Professional educators shall keep in confidence information obtained in confidence in the course of professional service unless, required to be disclosed by law or by clear and compelling professional necessity as determined by the professional educator.
10. Professional educators shall exert reasonable effort to protect the student from conditions which interfere with learning or are harmful to the student's health and safety.

Section 5 – Conduct

Individual professional conduct reflects upon the practices, values, integrity and reputation of the profession. Violation of §§235.6—235.11 may constitute an independent basis for private or public reprimand, and may be used as supporting evidence in cases of certification suspension and revocation.

Section 6 - Legal obligations

- a. The professional educator may not engage in conduct prohibited by the act of December 12, 1973 (P.L. 397, No. 141) (24 P.S. §§12-1251—12-1268), known as the Teacher Certification Law.
- b. The professional educator may not engage in conduct prohibited by:
 - The Public School Code of 1949(24 P.S. §§1-101—27-2702) and other laws relating to the schools or the education of children.
 - The applicable laws of the Commonwealth establishing ethics of public officials and public employees, including the act of October 4. 1978(P.L.883, No. 170) (65 P.S. §§401—413.
 - Violation of subsection (b) shall have been found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.

Section 7 – Certification

The professional educator may not:

1. Accept employment, when not properly certified, in a position for which certification is required.
2. Assist entry into or continuance in the education profession of an unqualified person.
3. Employ, or recommend for employment, a person who is not certificated appropriately for the position.

Section 8 – Civil Rights

The professional educator may not:

1. Discriminate on the basis of race, National or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status; disabling condition or vocational interest against a student or fellow professional. This list of bases of discrimination is not all-inclusive. This discrimination shall be found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.
2. Interfere with students or colleague's exercise of political and civil rights and responsibilities.

Section 9 – Improper personal or financial gain

The professional educator may not accept gratuities, gifts or favors that might impair or appear to impair professional judgment or exploit a professional relationship for personal gain or advantage.

Section 10 – Relationships with students

The professional educator may not:

1. Knowingly and intentionally distort or misrepresent evaluations of students.
2. Knowingly and intentionally misrepresent subject matter or curriculum.
3. Sexually harass or engage in sexual relationships with students.
4. Knowingly and intentionally withhold evidence from the proper authorities about violations of the legal obligations as defined within this section.

Section 11 – Professional relationships

The professional educator may not:

1. Knowingly and intentionally deny or impede a colleague in the exercise or enjoyment of a professional right or privilege in being an educator.
2. Knowingly and intentionally distort evaluations of colleagues.
3. Sexually harass a fellow employee.
4. Use coercive means or promise special treatment to influence professional decisions of colleagues.
5. Threaten, coerce or discriminate against a colleague who in good faith reports or discloses to a governing agency actual or suspected violations of law, agency regulations or standards.

The Code of Professional Practice and Conduct for Educators can be found at 22 Pa. Code §§235.1 – 235.11 All questions should be directed to the Professional Standards and Practices Commission at (717) 787-6576. Copies of the Code can be obtained on the PDE website (www.pde.state.pa.us). Certifications-Quick Reference

Links - Professional Standards and Practices Commission - Guidelines, Policies, etc. - Code of Conduct.

BELL SCHEDULES

NORTHSIDE & PINECREEK:

Arrival/Breakfast: 8:35 – 9:05 a.m.

Tardy Bell: 8:55 a.m.

School Day: 8:55 a.m. - 3:30 p.m.

Dismissal: 3:30 p.m.

HICKORY GROVE:

Arrival/Breakfast: 8:30 - 8:55 a.m.

Tardy Bell: 8:55 a.m.

School Day: 8:55 a.m. - 3:30 p.m.

Dismissal: 3:30 p.m.

JR/SR HIGH SCHOOL

Arrival/Breakfast: 7:15 - 8:00 a.m.

Tardy Bell: 8:05 a.m.

School Day: 8:05 a.m. - 2:35 p.m.

Dismissal: 2:35 p.m.

ACTS

Act 24 of 2011

Background Checks – Establishes a lifetime ban from employment in a school for those who have been convicted of serious violent offenses against children and expands the list of prohibited offenses. It also prohibits anyone convicted of any other felony crime (not those on the list contained within the bill) from working in a school setting for at least 10 years. A school employee is required to notify the school of any arrest or conviction within 72 hours of its occurrence and provides penalties for an employee's willful failure to do so. Should the chief school administrator have a reasonable belief that an employee was arrested or has been convicted of an enumerated offense, the school administrator may request a criminal history background check at the expense of the school.

ACT 167 - CRIMINAL ACTS ON SCHOOL PROPERTY Possession of Weapons on School Property

Definition – The term weapon shall include, but not be limited to any instrument capable of inflicting bodily injury including, but not limited to any knife, razor, razor blade, cutting instrument, cutting tool, sharpened wood, sharpened metal, nunchaku, or other martial arts device, brass or metal knuckles, club, metal pipe, blackjack, laser, shocker or stun gun, or any explosive device, firearm, shotgun, rifle, pellet gun or B-B guns, slingshot, bow, arrow or any other similar device from which a projectile may be discharged, including a firearm or other weapon which is not loaded or which lacks a component device necessary to render it immediately operable. The term weapon shall also include "weapon look-a-likes" including any instrument or implement designed to look like a weapon. Educational materials and equipment capable of inflicting bodily injury are excluded from the definition of a "weapon" if they are used by the student for the intended educational purpose. When a student uses educational instruments or equipment for a purpose other than its intended educational purpose, the student may then be deemed to be using the material or equipment as a weapon. The term "bodily injury" shall include the temporary or permanent loss of any of the human senses, loss of consciousness, extreme pain, scarring, burning and/or death.

Offense Defined – A person commits a misdemeanor of the first degree if he possesses a weapon at any school function at any school event held away from the school, while the student is on his/her

way to or from school, in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary publicly funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school.

Pennsylvania Act 26 of 1995 and Brookville Area School Board Policy states that a student who has brought a weapon onto any school property, at any school-sponsored activity, or any public conveyance providing transportation to school or a school sponsored activity shall be expelled for a period of not less than one year. The Superintendent has the authority to recommend discipline short of expulsion on a case-by-case basis. The discovery of any weapon will be reported to the student's parents and to local law enforcement officials.

Additional Parental and Employee Notifications -

The Superintendent or designee shall, in accordance with applicable law, ensure notification of an incident involving possession of a weapon on school property, at a school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, to employees and parents/guardians of students, as follows:

1. Incident occurring at a school building - Notification to parents/guardians of students enrolled in or attending that school building and school employees assigned to that building.
2. Incident occurring at a school building that shares a campus with other school buildings - Notification to parents/guardians of students enrolled or attending and school employees assigned to any building on the shared campus.
3. Incident occurring at a school-sponsored activity or on a public conveyance providing transportation to or from a school or school-sponsored activity - Notification to the appropriate population of parents/guardians and school employees. Notification is not required if the incident is not directly related to the school-sponsored activity or the students or staff involved in the activity.

Such notification(s) must occur within twenty-four (24) hours of the incident using a method of communication likely to reach designated parents/guardians and employees, unless the circumstances of the incident necessitate otherwise

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

The McKinney-Vento Homeless Assistance Act includes a definition of who is considered homeless for the purposes of this subtitle of the Act and, therefore, eligible for the rights and protections it provides.

Who is homeless? (Sec. 725)

The term "homeless children and youth" ---

(A) Means individuals who lack a fixed, regular and adequate nighttime residence...; and

(B) Includes –

- (i) 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 accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- (ii) 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...
- (iii) Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- (iv) Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

If you believe that a student may meet the criteria listed above, please contact one of the school counselors or building administrators so we can provide assistance to the student.

Accidents and Illness **Accident Reports - Student Accidents**

Any accident occurring on school property, going to and from school or during a school-sponsored activity must be reported immediately to the nurse, and if necessary, 911 should be contacted. During a class or activity, students should make sure that they report their injuries to the teacher in charge who is responsible for notifying the school nurse, and if necessary, 911 should be contacted. Accident reports must be received by administration on the day of the incident.

Student Care

Send a student with a minor illness or complaint to the Nurse's Office. In the event of an accident or acute illness, contact the nurse to come to your room and contact the Office.

ASSEMBLIES – PEP RALLIES

Various assemblies and pep rallies will occur during the school year. The success of these activities will be a result of the continued participation and cooperation of both the faculty and student body. Proper conduct and behavior by students shall be stressed at all times by all teachers in charge. Teachers shall instruct students on proper auditorium and gym behavior. (Our actions reflect directly upon the entire school community.)

All teachers shall attend these activities. The classroom/homeroom teachers are to escort their students to the activity and remain seated with your students. Each homeroom teacher must be certain that his group follows the room, which precedes it.

All teachers not having a homeroom are to assist with traffic flow and control at all activities and are to be seated with the audience to assist with control. Teachers are not to stand at the back of the auditorium.

GYM

Upperclassmen will enter the gym through the left doors. Eighth and ninth graders will enter through the right doors. Seventh graders will enter the doors located adjacent to the athletic department office.

Seating Sections			
South		North	
Juniors	Section A	Eighth Grade	Section A
Seniors	Section B	Ninth Grade	Section B
Sophomores	Section C	Seventh Grade	Section C

Teachers using the gym or sponsoring any activities in the gym are not to use or permit the use of tape on the gym floor.

Assemblies during the month of May will be limited. All attempts will be made to schedule assemblies from September through April inclusive.

Any assembly for the month of May must be approved in advance by the Principal or Assistant Principal.

HS ASSEMBLY PROCEDURES/AUDITORIUM

Homerooms will be summoned to the auditorium by classes, i.e. Senior, Junior, etc., over the PA system. The letters for the rows are located on the first and last seat of each row on the side of the seat closest to the aisle. An example of how the rows are identified follows:

- The first row of the right section of the auditorium looking right to left from the back of the auditorium is numbered A-1 through A-8.
- The last row of the right section looking left from right from the back of the auditorium is numbered W1 through W14.

ATHLETIC POLICY

The principal and the director of the athletics will supervise and render decisions pertaining to the athletic program in accordance with PIAA rules and regulations. Head coaching assignments are made by the athletic director and approved annually by the athletic director, principal and school board. The head coach, with the approval of the superintendent, the principal and the Board of School Directors, appoints assistant coaches. The principal and the athletic director will supervise the coaching staff and assign other duties pertaining thereto. Scheduling games, contracting officials, purchasing equipment, etc. will be done by the athletic director with the approval of the principal, unless assigned to other members of the staff. Please refer to the BASD coaches handbook for more information.

ATTENDANCE PROCEDURES

First period teachers will take daily attendance and mark in the student management system. Remember it will be necessary to keep a record of each student's attendance for the year. Do not have a student take attendance. The first period teacher is responsible for keeping accurate attendance records. First period teachers will be responsible for ensuring accurate attendance procedures are available for a substitute teacher who is covering their classroom.

STUDENTS STAYING WITH YOU AFTER SCHOOL (HS)

If you want to keep a student after school for a teacher or administer detention for academic help, please adhere to the following procedures:

- **Parents must be contacted.**
- Students cannot stay with you unless they have received your permission before 2:35 on the day you want the student to stay. (Students who wait until after 2:35 will miss their bus if you cannot or will not grant such permission.)
- Students who are staying with you must be in your room by 2:35. There can be no exceptions.
- Students who are riding elementary buses home must remain in your room until 3:20 p.m.
- If you cannot remain with the student the entire time, DO NOT GRANT permission for them to stay. There are no exceptions. Students who are riding elementary buses home must be escorted directly to the library before you leave.
- Students who are driving or walking home must leave the building immediately after being released at 3:20 p.m.
- Students should NOT be in the halls after 2:35.

CARE OF BOOKS

The classroom teacher is responsible for the supervision and distribution of textbooks and other educational materials issued to the student during the school year. All school textbooks must be properly marked on the inside covers indicating that such book is the property of the Brookville Area School District, using the approved school stamp. All books, etc. are to be recorded by number and student name in the teacher's class record book with a notation of its condition (N-New, G-Good and F-Fair). Students are to be advised by the teacher during the opening week as to the care of books and other materials.

Books are to be inspected at intervals during the year, and at the close of the term, an evaluation made of their condition. If unreasonable care is in evidence, assess fines on the basis of one-fifth depreciation per year. (If a book shows two years wear at the end of the first year, the fine would be \$1 on a \$5 book.)

If due to specific abuse of one student, a book needs rebound, assess a fine of one-half the book's value when new. A minimum fine of \$2.00 is to be charged if a book is to be replaced. If a book is lost, stolen, or damaged, it is the student's responsibility to pay for it.

CLASS ELECTIONS (HS)

Each grade level will have an advisor. This advisor is to conduct the class elections, being careful to proceed in democratic fashion. The qualities of good leadership should be discussed proceeding and in connection with the election of all class and organization officers. The class committee will also be requested to participate actively.

Much class business can be conducted by use of committees, thus avoiding the necessity of arranging for meetings of large groups. The work of the committees should be presented to the full class at intervals for review and approval.

Correct parliamentary procedure should be insisted upon in all meetings. Complete minutes shall be kept and originals must be turned into the High School Secretary after each meeting. Copies will be returned after the Principal's approval.

Any activity planned for after school hours, and for which a faculty member may wish to be reimbursed, must be pre-approved by the principal. Approval must be obtained prior to the end of the school year for activities for the next school year. You may obtain an "Extracurricular Activity" form for this purpose from the main office. Failure to receive permission shall result in non-payment. This pertains to those positions as listed in the Professional Contract. When your extra-curricular activities and obligations have been completed and/or fulfilled and you are requesting financial reimbursement, you may complete the "Extracurricular Activity" form from the main office.

CLASSROOM PROCEDURES

Each teacher is scheduled for 7½ hours daily. Each teacher is expected to be on time in the room designated with preparation complete for that assignment and for other assigned duties.

Preparation means:

- Students assigned to definite seats or work areas, a seating chart available, and class begins promptly.
- Roll taken for each class and study hall duty and absences noted in Powerschool.
- All materials, texts, pamphlets, or visual aids, should be in readiness for efficient distribution or use.
- Assignments should be rigorous, have a defined purpose and goal.
- All instruction and assignments should be aligned to state standards.
- All assignments should receive timely and meaningful feedback.
- Attention to the physical conditions within the classroom is necessary to encourage a positive learning environment.
- Classroom discipline is the responsibility of the teacher.
- The teacher will help regulate hall traffic and school supervision during the entire day.
- The teacher's lesson plans should be readily available to any supervisory personnel without interruption of the normal class procedure. The lesson plans and other pertinent materials should be made available to supervisory personnel as a routine courtesy.
- Classroom telephones are NOT to be used by students unless an emergency exists.
- Classroom parties must have prior approval of the principal.

CONFIDENTIALITY

Each professional employee has the responsibility of not sharing confidential information about students with the general public, other students, or other employees of the school district. This includes such information as grades, test scores, special placements, class rank, as well as problems both personal or discipline that relate to an individual or groups of students.

CONTRABAND

Any item that is reported stolen or missing and is in the possession of the person being searched, is considered contraband. Objects that are not permitted in school are considered contraband. School personnel may confiscate such items. The principals will decide if confiscated items will be returned. Contraband items include, but are not limited to: cigarette lighters, matches, radios, tape players, toys, laser lights, CD players, video games, cameras, cell phones, beepers (except for medical emergency), etc. The School District will not be responsible for any damaged or lost items.

Students bringing items into the school not usually found within a school, even if used in a class or activity, must secure prior administrative approval.

PHOTOCOPYING

Copying machines are for professional use. Any personal use of the copying machines will incur a charge of .03 for one-sided or .05 for two-sided copies. (See AR-801) Funds will be collected by the secretary in the building office.

DISCIPLINE

Maintaining good discipline is the responsibility of everyone.

Teachers, when referring a student to the office for disciplinary reasons, must recognize that they have placed the responsibility as to the form and severity of punishment solely in the hands of the administrator.

Teachers, when referring a student to the office for disciplinary reasons must: Accompany the student to the office, if possible, and complete a disciplinary referral form. If unable to accompany the student to the office, in writing, as to the time, nature, place of offense. (Use referral form available in each office.)

In rare circumstances, it may be necessary for a student to be removed from your room immediately for safety. **If you need to send a student to the office, please call the office.** Arrangements will be made for an employee to accompany the student to the office.

Teachers desiring to exclude a student from class shall adhere to the following procedures. 1st Encounter - Teacher/pupil discussion of the situation. 2nd Encounter - Teacher notifies parent and requests a conference with parent. (Student and/or counselor may be included if necessary.)

All faculty members are responsible for maintaining order for all students. Teachers **MUST** contact parent/guardian of a student being referred for disciplinary actions. The teacher must document parent/guardian contact with information regarding contact outcome.

EATING AREAS, TIMES, AND FOOD SERVICE ACCOUNTS FOR STAFF

Teachers are permitted to eat lunches in the preparation rooms or the faculty lounge. Teachers who purchase lunches from the cafeteria and eat in those areas are expected to return cafeteria trays and utensils to the cafeteria. Those who eat in the assigned areas are responsible for cleaning up at the end of the lunch period. Teachers are expected to return to rooms in time to supervise students.

Employee meals for the 2026-27 school year are: \$3.25 for breakfast and \$5.25 for lunch; employees are expected to have cash on hand or a food service account with funds available at time of purchase.

ELIGIBILITY REQUIREMENTS

When a student fails to meet the PIAA standard of passing four (4) credits regardless of the student's credit load, the student will be deemed ineligible to participate in any extracurricular activities for a period of one week beginning Sunday of the next week through Saturday of that week.

1. The weekly evaluation of a student will be based upon a cumulative grade for the marking period (not cumulative for the school year).
2. At the end of each marking period, a student must have earned passing grades in at least four credits in order to be eligible. The period of ineligibility for students who fail to meet this standard will be for fifteen school days. The period of ineligibility will begin the day report cards are issued.
3. Year-end grades will be used to determine eligibility for the following school year. A student must have earned passing year-end grades totaling at least five credits consisting of major and minor subjects in order to be eligible in the following year. The period of ineligibility will be for 15 school days during the first grading period of the next school year. A student may regain eligibility by correcting the deficiency during the summer in a manner approved by the district. A student who does not regain eligibility during the summer will become eligible following the 15-day period of ineligibility provided the student schedules the appropriate courses the following school year to be on schedule for graduation.
4. The provisions of this policy apply to all sports, clubs, student organizations, and extra-curricular activities whether or not the activities are associated with academic studies. A student's grade should not be diminished for failure to participate in a required activity if precluded by virtue of ineligibility. An alternate form of evaluation should be implemented.
5. A student shall be ineligible for participation on days in which the student is suspended from school or expelled from school for any reason.
6. As a policy of the Board, all teachers in grades 7-12 are required to comply with the provisions. However, nothing contained in these regulations shall limit the authority of a teacher to implement grading procedures which the teacher deems appropriate and are consistent with district policies regarding student assessment and grade reporting. Practices such as re-testing and alternate forms of assessment are appropriate and encouraged provided they are available to all students in a teacher's classes irrespective of extra-curricular participation.
7. A memo listing all students who are ineligible will be distributed to all head coaches and advisors. Coaches will inform students they are ineligible and a letter will be sent to the parents informing them of their child's ineligibility.

8. Ineligible students will not be permitted to participate in games in any manner or wear a school-issued uniform. Ineligible students may attend events but must be seated in public seating areas.
9. Teachers will submit failure lists on Wednesday of each week except when school is in session less than three days per week.
10. Schedule changes and independent studies involving addition of credits must be made within the first ten days of the beginning of the school year in order to count toward eligibility credits.
11. A student with a pre-approved academic program may be exempt from specific provisions of this policy.
12. The athletic director subject to review and approval by the principal will determine all questions of interpretation of this policy. Instances where the athletic director and principal disagree will be submitted to the Superintendent for a final determination.
13. Students who chose to attend a cyber-school and participate in BASD extra-curricular activities must provide administration with official records of their weekly eligibility from their school by Tuesday at 3:00 p.m. It is the student's responsibility to both obtain and submit this information to BASD officials and failure to do so could result in the student being ineligible.

EMERGENCY PROCEDURES

All emergency procedures can be found in the MERP app.

Mobile Emergency Response Plans (MERP)

The Brookville Area School District offers access to the Mobile Emergency Response Plans (MERP) app to all regular employees. The MERP app is a free smartphone app available for Apple or Android smartphones. The app provides emergency procedures and information at your fingertips. When updates are made, they are automatically pushed out to MERP users through the app. Contact the Technology Department to request an account and additional information.

SAFE2SAY SOMETHING

Act 44 of 2018 established the Safe2Say Something program used by schools across the Commonwealth. This anonymous reporting system provides students, teachers, and communities with a mechanism to report behaviors perceived to be threatening to an individual or a school entity. Reports made through the system are received 24 hours per day, 7 days per week, 365 days per year by trained analysts through the Pennsylvania Office of Attorney General. Tips are evaluated and forwarded to school personnel for additional investigation. Tips deemed to be "life safety" issues are also forwarded to the local emergency dispatch center where it is passed on to law enforcement. Additional information, including instructions on how to submit a tip, can be found under the "Safe2Say Something" link on the district website.

EMPLOYEE NAME, ADDRESS, MARITAL STATUS, OR DEPENDENT CHANGES

Employees whose name changes due to marriage, divorce, etc., must communicate this change to the Administrative Office. Official documents (Social Security card, driver's license, etc.) must first be changed and then provided to HR. Our technology staff will not make changes to the employee's account, email, etc., until receiving notification from the Admin Office that the name change has been made official.

Marriage, divorce, etc., may also have a significant impact on benefits provided to employees. Any change affecting insurance or health benefits must be communicated to the Admin Office within 30 days of the marital status change. Failure to do so can result in costly payments being charged to the employee, and in some cases, may even result in insurance fraud.

Additionally, when an employee changes his/her place of residency, this change must be communicated promptly to the payroll department so local taxes are paid to the correct borough or township.

EMPLOYEE IDENTIFICATION BADGES, PARKING PASSES, AND BUILDING KEYS & FOBS

The school district will provide an identification badge for each employee. For security reasons, employees are required to wear the ID badge and have it visible at all times during the school/workday. Employees who do not wear the ID tag will receive a written reminder. On the second offense, a second written notice will be placed in the employee's personnel file for the remainder of the school year. If there are no further occurrences during the year, the second notice will be removed from his/her file.

The school district will provide a vehicle parking pass for each employee. Employees' vehicles are required to display the assigned parking pass. The school district will provide a building key and/or fob to gain access to his/her designated building. Lost ID badges and parking passes will be replaced at a cost of \$5; lost building keys or fobs will be replaced at a cost of \$20.

EXTRACURRICULAR ACTIVITIES

All student activities during school or after school must be supervised by a faculty member or advisor approved by the Board of School Directors and these activities must be pre-approved by the administration.

The Department of the Auditor General has directed that the Brookville Area School District require advisors for student activities to disclose fully the receipt of all things of financial value (including passes, credits and other perks) they, or members of their immediate families, obtain in connection with their duties as advisors. They have further advised that it be the policy of the Brookville Area School District to require that the value of such benefits be passed on to the student activities and the student members to the fullest extent possible. All advisors are required to comply. All homeroom, class, activity, and club treasurers should secure a voucher book to record deposits and withdrawals so that each group has an up-to-date statement of its account. All activity accounts are required to have a constitution and list of officers with a copy filed in the office. An example of a constitution can be obtained in the office.

Class account books, all voucher books, as well as activity and club account books will be used

from year to year; and each account must be balanced before the end of the school year. Authorization for transfer of funds from one account to another must be signed by sponsor, student treasurers and approved by the principal/assistant principal.

When money is being collected, teachers will see that checks are made out to the school - not to the company or organization. If a check is returned for insufficient funds, the club advisor is responsible for securing the money and the amount will be deducted from the club's account.

For our own protection, all money must go through the school accounts so that a complete record is readily available.

When submitting a bill for payment, a numbered voucher form must be collected, accompanied by a copy of the invoice and minutes approving the exact amount to be paid. Treasurers or advisors should make periodic checks with the office to ensure that books are in balance. No bill submitted for payment during the summer months will be paid without a treasurer and advisor's signature.

Any money collected must be removed from the school or classroom on a daily basis. Money should never be left unattended. No money will be kept in the office overnight - except at the high school where it will be kept in a safe. Any money collected from a sale, show, etc. must be counted and a summary sheet indicating receipts (please list all checks individually) and expenditures should accompany the deposit.

Money shall not be kept in a bank account by an individual, club or class. All moneys received by any group must be kept in the High School Student Activities Account. Teachers should also remind students who are involved in fundraising projects that they are responsible for any moneys they collect and the items they are selling. Money or items should never be left unattended or placed in lockers, etc. Losses will be the responsibility of the individual.

The advisor of each club is responsible for collecting money from student salespersons. Any student who does not turn in money collected for a project will not be permitted to participate in any other sales until that debt is cleared.

Money for deposit must be sent to the High School Office by 2:35 PM daily!

FIELD TRIPS K-12

In order to keep our records current for each field trip, an updated Field Trip Medical Emergency Form will be completed, signed, and returned by the parent prior to the trip giving permission for the child to participate. If school is delayed or canceled, the field trip will be rescheduled at a later date.

Volunteers and Chaperones

The elimination of improper conduct, including any form of harassment or discrimination is a high priority for the school. It is the established policy of the school to prohibit all forms of harassment or discrimination. As a volunteer or chaperone, you are required to read and become familiar with the district's Harassment Policy.

As a volunteer or chaperone in connection with a school-sponsored event, you are subject to the prohibitions of the policy and protected by it. We urge you to report inappropriate behavior to the Superintendent. We will properly investigate any such complaint in order to take prompt and effective action to eliminate harassment or discrimination within the school.

The school's Harassment/Discrimination Coordinator is the Superintendent of the District. If you have any questions, you may contact the Superintendent at the following address and telephone number: 104 Jenks Street, Brookville, PA 15825 [(814) 849-1100].

Guidelines for Student Behavior on Field Trips

These procedures are to be followed when transporting students on field trips:

1. Students are to follow the School Board approved rules for riding a school bus safely.
2. Teachers and drivers are to consult with each other before departure to establish the best method to maintain acceptable student behavior.
3. Students are responsible for picking up paper, garbage, etc., before exiting the bus. (Teachers are to make sure students police their seating area.) These guidelines should help provide a safe and pleasant environment for students and adults while in route to and from the field trip activity.

ADMINISTRATIVE REGULATIONS TO ACCOMPANY TRIP POLICY 121

Any special health problems should be noted and maintained with the chaperone.

A permission to treat the student should be obtained from the parent(s) before the student leaves on a trip. (Forms are available from the nurse).

Intent to take a new/long distance trip without the specifics should be given at least three (3) months prior to any trip being scheduled.

Roll should be taken prior to boarding the bus, van, car, etc. to take a trip and prior to leaving your trip destination to return.

All school rules and regulations as listed in the student handbook shall be in force during any and all trips.

On day trips, a designated check-in point should be established. Example: First aid station or the police station.

Non-professional or employee chaperones are under the direction of the professional staff member or employee requesting the trip. The non-professional staff member's duty should be to assist the professional staff member in supervision of the students on the trip.

Supervision:

- a. Maintaining the roll.
- b. Checking in at prescribed places during day trips.
- c. Awareness of the student handbook
- d. Reporting infractions of the student handbook to the professional staff member in charge of the trip.
- e. Maintaining order - (non-professionals should not attempt to restrain a student except in the case where an immediate action by a student would result in the injury of another person or to the student's own person.)

Booster clubs asking for School District sanction of a proposed trip would be expected to follow all of the guidelines except no professional staff member would be responsible for the trip unless otherwise specified by the Booster Club. Examples: Band Director for the Band Booster, Head Basketball Coach for the Basketball Boosters, etc.

All overnight trips of any kind must have Superintendent/Board approval.

The staff member or person responsible for the trip must be at the Board meeting to answer questions concerning the trip.

FIRE DRILL PROCEDURES

Fire drills shall be conducted at least once a month. Fire drill procedures will be posted in each room. Make certain students are aware of these procedures.

At the signal, teachers and pupils are to proceed with the evacuation of the building in a quiet and orderly fashion. Teachers should do a safety check of the hallway and outside environment before releasing students. Move quickly but do not run!

- The teacher will see that the lights are turned off and that the doors and windows in the room are closed.
- Keep traffic moving until everyone is out of the building.
- The teacher in charge of the first group to go out each door should assign two students to hold the doors open.
- Be certain that everyone is at least the distance of 1.5 times the height of the outside wall from the building.
- Teachers should be aware of fire extinguisher locations and use.
- Teachers are required to take their class roster with them during the drill and take roll.
- Make certain that all roadways (fire lanes) are free of students to allow free passage of emergency vehicles.

GUIDANCE

The students in the Brookville Area School District face many problems unique to their specific age groups. Under our present system the classroom teacher, with the assistance of the building principal and a guidance counselor, attempts to aid the pupils under his/her care. The classroom teacher should especially keep in mind that the principal and counselor are willing and eager to help in emotional, academic, and personal problems. Additionally, Guidance Services are provided by the school psychologist.

Counselors are always willing to cooperate with the classroom teacher in helping to solve problems that might arise. It is recommended that the teacher first contact the counselor and discuss the existing problem. The counselor and teacher will then be able to make a united decision as to the initial approach to the problem under consideration.

HOMEWORK

Kindergarten – 12

Definition: Homework is any work planned or approved by the teacher to be completed by the student outside of the regular classroom.

Philosophy: We believe homework plays an important role in the academic experience of each student in the Brookville Area School District. It is an important part of the total education of the student when it provides practice and an extension of school learning, the reinforcement of work-study skills, the development of self-discipline and responsibility.

Objectives: To reinforce learning through the practice and/or extension of knowledge and skills.

1. To develop study skills, work habits and responsibility so that the student may become an independent learner.
2. To instill self-discipline through prompt, careful completion of assignments.
3. To develop creative talents and abilities.

Guidelines: The amount of time needed to complete evening studies is difficult to define in terms of hours and minutes. The quality of time spent is more important than quantity. The length of time spent on homework will reflect a student's age, ability and course of study.

Because a variety of assignments are given to a student, the amount of time spent per evening by that student may vary. The following guidelines will assist the teacher and student in planning and completing homework assignments.

- Grades 1 & 2 – an average of 15-20 minutes per night
- Grades 3 & 4 – an average of 20-30 minutes per night
- Grades 5 & 6 – an average of 30-40 minutes per night

- Grades 7 through 12 – an average of 1 hour per night

Responsibilities: Each teacher, student and parent has a responsibility for ensuring the success of homework assignments.

1. Teacher responsibilities:

- Ensure that the students have the skills necessary to complete the assignment independently.
- Determine that the students clearly understand what is expected of them.
- Base the assignment on the student's maturity and academic development.
- Consider the availability and accessibility of necessary materials in terms of location of materials, times material is available, and number of students needing the same materials.
- Recognize that students have other academic, cultural, and social commitments that are of benefit to them which require their time.
- Make every effort to give assignments sufficiently in advance of due date to enable students to incorporate them into their personal schedules.
- Use assignments as vehicles for instruction and/or evaluation.
- Make every effort to have homework available for absent students.
- Will not assign as homework concepts not previously taught.

2. Student responsibilities:

- Budget time to complete assignments made.
- Arrange to make up all missed assignments as required by the teacher.
- Develop a system for remembering and/or recording assignments.
- Request help when needed.
- Return to the teacher assignments that are legible, organized and neat.

3. Parent responsibilities:

- Provide an atmosphere conducive to study within the home.
- Encourage a child to set up regular scheduled time for home study.
- Check daily with the student regarding scholastic progress and help the student budget his/her time to insure the effective completion of assignments.
- Contact the teacher or school when he/she has questions regarding problems such as time, difficulty and progress.
- Homework will be provided for students who miss three (3) or more days upon parent request.

Please contact the High School Guidance Office (ext. 2805) or the Elementary Principal's Office (ext. 3300 – HG; ext. 4180 – PC/NS) prior to 10 a.m. to request homework assignments. The assignments may be picked up after 3:15 p.m. in the building's office.

4. Consequences:

- a. Notification will be mailed to parent/guardian. (Grades 7-12)
- b. Three missing assignments per content area could result in disciplinary action. (Grades 7-12)

LEAVE WITHOUT PAY

In accordance with the Collective Bargaining Agreement between the Brookville Area School District and Brookville Area Education Association, Article IX, Section D, leaves of absence without pay requires the prior approval of the superintendent, generally one week in advance.

<https://www.dol.gov/sites/dolgov/files/WHd/legacy/files/fmlaen.pdf>

LESSON PLANS AND PREPARING FOR INSTRUCTION

Daily lesson plans should be maintained at least one week in advance in all subject areas. The following important components of a lesson are essential:

- A brief review with a motivational introduction to the lesson. Learning Essential Questions should be presented.
- Focus on one point at a time while building toward the final or overall purpose of the lesson.
- Active and repeated participation by students.
- Use of different instructional techniques to accommodate different learning styles.
- A summary of learning before additional practice.
- Guided (teacher-led) and independent practice.
- Informal evaluation (oral questioning) and/or formal evaluation at conclusion of the lesson or unit of study.

MEETING AND CONFERENCE EXPENSES

General Information

A member of the staff must receive pre-approval for any meeting and conference reimbursement. To receive pre-approval, the **Conference Request Form** must be submitted to your principal/supervisor by the **15th of the month prior to board meeting and activity**. A **Conference brochure/registration sheet** needs to be attached to your Conference Request Form. It should include a description of the conference and the cost, date(s), and place of the conference. *If more than one person is going to the same conference, try to submit the forms as a group.*

Necessary lodging and meal expenses will only be approved up to current GSA rates, which can be found at www.gsa.gov/perdiem. Single day meal expenses will not be reimbursed unless the workday

(including travel) is in excess of 12 hours. If any lodging or meal expenses are necessary, you need to submit a ***Per Diem Rates Calculations*** form along with your Conference Request Form.

Mileage is the total round-trip cost using the current Internal Revenue Service rate. Carpooling is encouraged. In addition, the school van may be available and should be requested for any activity involving four or more people. In order to drive the van, staff members need to have current license and insurance information on file. Please contact the Business Office to check for van availability and confirm all paperwork has been completed. Air travel selection must be coach.

Miscellaneous expenses include toll roads, public transportation, and parking.

Keep a copy of all materials submitted in order to register yourself for the conference once you receive approval.

PLEASE NOTE: YOU WILL BE REIMBURSED ONLY FOR ITEMS APPEARING ON THIS CONFERENCE REQUEST FORM.

After Approval:

The participant will receive a copy of the Conference Request Form indicating APPROVAL. If a registration fee is involved and a PO number is needed, please contact the appropriate secretary. If the registration fee needs to be paid in advance, be sure to add those instructions to the PO. A copy of the PO will be returned to the participant (or the first participant on the list if more than one person is listed). You may need to take a copy of the PO with you to the conference to confirm the District's commitment to pay for the conference.

It is the participant's responsibility to register for the conference, submit a request for leave through Aesop for a substitute, and arrange for any necessary lodging.

Note: If the participant decides not to go to a conference after it has been approved, please contact the Business Office immediately. It is easier to cancel a check before it has been sent; it is more difficult to get a refund for registrations. (Also, remember to cancel your day through Aesop so a substitute is not scheduled and cancel any lodging reservations.)

Upon Return:

Within one week following the end of the month that the expense was incurred, complete the ***Travel Expense Report*** and submit it along with a copy of your approved ***Conference Request Form*** and all ***itemized receipts*** to your principal/supervisor. In addition, if your conference is paid with Title II funds, you will need to submit a ***Professional Education/Title II Activity Evaluation***. Itemized receipts need to reflect the specific items you are seeking reimbursement for and that the vendor has received payment from you, showing a zero balance due. A tip not to exceed the prevailing rate (15%) may be included in the meal charge as long as you have not exceeded that day's rate cap. The inclusion of alcoholic beverages on an individual's expense voucher is prohibited. Reimbursements will be denied if **ALL** appropriate documentation is not received or for any amount exceeding what has been pre-approved.

OFFICE PROCEDURES

Teachers are to conduct ALL business in each office at the counter. If a teacher should want to see the

principal, please check with the secretary.

Classroom telephones are to be used in a professional manner. They are not to be used for personal phone calls/non-school related business. These phones are for office contact, emergencies and parental contact.

Students are not to be sent to the office for supplies. Items such as staplers, ink pads, etc. may be borrowed from each office occasionally, but each teacher doing so is responsible for seeing that these items are returned every day by the close of school.

The office is NOT to be used as a detention room for students. No student should be sent to the office without administrator approval.

PASSENGER VAN **Guidelines**

Federal and state law requires any passenger van with a capacity of more than 10 (including the driver) being used to transport school students to meet stringent safety guidelines. This applies if the van is owned by the district, contracted by the district or rented/leased by the district. If our school vans are used to transport students only, a driver plus 9 students are permitted. If a van is leased or rented or if one is contracted for, the same rule applies.

Passenger Van Requests

Anyone wanting to use the vans must submit a request to the secretary in transportation. The secretary can tell you if the van will be available the day you would like to use it. The van keys can be picked up in the high school office on the day you have the van scheduled. The van can be picked up in the lower parking lot. You must return the keys to the high school office no later than the next day after using the van.

All passenger or equipment van drivers must have a copy of his/her driver's license and proof of your personal automobile insurance on file at the administration office.

If after you have scheduled one of the vans you should decide that you don't need the van, please notify the high school office immediately. Teachers or coaches should not talk among themselves and decide to trade days of van usage. The high school office must be notified of any changes. When you sign the form and pick up the keys, you are the one responsible for those keys and that van until the keys are returned. All keys must be returned to the high school office.

PROFESSIONAL ATTIRE

To set a good example for students, it is imperative to conduct oneself in a professional manner and dress professionally. Our faculty and staff should avoid clothing considered to be too casual for the professional workplace (i.e. blue jeans, tee shirts, shorts, sneakers). Specific examples of desired dress are: dress slacks, dress shirts, collared golf shirts, ties, dresses, skirts, blazers and dress shoes. We realize that exceptions may occur throughout the school year and would appreciate your notifying us

of any activity that calls for casual dress.

PUPIL RECORDS

Pupil records are not to be taken from any school office unless you have signed the logbook. Records are not being kept in classrooms overnight; records must be returned to the office before the end of the school day.

RETENTION

If a teacher has concerns regarding a student and is contemplating retention, they must schedule a meeting with the Principal or Assistant Principal. All retentions must be approved by the Principal or Assistant Principal.

SPECIAL EDUCATION/GIFTED EDUCATION

What are special education and gifted education?

Special education is teaching, services, related services, and supports to enable children with disabilities to have access to a free appropriate public education. Special education addresses the weakness/need and adjusts based on this. Gifted education is parallel to this; however, gifted education only addresses the strength/need to enable these children to have educational benefit. All of these children need to have data indicating academic progress and growth—and not at the minimal level. Chapter 14 and Chapter 16 deal with these two areas.

Special education and gifted education are free. They must both provide “appropriate” education. This means the children must demonstrate meaningful progress—based on measurable and collected data. An educational benefit review must be conducted to show from first identification through present “a thread of goals/objectives has been used to affect progress”. Children in both of these programs are “your” students. They just happen to also have a special education case manager, and they may have some instruction from special education teachers. Special education and gifted education do not indicate a place but a plan that is carried out in various places. Special education and gifted education are NOT only provided by special education or gifted education teachers but by all teachers. These students have these weaknesses and strengths all of the time, not just when in the special education/gifted resource room.

What are the identifications that enable a child to access these services?

- Intellectual Disability
- Emotional Disturbance
- Orthopedic Impairment
- Deaf or Hard of Hearing Impairment
- Speech and/or Language Impairment
- Autism
- Vision Impairment
- Traumatic Brain Injury (TBI)
- Specific Learning Disability

- Other Health Impairment
- Deaf-blindness
- Multiple Disabilities
- Gifted Abilities; Globally and/or concentrated in the areas of Math and/or Reading/English

How does a student get special education/gifted education services?

- Child Study through the MTSS (Elementary) or Child Study (HS)
- Universal Screening
- Parent or Student Request

What is the evaluation/screening process?

First of all, these are two different processes. Special education/occupational therapy/physical therapy/hearing/vision screenings are short and general to find enough data to either indicate if

further evaluation is needed or if there is not enough data supporting any further evaluation. A significant part of the screening process is the MTSS/Child Study Team process because this MTSS/Child Study Team process may identify some “good teaching practices” that have positive academic impact and can be implemented. When this positive impact is attained with the MTSS/Child Study Team and adjustments then special education identification is not necessary. A special education evaluation involves a team of people. The school psychologist, the guidance counselor, students’ teachers, students’ parents, students, and any others that are determined to have information that will add to planning an appropriate education plan. In gifted education, an LEA is charged with “child find” as well. This means an LEA needs to conduct screening of the entire population to find children who might need evaluations to determine need for gifted services.

A screening is done more informally, there are no time constraints, and it may not involve all of the above people.

A special education evaluation is formal. A formal request is received. A permission to evaluate must be signed by parents. If a parent orally expresses a desire for a special education evaluation to any school faculty member, that employee must notify a school administrator immediately. The district has 10 days from oral request until the parent must be provided the written request form. Once a signed permission to evaluate form is received from parents, the district has 60 calendar days in which to form a team, conduct the evaluation, and generate a written evaluation report for the parents.

What is confidentiality and when does it begin?

- § 300.610 Confidentiality.
 - The Secretary takes appropriate action, in accordance with section 444 of GEPA (General Education Provision Act), to ensure the protection of the confidentiality of any personally identifiable data, information, and records collected or maintained by the Secretary and by SEAs and LEAs pursuant to Part B of the Act, and consistent with §§ 300.611 through 300.627.
 - Students may not be discussed in any way with anyone who does not have a direct educational need to know the information.
 - Access to IEPs is available and must be monitored with access recorded as well as reason for access.
 - This covers all students in our district, former students in our district, and students within

our educational program at the local correctional facility.

- Students may not be discussed with other parents of students in the same classes. If parents bring up other students, the conversation needs to be redirected back to the child of the parents involved.
- Confidentiality begins when the student begins school and never ends.

What is an IEP/GIEP?

An IEP is an individualized educational plan that will be in effect for one year less one day. It is a contract between the district and the parents to provide an appropriate education for their child that will provide for meaningful educational benefit. It will delineate what the school will do to modify/accommodate to meet the child's needs. It is a plan determined from all of the information gathered in the evaluation and any data since then that impacts the child's educational benefit. IEP meetings happen once a year. Any member of the IEP team may request another meeting to either revise or amend the current IEP. If at any time the IEP goals' data indicate goals have been met or progress is not being made, a new meeting and a revised or new plan should be completed.

A GIEP is an individualized educational plan that will be in effect for one year less one day. It is a contract between the district and parents to provide an appropriate education for their child that will provide meaningful educational benefit. It will delineate what the school will do to modify/accommodate /accelerate/compact for the child's strengths. It is a plan determined from all of the information gathered in the evaluation process. GIEP meetings happen once a year, minimally. Any member of the GIEP team may request another meeting to either revise or amend the current GIEP. If at any time the GIEP goals' data indicate goals have been met or progress is not being made, a new meeting and a revised or new plan should be completed.

An IEP or a GIEP is written with current input and data from various sources and various types of data. This data is then compiled and interpreted as it impacts the scope of our curricula. Next a team of individuals (LEA representative, regular education teacher who knows the child and the curriculum, special education teacher/gifted education teacher, and parent—REQUIRED attendees) fashion an individual plan is determined and composed. A draft is usually (and should be) presented at the IEP/GIEP meeting with the parents and possibly the student. This is a draft and will be amended and changed as discussion and decisions are made at this meeting.

Once the IEP or GIEP is completed in this meeting, a copy is given to the parents along with a NOREP/PWN (if a change in placement or level of service is indicated) or GNORA for the parents. This is the document that has signatures stating agreement or disagreement with the plan. If parents disagree, steps must be taken to come to an agreement. There are all kinds of steps and legal processes involved. If a member of the team disagrees, that member must write a disagreement explanation with data to support the issue of disagreement. However, this should have all been addressed and handled before the parents are involved so that the draft is one that all professionals agree is appropriate.

Where is the plan carried out?

The IEP or GIEP is delivered throughout the student's day in various locations. Special education and gifted education are not just reserved for a special education or gifted education teacher and room. Modifications, accommodations, pace of delivery, compaction of content are all carried out as specified in the IEP. This is a legal and binding contract to guarantee the plan was formulated with enough input and data to be of educational benefit for the student. These plans may also be carried out for students between the ages of 17 and 21 inclusive who are incarcerated in our local correctional facility and have not yet obtained a high school diploma or a GED.

What should I contribute to IEP/GIEP meetings?

As a team member you add all measurable data that you can to the present education levels or present levels of educational performance. Teachers should provide information comparing individual student's present levels of educational performance with norms for grade level peers. This means observable behaviors and measurable data. You do not add anything about suspected diagnoses or medical implications. You do not add recommendations for outside programs that you think might help. You do not indicate what label you think the child needs. This is determined via evaluations and medical evaluations. All "suspected" ideas should be discussed with an Administrator or school psychologist prior to meeting with parents.

What is a 504 Plan and how will it affect me?

A 504 Plan is a plan determined by a 504 team for students with physical or mental impairments who do not meet the more stringent requirements for an IEP. This plan has accommodations, is developed by a team, and MUST be implemented by school staff. For example, a school does not have to provide funds for personal use items such as glasses, but a school is required to provide adaptive materials and/or technology that may be needed by a student with a visual impairment in the classroom. The necessary accommodations can be worked out without a 504 Plan, but having a legally binding plan lets everyone know what is expected by whom and for whom and promotes accountability. A 504 Plan is to provide equal access to district classes and programs. Most 504 Plans involve physical/medical barriers and accommodations to alleviate these, or 504 Plans involve mental health barriers and accommodations to alleviate these. Students do not need two separate plans, an IEP and a 504. If an IEP is indicated, it will include the 504 accommodations indicated. If the disability is significant, but an IEP is not indicated; then a 504 Plan is needed.

What are some special education terms and acronyms?

- BSE Bureau of Special Education, part of the Pennsylvania Department of Education
- Chapter 14 Special Education
- Chapter 15 504
- Chapter 16 Gifted Education
- ER Evaluation Report
- ESY Extended school year.
- FAPE Free Appropriate Public Education
- FBA Functional behavior assessment.
- GIEP Gifted individual education plan
- GNORA Gifted Notice of Recommended Assignment
- IDEA Individuals with Disabilities Education Act
- IEP Individual education plan
- LEA Local education agency
- LRE Least restrictive environment that still provides for educational benefit
- NOREP/PWN Notice of Recommended Educational Placement/Prior Written Notice
- ODR Office for Dispute Resolution--runs mediation and hearings
- PDE Pennsylvania Department of Education

STUDY HALLS

Study halls are primarily what the name implies. Teachers are responsible for maintaining order and a quiet atmosphere, which will permit students to do school work.

Study hall teacher(s) are to make a definite seating chart for their respective study hall. Study hall teachers are to take roll immediately following the beginning of study hall period. Those students “cutting” study hall will be referred to the attendance office after checking Guidance Office and Nurse’s Office.

No student is to leave study hall without written permission of the teacher(s) in charge. Such permission will show the time student left study hall and the student’s destination.

Teachers shall circulate among the students rather than have the students come to the teacher station.

Teachers shall require that students bring books or assignment materials to study hall.

Inform students in the beginning that this is not a “talk” period.

When two or more teachers are in charge of a study hall, they should consult one another as to procedure and all do the same thing. Cooperation by all faculty members involved will result in having an effective study hall environment.

The teacher(s) in charge may deny library visitation privileges if students do not abide by reasonable rules established by the teacher in charge.

TEACHER ABSENCE PROCEDURE

When a teacher is unable to be present, he/she will log into the automated Frontline (formerly Aesop) system. **Office personnel are not to be called at home.** If you must be absent for any reason other than illness (i.e. personal days, conferences, etc.), your request is to be submitted to Frontline at least one (1) week prior to the date(s) requested.

Teachers are responsible for documenting all absences.

Teachers will maintain current seating charts so the substitute teacher may continue the class work without loss of time, effort or embarrassment.

Teachers must have available for their substitutes: current schedule (including study hall and hall duty information, etc.) plan book, keys, any special plans for the day, current seating charts, and all items listed on the back of the substitute folder. Plans are not to be given to the secretaries over the phone! It is important that necessary information be available so that instructions may be carried on without interruption.

If you are absent due to illness three (3) or more days in succession, you must have a doctor’s excuse when you return to school.

Your comments about the performance of any substitute who had been in for you are welcomed; however, these comments should be made through the Frontline Program.

Include a note for all educational miscellaneous, educational professional development days, family care sick days, and relationship for bereavement days upon entering requests into the Frontline program for approval.

SUBSTITUTE TEACHER INFORMATION

In the Brookville Area School District, the duties of a substitute teacher are considered a regular part of the professional services. Their essential worth is to ensure continuity of instruction.

A substitute teacher is asked to carry on the work and the program in the way set forth by the regular classroom teacher. Class work is expected to be continued.

A substitute folder is to be provided to facilitate the duties of the substitute teacher. The folder will help to organize valuable and important information for the substitute teacher. All information listed on the yellow sub folder should be included.

*The substitute folder/emergency plans are to be kept with the plan book at all times.

TEACHER DUTIES

All teachers shall keep records required by law and such records or reports as the principals shall require.

Teachers are reminded that their responsibilities and duties extend throughout the entire working day and entire building.

Teachers are also reminded that all disciplinary action is to be documented: a written referral form stating offense(s) must be sent to the office when a student is sent for disciplinary action. Teachers are required to contact the parent/guardian when a referral form is submitted to the office for disciplinary actions.

All teachers are required to maintain a file containing all of his/her disciplinary documentations for one school year. (E.g. warning, phone calls to parents, conferences, teacher detention, referrals, etc.)

TECHNOLOGY DEPARTMENT

All requests for technology assistance will be submitted via the Help Desk System when possible. You can email your support request to: help@basd.on.spiceworks.com or visit <https://basd.on.spiceworks.com/portal/tickets>. It is recommended that you create an email contact and bookmark the link to make it easier for you to submit tech support requests. If you cannot submit a request online or by email, you can contact the Technology Department by phone at x7777 to make your request. Your requests will be assigned to a technician and processed by priority. Use of this system enables the technicians to keep equipment in continuous working condition, thus providing everyone with better service.

TELEPHONE CALLS/MAILBOXES/EMAIL

Notes concerning routine calls received after school starts will be placed in mailboxes. Such calls include those that are personal and parental in nature.

Each teacher is responsible for checking his/her mailbox and email three times each day - before school begins, after lunch, and after dismissal.

Only emergency calls and other communications that must be made will be put through. Messages concerning calls from parents will be held in the office and made later in the day to reduce the number of classroom interruptions.

TRANSPORTING EMPLOYEES/STUDENTS

In the event of an emergency situation, professional employees are to call 911. Employees should not transport anyone to the hospital in their personal vehicles.

POLICIES & ADMINISTRATIVE REGULATIONS

The Board of School Directors of the Brookville Area School District is responsible for governing the affairs of the School District. As part of that endeavor, the School Board has promulgated policies which are maintained in a policy manual. It is your responsibility to read, understand, and comply with all School District policies as currently existing or as may be modified or added from time to time hereafter. A policy manual is located in the District Office. District policies may also be found on the website at www.basd.us (under QUICK LINKS). If you have any questions concerning your rights or obligations under the policy manual, you are to contact your supervisor or the superintendent. The District's policies are designed to establish the rules under which the School District will operate. They are not intended to confer contracted rights or rights that are enforceable at law. Please note that policies may be superseded by specific provisions of the Collective Bargaining Agreements (where applicable).

AS POLICIES ARE REVISED, THEY WILL BE UPDATED IN THE POLICY MANUAL AND ON THE SCHOOL WEBSITE.

POLICY #104 - DISCRIMINATION/TITLE IX SEXUAL HARASSMENT AFFECTING STAFF

Authority

The Board declares it to be the policy of this district to provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

The Board also declares it to be the policy of this 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 district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity.

Title IX Coordinator:
Dr. Erich May, Superintendent
104 Jenks Street
Brookville, PA 15825
(814)849-8372
emay@basd.us

POLICY #210 - USE OF MEDICATIONS

***see policy**

POLICY #210.1 – POSSESSION/USE OF ASTHMA INHALERS/EPINEPHRINE AUTO-INJECTORS

***see policy**

ADMINISTRATIVE REGULATIONS/POLICY #216

#216 Student Records - Notification of Rights under FERPA - Parents/Eligible Students

The Family Educational Rights and Privacy Act (FERPA) and Pennsylvania law afford parents/guardians and students eighteen (18) years of age and over (eligible students) certain rights with respect to the student's educational records including:

- The right to inspect and review the student's education records, including traditional paper files and computer media and videotape format, within thirty (30) days of the District's receipt of a request for access. A parent or eligible student making such a request must submit to the school principal (or appropriate school official) a written request that identifies the records to be inspected.

The right to request amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise violates the privacy rights of the student.

Minimum requirements of hearing:

- Scheduled with a reasonable time after receipt of written request.
- Provide notice of date, time and place with reasonable advance notice.
- Conducted by official who does not have a direct interest in the outcome of the hearing.

- Provide a full and fair opportunity to present evidence relevant to the issues raised.
- Entitled to be assisted by one or more individuals of the parent or eligible student's own choice at their own expense.
- Provide written decision within a reasonable period of time after the hearing
- Base decision solely on the evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.

The right of either parent under the Act:

- Either parent shall have full rights under the Act unless the school district, through the offices of the superintendent or principal has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.

Limitations on the right to inspect and review records:

- If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information about that student.

Educational records are defined as information which is:

- Directly related to the student.
- Maintained by the school district or a party acting for the school district.
- Related to services provided by the school district, intermediate unit, Department of Education, approved private schools. Scranton State School for the Deaf, or any component of any of these described agencies which collect, maintain, or use educational records containing personally identifiable information, or other similar institution and may include regular education, remedial education, or special education services.

The term educational records do not include records of instructional, supervisory, and administrative personnel, and educational personnel ancillary thereto which:

- Are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute (an individual who performs on a temporary basis the duties of the individual who made the record and does not refer to an individual who permanently succeeds the maker of the record in the position).
- Are generated on graduated students upon which studies may be conducted.

The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and State Law authorize disclosure without consent.

Personally identifiable information shall include:

- The name of a student or the name of any of the student's family members.
- The address of the student.
- Any identifiable piece of information such as the student's telephone number or social security number.
- A list of personal characteristics, which would make the student's identity easily traceable by a person who was not already familiar with the student's identity.
- Other information, which would make the student's identity easily traceable.

Disclosure of personally identifiable information may be made without consent in the following circumstances:

- 1) School officials, including teachers, with a legitimate educational need to review an education record in order to fulfill their professional responsibilities. This may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or well-being of the student or others.
- 2) Officials of another school or school system in which the student seeks or intends to enroll. In this case, disciplinary information may be included. The District will make a reasonable attempt to notify the parents/guardians/eligible students prior to the disclosure of information and will provide a copy of the record if so requested.
- 3) Authorities named in FERPA and accompanying federal regulations, including authorized representatives of the Comptroller General of the United States, Secretary of Education, and State and local educational authorities.
- 4) Officials connected with a student's application for a receipt of financial aid
- 5) State and local officials who are required to get specific information pursuant to State law if the disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released.
- 6) Educational testing and research organizations for the purpose of administering student ID programs or improving instruction or predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.
- 7) Accrediting institutions
- 8) In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.
- 9) Anyone if required by a court order or subpoena. The District will make reasonable efforts to notify the parent/guardian or eligible student prior to complying with the subpoena or court order.
- 10) If the District initiates legal action against a parent or student and has complied with proper notification of the parent or student.

- 11) If the disclosure is to an alleged victim of a crime of violence of the results of disciplinary proceedings conducted by the District.
- 12) To a court without consent, and without a court order or subpoena, if a parent or eligible student has initiated legal action against an educational agency or institution.

Legitimate educational interest for access to educational records is to enable teachers, guidance counselors, and other professional personnel directly concerned with the student to:

- Access a base of information from which to guide and counsel the student regarding educational development.
- Analyze the student's performance.
- Counsel with parents regarding the progress of their children.
- Develop a base from which the student and counselors can review strengths and weaknesses and thus enable the student to select realistic career goals.
- Disseminate within the applicable constraints, information without which the student would find entrance to other educational institutions and/or employment extremely difficult, if not impossible.
- Signed, dated written consent of the parent or eligible student is required prior to disclosure of personally identifiable information except as otherwise provided in §99.31.

Written consent must:

1. Specify the records that may be disclosed.
2. State the purpose of the disclosure.
3. Identify the party or class of parties to whom the disclosure may be made.
4. Provide, upon request, a copy to the parent or eligible student and/or to a student who is not an eligible student.

Record keeping requirements

The District shall maintain a record of each request for access to and disclosure of personally identifiable information from the education record. The record of access shall include the name and legitimate interests each party had in accessing the information.

Limitations to re-disclosure of information

Information disclosed by the District may not be re-disclosed to a third party except with written permission of the parent or eligible student or with the written permission of the District solicitor. This provision does not apply to disclosures made pursuant to court orders.

Disclosure of information to other educational agencies

Information shall not be disclosed to other educational agencies except when the student is enrolled in or receiving services from the other agency or the disclosure is permitted by law or subject to a court order.

Disclosure of information in health and safety emergencies

The District may disclose personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

Disclosure of directory information of former students

The District may disclose directory information about former students without public notice of intent.

Disclosure of information to the juvenile justice system as permitted by state law

Educational records may be disclosed to the juvenile justice system, prior to adjudication, if needed by juvenile justice to effectively serve, provided that the authorities to whom the records are disclosed verify in writing to the District that the information will not be disclosed to any other party except as provided under state law, without the prior written consent of the parent of the student.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office, U.S. Department of Education,
400 Maryland Avenue, SW
Washington, D.C. 20202-4605**

The right to refuse to permit the designation of any or all of the categories of directory information. The District is permitted by law to disclose directory information without written consent of the parent/guardian or eligible student. The parent/guardian or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if a written refusal is forwarded to the building principal by July 1 of the current school term.

Directory information which may be released may include the student's name, address, email address, photography, telephone listing, date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; date of attendance; degrees and awards received; the most recent and previous education agency or institution attended by the student and other similar information

The right to request that information is not to be provided to military recruiting officers. Names and addresses, and home telephone numbers of secondary school students will be released to military recruiting officers unless a student submits within twenty-one (21) calendar days a written request to the Superintendent that such information not be released.

The District will provide annual notification to parent/s guardians and eligible students of their basic rights under FERPA in the student handbook or other appropriate format.

Only educational records mandated by federal and state statutes and regulations as permitted by the Board may be compiled by district staff.

In addition to other records, disciplinary action taken against a student for conduct that poses a significant risk to the safety or well-being of that student, other students, or the school community may be included in the educational record and disclosed to teachers and the other school officials within the school or other schools who have legitimate educational interests in the behavior of the student. Pennsylvania Act 26 of 1995 requires the District to maintain specific disciplinary records for students who are separate and distinct from those permitted by FERPA.

In January, 2001 the U.S. Department of Education's Office for Civil Rights (OCR) issued "Revised Harassment Guidance: Harassment of Student by School Employees, Other Students or Third Parties." In its new guidance the OCR states that, in the case of student perpetrators, FERPA allows school administrators to tell a sexual harassment victim whether or not the investigation concluded that the complaint was founded or unfounded. However, OCR says that school administrators cannot inform the victim of what disciplinary action was taken against a student, except to the extent that the discipline imposed includes "keep away" orders or similar directives directly impacting the victim. The guidelines also state that neither FERPA nor Title IX override any federally protected due process rights of a school employee accused of sexual harassment.

We greatly appreciate your cooperation in abiding by the provisions of the Family Educational Rights and Privacy Act (FERPA). This federal legislation prohibits the disclosure of personally identifiable information from a student's educational records. It is imperative that information from the student's educational records not be disclosed to any individuals who do not have a legitimate educational interest in obtaining the information.

POLICY #218 - STUDENT DISCIPLINE

Corporal punishment will not be administered in the Brookville Area School District. However, reasonable force may be used by school authorities to quell a disturbance, obtain possession of weapons, for self-defense or for the protection of people and property.

POLICY #249 - BULLYING/CYBERBULLYING

The District will develop and implement bullying/cyberbullying prevention and intervention programs. Such programs shall provide District staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

DISCRIMINATION/TITLE IX SEXUAL HARASSMENT AFFECTING STUDENTS
Policy #103

This is to certify that the following policy (#103) is being adhered to in the Brookville Area School District.

The 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 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.

Publication of this policy is in accordance with state and federal laws including Title VI, Title IX of the Educational Amendment of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973. For information regarding civil rights, grievance procedures, or information on activities and facilities that are accessible to and usable by handicapped persons, contact Superintendent, Compliance Officer, Brookville Area School District, PO Box 479, 104 Jenks Street, Brookville, PA 15825. 814-849-1100. In accordance with the Americans with Disabilities Act, reasonable accommodations will be provided.

POLICY #323 - TOBACCO AND VAPING PRODUCTS

School Board Policy 323 addresses the use of tobacco and vaping products. All staff members are reminded that the use of tobacco products in all school buildings and school vehicles and on school grounds is prohibited.

The administration is charged with strictly enforcing the provisions of this policy. As such, a first offense will result in a written reprimand being issued. Additional offenses will be considered willful and persistent violations of School Board Policy and administrative directives and will be dealt with accordingly.

Violation of this policy would adversely affect an individual's employment status with the District. Employees desiring assistance in terminating a tobacco use practice are encouraged to talk to their supervisor or the Superintendent. The District will provide support and help to locate assistance in this effort.

#332 – PROFESSIONAL EMPLOYEES - WORKING PERIODS

Teachers providing coverage for other teachers who need coverage for approved reasons are to be paid according to the terms and conditions of the Collective Bargaining Agreement.

Overtime, Extra Work Payments, and Substitutes for Employees Assigned to Other Duties

All absence requests must be submitted through Frontline/Aesop. Each type of absence has been assigned a level of approval and approvers.

Policy # 332 – Original can be found under District Board Policies

Working Periods:

Work schedules of the professional and teaching staff shall be clearly specified in accordance with this policy to ensure the smooth and regular operation of the school district.

The Board has the authority and responsibility to determine the hours during which educational programs and services shall be available to students and the community.

During their 7½-hour work day, teachers may be assigned duties at the discretion of the Principal.

All teaching staff members are expected to attend each faculty meeting unless specifically excused by the administrator who is the staff member's immediate supervisor. In cases of excused attendance, the staff member so excused shall meet with the building principal at the earliest convenient time to discuss topics of the faculty meeting.

POLICY #618 - DIRECTIVE FROM THE DEPARTMENT OF THE AUDITOR GENERAL

The Department of the Auditor General has directed that the Brookville Area School District require advisors for student activities to disclose fully the receipt of all things of financial value (including passes, credits and other perks) they, or members of their immediate families, obtain in connection with their duties as advisors. They have further advised that it be the policy of the Brookville Area School District to require that the value of such benefits to be passed on to the student activities and the student members to the fullest extent possible. All advisors are required to comply.

POLICY #806 - MANDATED TRAININGS **ACT 126 – Child Abuse Recognition and Reporting Act**

Section 1205.6. Child Abuse Recognition and Reporting Training.--(a) School entities and independent contractors of school entities shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The following apply:

1. Training shall address, but shall not be limited to, the following topics:
 - (i) Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct in this Commonwealth.

- (ii) Provisions of the act of December 12, 1973 (P.L.397, No.141), known as the "Professional Educator Discipline Act," including mandatory reporting requirements.
 - (iii) The school entity's policies related to reporting of suspected abuse and sexual misconduct.
 - (iv) Maintenance of professional and appropriate relationships with students.
2. School entities and independent contractors may provide training through the Internet or other distance communications systems.
 3. Employees shall complete a minimum of three 3 hours of training every five (5) years.
 4. Employees required to undergo continuing professional education under section 1205.2 shall receive credit toward their continuing professional education requirements if the training program has been approved by the Department of Education in consultation with the Department of Public Welfare.

(b) Definitions.--As used in this section, the following words and phrases shall have the meanings given to them in this subsection unless the context clearly indicates otherwise:

"Abuse." Conduct that falls under the purview and reporting requirements of 23 Pa.C.S. Ch. 63 (relating to child protective services) and is directed toward or against a child or student, regardless of the age of the child or student.

"Direct contact with children." The possibility of care, supervision, guidance or control of children or routine interaction with children.

"School entity." A public school, charter school, cyber charter school, private school, nonpublic school, intermediate unit or area vocational-technical school.

"Sexual misconduct." Any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or student that is designed to establish a romantic or sexual relationship with the child or student. Such acts include, but are not limited to:

1. Sexual or romantic invitation.
2. Dating or soliciting dates.
3. Engaging in sexualized or romantic dialog.
4. Making sexually suggestive comments.
5. Self-disclosure or physical exposure of a sexual, romantic or erotic nature.
6. Any sexual, indecent, romantic or erotic contact with the child or student. (1205.6 added July 5, 2012, P.L.1084, No.126)

Reporting of Suspected Child Abuse

School employees, independent contractors or volunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies (www.compass.state.pa.us/cwis) or an oral report via the statewide toll-free telephone number (1-800-932-0313).

A school employee, independent contractor or volunteer who makes a report of suspected child abuse shall immediately, after making the initial report, notify the building principal or administrator.

When a report of suspected child abuse is made by a school employee, independent contractor or volunteer as required by law, the school district is not required to make more than one (1) report. An individual otherwise required to make a report who is aware that an initial report has already been made by a school employee, independent contractor or volunteer is not required to make an additional report.

If the Superintendent or designee reasonably suspects that conduct being reported involves a school safety and security incident required to be reported under law, the Superintendent or designee shall inform the law enforcement agency that has jurisdiction over the school's property, in accordance with applicable law, regulations and Board policy.

Immunity from Liability

Act 124 states that any person, school, or agency participating in good faith in the making of a report or testifying in any proceeding arising out of an instance of suspected child abuse shall have immunity from any liability, civil or criminal, that might otherwise result by reason of such actions. The good faith of any person required to report cases of child abuse should be presumed.

Penalty for Failure to Report

Any required reporter who willingly fails to report suspected cases of child abuse and neglect shall be guilty of a summary offense, except that for a second or subsequent offense he shall be guilty of a misdemeanor of the third degree.

“Pupil” shall mean a person twenty-one (21) years of age or under who is matriculated in a course of instruction in an educational institution from kindergarten through grade twelve. For the purpose of asserting the pupil’s rights and receiving any notice or response pursuant to this section, the term also includes the parents or guardians of the matriculated minor.

ADMINISTRATIVE REGULATION #815
Acceptable Use Internet, Computers and Network Resources

The Brookville Area School District supports use of the Internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information research and collaboration. The District also recognizes the importance of responsible and orderly use of electronic technology subject to reasonable policies and regulations. With this in mind the following procedure is established:

1. To the extent possible the District will block/filter any material that falls under at least one of the categories attached to this procedure as stipulated by law or any materials the Board establishes as inappropriate for access by minors.
2. The attached list shall be updated and/or modified as required.
3. Any student who inadvertently accesses a site that falls under at least one of the attached categories shall immediately report the site to the appropriate teacher or aide.
4. The teacher or aide shall record the complete address of the site so that it can be blocked and/or filtered by the appropriate school personnel as designated by the Superintendent.
5. Any District personnel inadvertently accessing a site that falls under at least one of the attached categories shall immediately record the complete address of the site and then report the site to the appropriate school personnel as designated by the Superintendent.
6. District employees who access any site or material not falling under one of the attached categories, and that they believe that material to be inappropriate for access by minors, or is otherwise in violation of Board policy must report the site or materials to the appropriate building administrator or other person designated by the Superintendent. If the administrator or other designated person of the Superintendent determines the material to be inappropriate the site or material will be blocked.

Criteria for Filtering of Objectionable Sites

- Anything that falls under at least one of the categories below shall be blocked and/or filtered.
- This list will be updated and/or modified as required.

Nudity/Pornography

- Prevailing U.S. standard for nudity (e.g., genitalia, female breasts)
- Provocative semi-nudity (e.g., lingerie models)
- Sites which contain pornography or links to pornographic sites
- Exceptions: Classical nudity (e.g. Michelangelo)

Sexuality

- Sites which contain material of a mature level (elementary/middle school levels)
- Images or descriptions of sexual aides
- Descriptions of sexual acts or techniques
- Sites which contain inappropriate personal ads.

Violence

- Sites which promote violence

- Images or a description of graphically violent acts (rape, dismemberment, torture, etc.)
- Graphic autopsy or crime-scene images

Crime

- Information of performing criminal acts (e.g., drug or bomb making, computer “hacking”)
- Illegal file archives (e.g., software piracy)

Drug Use

- Sites which promote the use of illegal drugs
- Material advocating the use of illegal drugs (e.g., marijuana, LSD) or abuse of any drug (e.g., drinking – game rules)
- Exceptions: Material with valid-education use (e.g., drug-use statistics)

Tastelessness

- Images or descriptions of excretory acts (e.g., vomiting, urinating)
- Graphic medical images outside of a medical context
- Exception: Graphic medical images within a medical context

Language/Profanity

- Passages/Words too coarse to be softened by the word filter
- Profanity within images/sounds/multimedia files
- Adult humor (e.g., sexually or racially tinged)

***NOTE:** The focus is on American English, but profanity in other languages or dialects is blocked if brought to our attention.

Discrimination/Intolerance

- Material advocating discrimination (e.g., racial or religious intolerance)
- Sites which promote intolerance, hate, or discrimination

Interactive Mail/Chat

- Sites which contain or allow inappropriate email correspondence
- Sites which contain or allow inappropriate chat areas

Inappropriate Banner Ads

- Advertisements containing inappropriate images

Gambling

- Sites which allow or promote online gambling

Weapons

- Sites which promote illegal weapons
- Sites which promote the use of illegal weapons
- Other inappropriate material
- Body modification: tattooing, branding, cutting etc.

Judgment Call

- Whether a page is likely to have more questionable material in the future (e.g., sites under

construction whose names indicate questionable material)

POLICY #819 - SUICIDE AWARENESS, PREVENTION AND RESPONSE

Section 1526. Youth Suicide Awareness and Prevention.- (a) Beginning with the 2015-2016 school year, each school entity shall:

- Adopt an age-appropriate youth suicide awareness and prevention policy consistent with subsection (c), inform each school entity employee and the parent or legal guardian of each student enrolled in the school entity of such policy and post such policy on the school entity's publicly accessible Internet website. The policy adopted by a school entity under this paragraph may be based upon the model policy developed by the department under subsection (b) (1).
- Include in the professional development plan submitted by the school entity to the secretary for approval pursuant to section 1205.1 four (4) hours of training in youth suicide awareness and prevention every five (5) years for professional educators in school buildings serving students in grades six through twelve. Training under this paragraph may be used to satisfy a professional educator's continuing professional education requirement under section 1205.2. A school entity may use the materials made available by the department under subsection (b) (2) to conduct such training.

The department shall:

- In consultation with a youth suicide prevention organization operating in this Commonwealth, develop a model youth suicide awareness and prevention policy which shall be consistent with subsection (c).
- Compile, develop and post on its publicly accessible Internet website the following, which may include materials already publicly available:
 1. Recommended guidelines and educational materials for the training required under subsection (a) (2).
 2. Recommended resources and age-appropriate educational materials on youth suicide awareness and prevention.
- Develop a model youth suicide awareness and prevention curriculum and make such curriculum available to all school entities and, upon request, to nonpublic schools. A school entity may incorporate such curriculum into its existing instructional program pursuant to the school entity's youth suicide awareness and prevention policy.

(c) The model policy developed by the department under subsection (b) (1) and any policy adopted by a school entity under subsection (a) (1) shall include the following:

1. A statement on youth suicide awareness and prevention.
2. Protocols for administering youth suicide awareness and prevention education to staff and students.
3. Methods of prevention, including procedures for early identification and referral of students at

risk of suicide.

4. Methods of intervention, including procedures that address an emotional or mental health safety plan for students identified as being at increased risk of suicide.
5. Methods of responding to a student or staff suicide or suicide attempt.
6. Reporting procedures.
7. Recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs.

(d) As used in this section, the following words and phrases shall have the meanings given to them in this subsection unless the context clearly indicates otherwise:

"Department." The Department of Education of the Commonwealth.

"Nonpublic school." A nonprofit school, other than a school entity, wherein a resident of this Commonwealth may legally fulfill the compulsory school attendance requirements of this act and which meets the requirements of Title VI of the Civil Rights Act of 1964 (Public Law 88-352, 78 Stat. 241).

"Professional educator." As defined in section 1205.2(o).

"School entity." A school district, joint school district, charter school, regional charter school, cyber charter school, intermediate unit or area vocational-technical school.

"Secretary." The Secretary of Education of the Commonwealth. (1526 added June 26, 2014, P.L.779, No. 71)

POLICY #824 - MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES

All adults shall be expected to maintain professional, moral and ethical relationships with District students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

Child Exploitation Awareness Education

Section 1527. Child Exploitation Awareness Education.--(a) Beginning with the 2015-2016 school year, each school entity may:

- (1) Develop an age-appropriate child exploitation awareness education program and incorporate such program into the school entity's existing curriculum for students in kindergarten through grade eight. In developing the program, the school entity may use the model curriculum developed by the department under subsection (b) (2).
- (2) Include training in child exploitation awareness in the professional development plan submitted by the school entity to the secretary for approval pursuant to section 1205.1; provided that a school entity shall provide four (4) hours of such training every five (5) years for professional

educators assigned to teach courses into which child exploitation awareness education has been incorporated under paragraph (1). Training under this paragraph may be used to satisfy a professional educator's continuing professional education requirement under section 1205.2. A school entity may use the materials made available by the department under subsection (b) (1) to conduct such training.

(b) The department, in consultation with at least one organization addressing child exploitation, shall:

- (1) Develop a model child exploitation awareness curriculum, which may include materials already publicly available, and make such curriculum available to all school entities and, upon request, to nonpublic schools.
- (2) Compile, develop and post on its publicly accessible Internet website recommended guidelines and educational materials for the training provided for under subsection (a) (2), which may include materials already publicly available.

(c) As used in this section, the following words and phrases shall have the meanings given to them in this subsection unless the context clearly indicates otherwise:

"Department." The Department of Education of the Commonwealth.

"Nonpublic school." A nonprofit school, other than a school entity, wherein a resident of this Commonwealth may legally fulfill the compulsory school attendance requirements of this act and which meets the requirements of Title VI of the Civil Rights Act of 1964 (Public Law 88-352, 78 Stat. 241).

"Professional educator." As defined in section 1205.2(o).

"School entity." A school district, joint school district, charter school, regional charter school, cyber charter school, intermediate unit or area vocational-technical school.

"Secretary." The Secretary of Education of the Commonwealth. (1527 added June 26, 2014, P.L.779, No. 71)

POLICY-#827 - CONFLICT OF INTEREST

This policy shall affirm standards of conduct established to ensure that employees avoid potential and actual conflicts of interest, as well as the perception of a conflict of interest. No employee may participate in the selection, award or administration of a contract supported by a federal award if s/he has a real or apparent conflict of interest, as well as any other circumstance in which the employee, any member of his/her immediate family, his/her business partner, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The District shall not enter into any contract with a Board member or employee, or his/her spouse or child, or any business in which the person or his/her spouse or child is associated valued at \$500 or more, nor in which the person or spouse or child or business with which associated is a subcontractor unless the Board has determined it is in the best interests of the District to do so, and the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the Board member or

employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract. Any perceived conflict of interest that is detected or suspected by any employee or third party shall be reported to the Superintendent. If the Superintendent is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Board President. No reprisals or retaliation shall occur as a result of good faith reports of conflicts of interest. Additional information regarding this policy is available on the district's website.

POLICY #906 - PUBLIC COMPLAINTS

The Public Complaint Policy (#906) found in the Brookville Area School District's School Board Policy Manual. The following information is a **summary** of Board Policy #906 and is not meant to replace it. The procedures for resolving any complaints or misunderstandings regarding staff members, programs, policies, operations, instructional materials, pupil progress, and pupil well-being are as follows:

1. Direct discussions of an informal type among the interested parties. (Building Principal may or may not be present).

If the concern is not satisfactorily resolved at Step 1, continue with the steps outlined below:

2. The staff member reports to the Principal as to the nature of the complaint and what action was taken.
3. If the complaint is of a serious nature, the building Principal meets with the complainant and discusses the matter.
4. If there is not a satisfactory resolution, the Principal meets and reports to the Superintendent.
5. If there is still no resolution to the matter, the Superintendent reports to the Board.
6. The Board reviews all materials relating to the case and provides its written decision or grants a hearing before a committee of the Board.

Open communication is always stressed as a means to solve issues before they become problems.

If any further help is needed, then the staff member may contact the State Assistance Line at 1-717-787-8913.

POLICY #907 - SCHOOL VISITORS

The Board welcomes and encourages interest in the educational programs and activities. This interest may result in visits by parents/guardians, adult residents and interested educators. In an effort to maintain order, to protect students and staff, and maintain the educational and management function of the schools, it is necessary to have established policy governing such visits.

BROOKVILLE AREA SCHOOL DISTRICT

**McKINNEY-VENTO – HOMELESS/DISPLACED
STUDENT PROCEDURE MANUAL**



McKINNEY-VENTO – HOMELESS/DISPLACED STUDENT PROCEDURE MANUAL

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I. PURPOSE

The goal of the McKinney-Vento Homeless Education Assistance Act is to ensure that each homeless child or youth has equal access to the same free, appropriate public education, including a public preschool education, and extra-curricular activities, as provided to other children and youths. The Brookville Area School District will ensure that children and youth who are homeless are free from discrimination, segregation, and harassment. Any information regarding each student's homeless status shall be handled in a confidential and professional manner by school and system personnel.

II. DEFINITIONS

The term "homeless child and youth" is defined as individuals who lack a fixed, regular, and adequate nighttime residence, including children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or similar reasons;
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodation;
- Living in emergency or transitional shelters;
- Abandoned in hospitals;
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, or bus or train stations, or similar settings;
- Sleeping in a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, regular sleeping accommodations; and,
- Migratory - who qualify as homeless living in the circumstances described above. A child or youth shall be considered to be experiencing homelessness for as long as he or she is in a living situation described above.
- Unaccompanied - not in the physical custody of a parent or guardian; in practical terms, this means the youth does not live with the parent or guardian, who is in transition as defined above.

Additional Definitions

- Enrollment - includes registration, attending classes, and participating fully in school activities.
- School of Origin - the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.
- School of Residence - means the school or schools that non-homeless students are eligible to attend in the attendance area where a homeless student is residing.
- Title I, Part A, Services - Children and youth in transition are automatically eligible for Title I services regardless of what school they attend. The District's Title I plan will be coordinated with the McKinney-Vento services. Districts are required to set aside funds for homeless students. Children and youth in transition will be assessed, reported on, and included in accountability systems, as required by federal law and U.S. Department of Education Regulations and Policy Guidance.

III. WHAT FAMILIES AND UNACCOMPANIED YOUTH NEED TO KNOW

- All school districts are required to have a homeless education liaison within their school district.
- Children and youth experiencing homelessness have the right to attend school.
- A permanent address is not needed to enroll in school.
- Children in homeless situations have the right to stay in the school they attend before becoming homeless or where they last enrolled (school of origin) if the parent or guardian so chooses.
- A homeless child cannot be denied school enrollment just because school records, immunizations, or other enrollment documentation are not immediately available and must be enrolled immediately.
- Schools must provide a written explanation if a placement dispute occurs; parents/guardians may contact the District's Homeless Liaison.
- A homeless child has the right to participate in extracurricular activities and all federal, state, or local programs for which he/she is eligible
- A homeless child is entitled to free breakfast and lunch, transportation assistance and to receive Title I services.

- Unaccompanied homeless youth (0- 21 years of age) not living with parent(s) or legal guardian(s), have these same rights.

IV. LIAISONS

The McKinney-Vento Act requires that every school district designate a staff person to serve as the Homeless Education Liaison, whose role is to assist displaced students enrolling in school, remove all barriers to enrollment, ensure that displaced students receive the educational services for which they are eligible and have access to all school activities and events. This liaison may have other duties within the school district.

The Homeless Education Liaison's Responsibilities

Ensure that:

- Homeless children and youth are identified by school personnel and through coordination with other entities and agencies.
- Homeless students enroll in, and have full and equal opportunity to succeed in, the schools of the Local Education Agency (LEA).
- Families and homeless children and youths have access to and receive educational services for which such families, children, and youths are eligible, including services through Head Start programs (including Early Head Start programs), early intervention services under Part C of the IDEA, and other preschool programs administered by the LEA.
- Homeless families and homeless children and youths receive referrals to health, dental, mental health, and substance abuse services, housing services, and other appropriate services.
- Parents and guardians are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
- Public notice of the educational rights of homeless students is disseminated in locations frequented by parents and guardians of such children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians and unaccompanied youths.
- Enrollment disputes are mediated in accordance with the requirements of the McKinney-Vento Act.
- The parent/guardian of a homeless child or youth, or any unaccompanied youth, are fully informed of all transportation services, including transportation to and from the school of origin and are assisted in accessing transportation services.
- Unaccompanied youths are enrolled in school, have opportunities to meet the same challenging State academic standards as the State establishes for other children and youths, are informed of their status as independent students under section 480 of the Higher Education Act of 1965 (HEA) (20 U.S.C. 1087vv), and their right to receive verification of this status from the local liaison. (Section 722(g)(6)(A))

Additional Duties

Training

The Liaison will conduct and/or set up (Regional ECYEH Office, etc.) training and sensitivity/awareness activities to relevant school personnel at least once each year. The trainings and activities will be designed to increase staff awareness of homelessness, facilitate immediate enrollment, ensure compliance with this policy, and increase sensitivity to children and youth in transition.

Coordination

The liaison and/or designee will coordinate with and seek support from the Regional ECYEH Office, public and private service providers in the community, housing and placement agencies, the pupil transportation department, local liaisons in neighboring districts, and other organizations and agencies. Coordination may include conducting outreach and training to those agencies and participating in the local continuum of care, homeless coalition, homeless steering committee, and other relevant groups. Both public and private agencies will be encouraged to support the local school district in implementing this policy.

V. CONVERSATIONS

Conversations about a family or youth's housing situation can be uncomfortable, tense, or invasive. Using the term homeless might associate it as being negative, which encourages stigma, which can increase shame and embarrassment for those experiencing it. The shame and embarrassment can prevent families and unaccompanied youth from seeking the help they need. We suggest replacing the use of the term homeless and using one of the following terms: displaced or temporary housing arrangement. These terms have less of a negative association attached to them and using them may make the family or youth more open to share their situation. Make it clear that you are not trying to get them in trouble, but rather, want to make sure they receive all services for which they are eligible.

When working with a student in temporary housing, keep in mind that losing one's home can be traumatic. In some cases, the student may be contending with chronic stress caused by the instability of being homeless and additional factors such as substance abuse on the part of the parent(s), untreated mental illness on the part of the parent(s), or domestic violence. Chronic stress and trauma have a very real effect on a student's brain, body, and behavior. When talking with a student, be sure to use trauma-sensitive strategies. Make sure an adult in the school community is regularly checking in with the student. Practice active listening and emphasize partnership over power. Avoid causing shame or blame, and be very clear about expectations and always make sure the student feels safe and supported.

VI. IDENTIFICATION

Identification in collaboration with school personnel and community organizations, the local Liaison will identify children and youth in transition in the district, both in and out of school. The Liaison or designee will train school personnel on possible indicators of homelessness, sensitivity in identifying families and youth in transition, and procedures for forwarding information indicating homelessness to the District's Student Registration Office/Home School Visitor, Food Services, Transportation, and Special Education as deemed appropriate. Instruction will be provided to school personnel to inquire about possible homelessness upon the enrollment and withdrawal of every student and to forward information indicating homelessness to the appropriate District personnel. Community partners in identification may include the following: family and youth shelters, soup kitchens, motels, campgrounds, drop-in centers, welfare departments and other social service agencies, street outreach teams, faith-based organizations, truancy and attendance officers, local homeless coalitions, and legal services. When necessary, the Liaison will also seek the assistance of the Regional Coordinator, from the PA Education for Children and Youth Experiencing Homelessness Program (ECYEH). Once identification is confirmed, the Liaison will keep data on the number of children and youth in transition in the district and enter the data into the PA ECYEH Database on a monthly basis; this includes younger siblings who are not of school age.

Common Signs:

- Wearing clothes several days
- Lacking shower facilities/washers, etc.
- Chronic hunger or food hoarding
- Fatigue (may fall asleep in class)
- Erratic attendance and tardiness
- Attendance at many different schools
- Consistent lack of preparation for school
- Incomplete or missing homework
- Loss of books and supplies on regular basis
- Elevated concern for safety of belongings
- Unwilling to form relationships with peers & teachers
- Inability to contact parents

Common Statements such as:

"I don't remember the name of the last school."

“We’ve been moving around a lot.”

“Our address is new; I can’t remember it.”

“We’re staying with relatives until we get settled.”

“We’re going through a bad time right now.”

VII. SCHOOL SELECTION

Each child and youth in transition has the right to remain at his or her school of origin or to attend any school that housed students who live in the attendance area in which the child or youth is actually living are eligible to attend. Keeping students in their schools of origin enhances their academic and social growth, while permitting our schools to benefit from the increased test scores and achievement shown to result from student continuity. Therefore, in selecting a school, children and youth in transition will remain at their schools of origin to the extent feasible, unless that is against the parent or youth’s wishes. Students may remain at their schools of origin the entire time they are in transition and until the end of any academic year in which they become permanently housed. The same applies if a child or youth loses his or her housing between academic years. Services that are required to be provided, including transportation to and from the school of origin and services under federal and other programs, will not be considered in determining feasibility.

Determining Best Interest

The concept of best interest appears in the McKinney-Vento Homeless Assistance Act in relation to a student's school selection options, which include the school of origin and the local attendance area school.

In determining a child's or youth's best interest, an LEA must presume that keeping the displaced child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or in the case of an unaccompanied youth, the youth. (Section 722(g)(3)(B)(i)). When determining a child's or youth's best interest, an LEA must consider student-centered factors, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youths, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth. (Section 722(g)(3)(B)(ii)). We encourage an LEA to also consider the school placement of siblings when making this determination.

If, after conducting the best interest determination, the district determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian or the unaccompanied youth, the district must provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal.

VIII. ENROLLMENT

Consistent, uninterrupted education is vital for academic achievement. Due to the realities of homelessness and mobility, students in transition may not have school enrollment documents available readily. Enrollment must be immediate.

Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including:

- Proof of residency
- Transcripts/school records (The enrolling school must contact the student’s previous school to obtain school records. Initial placement of students whose records are not immediately available can be made based on the student’s age and information gathered from the student, parent, and previous schools or teachers.)
- Immunizations or immunization/health/medical/physical records (Health records may often be obtained from previous schools or state registries, and school- or community-based clinics can initiate immunizations when needed. NOTE: With MV eligibility, the Federal Law supersedes the State Law, meaning that the five (5) day rule does not come into play. If they do not have their immunizations, then the liaison and/or their designee is to assist them with obtaining them.)

- Proof of guardianship
- Birth certificate
- Any other document requirements
- Unpaid school fees
- Lack of uniforms or clothing that conforms to dress codes
- Any factor related to the student's living situation

Unaccompanied youth must also be enrolled immediately in school. They may either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling, or the liaison.

Once the student has been enrolled, a request for records is to be submitted immediately to their prior district.

IX. TRANSPORTATION

Without appropriate transportation, a student may not be able to continue attending his or her school of origin. The district will ensure that transportation is provided according to state guidelines, at the request of the parent, guardian or unaccompanied youth, to and from the school of origin for a child or youth in transition. Transportation will be provided for the entire time the child or youth has a right to attend that school, as defined above, including during pending disputes. Requests will be processed and transportation arranged without delay. If the student in transition is living and attending school in this district and requires transportation, the Brookville Area School District will arrange transportation. If the student in transition is living in this district but attending school in another, or attending school in this district but living in another, this district will coordinate with the neighboring district to arrange transportation. When inter-district difficulties arise with transportation, and the districts cannot agree, the cost will be split 50/50 between the two districts. In addition to receiving transportation to and from the school of origin upon request, children and youth in transition will also be provided with other transportation services comparable to those offered to non-homeless students.

Transportation does not just mean a school bus or van, here are a few other acceptable methods of transportation:

1. Public Transit Bus Passes (if available in area)
2. Taxi, Uber, and/or Lift Services
3. Mileage Reimbursement

Many times, due to the demand and lack of drivers, locating transportation through normal means is difficult. This is when working in cooperation of inter-district, special runs across district lines through special programs, community groups and organizations, becomes essential.

X. ACCESS TO COMPARABLE SERVICES

Displaced students are to be provided services and education programs comparable to those received by other students and for which they meet eligibility criteria, such as services provided under Title I or similar state or local programs for students with disabilities; programs for students with limited English proficiency; vocational or technical programs; gifted and talented programs; tutoring; before-school or after-school program; homework assistance; referral to counseling; medical and dental services; school supplies; and school nutrition programs. Displaced students will be enrolled immediately in the free breakfast and lunch program.

The Elementary and Secondary Education Act (ESEA) requires an LEA to reserve Title I funds necessary to provide educationally related support services to homeless children and youths regardless of whether they attend a Title I school (In other words, this required reservation applies when all schools in an LEA are Title I schools (including Title I schoolwide schools) and when an LEA has Title I schools and non-Title I schools). It also requires that the amount be sufficient to provide services to homeless children as described above. Although not required, if only a small number of homeless students are identified in an LEA, an LEA may wish to use a districtwide per pupil amount for homeless

students if this approach yields a reservation amount that is sufficient for the LEA to meet these requirements. When a greater number of students are identified as homeless, LEAs may find it helpful to use past years' enrollment and cost data on expenditures to determine the next year's reservation. There are two principles that govern the use of Title I, Part A funds to provide services to homeless students. First, the services must be reasonable and necessary to assist homeless students to take advantage of educational opportunities. Second, Title I, Part A funds must be used only as a last resort when funds or services are not available from other public or private sources, such as public health clinics, or local discretionary funds used to provide similar services for economically disadvantaged students.

When applying any district policy regarding tardiness or absences, any tardiness or absence related to a child or youth's living situation will be excused.

Our school district will follow state procedures to ensure that youth in transition and youth who are out of school are identified and accorded equal access to appropriate secondary education and support services. School personnel will refer children and youth in transition to appropriate health care services, including dental and mental health services. School personnel must also inform parents of all educational and related opportunities available to their children and provide parents with meaningful opportunities to participate in their children's education. All parent information required by any provision of this policy must be provided in a form, manner, and language understandable to each parent.

XI. RECORDS

The Liaison or designee must ensure that all students identified and enrolled as McKinney-Vento eligible, are entered into the PA ECYEH Database on a monthly basis. If there are no students for the month, the Liaison or designee must still go into the database to submit no students for the month. A spreadsheet from the database can be downloaded and used as their list of students for monitoring purposes.

The Liaison shall also maintain a School Year (SY) folder which is to include the data spreadsheet, Intake Forms, Residency Questionnaires, Best Interest Determination (BID) Forms, and any other optional forms listed below that are used. The folder can be one for everyone, or each student can have their own folder, this is up to the preference of the liaison.

XII. DISPUTE RESOLUTION

If a dispute arises over school selection (school of origin or school in which homeless child is residing) or enrollment, district will immediately enroll the homeless student, pending resolution of the dispute, and must provide the parent, guardian, or unaccompanied youth with both a written statement of the school placement decision and a notice of the right to appeal the decision.

The notice will provide the parent or unaccompanied youth with a written explanation of its decision and the right to appeal and will refer the parent or youth to the Liaison or designee who will resolve the dispute as expeditiously as possible and maintain all appropriate documentation. The parent or unaccompanied youth will be given every opportunity to participate meaningfully in the resolution of the dispute and provided with the right to appeal to the Regional Coordinator and/or State Coordinator. The parent, unaccompanied youth, or school district may appeal the school district's decision as provided in the state's dispute resolution process.

The Pennsylvania Department of Education (PDE) has developed the following procedures to govern the resolution of disputes regarding enrollment, school selection, homeless status and complaints of non-compliance with legal requirements pertaining to the education for homeless children and youths:

Level 1 – A Dispute May Be Raised with a LEA.

If a dispute arises over school selection or enrollment, the child or youth involved must immediately be admitted to the

school in which they are seeking enrollment, pending resolution of the dispute 42 U.S.C. §11432(g)(3)(E)(i). PDE recommends that the parent, guardian or unaccompanied youth who initiates the dispute contact the LEA liaison for individuals experiencing homelessness as soon as possible after receiving notice of the dispute. If the person initiating the dispute does not contact the LEA liaison directly, the LEA shall be responsible for contacting the LEA liaison regarding the dispute as soon as possible and referring the family or youth involved to the liaison.

The LEA liaison shall ensure that the child or youth is immediately enrolled, explain the dispute resolution process to families and help them to use it 42 U.S.C. §11432(g)(3)(E)(iii). The LEA shall issue a written disposition of the dispute within 20 business days after the LEA liaison is notified of the dispute. The disposition shall be provided to the parent, guardian or unaccompanied youth and shall explain the basis for the decision and advise the parent, guardian or youth of the right to appeal. 42 U.S.C. §11432(g)(3)(E)(i).

Level 2 – A Complaint May Be Filed with a McKinney-Vento Coordinator.

If the parent, guardian or unaccompanied youth is dissatisfied with the LEA's disposition of a dispute or would like to raise any issue of McKinney-Vento Act noncompliance, they may file a complaint or appeal with a McKinney-Vento regional coordinator. In lieu of filing an appeal with a McKinney-Vento coordinator, a parent, guardian or unaccompanied youth may elect to appeal the LEA decision directly to a court of competent jurisdiction. Participation in the appeal procedure is not required prior to taking legal action.

- Parents, guardians, and unaccompanied youths should be informed that they can provide written or oral documentation to support their position; and
- Parents, guardians, and unaccompanied youths should be given the opportunity to challenge the school system's assertions.

A regional or site coordinator with whom a complaint or appeal is filed must notify the state coordinator immediately. Upon being notified, the state coordinator will review the complaint or appeal and assign it to a site or regional coordinator for disposition. The coordinator to whom the appeal is assigned may contact, interview and accept documentation from any individual or LEA involved, and shall issue a written disposition within 20 business days after the complaint or appeal has been assigned. The disposition shall be provided to the LEA and the parent, guardian or unaccompanied youth involved. The child or youth shall continue to be enrolled in the school in which he or she is seeking enrollment until the complaint or appeal is resolved or until a disposition from a McKinney-Vento coordinator is received.

If a decision cannot be reached or agreed upon as the regional coordinator level, the dispute will be forwarded to the state coordinator for resolution. The state coordinator will view all information and interview all concerned parties involved. The Office of Chief Counsel will be included in the resolution process as needed. If mediation services are needed, the state coordinator will assist in the mediation and may also invite those involved to have the dispute mediated at any time in the process through the Dispute Resolution Program operated by the Commonwealth Office of General Counsel (OGC). The [OGC Dispute Resolution Program](#) is a voluntary informal process through which a trained mediator assists in reaching a mutually acceptable resolution.

Participating in mediation is not a waiver of the right to file a lawsuit nor is participation in mediation required prior to taking legal action.

Region 6: Armstrong, Blair, Cambria, Cameron, Centre, Clearfield, Clinton, Elk, Indiana, Jefferson, and Potter counties:

- ECYEH Regional Coordinator, Sarah Schroth, sschroth@iu28.or - Office: 724-463-5300 x 1203
- ECYEH State Coordinator is Storm Camara, scamara@pa.gov - Phone: 717-772-2066 and Fax: 717-234-4071

XIII. GUIDANCE & RESOURCES

The Pennsylvania Education for Children and Youth Experiencing Homelessness (ECYEH) Program is comprised of eight (8) Regional Offices that cover the 67 Counties in PA. Each Regional Office is comprised of at least one staff, a Coordinator, who provides outreach, training, and technical assistance to LEAs and work to link children, youth, families, and LEAs to additional services or resources for individuals experiencing homelessness.

The eight regional coordinators and their staff (if applicable):

- Help increase program awareness among various stakeholder groups, as well as to members of the public;
- Facilitate accurate and prompt identification of students experiencing homelessness; and
- Ensure compliance with all McKinney-Vento Act requirements.

Region 6 is comprised of eleven (11) counties and approximately 65 LEA's, 21 shelters, and hundreds of service providers. Some of the main objectives of ECYEH is to inform local school districts of their responsibilities to children and youth experiencing homelessness, to increase awareness about their needs, reveal and overcome possible educational barriers, explain current legislation and policies, and provide practical tips for working with children experiencing homelessness.

Those eleven (11) counties are: Armstrong, Blair, Cambria, Cameron, Centre, Clearfield, Clinton, Elk, Indiana, Jefferson, and Potter.

CONTACT INFORMATION:

Sarah Schroth, Regional Coordinator

Office Number: 724-463-5300 x1203

Email: sschroth@iu28.org

Office Location: ARIN Intermediate Unit 28, 2895 West Pike, Indiana, Pa 15701

Link to Region 6 Resources:

[Education for Children and Youth Experiencing Homelessness Program \(padlet.com\)](https://padlet.com/education-for-children-and-youth-experiencing-homelessness-program)

Additional Resources:

Homeless Resources in Your Region:

Finding Your Way In PA App: <https://findingyourwayinpa.com>

Children and Youth Services 814-849-3696

United Way of PA www.pa211.org

Food:

Brookville Area Food Pantry: <https://brookvilleareafoodpantry.org/> 142 Allegheny Blvd, Brookville PA 15825

Safety & Mental Health:

If you or someone you know is in immediate danger, please call 911

PA Mental Health Support Line 1-855-284-2494

National Suicide Prevention Lifeline 800-273-TALK (8255)

Crisis Text Line - Text HOME to 741741

National Domestic Violence Hotline -1-800-799-7233

Childcare:

PA Child Support 1-800-932-0211

Childcare Works Helpline 1-877-472-5437

Housing & Utility Assistance:

Jefferson County Assistance Office, PO Box 720, 100 Prushnock Drive, Punxsutawney, PA 814-938-2990

Clothing:

Goodwill, 255 Main Street, Brookville PA 15825. Telephone: 814-849-2847

Employment:

PA CareerLink Portal - www.PAcareerlink.pa.gov

Unemployment:

PA unemployment information and claims: www.uc.pa.gov

Transportation:

Ride ATA <http://rideata.com/jefferson-county>

Medical:

Compass Online Portal - <https://www.compass.state.pa.us>

PA Department of Health - 724-357-2995

CHIP Health Insurance - 1-800-986-5437

Academic Supports:

Students have access to numerous academic supports — based on the need of each individual student. Examples include but are not limited to:

Title 1 services

Multi-Tiered Intervention Supports

McKinney Vento Homeless Education Assistance Improvements Act

Jefferson-Clarion Head Start, 18 Western Ave., Brookville, PA - Telephone: 800-628-6150

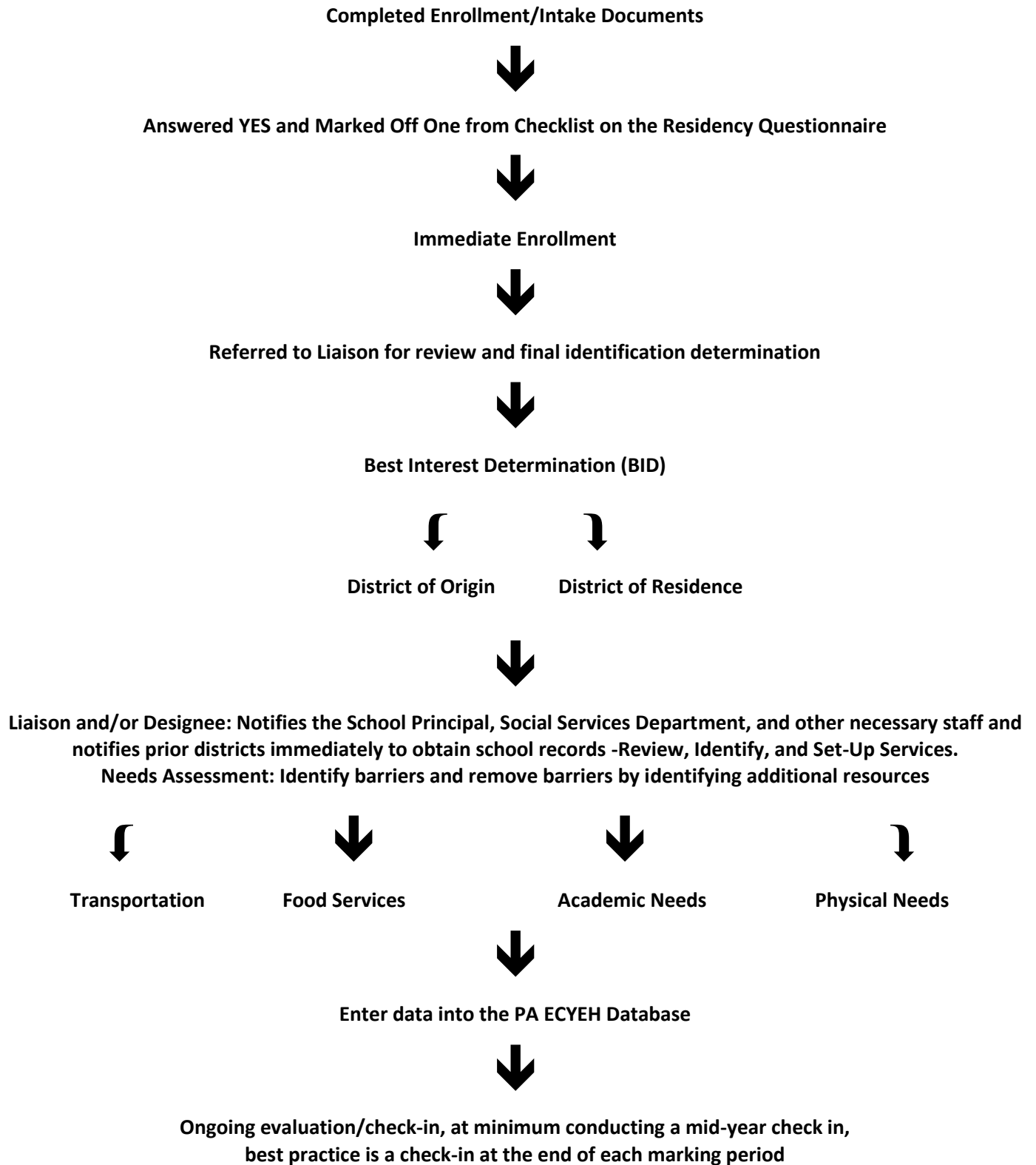
XIV. FLOW CHART

Located on Page 12

XV. FORMS

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McKINNEY-VENTO SERVICES FLOW CHART



STUDENT RESIDENCY QUESTIONNAIRE

Name of School _____

Name of Student _____

Last

First

Middle

Sex: ☐ Male D.O.B. ____/____/____ Grade: _____ ID#: _____
☐ Female Month Day Year (preschool-12) (optional)

This questionnaire is intended to address the McKinney-Vento Act 42 U.S.C. 11435. The answers to this residency information help determine the services the student may be eligible to receive.

1. Is your current address a temporary living arrangement? ____ Yes ____ No
2. Is this temporary living arrangement due to loss of housing or economic hardship? ____ Yes ____ No

If you answered YES to the above questions, please complete the remainder of this form.

If you answered NO, you may stop here.

Where is the student currently living? (Check one box.)

- ☐ In a hotel/motel
- ☐ In a shelter
- ☐ With another family or person because of loss of housing or as a result of economic hardship (living "doubled-up")
- ☐ Moving from place to place
- ☐ In a place not designed for ordinary sleeping accommodations such as a car, park or campsite
- ☐ Other temporary living situation (Please describe): _____

Name of Parent(s)/Legal Guardian(s) _____

Address _____ Zip _____ Phone _____

Any person making a false statement regarding residency will be in violation of section 42 U.S.C. §11431 of the Pennsylvania Basic Education (BEC). Violation of this could lead to disciplinary action, including dis-enrollment.

Print name of Parent, Guardian, or Student
(for unaccompanied homeless youth)

Signature of Parent, Guardian, or Student
(for unaccompanied homeless youth)

____/____/____
Date

Please send a copy to: _____ at the Central Office.

Fax: ____/____/____

I certify the above named student qualifies for the Child Nutrition Program under the provisions of the McKinney-Vento Act/ESSA.

____/____/____
Date

McKinney-Vento Liaison and/or Foster Care POC Signature

McKINNEY-VENTO BEST INTEREST
SCHOOL SELECTION DECISION MAKING QUESTIONS

DISTRICT OF ORIGIN (DOO)



1. How is the child performing academically?
2. What type of scheduling does your school provide (ie, traditional, block, trimester)?
3. Does the child have a current IEP or a 504 Plan?
4. If the student has a current IEP, are they receiving their education within a school in your district or in an Intermediate Unit classroom at another school district and is specialized transportation identified as a related service?
5. Describe any current ties, such as significant relationships, the student may have?
6. Is the student participating in extra-curricular activities? If yes, list them.
7. Would the timing of the school's transfer coincide with a logical juncture, such as after testing, after an event that is significant to the student or at the end of the school year?

DISTRICT OF RESIDENCE (DOR)

1. Would attending your district affect the student's scheduling, their special education and or alternative education, ability to earn full academic credit, proceed to the next grade, graduate on time, or participate in extra-curricular activities? If yes, why?
2. Would the timing of the school's transfer coincide with a logical juncture, such as after testing, after an event that is significant to the student or at the end of the school year?

BEST INTEREST in SCHOOL of ORIGIN DECISION: SCHOOL SELECTION DECISION MAKING CHECKLIST

Remaining in the District of Origin (DOO) Considerations		Transferring to a New School Consideration-District of Residence (DOR)	
	Students preference Stay in school of origin		Students preference Move to school of residence
	Parent/Guardian preference Stay in school of origin		Parent/Guardian preference Move to school of residence
	Continuity of Instruction Student is best served at the same school due to prior history		Continuity of Instruction Student is best served at a different school due to his or her history/future
	Age and grade placement of the student Maintaining friends and contacts with peers is critical to the student's meaningful school experience and participation. The student has been in this environment for an extended period of time		Age and grade placement of the student Maintaining friends and contacts with peers is not critical to the student's meaningful school experience and participation. The student has attended the school of origin for only a brief time. The student has destructive or dangerous relationships at the school of origin
	Academic Strength The child's academic performance is weak, and the child would fall further behind if he/she transferred to another school		Academic Strength The child's academic performance is strong and at grade level and the child would likely recover academically from a school transfer

	Social and emotional state The child is suffering from the effects of mobility, has developed strong ties to the current school, does not want to leave, or involved in school related or extra-curricular activities		Social and emotional state The child seems to be coping adequately with mobility, does not feel strong ties to the current school, does not mind transferring to another school, or is not involved in school related or extracurricular activities
	Remaining in the District of Origin (DOO) Considerations		Transferring to a New School Consideration-District of Residence (DOR)
	Distance of the commute and its impact on the student's education and/or special needs The advantage of remaining in the school of origin outweighs any potential disadvantages presented by the length of the commute		Distance of the commute and its impact on the student's education and/or special needs Shorter commute may help the student's concentration, attitude, or readiness for school. The new school can meet all of the necessary educational and special needs of the student
	Personal safety of the student The school of origin has advantages for the safety of the student		Personal safety of the student The new school has advantages for the safety of the student
	Student's need for special instruction The student's need for special instruction, such as Section 504 or special education and related services, can be met better at the school of origin		Student's need for special instruction The student's need for special instruction such as Section 504 or special education and related services, can be met better at the new school
	Length of anticipated stay in a temporary or permanent location The student's current living situation is outside the school of origin attendance area, but his/her living situation or location continues to be uncertain. The student will benefit from the continuity offered by remaining in the school of origin		Length of anticipated stay in a temporary or permanent location The student's current living situation appears to be stable and unlikely to change suddenly. The student will benefit from developing relationships with school peers who live in his or her community

NOTES:

DETERMINATION DATE: / /

NAMES INVOLVED IN DECISION MAKING:

DOO: YES

DOR: YES

BRIEF EXPLANATION:

BROOKVILLE AREA SCHOOL DISTRICT

Michele Confer, School Counselor/Homeless Liaison

Phone: (814) 849-1119 ▪ Fax: (814) 849-1131

Email: mconfer@basd.us



Written Explanation of McKinney-Vento Determination Procedural Safeguards Notice of Denial of Enrollment

Date: _____

In compliance with Sections 722(g)(3)(B)(iii) and 722(g)(3)(E) of the McKinney-Vento Act as amended by the Every Student Succeeds Act (Title IX, Part A, of P.L. 114-95), the following written notification addresses denial of a request for (select from list below):

- ☐ Eligibility – the student’s living situation does not meet the definition of homeless in
- ☐ McKinney-Vento Act for educational services.
- ☐ School Selection/Enrollment
 - ☐ school of origin _____ is not in the student’s best interest
 - ☐ school of residency _____ is not in the student’s best interest

This notice is provided to:

Parent/Guardian/Unaccompanied Youth: _____

Names of Student(s) for this determination: _____

This determination was based upon:

If you disagree, you have the right to appeal this decision by _____. You may submit the second page of this notice to the school district's homeless liaison. The liaison must provide you with the details of the dispute resolution process once an appeal is made.

Liaison’s Name: Michele Confer

Title: School Counselor/Homeless Liaison

Phone number: (814) 849-1119

Email: mconfer@basd.us

Signature: _____ Date: _____

Written Explanation of McKinney-Vento Determination Procedural Safeguards Notice of Denial of Enrollment

The school district hereby notifies the parent/guardian/unaccompanied youth of the following rights:

- The student listed has the right to enroll immediately in the school of choice (based on options mandated by McKinney-Vento) once an appeal is made pending resolution of the dispute.
- If the student(s) want to remain in the same school they were attending or the school they attended when they first became homeless, the student is entitled to transportation back to the prior school pending full resolution of the dispute if the placement (including any transportation involved) is feasible, reasonable and in the best interest of the student.
- You have the right to appeal this decision. You may do so by completing the third page of this notice or by contacting Pennsylvania's McKinney-Vento Homeless regional and or state coordinator at the information listed in Level 2 below.
- The family/unaccompanied youth can challenge the school district's decision by providing additional written material or by discussing the matter with the school, school district personnel, McKinney-Vento school district liaison or McKinney-Vento regional or site coordinator.
- The McKinney-Vento school district liaison can assist the family or youth in appealing the school district's decision. A copy of Pennsylvania's Education of Children and Youth Experiencing Homelessness Complaint Form is attached.
- You may seek the assistance of advocates or attorneys
- You may also ask for help from the Commonwealth's Office of General Counsel's.
- Dispute Resolution Program. This is a voluntary informal mediation process through which a trained impartial mediator helps parties reach a mutually acceptable resolution. Using mediation does not limit a family/youth's right to file a lawsuit before or after the mediation.
- For more information Visit the Homeless Education on the PDE Website.

Dispute Levels:

Level 1:

- You must contact the liaison to start the appeal by the date provided.
- You may explain your disagreement verbally and/or provide written documentation to support your position. You may use this form.

Level 2:

- If you are dissatisfied with the LEA's decision of your dispute you may file a complaint or appeal with the McKinney-Vento regional coordinator and or the state coordinator. Their contact information is: Region 6 (Armstrong, Blair, Cambria, Cameron, Centre, Clearfield, Clinton, Elk, Indiana, Jefferson, and Potter):
 - Sarah Schroth, Regional Coordinator, Email: sschroth@iu28.org Phone: 724-463-5300 x1203, and/or
 - State Coordinator: Storm Camara Email: scamara@pa.gov Phone: 717-772-2066

In lieu of filing an appeal with a McKinney-Vento coordinator, you may elect to appeal the LEA decision directly to a court of competent jurisdiction.



Pennsylvania' Education for Children and Youth Experiencing
Homelessness Dispute Letter/Complaint Form



Date:

Education for Children and Youth Experiencing
Homelessness (ECYEH) Regional Coordinator – Region 6

Dear Regional Coordinator:

My name is _____. My child(ren) attend school in the
_____ School District.

I need your help with the following problem(s). I have checked the box that fits my situation. I have included a brief statement in the space provided.

☐ The school district would not enroll my child(ren).

☐ Child(ren) couldn't begin school because they didn't have all their medical and/or school records.

☐ Child(ren) not permitted to stay in their current school.

☐ Special education testing/placement services denied or unavailable.

☐ School District will not provide transportation to stay in the current school.

☐ Other _____

☐ I have written on the reverse side what has already been done to help me. (Optional)

Please call me at (____) _____ or at (____) _____. Or, you can write to me at:
(print full address) _____

Thank you in advance for looking into this matter.

Parent/Guardian/Unaccompanied Youth Name

BROOKVILLE AREA SCHOOL DISTRICT

Michele Confer, School Counselor/Homeless Liaison

Phone: (814) 849-1119 ■ Fax: (814) 849-1131

Email: mconfer@basd.us



Caregiver Authorization Form

This form is intended to address the McKinney-Vento Homeless Assistance Act requirement that homeless children have access to education and other services for which they are eligible. The McKinney-Vento Homeless Assistance Act states specifically that barriers to enrollment must be removed. In some cases, a child or youth who is homeless may not be able to reside with his/her parent or guardian; however, this fact does not nullify the child's/youth's right to receive a free, appropriate, public education.

Instructions:

Complete this form for a child/youth presenting himself/herself for enrollment, while not in the physical custody of a parent or guardian.

- To authorize the enrollment in school of a minor, complete items 1 through 4 and sign the form.
- To authorize the enrollment, and school-related medical care of a minor, complete all items and sign the form.

I am 18 years of age or older and have agreed to fulfill the role of caregiver for the minor named below.

1. Name of Student: _____

2. Students Date of Birth: ____/____/____

3. My Name (adult giving authorization): _____

4. My Date of Birth: ____/____/____

5. My Home Address: _____

6. My Phone Number and Email Address: _____

7. My State Driver's License or Identification Care Number: _____

8. Check one:

_____ I am a grandparent, aunt, uncle, or other relative of this student

Relationship: _____

_____ I am not related to this student

9. Check one or both (for example, if one parent was advised and the other could not be located):

_____ I have advised the parent(s) or other person(s) having legal custody of the minor as to my intent to authorize medical care and have received no objection.

_____ I am unable to contact the parent(s) or legal guardian(s) at this time to notify them of my intended authorization.

I declare, under penalty of perjury under the laws of this state, that the foregoing information is true and correct. Signature:

_____ Date: ____/____/____



PARENT TRANSPORTATION AGREEMENT

Dear Parent/Guardian/Unaccompanied Youth,

Your child(ren) or you, (as an unaccompanied homeless youth), are currently eligible for services through the McKinney Vento program. Per the McKinney-Vento Homeless Assistance Act, transportation will be provided to your child(ren) or you, (as an unaccompanied youth), to and from school.

The following describes our agreement with you regarding transportation:

Pick-Up

Students must be at the bus stop, or selected location at the time provided **[Insert Time]** by the transportation department. Drivers can wait no more than 3 minutes from your scheduled time.

Drop-Off

An adult pre-approved by parents and guardians must be present at the bus stop or selected location to pick-up students too young to be left unsupervised. The transportation department will provide the time that the adult must be present for pick-up of students. Parents and guardians must notify the liaison or the transportation department if an adult, other than the parent or guardian, will be picking up the student. **[Insert Drop Off Time]**

Communication of Absences

If a student is going to be absent from school and therefore does not need transportation for part or all of a day, parents or guardians must call and inform the designated driver no later than **[Insert Time]** a.m. on the day of the absence. This allows the driver to adjust the route accordingly.

Driver's Name: **[Insert]**

Driver's Phone Number: **[Insert]**

Van/Bus Contractor, Name and Number: **[Insert]**

Violating the Pick-Up, Drop-Off, or Communication of Absences more than **[Insert Number] times could result in the loss of transportation services or other consequences.**

Behavioral Expectations

Students and parents are expected to follow the **[Insert District Name]** policies for student behavior. Disciplinary actions for students who violate the behavior policies will be followed, as they are for any student in the district. Parents are also being held to a code of behavioral expectations. The following situations will not be tolerated:

- Threatening, in any way, towards another adult or child.
- Damaging or destroying school property.
- The use of physical, verbal or written aggression towards another adult or child.

If **[Insert District Name]** fails to provide the agreed upon transportation services, the liaison should be contacted. Your liaison is **[Insert Name]** and may be reached at **[Insert Contact Info]**.

If a student's residence changes, the transportation department must be contacted immediately to allow for transportation to be arranged. Transportation requests and changes may take up to **[Insert Number]** days to be routed. Temporary transportation may be provided while routing is arranged. The transportation department may be contacted at: **[Insert Info]**.

Please sign below to acknowledge that you understand and agree with these expectations and terms.

Parent/Guardian/UHY Name (Printed)

Signature

Date

Name of LEA Homeless Liaison (Printed)

Signature

Date

TITLE IA SET ASIDE FUNDS – HOMELESS STUDENTS/McKINNEY-VENTO
REQUEST FORM

Date of Request: ____/____/____

Student's Name: _____ PA Secure ID: _____

Person Initiating Request: _____

Reason for Request: _____

Assistance Requested (List Not Inclusive):

- ☐ Items of clothing and shoes necessary for participation in classes
- ☐ Student fees that are necessary to participate in the general education program
- ☐ Personal school supplies
- ☐ The acquisition of birth certificates
- ☐ Immunizations
- ☐ Medical and dental services
- ☐ Eyeglasses and hearing aids
- ☐ Counseling services related to homeless issues that are impeding learning
- ☐ Extended learning time (before and after school, Saturday, summer)
- ☐ Extra-curricular activity fees
- ☐ Tutoring services, especially in shelters or other locations where homeless students are residing
- ☐ Parental involvement
- ☐ Fees for AP, IB, SAT/ACT, GED testing (for students' ineligible for the waiver)
- ☐ College Entrance Exam Fees
- ☐ Transporting students in temporary housing to and from their school of origin. Title I funds may not, however, be used to pay for transportation expenses that are reimbursed by the State.
- ☐ Other: _____

Comments: _____

District Liaison Approval/Print Name: _____ Date: ____/____/____

District Liaison Approval Signature: _____ Date: ____/____/____

Federal Programs or Designee Approval/Printed Name: _____ Date: ____/____/____

Federal Programs or Designee Approval Signature: _____ Date: ____/____/____

Initial to Indicate Receipt of Requested Assistance if Required from Purchase: _____

Note: Receipt of purchase must be returned to District Liaison within five (5) business days of the date the check was received for the approved purchase.

Check or Gift Card Received By/Print Name: _____ Date: ____/____/____

Check or Gift Card Received by Signature: _____ Date: ____/____/____

Date Receipt Returned: ____/____/____



2026-2027
Brookville Area School District
COACHES HANDBOOK

Board approval: 8/10/2026

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Notice Regarding Policies

The Board of School Directors of the Brookville Area School District is responsible for governing the affairs of the School District. As part of that endeavor, the School Board has promulgated policies that are maintained in a policy manual. It is your responsibility to read, understand, and comply with all School District policies as currently existing or as may be modified or added from time to time hereafter. A policy manual is located in the District Office and on the District website www.basd.us (under Quick Links, District Policy Manual).

If you have any questions concerning your rights or obligations under the policy manual, you are to contact your principal or the superintendent of schools.

The School District's policies are designed to establish the rules under which the School District will operate. They are not intended to confer contracted rights or rights that are enforceable by law.

Throughout this handbook, policies will be mentioned relating to numerous subjects. However, those policies are not included in this handbook. You may find the complete policies and administrative regulations at the locations listed above.

Nondiscrimination Statement

The Brookville Area School District, an equal opportunity employer, will not discriminate in employment, educational programs, or activities, based on race, age, creed, religion, gender, color, ancestry, national origin, sexual orientation, genetic information, handicap/disability, or military service. This policy of non-discrimination extends to all other legally protected classifications. Publication of this policy is in accordance with state and federal laws including Title VI and Sections 503 and 504 of the Rehabilitation Act of 1973. For information regarding civil rights, grievance procedures, or information on activities and facilities that are accessible to and useable by handicapped persons, contact the Superintendent of the Brookville Area School District, 104 Jenks Street, PO Box 479, Brookville, PA 15825, 814-849-1100.

In accordance with the Americans with Disabilities Act, reasonable accommodations will be provided. For complete policy, see School Board Policies on the web site www.basd.us (under QUICK LINKS) and click on District Policy Manual.

Brookville Area School District does not discriminate on the basis of sex, and prohibits sex discrimination, including sex-based harassment, in any education program or activity that it operates, as required by Title IX of the Education Amendments of 1972, 20 U.S.C. §§1681 *et seq.*, and its regulations, 34 C.F.R. Part 106. Individuals may report concerns or questions to the District's Title IX Coordinator. The District's full Title IX Notice of Nondiscrimination is located at <https://www.basd.us/title-ix-7fe95723>.

TOBACCO FREE SCHOOLS

In accordance with the Pro Children Act of 1994 no smoking/tobacco is permitted in any school building or on any school grounds. Smoking/tobacco use by adults outside school buildings on school grounds during any activity, including but not limited to, athletic events is strictly prohibited and could result in fines. Please refer to Policy 904 Public Attendance at School Events on the District's website.

HAZING

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

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

PAID COACH &/OR VOLUNTEER INFORMATION

***COACH/**VOLUNTEER APPLICATION** - Complete and sign the application, submit to the head coach or advisor of the program for which you will be assisting; he/she will sign it and return it to the Human Resources Secretary.

***State Police Report (\$22/free)** - Apply online with a credit card at <https://epatch.pa.gov>. You should get your results almost instantly. Print the results and submit to the Human Resources Secretary. (A paper application is also available upon request.) Paid coaches must pay the \$22. Volunteer clearances are free.

***Child Abuse Report (\$13/free)** - This may be done online or on paper. Online address is www.compass.state.pa.us/CWIS. Via paper - Follow the directions as indicated on the form. You may submit the application and money order to Rep. Brian Smith's office or mail it. When the results are received, please take the original to the Human Resources Secretary. Paid coaches must pay the \$13 for clearances. Volunteer clearances are free.

***FBI Fingerprinting Report (\$26.50)** - Paid coaches must get their FBI Fingerprinting Report. Register at <https://uenroll.identogo.com> (Service Code: 1KG6XN)

***DISCLOSURE STATEMENT - FOR VOLUNTEERS ONLY, WHO HAVE BEEN PA RESIDENTS FOR THE CONTINUOUS PAST 10 YEARS.**

ARREST/CONVICTION REPORT AND CERTIFICATION FORM - Read all pages. Complete and return the first page.

TB Test — All coaches/volunteers must have this done through your private physician at your cost or provide results completed within the past two months.

PHYSICAL AND DRUG SCREENING - All paid coaches must have a physical and drug screening. Please contact the Human Resource Secretary for the official physical form and information on approved drug screening sites.

POLICY PACKET/VIDEOS - Read the packet of information that you have received. You will be assigned trainings by the Human Resources Secretary through Safe Schools/Vector Solutions via email. Sign-off on the proper form and submit it to the Human Resources Secretary.

****CONCUSSION AND SUDDEN CARDIAC ARREST TRAINING** - These trainings are to be completed annually for all coaches. The concussion training will be assigned to your Safe Schools account. The cardiac training needs completed through NFHS (nfhslearn.com/courses/sudden-cardiac-arrest). Once this training is completed, you will need to forward the certificate of completion for this course to the Athletic Secretary/Human Resource Secretary. There is no need to pay for a certificate. Both trainings must be completed prior to the official start of practices.

MANDATED REPORTER TRAINING - As a coach or volunteer working directly with students, you are considered a Mandated Reporter. As such you are required to take three hours of training every five years. The two-part course will be assigned to your SafeSchools account. Once both parts are completed, the certificates will be printed by the Human Resources Secretary.

COACHES EDUCATION - All paid coaches and volunteers are required to complete a PIAA approved coaching education and first aid course. This is a one-time requirement within the first two years of being hired or approved. The courses will be assigned to your SafeSchools account.

***Must be updated every 60 months!**

**** Must be submitted annually prior to participating!**

Must provide written notice within seventy-two (72) hours after an arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.l)

BOOSTER CLUBS

Book: Policy Manual Section: 900 Community
Title: Booster Clubs Number: 915
Status: Active

Legal

1. Pol. 707, 2. Pol. 702, 3. Pol. 122.1, 4. Pol. 916, 24 P.S. 511 Adopted November 12, 1979, Last Revised August 18, 2014

Purpose

The Board recognizes and appreciates the cooperation, encouragement, and support given by booster organizations to various extracurricular activities of the schools. It is the Board's desire to maintain the continuing good relationship between the District and booster organizations to serve the basic educational goals of the School District.

Authority

Being the elected and responsible body in the directing of all educational programs and activities, the Board sets forth the following policy guidelines to maintain its legal and ethical responsibilities in relations with school booster groups.

If interested in starting a booster club, please see Policy 915.

ADMINISTRATIVE ORGANIZATION

ATHLETIC DEPARTMENT STAFF

Superintendent of Schools

1. Is ultimately responsible for all phases of the public school program
2. Delegates his/her power of administration of the interscholastic athletic program through the high school principal to the athletic director

High School Principal

1. Is responsible for all activities affecting students in his/her building
2. Is closely involved with the operation of the athletic program
3. Coordinates the athletic program with other school activities

Athletic Director

1. Directs the operation of the athletic program
 - a. is responsible for all league schedules
 - b. is responsible for transportation
 - c. is responsible for obtaining officials for games
 - d. is responsible for all schedule changes
2. Recommends, interviews and supervises all head coaches
3. Evaluates the athletic program and meets with the athletic staff annually
4. Participates in budget preparation for the athletic program

Coaches

1. Represent the school in interscholastic activities
2. Conduct their work within the framework of the goals of the school system, the policies and procedures of the department of athletics, and the regulations of the school district, Conference, and state athletic association
3. Strictly enforce eligibility rules
4. Determine team selections fairly
5. Consider athletics as part of the total educational program, encouraging athletes to work to their maximum ability in academics as well as in sports
6. Exhibit proper and exemplary behavior at all times
7. Implement the Code of Conduct for student athletes
8. Are entirely responsible for the guidance of students in their charge
9. Recommends all coaching staff to the Athletic Director

Line of Authority

1. Superintendent of Schools
2. High School Principal
3. Athletic Director
4. Head Coach
5. Assistant Coach

GUIDELINES FOR BEHAVIOR OF THE COACH, ADVISOR OR SPONSOR

1. Exemplify the highest moral character, behavior and leadership, adhering to strong ethical and integrity standards. Practicing good sportsmanship is practicing good citizenship!
2. Respect the integrity and personality of the individual athlete/participant.
3. Abide by and teach the rules of the game in letter and in spirit.
4. Set a good example for players and spectators to follow:
 - a. Please refrain from arguments in front of players and spectators;
 - b. No gestures which indicate officials or opposing coaches are incompetent;
 - c. No throwing of any object in disgust;
 - d. Shake hands with the officials and the opposing coaches before and after the contest in full view of the public.

5. Respect the integrity and judgment of contest officials. The officials are doing their best to help promote athletics and the student/athlete. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team in the eyes of all people at the event.
6. Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media. Please confine your remarks to game statistics and to the performance of your team.
7. Instruct participants and spectators in proper sportsmanship responsibilities and demand that they make sportsmanship the number one priority.
8. Develop a program that rewards participants and spectators for displaying proper sportsmanship and enforces penalties on those who do not abide by sportsmanship standards.
9. Be no party to nor permit others to use profanity or obscene language, or improper actions.
10. Provide appropriate supervision for all athletes/participants.

PLAYOFF PARTICIPATION

Any District IX playoff considerations will require the approval of the athletic director and principal. If a team fails to reach a .500 record they will have to have defeated a minimum of one team that achieved a .500 record throughout the year.

COACHES CODE OF ETHICS

NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each child should be treated as though they were the coaches' own and their welfare shall be uppermost at all times. In recognition of this, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

The coach must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.

The coach must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should authorize their use.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.

Coaches shall actively use their influence to enhance sportsmanship by their spectators, working closely with booster clubs, yearbook, and administrators.

Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct that will incite players or spectators against the officials. Public criticism of officials or players is unethical.

Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.

A coach shall not exert pressure on faculty members to give student athletes special consideration.

It is unethical for coaches to scout opponents by any means other than those adopted by the league and/or state high school athletic association.

COACHES AREA OF RESPONSIBILITY

Failure to Teach

Coaches are responsible for teaching fundamentals and protective skills in their particular sports.

1. Teach athletes to protect themselves.
2. Teach proper fundamentals.
3. If an athlete is praised or encouraged for doing something improperly it will come back to haunt you.
4. Negligent entrustment (entrusting authority/activity who is not qualified to carry out that particular authority/activity).
 - a. Assistant coaches
 - b. Volunteer coaches

Failure to Properly Supervise

1. If you are not there, you will be liable.
2. The more hazardous or the more contact, all the more closely the activity must be supervised. (Senior captain must never supervise any drill.)
3. You must be at least immediately accessible.
 - a. Accessible to all aspects of practice or activity.
 - b. Systematic overseeing of the practice or activity, (head coach spends time here and there).
 - i. Systematic supervision
 - ii. Written itinerary
 - iii. Emergency policies
 - iv. Locker rooms rules/regulations, posted.

School Policy

Coaches must know school policy in every situation

1. If there is no school policy, go to the principal/superintendent.
2. If you fulfill school policy, you automatically fulfill your duties as a reasonable, prudent administrator or coach.
3. Know if you have school policy and do not deviate from it.
4. Adopt the policy rules of the superior administrative agencies.

Documentation

Should an injury take place, injury needs to be reported to the athletic trainer prior to the next event or practice.

Reasons for Coach and Administrator Liability

1. Failure to supervise an activity, including practices, weight rooms and during transportation.
2. Negligently entrusting a duty to a non-board approved individual.
3. Failing to teach protective skills.
4. Failing to provide and maintain a safe coaching and playing environment.
5. Failing to inspect, repair, and recondition equipment properly.
6. Failing to ensure each athlete has received and submitted a PIAA required physical.

COACHING EXPECTATIONS AND RESPONSIBILITIES

Coaches' Professional and Personal Relationships and Expectations

The need for precise job description specifications is becoming obvious with the stronger emphasis on credibility and accountability in coaching. There is a definite need for precise criteria to measure coaching accomplishments within the framework of the School District objectives for their activity programs. These major performance areas stand out above others:

1. Rapport - A coach must be able to develop a good rapport with any number of individuals and groups; team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches in the conference, media representatives and the parents of his/her players, Good rapport and an image of competency are invaluable for the coach.
2. Cooperation - The district expects a maximum of cheerful give and take between all individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with their athletic director, principal and other members of their staff.
3. Leadership Diligence, enthusiasm, honesty and a love for the game are all part of a professional pride that should be exhibited by any coach. Personal appearance, dress, physical condition — all should be exemplary. Dressing appropriately for practice, following practice schedules and building positive attitudes are very important.
4. Discipline - Every facet of discipline is the coach's responsibility. Individually, the coach becomes a model of all that the program represents — observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season — at home and away, and the conduct of the crowd especially where the student body is concerned. Desire to do well, to win well, and to lose well, should be emphasized. Staff, players and spectators should be motivated toward established goals.
5. Improvement - A coach must constantly take advantage of opportunities presented for self-improvement. Attendance at the rules interpretation meeting and any league all-conference meetings are required by the head coach or their designee. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and fuller performance. Keeping abreast of current literature in professional journals, newspapers and magazines, and utilizing enrichment material available in other media forms is also expected.

Coaching Techniques

1. Use sound and acceptable teaching practices.
2. Run well-organized practice sessions.
3. Complete pre-season planning well in advance of the starting date.

4. Adhere to a highly efficient and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communications with patient, parents and athletic trainer.
5. Construct a well-organized game plan.
6. Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement. All purchasing should be accomplished through the allocated budget. Stipends will be issued when all equipment including uniforms is collected. List of student athletes will be turned in with who did not hand uniform in.
7. Keep assistant coaches, student managers and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people and others similarly involved in the overall program.

Coaches' Responsibilities

To the players on the team:

The main reason for having athletic teams within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplishing this aim. We must promote and teach only clean, aggressive and fair play, while stressing good sportsmanship at all times. The coach must be the leader and set the example.

The coach should be fair and unprejudiced with players, considering their individual differences, needs, interests, temperaments, aptitudes and environments.

Players have a right to expect coaches to have a genuine and up-to-date knowledge of that which they propose to teach.

The safety and welfare of players should always be uppermost in the coaches' minds.

The coach's primary responsibility is to the individual, boy or girl. Please give the athlete's family concerns consideration as well.

Physical Plant:

Each coach is responsible for the following:

1. Keeping practice areas and locker rooms in order.
2. Storing equipment neatly and using equipment properly. Pride in the equipment and facilities are of primary importance to all athletes and coaches.
3. Keeping storage areas locked.

ATHLETIC INJURIES

Medical Aspects and Safety Responsibilities

1. Act 101 of 2011 created the Safety in Youth Sports Act and established standards for the management of concussions and head injuries to student athletes. Pursuant to the Act, the Department of Health and Education must make information about concussions available to students, parents/guardians and coaches. A school may hold an informational meeting for students and other interested individuals.
Coaches are required to annually complete a concussion management training course.
2. Act 59 — the Sudden Cardiac Arrest (SCA) Prevention Act requires coaches to complete annual training in Sudden Cardiac Arrest.
3. Injuries to athletes will occur in interscholastic athletics at all levels regardless of the amount of precautions taken; such as safe playing conditions, proper coaching techniques, the best safety equipment and the required warnings of injury.
4. In the event a trainer or doctor is not present, the coach in charge of the activity is to assume the responsibility. He/she must be prepared to recognize and properly administer first aid or refer injuries to the appropriate medical personnel. Coaches are encouraged to have CPR/First Aid training.
5. No member of the coaching staff should overstep his/her bounds and attempt to diagnose or treat an injury. Since athletes are bound to have injuries, the coach must understand first aid and be ready to administer it. In addition to knowing what to do, he/she should know what not to do.

Emergency Procedures

1. Check for consciousness and the vital signs (breathing and pulse); look for abnormally displaced body parts. If unconscious, assume the injured athlete may have a spinal injury.
2. Take appropriate steps to control excessive bleeding.
3. Movement of the injured should be kept to a minimum.
4. Keep the injured as warm and comfortable as possible, except with heat related illnesses.
5. When there is any question as to the extent, seriousness or nature of the injury by the trainer/coach, seek professional medical help immediately. Call 911.
6. Notify the athletic trainer of the injured athlete immediately.
 - a. Parents should assume the responsibility of contacting the family physician for any injury.
 - b. Less serious injuries have parents provide transportation for necessary medical attention.
 - c. In more serious injuries and professional medical help is not readily available, the EMS should be called.
7. The EMS phone number is 911.
8. The athletes' parents' home and work phone numbers, other contact person, preferred physician and preferred hospital are listed on the "Emergency Medical Authorization" form that is carried at all times in the team's medical kit.
9. If the parents are not available, a member of the coaching staff will accompany the athlete to seek the necessary medical attention, taking the Emergency Medical Authorization form. He/she should continue to try to contact the parents.
10. Notify parents of all noticeable injuries, illnesses, infections, etc. The parents should always make contact with the family physician.

Accident/Injury Report Procedures

Reporting procedures

1. The trainer will complete the "Athletic Injury Report" form immediately following all athletic injuries or accidents that involve any student under their control during a practice, contest or while traveling to or from a contest retaining their copy.
2. The trainer shall list the injury on the log that is maintained for that purpose. Coaches should follow-up on all injuries by attempting to personally contact the parent.

Return to participation

Athletes that have been out of action for a time because of illness or injury, and were under the treatment of the trainer or family physician, must have a written statement allowing return to competition.

Concussion Information/Procedures (Effective July 1, 2012)

Act 101 of 2011 created the Safety in Youth Sports Act and established standards for the management of concussions and head injuries to student athletes. Pursuant to the Act, the Department of Health and Education must make information about concussions available to students, parents/guardians and coaches. A school may hold an informational meeting for students and other interested individuals. Coaches are required to complete a concussion management training course annually.

An athlete must be removed from the field of play if he/she exhibits symptoms of a head injury and may not return to play until an "appropriate medical professional" evaluates the student and provides written clearance to return. The definition of "appropriate medical professional" includes a licensed or certified healthcare professional trained in the evaluation and management of concussions and designated by a licensed physician who is trained in the evaluation and management of concussions. (The athletic trainer is NOT considered a licensed or certified healthcare professional.)

The Act further provides that the Board shall establish minimum penalties for a coach found to be in violation as follows:

- (1) For a first violation, suspension from coaching any athletic activity for the remainder of the season.
- (2) For a second violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.
- (3) For a third violation, permanent suspension from coaching any athletic activity. .

In order to provide a higher standard of care to the district's student-athletes, this policy provides information on concussions, concussion symptoms, and the return to play criteria. The information is for all sports and athletes of the district.

What is a Concussion?

A concussion is a bruise of the brain. It can happen in any sport. Concussions can take a variable amount of time to recover from. Each person's recovery and symptoms can be different. One person may feel better in a few days while others may take months. Rest is the only true way to recover. Grading of concussions, that is, grade one, grade two, or grade three, have been eliminated. A concussion is a concussion. "Getting my bell rung" is no longer a proper term for concussion management. If a person is experiencing symptoms, then they have a concussion.

Symptoms of a Concussion

This is a list of symptoms that athletes may report feeling. People may feel one, all, or a few symptoms:

- Headache or Pressure in the head and Dizziness
- Ringing or buzzing sounds
- Nausea or Double vision
- Blurry vision
- Sensitivity to light or noise
- Vision that is blurred around the edges
- Memory problems
- Feeling unstable while walking
- Mental fogginess

These are symptoms observed by medical personnel/parents/coaches:

- Anxiety
- Blank Stare
- Irritability
- Personality Changes
- Easily forgets things
- Loss of consciousness
- Slow responses
- Confusion
- Balance Problems

Return to play criteria

Any athlete who sustains a concussion or is suspected of sustaining a concussion will not be allowed to participate for the remainder of the event/day. This applies to Brookville student athletes and visiting teams' athletes.

After the initial evaluation, Brookville Area School District athletes will have a Concussion Management Plan created for them by the Athletic Trainer. It will have all the symptoms and follow up questions. Athletes will have to report to the Athletic Trainer every day for symptom updates. If an athlete fails to attend these sessions, coaches will be notified and they will not be allowed to participate in practices/games.

To be able to return to the sport the athlete must meet all of the following criteria:

- A note from a MD or DO clearing them for play
- 24 hours symptom free at rest
- Normal Impact test scores
- A step system of exertion tests where the athlete is symptom free for each step. There will be 24 hours between steps. If symptoms should occur during any of these steps, the testing will be stopped and the athlete will attempt the same step 24 hours later as long as the athlete is asymptomatic.

Impact Testing Information/Procedures (Effective Date: August 17, 2020)

The Impact concussion testing program is a tool used for the evaluation of concussions. It is one of many tools used to evaluate return to play criteria for student athletes. The Impact test is not a tool for diagnosing concussions. Normal Post Injury Impact test scores do not alone determine return to play readiness of an athlete (see Concussion Policy).

At Brookville Area School District, athletes must complete the Baseline Impact test prior to participation in a sport (practice or game). All athletes must take the Impact Baseline test prior to the first year for either a middle school (7th and 8th grade) or varsity sport.

The athletes must retake the Impact Baseline test prior to participation in athletics in their 10th grade year. This retake must be taken regardless of when they took the Impact Baseline test prior to their 10th grade season.

SUDDEN CARDIAC ARREST INFORMATION AND PROCEDURES

What is sudden cardiac arrest?

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA is NOT a heart attack. A heart attack may cause SCA, but they are not the same. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the heart to suddenly stop beating.

If not treated within minutes, SCA results in death. The normal rhythm of the heart can only be restored with defibrillation, an electrical shock that is safely delivered to the chest by an automated external defibrillator (AED).

How common is sudden cardiac arrest?

The Centers for Disease Control and Prevention estimate that every year there are about 300,000 cardiac arrests outside hospitals. About 2,000 patients under 25 die of SCA each year.

Are there warning signs?

Although SCA happens unexpectedly, some people may have signs or symptoms, such as:

- Dizziness;
- Lightheadedness;
- Shortness of breath;
- Difficulty breathing; racing or fluttering heartbeat (palpitations);
- Syncope (fainting);
- Fatigue (extreme tiredness);
- Weakness;
- Nausea/vomiting; and
- Chest pains.

These symptoms can be unclear and confusing in athletes. Often, people confuse these warning signs with physical exhaustion. SCA can be prevented if the underlying causes can be diagnosed and treated.

What are the risks of practicing or playing after experiencing these symptoms?

There are risks associated with continuing to practice or play after experiencing these symptoms. When the heart stops, so does the blood that flows to the brain and other vital organs. Death or permanent brain damage can occur in just a few minutes. Most people who experience SCA may die from it. Symptoms are the body's way of indicating that something might be wrong. Athletes who experience one or more symptoms should get checked out.

What is the best way to treat Sudden Cardiac Arrest?

- Early Recognition of SCA
- Early 9-1-1 access e Early CPR
- Early Defibrillation
- Early Advance Care

Act 59- the Sudden Cardiac Arrest Prevention Act (the Act)

The Act is intended to keep student athletes safe while practicing or playing. The Act requires:

- Any student athlete who has signs or symptoms of SCA must be removed from play. The symptoms can happen before, during or after activity. Play includes all athletic activity.
- Before returning to play, the athlete must be evaluated. Clearance to return to play must be in writing. The evaluation must be performed by a licensed physician, certified registered nurse practitioner or cardiologist (heart doctor). The licensed physician or certified registered nurse practitioner may consult any other licensed or certified medical professionals.

Blood Donation Information/Procedures for Athletes

(Effective date: August 1, 2011)

Blood donation is a great way to help out neighbors and any person who needs blood. Blood banks need blood more at different times of the year. Blood donation also takes a toll on an athlete's body, young or old. With that in mind, the Athletics Department makes the following policy on blood donation.

When an athlete gives blood, they lose hemoglobin. Hemoglobin are the cells that carry oxygen to the muscles in the bloodstream. With less hemoglobin in the blood, muscles can't get the same amount of oxygen as if the person did not give blood. The body's system is less efficient. Research by Dr. Lambeti, internist and hematologist, of Boston, MA, found that an athlete's maximal exertion capacity was affected negatively by giving blood. Dr. Adnar, another hematologist from Framingham MA, found that blood levels replace themselves enough for athletes after 24-48 hours. Research has found that sub-maximal exercise is not affected by blood donation. The American Red Cross recommends avoiding strenuous activity for the rest of the day of donation.

An athlete will not be allowed to give blood on the day of a competition. If an athlete donates blood on the same day as a competition, the athlete will not be allowed to participate in the contest.

If an athlete wishes to donate blood on the day of a practice, they are allowed to do so. If the athlete does this the following recommendations are made:

- The athlete should give blood as early in the day as possible. This will allow more time for the athlete to recover before practice.
- The athlete should aggressively re-hydrate themselves. More fluids help the body to recover.
- If the athlete should happen to feel dizzy, lightheaded, or weak, the coach should be made aware of the situation immediately so rest and treatments can be given.

Play After a Doctor Visit Information/Procedures

(Effective Date: August 1, 2011)

The Athletic Department and Sports Medicine Department have instituted a policy on return to play after a doctor's visit in order to clarify policies and procedures for the athletes and parents.

According to the PIAA Constitution Article 10, Section 2B, the schools have the responsibility to stop athletes from returning to play after a doctor visit without a note or communication from that doctor. This ensures accurate communication among the school, parents, athletes, and the doctor.

The school requires written confirmation from the doctor on return to play status in order for the student to resume practice and/or play. This information will be submitted to the Athletic Trainer and retained in the student's records.

The PIAA recognizes Authorized Medical Examiners. The PIAA defines an Authorized Medical Examiner as: Doctors, MD or DO, or by extension Physician Assistants.

Permissions solely from physical therapists or chiropractors will not be accepted without an attached order from the doctor as defined above.

Health and Safety Concerns

All head coaches will meet with the athletic trainer to discuss any special health needs or concerns with their rosters. In some cases, it could require the coach to receive additional training to ensure the safety of their athletes.

SQUAD SELECTION

Philosophy

In accordance with our philosophy of athletics, and our desire to secure as many students as possible participate in the athletic program and other extracurricular activities, we encourage coaches to keep as many students as they can without unbalancing the integrity of their sport. Obviously, time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing policy in this regard, please strive to maximize the opportunities for our students without diluting the quality of the program.

Cutting Policies

Responsibility

1. Choosing the members of athletic squads is the sole responsibility of the coaches of those squads.
2. Lower level coaches shall take into consideration the policies as established by the Head Coach in that particular program when selecting final team rosters.
3. Prior to trying out, the coach shall provide the following information to all candidates for the team:
 - a. Extent of try-out period
 - b. Criteria used to select the team
 - c. Number to be selected
 - d. Practice commitment if they make the team
 - e. Game commitments Procedure
4. When a squad cut becomes a necessity, the process will include two important elements:
 - a. Have had the opportunity to compete in a minimum of five practice sessions.
 - b. Be personally informed of the cut by the coach and the reason for the action.
5. Cut lists are not to be posted.
6. Coaches will discuss alternative possibilities for participation in the sport, or other areas in the activities program
7. If a coach foresees difficulties arising as a result of squad cuts, he/she should discuss the situation with the Athletic Director.

DUTIES OF A COACH

1. Provide safe environments
2. Properly plan an activity
3. Work with medical personnel to evaluate the athlete's availability
4. Match or equate athletes
5. Provide or maintain proper effective equipment
6. Warn of inherent risks of a sport
7. Supervise closely
8. Know and use emergency procedures and first-aid
9. Keep adequate records
10. Know, document, post operational school policies

PRACTICE SESSIONS

Participant requirements prior to first practice:

1. All eligibility requirements have been satisfied
2. Completed physical examination form
3. Has an impact baseline test on file.

Practice Policies:

1. During the school year practice sessions may not begin prior to 2:35 and 12:35 on Fridays. Deviation from this schedule must be principal approved.
2. The morning following the first official practice, each coach shall submit a "squad roster" to the Athletic Director of all candidates trying out.
3. Practice sessions shall be scheduled so as to create the minimum amount of daily conflict with normal family activities of the participants.
4. Practice sessions should be well planned and structured.
5. Any days when the athletes are in school coaches are to limit their practice times to 2¼ hours. If a coach would have a special circumstance that requires a longer session, it must be approved prior to that practice.
6. In sports where it is necessary to schedule separate, back-to-back practices due to a lack of facilities, the last practice session must be concluded by 10 p.m.
7. Coaches and managers should be the first to arrive and the last to leave the practice sessions. At no time are athletes allowed to practice by themselves.
8. All equipment used in practice sessions shall be returned to its proper storage location at the end of each practice. The practice area must be policed and secured
9. A student absent or late to school may not practice on that day unless:
 - a. An acceptable doctor's excuse is submitted to the Main Office.

- b. The principal grants permission.
 - c. He/she has attended an approved college visitation day and submits documentation to the coach.
10. A student may not participate in game if they arrive at school after 9:00 a.m. without an approved excuse.

GUIDELINES FOR THE USE OF SCHOOL VANS

School owned vans are available for use during both in season and out of season. A list of dates requesting the use of the van(s) need to be submitted to the athletic secretary for scheduling purposes. Van usage will be subject to availability.

Drivers of the school van must submit to the athletic office a completed driver information form (available in the athletic office or by request), copy of the driver's state issued driver's license and a copy of the driver's personal vehicle insurance card. This information must be received prior to being able to use the van. Approved drivers are only paid coaches/employees of BASD and over the age of 18.

GUIDELINES FOR THE USE OF SCHOOL BUSES

Bus Guidelines

1. A minimum of two (2) coaches, including volunteers, should, when possible, accompany the bus when a sports team is on the road.
2. A first aid kit must accompany all athletic trips and contain the "Emergency Medical Forms" for each athlete.
3. The coaches will assume all responsibility for conduct and discipline on the bus in conjunction with the driver who is ultimately in charge.
4. All athletes should be instructed to be at the point of departure 15 minutes prior to the designated time.
5. Athletes who miss the bus and arrive at the contest later shall not be permitted to participate.
6. The coaches are responsible to see that the bus is left in a clean condition.
7. All students are expected to dress appropriately for out-of-town trips.
8. All participants are expected to conduct themselves in an appropriate manner at all times on activity trips. Foul language or obscene actions will not be tolerated. Gambling in any form will not be allowed.
9. Coaches must position themselves on the bus in a manner to assure appropriate conduct of the students/athletes.
11. Only assigned personnel may ride on school transportation. No spectators or coaches' family members are permitted.
12. Coaches are to instruct their athletes not to wear spikes or cleats inside school transportation.
13. Bus radios, if permitted, will not be played at an excessive noise level.
14. The emergency door shall only be used in case of emergency or unless authorized by the driver.
15. The coaches shall see to it that the locker room of the host school is left in a clean and orderly condition with no damage. Report any incidents involving team members to the Athletic Director as soon as possible.
16. All students shall return home on the same bus or vehicles in which they traveled to the contest. The only exceptions would be if they have secured a travel release.

17. Students will not be permitted to drive to or from an event for any reason, unless receiving prior written approval by principal from parent/guardian. They can be transported by parents under special circumstances with prior approval.

Trip Cancellation

When it is necessary to cancel a trip due to weather or road conditions, the decision will be made by the Athletic Director and building principal. All parties concerned should be notified immediately if the decision is made to cancel.

Overnight Trips — Lodging and Meal Policy

Booster Club sponsored overnight trips during the school year must obtain board approval. After obtaining approval from the Board of Education, the coach of a squad making an overnight trip (or a trip of longer duration), must forward a form letter to parents of the players involved, giving the following information:

1. Purpose of trip
2. Date and time of departure
3. Date and estimated time of arrival home
4. Where squad will be housed
5. How parents may contact players by telephone in case of an emergency
6. Method of travel. If transportation is by private cars, include the names of adult drivers and the squad members who will be riding in each of their cars.
7. Whether or not the school will defray all expenses of travel, board and lodging. If players must defray a portion of the aforementioned expenses, indicate the amount assessed each player.
8. The coach must also include at the bottom of this form letter to the parents, or on a separate sheet of paper, a parental consent form granting permission for the student to go on the trip indicated. Signed permission slips must be returned to the coach, who in turn, will submit them to the Athletic Director to be placed on file in the athletic office.

Food expenses

1. All team meals will be paid by the coach in charge from cash as advanced by the district athletic fund or by credit card then reimbursed to the coach.
2. Meals will be limited to \$7.00 for breakfast, \$10.00 for lunch and \$13.00 for dinner per traveling member, plus tips.

Charter Buses

1. The Booster Club, other organizations, or individuals will pay the difference between the cost of a school bus and the charter bus.
2. PIAA District and state games will be reviewed on an individual game basis.

INVENTORY OF EQUIPMENT

Procedures for Inventory of Equipment

Head coaches will be responsible for the care, issuing and storage of athletic equipment and uniforms for their programs.

1. The head coach shall provide to the Athletic Director an Equipment-Uniform Check-Out Sheet showing the items issued to each team member at the start of each season. All uniforms shall be marked for permanent identification.
2. Head coaches shall submit their athletic inventories to the Athletic Director within two weeks of the end of the season or at their post-season evaluation conference.
3. Once equipment and uniforms have been used to a point where they are no longer serviceable, the following procedure will be used for disposal:
 - a. Rejected football helmets will be turned into the Athletic Department for disposal.
 - b. Booster Clubs may purchase new jerseys if they want the seniors to be able to keep their jerseys.
4. Uniforms - if in any sport, an athlete is required to purchase a portion of the game uniform, it will become their property.
5. Equipment - All athletes are responsible for the proper care and security of equipment issued to them. School-furnished equipment is to be worn only for contests and practice. All equipment and uniform not returned in good condition at the end of the season will be subject to a financial restitution.
6. All equipment and uniforms are to be stored on BASD premises.

During the season all equipment shall be secured in the proper storage areas after each contest or practice. Within the two-week inventory period at the season's end, all equipment and uniforms shall be cleaned and stored in the designated areas until the following year.

Head Coaches or Assistant Coaches will not receive their pay until all equipment (in their sport) is accounted for and all required reports have been properly completed and submitted.

ATHLETIC AWARDS POLICY

The criteria for "lettering" for each sport is listed below and must be explained to the athletes at the beginning of the sports season. In special circumstances the head coach may award a letter to an otherwise deserving participant. Seniors, in their primary sport, can be awarded a varsity letter providing they finish the season in good standing.

Baseball

In order to receive a Varsity letter a player must meet one of the requirements listed below:

1. Play in half of the total varsity innings in the regular season games prior to being injured.
2. Pitch in a quarter of the Varsity teams regular season games.

Boys' Basketball

A player letters when he/she meets the following criteria:

1. The athlete must play at least one-half of the total quarters for the season.
2. The athlete must play at least half the quarters of the regular season prior to being injured.

Girls' Basketball

A player letters when he/she meets the following criteria:

1. The athlete must play at least one-half of the total quarters for the season.
3. The athlete must play at least half the quarters of the regular season prior to being injured.

Cross Country

Any athlete scoring (placing in the top five) four times in one season will receive a letter.

Football

A player letters when he/she meets the following criteria:

1. The student athlete must play at least one series per quarter for half the quarters of the season.
2. The student athlete must play at least one series per quarter for half of the quarters of the season prior to being injured.

Boys' Golf

In order to receive a varsity letter, the athlete must score in half of the golf matches.

Girls' Golf

In order to receive a varsity letter, the athlete must score in half of the golf matches.

Boys' Soccer

In order for an athlete to receive a varsity letter, he must play in half of the total minutes.

Girls' Soccer

In order for an athlete to receive a varsity letter, she must play in half of the total minutes.

Softball

A student-athlete will receive a letter if she plays in at least 50% of the total varsity innings played for the season.

Swimming

In order for a swimmer to letter, they must qualify for districts; or earn 11 points during the season.

Boys' Track

An athlete must earn 11 points during the regular season or qualify for the District 9 meet.

Girls' Track

An athlete must earn 11 points during the regular season or qualify for the District 9 meet.

Volleyball

Letter winners will be determined based on the number of games they play in. To earn a varsity letter, a player must play in half of the regular varsity season games played by the team. For example: In a typical week, we play two matches, which could result in 10 games. A player would have to play in 5 of those 10 games to letter.

Wrestling

In order to letter in the sport of wrestling a varsity wrestler must appear in 15 bouts.

THE FUNDAMENTALS OF SPORTSMANSHIP

PIAA and its member schools are strongly emphasizing the importance of GOOD SPORTSMANSHIP. The one thing we need to realize is that many people have not had GOOD SPORTSMANSHIP explained to them. Hopefully the following will help everyone to understand their responsibilities at an athletic contest.

GAIN AN UNDERSTANDING AND APPRECIATION FOR THE RULES OF THE CONTEST.

The necessity to be well informed is essential. Know the rules. If you are uninformed, refrain from expressing opinions on officials, coaches, or administrative decisions. The spirit of GOOD

SPORTSMANSHIP depends on conformance to a rule's intent as well as to the letter of a given rule.

EXERCISE REPRESENTATIVE BEHAVIOR AT ALL TIMES.

A prerequisite to GOOD SPORTSMANSHIP requires one to understand his/her own prejudices that may become a factor in his/her behavior. The true value of interscholastic competition relies upon everyone exhibiting behavior that is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others whether you are aware of it or not.

RECOGNIZE & APPRECIATE SKILLED PERFORMANCES REGARDLESS OF AFFILIATION.

Applause for an opponent's good performance displays generosity and is a courtesy that should be regularly practiced. This not only represents GOOD SPORTSMANSHIP but also reflects a true awareness of the game by recognizing and acknowledging quality.

EXHIBIT RESPECT FOR THE OFFICIALS.

The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all those involved in the contest are a part of the game. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of GOOD SPORTSMANSHIP is to accept and abide by the decision made. This value is critical for students to learn for later application in life.

DISPLAY OPENLY A RESPECT FOR THE OPPONENT AT ALL TIMES.

Opponents are guests and should be treated cordially, provided with the best accommodations, and accorded tolerance at all times. Be a positive representative for your school, team, or family. This fundamental is the Golden Rule in action.

DISPLAY PRIDE IN YOUR ACTIONS AT EVERY OPPORTUNITY.

Never allow your ego to interfere with good judgment and your responsibility as a school representative. Regardless of whether you are an adult, student, athlete, coach, or official, this value is paramount since it suggests that you care about yourself and how others perceive you.

"SPORTSMANSHIP: THE ONLY MISSING PIECE IS YOU!"

BROOKVILLE AREA SCHOOL DISTRICT ACTION PLAN FOR SPORTSMANSHIP

I. Unsportsmanlike Conduct — Definition:

Unsportsmanlike Conduct by student-athletes is defined as conduct while representing the Brookville Area School District that 1) results in an individual and/or team penalty for unsportsmanlike conduct; 2) is disrespectful to the officials, coaches, opponents, teammates, school district staff or individuals attending the sporting event; or 3) violates a team rule, School District, District IX or Pennsylvania Interscholastic Athletic Association (PIAA) Policy or Procedure regarding sportsmanlike conduct. Examples of unsportsmanlike conduct include, but are not limited to, the following: Use of vulgar or rude language; fighting; cursing; vulgar or rude gestures; taunting; disrespect; intentional violation of the rules; booing, taunting, or other behavior intended to interfere with the orderly progression of an event; negative personal comments regarding an athlete; his or her family; appearance or performance•, and, the throwing of objects that are reasonably capable of inflicting bodily injury.

II. Narrative Outline of Responsibility in Dealing with Unsportsmanlike Behavior

a. Head Coach as Primary Responder .

Each head coach is primarily responsible for the conduct of the student athletes under his/her supervision. When a student-athlete engages in unsportsmanlike conduct, the head coach will do the following: Investigate the unsportsmanlike conduct; speak with all student-athletes involved; notify the parent(s) of all student-athletes involved in unsportsmanlike conduct; issue appropriate discipline to each student-athlete involved in the unsportsmanlike conduct, and notify each student-athlete that the coach's written report will be turned over to the principal and athletic director for immediate review. The head coach should also advise the student-athlete that he or she may face additional discipline from the principal and/or athletic director once they have reviewed the coach's report. A head coach who fails to comply with these outlined procedures shall be subject to disciplinary measures.

b. Administrative Response

Each head coach is responsible for investigating and reporting unsportsmanlike conduct to the high school principal and athletic director. Upon receipt and review of any report provided by the head coach, the high school principal and athletic director can impose additional discipline upon a student-athlete for unsportsmanlike conduct. Depending upon the severity of the unsportsmanlike conduct, a student-athlete may receive the following forms of punishment:

- Verbal or written reprimand from the head coach, principal and/or athletic director;
- Suspension from practice and/or individual or team events;
- Removal from the team;
- Any other student disciplinary action available under school district policy or procedure regarding student conduct and discipline.
- Also, student-athletes found to have engaged in unsportsmanlike conduct shall write appropriate letters of apology to individuals identified by the head coach, principal and/or athletic director. Failure to write appropriate letters shall result in additional discipline.

III. Responsibility of Fans

Spectators attending sporting events in which student-athletes of the Brookville Area School District are participants shall conduct themselves in a sportsmanlike manner so as to reflect positively upon the school district and community. Likewise, the Board of School Directors of the Brookville Area School District expects all spectators attending sporting events hosted by the school district to conduct themselves in a sportsmanlike manner. Any individual attending a sporting event in which the Brookville Area School District participates, whether the event is held on school district property or property under the supervision and control of the Brookville Area School District, shall abide by all applicable school district policies and procedures.

IV. District Response to Fan Unsportsmanlike Conduct

If an individual fails to comply with any school district policy or procedure, appropriate action will be taken by the school district, including, but not limited to the following: verbal warning; verbal direction to leave the premises; notification of local law enforcement and where appropriate, the issuance of criminal charges; notification of the school district represented by the individual; and prohibition from attending future sporting events hosted by the Brookville Area School District.

V. Summary Statement

In addition, the Brookville Area School District considers the obligation to promote sportsmanlike conduct in its student-athletes and spectators, as well as the obligation to control and eliminate unsportsmanlike conduct to be a joint and shared obligation between all school districts. The Brookville Area School District has established policies and procedures which govern the conduct of its student-athletes and spectators representing the Brookville Area School District while they attend sporting events hosted by the Brookville Area School District as well as all other sporting events hosted by other school districts, District IX and/or the PIAA.

Prevention Strategies:

1. At the annual head coach meeting, the athletic director will discuss the sportsmanship action plan with the coaches.
2. The athletic director will attend preseason team meetings with each team to discuss the action plan.
3. A PIAA official will be asked to speak to each team concerning rule changes and sportsmanship behavior,
4. The athletic director will discuss good sportsmanship behavior with the presidents of the booster clubs at a Raider Booster Club Meeting.
5. Booster presidents will emphasize to their members the importance of setting a good example for our students and athletes at athletic events.

Eligibility Requirements

When a student fails to meet the PIAA standard of passing four full time classes regardless of the student's credit load, the student will be deemed ineligible to participate in any extracurricular activities for a period of one week beginning Sunday of the next week through Saturday of that week. (For additional information, please refer to Administrative Regulation #123 — Eligibility Requirements.)

1. The weekly evaluation of a student will be based upon a cumulative grade for the marking period (not cumulative for the school year).
2. At the end of each marking period, a student must have earned passing grades in at least four full time classes in order to be eligible. The period of ineligibility for students who fail to meet this standard will be for fifteen school days. The period of ineligibility will begin the day report cards are issued.
3. Year-end grades will be used to determine eligibility for the following school year. A student must have earned passing year-end grades totaling at least five credits consisting of major and minor subjects in order to be eligible in the following year. The period of ineligibility will be for 15 school days during the first grading period of the next school year. A student may regain eligibility by correcting the deficiency during the summer in a manner approved by the district. A student who does not regain eligibility during the summer will become eligible following the 15-day period of ineligibility provided the student schedules the appropriate courses the following school year to be on schedule for graduation.
4. The provisions of this policy apply to all sports, clubs, student organizations, and extracurricular activities whether or not the activities are associated with academic studies. A student's grade should not be diminished for failure to participate in a required activity if precluded by virtue of ineligibility. An alternate form of evaluation should be implemented.
5. A student shall be ineligible for participation on days in which the student is suspended or expelled from school for any reason.
6. As a policy of the Board, all teachers in grades 7-12 are required to comply with the provisions. However, nothing contained in these regulations shall limit the authority of a teacher to implement grading procedures which the teacher deems appropriate and are consistent with district policies regarding student assessment and grade reporting. Practices such as re-testing and alternate forms of assessment are appropriate and encouraged provided they are available to all students in a teacher's classes irrespective of extra-curricular participation.
7. A memo listing all students who are ineligible will be distributed to all head coaches and advisors. Coaches will inform students they are ineligible and a letter will be sent to the parents informing them of their child's ineligibility.
8. Ineligible students will not be permitted to participate in games in any manner or wear a school-issued uniform. Ineligible students may attend events but must be seated in public seating areas.

9. Schedule changes and independent studies involving addition of credits must be made within the first ten days of the beginning of the school year in order to count toward eligibility credits.
11. A student with a pre-approved academic program may be exempt from specific provisions of this policy.
12. The athletic director subject to review and approval by the principal will determine all questions of interpretation of this policy. Instances where the athletic director and principal disagree will be submitted to the Superintendent for a final determination.
13. Students who chose to attend a cyber-school and participate in BASD extra-curricular activities must provide administration with official records of their weekly eligibility from their school by Tuesday at 3 p.m. It is the student's responsibility to both obtain and submit this information to BASD officials and failure to do so could result in the student being ineligible.

BROOKVILLE AREA HIGH SCHOOL POSTSEASON CHECKLIST

AD
INITIAL
& DATE

COACH
INITIAL
& DATE

1. My final report is complete and on file in the athletic office.

2. I have left the medicine kit clean and neat for the next sport season.

3. The team room is clean and all players have removed their locks and cleaned out their lockers.

4. All coaching keys have been accounted for.

5. I have personally contacted the parents of all athletes who have not turned in their equipment.

Date: _____

Head Coach: _____

Athletic Director: _____

Administrative Regulations #122 & 123

PRACTICE SESSIONS

PRACTICE SESSIONS FOR EXTRA-CURRICULAR ACTIVITIES

Should school be delayed, canceled, or dismissed early due to inclement weather, it will be the responsibility of the head coach or advisor to notify the principal and request permission to practice or conduct events. If permission is granted by the principal, it is the understanding that the student participants are not required to attend if weather conditions are not favorable or if they have transportation problems. It is also understood that there will be no repercussions for student participants who miss practice/event due to inclement weather.

All requests for Sunday events must be made to the Superintendent. Such requests should normally be made in writing including an explanation of the special circumstances that require a Sunday event. Requests to conduct routine Sunday practices will not be approved and should not be made.

With respect to National Holidays, practices and/or events will not be conducted on Thanksgiving Day, Christmas Day, New Year's Day and Easter. Any event or practice scheduled for the day before Christmas must conclude by 3:00 p.m. Events/practices scheduled for Good Friday must conclude by 11:00 a.m. Practices/events may be conducted on other National Holidays provided flexibility is given without penalty to students who have family commitments that conflict with the activity.

ADMINISTRATIVE REGULATION #123

Interscholastic Athletics

With respect to interscholastic athletic teams, it is desirable to provide a coach for each level of competition and for each gender. A head coach may request the use of volunteer assistant coaches. Volunteers must receive approval of the School Board **prior** to interacting with student athletes. Under exceptional circumstances and on a case-by-case basis, the District Superintendent may authorize an individual coach or volunteer coach to begin working with student athletes prior to Board approval. Such requests must be made in writing through the athletic director and principal.

Head coaches must possess approved parent and physician certificates prior to permitting a student to participate in athletic activities, including practice sessions. These certificates must be submitted along with a roster to the athletic director **three days** after the **first practice session**. Prior to the season, each team will hire a maximum amount of coaches based on the chart below. Coaches are employed subject to an adequate number of student athletes participating in the respective sports programs/teams. A team may be suspended by the Superintendent if the number of participants would pose a significant safety hazard or fall short of the numbers to compete in interscholastic competitions.

SPORT	GENDER	LEVEL	# FOR TEAM	LEVEL or GRADE	# OF COACHES
BASEBALL	BOYS	SENIOR HIGH (Varsity/JV)	9	Varsity/JV	2
BASKETBALL	BOYS	SENIOR HIGH (Varsity/JV)	5	Varsity JV	2
		JUNIOR HIGH (7, 8 and 9th grades)	5	7th 8th 9th	1 1 1
BASKETBALL	GIRLS	SENIOR HIGH (Varsity/JV)	5	Varsity JV	2

SPORT	GENDER	LEVEL	# FOR TEAM	LEVEL or GRADE	# OF COACHES
BASKETBALL		JUNIOR HIGH (7, 8 and 9th grades)	5	7th	1
				8th	1
				9th	1
CROSS COUNTRY	BOYS & GIRLS	SENIOR HIGH (Varsity /JV)	5	Varsity/JV	2
			5	Jr. High	
FOOTBALL	BOYS	SENIOR HIGH (Varsity/JV)	11	Varsity JV	3
		JUNIOR HIGH (7, 8, 9th grades)	11	Freshman	2
				7th & 8th	1
				Over 66 athletes	1
GOLF	BOYS	SENIOR HIGH (Varsity/JV)	#	Varsity	1
	GIRLS		#	Varsity	1
SOCCER	BOYS	SENIOR HIGH (Varsity/JV)	11	Varsity	2
	GIRLS	SENIOR HIGH (Varsity/JV)	11	Varsity	2
COED JR HIGH SOCCER	COED	JR HIGH	11	7th & 8th	2

SOFTBALL	GIRLS	SENIOR HIGH (Varsity/JV)	9	Varsity	2
SWIMMING	BOYS & GIRLS	SENIOR HIGH (Varsity/JV)	#	Varsity	2
TRACK	BOYS & GIRLS	SENIOR HIGH (Varsity)	#	Varsity over 74 athletes	5 1
JR HIGH TRACK	BOYS & GIRLS	JR HIGH	#	Jr. High	3

SPORT	GENDER	LEVEL	# FOR TEAM	LEVEL or GRADE	# OF COACHES
VOLLEYBALL	GIRLS	SENIOR HIGH (Varsity/JV)	6	Varsity/JV	2
WRESTLING	BOYS	SENIOR HIGH (Varsity/JV)	#	Varsity	2
		JR HIGH	#	Jr. High	2
CHEER	GIRLS	VARSITY	#	Varsity	1
		JR HIGH		Jr. High	1
# = No minimum number of participants required.					

Brookville Area School District COMPUTER DEVICE HANDBOOK 2026-2027



Dear Students and Families:

The Brookville Area School District is able to provide every student with a computer device to use during their time as a Brookville Raider. While the devices issued to students remain the property of the Brookville Area School District, please take care of the device assigned to you and treat it as if it were your own!

This packet contains the following:

1. One-to-One Computer Device Guidelines
2. Computer Device Protection Plan and Repair Costs
3. Reference to Brookville Area School District's Acceptable Use of Internet, Computers, and Network Resources Policy
4. Protection Plan Form
5. Graduating Senior Computer Device Option Form

Graduating seniors planning to keep their device will be requested to complete and submit the Graduating Senior Computer Device Option Form in the spring prior to graduation. The form submission window and deadline will be communicated via email and morning announcements ahead of the window opening. Reminders will also be provided prior to the form submission deadline. Computer Device Option Forms submitted outside of the submission window will not be accepted.

One-to-One Computer Device Guidelines

The One-to-One Computer Devices are property of the Brookville Area School District. Computer Devices are distributed only to full-time students K-12, and the type of computer device distributed to each student is dependent upon grade level. These devices must be returned to the Brookville Area School District when requested. Students who withdraw from the district must return their device and related accessories immediately. If necessary, the district may take legal action to recover costs.

At no point are students permitted to alter or mask the relationship district-owned devices have with the Brookville Area School District by covering or removing asset tags, BASD logos/emblems, etc. In addition, no malicious software or websites are to be used on or with the devices. If any concern arises with regard to an application or site, please contact the Technology Department at the Brookville Area School District.

Students have no expectation of privacy as related to the computer devices and can expect teachers, technical support staff and administrators to conduct spot checks of their internet history, logs, documents and other records of use. Inappropriate web activity or email use will result in loss of device privileges. If a student unintentionally links to an inappropriate website, he/she should immediately close the site and report it to a staff member as soon as possible.

Usage Guidelines:

These are examples of inappropriate activity, but the district reserves the right to take immediate action regarding activities that (1) create security and/or safety issues for the district, students, employees, schools, network or computer resources, or (2) are determined by the District as inappropriate:

All users are prohibited from using the Internet, e-mail or any technology resource for:

1. commercial, private, advertising or for-profit purposes;
2. lobbying or political purposes;
3. any illegal purpose;
4. dissemination of hate mail, discriminatory remarks and offensive or inflammatory communications;
5. the unauthorized or illegal installation, distribution or reproduction of copyrighted materials;
6. gaining access to obscene or pornographic material of any kind;
7. gaining access to material that is harmful to students and minors or which has been deemed inappropriate for students and minors by other Board policies of the Brookville Area School District;
8. transmitting inappropriate language or profanity;
9. transmitting material likely to be offensive or objectionable to recipients of said material;
10. obtaining or modifying files, passwords and data belonging to other users;
11. impersonating another user, anonymity and pseudonyms;
12. loading or using unauthorized program files, games or electronic media;
13. disrupting the work of other users;
14. the destruction, modification, abuse or unauthorized access to network hardware, software and other files;

15. the quoting of personal communications or works in a public forum without the prior consent of the author;
16. gaining access to sexually oriented chat rooms, e-mail exchanges or any other information of a sexually oriented, obscene, pornographic or extremely violent nature;
17. the purpose of tampering, interfering or intercepting another user's e-mail; or
18. disabling or circumventing or attempting to disable or circumvent Internet filtering.

General Precautions:

1. Users shall not reveal their passwords to any other individual.
2. Users shall not cover or remove school identification tags/labels on the device or related components.
3. **Users shall not remove the device from its protective covers for any reason.**
4. Users shall not consume food and/or drink near the computer device.
5. **Users shall not use a device which has been logged on under another person's name.**
6. Users shall place the computer device on a flat, stable surface.
7. Users shall not keep the computer device in a vehicle when the vehicle is not in use.
8. Users shall not pick up a Chromebook or laptop by the screen.
9. **Users shall not loan or borrow another individual's computer device. This includes allowing family members to utilize the computer device.**
10. **Users shall not put stickers of any kind on their devices or deface or destroy the device.**
11. **Users shall store chargers and charger cords in the device's carrying case when not in use.**
12. Do not attempt to use a charger that has visible damage, exposed wires, or is otherwise non-functional.
13. Do not use a third-party charger. Devices should only be charged using a charger provided by Brookville Area School District.

Charging Guidelines:

If a computer device is taken home, it is expected to be brought back to school fully charged in the case and with the charger. Students will have limited opportunities throughout the school day to charge computer devices in specified areas.

1. Align the adapter cord carefully when connecting to or removing it from the actual device or electrical outlet. Grasp the end of the plug when connecting or removing from the computer device or outlet. Do not pull on the cord to remove it from the device or from the wall.
2. Computer devices should not be used where the power cord could create a tripping hazard.

Screen Care:

Computer device screens 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.

1. Do not put pressure on the top of a computer device when it is closed.
2. Do not store a computer device with the screen open.
3. **Make sure there is nothing on the keyboard before closing the computer device (i.e. pens, pencils, papers, earbuds).**
4. Clean the screen only with a soft, dry microfiber cloth or anti-static cloth.
5. **Do not remove protective covers issued by Brookville Area School District.**

Loaner Devices:

If a computer device is being repaired, a loaner may be issued to the student when he/she must leave a school-issued computer device with the Brookville Area School District Technology Staff for repair.

1. The student will take the device that needs to be repaired to the designated location at his/her school.
2. The student borrowing the loaner device will be responsible for any damage to or loss of the loaner device or related accessories.
3. Office staff will issue the loaner and enter an incident in the district's repair tracking system.
4. The student will be notified when his/her original device is repaired.
5. When notified, the student will return loaner and pick up their original device.
6. The loaner device may be taken home while the student's assigned device is being repaired.
7. If a loaner is not returned by the specified time, a disciplinary report will be filed.

Loss or Damage:

If the computer device is lost or stolen, the student is responsible for its replacement cost at the time of loss. Loss or theft of the computer device must be reported to the Brookville Area School District by the next school day of the occurrence.

1. In case of theft, vandalism, and other criminal acts, a police report **MUST** be filed by the student or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the report must be brought to the school.
2. Students will be charged the replacement cost, based on original cost to the district, of the device if lost, deliberately damaged or vandalized.
3. Seniors must clear all records and pay all fees before receiving their diploma.
4. The cost of parts needed for repairs will be based on the manufacturer's current price list.
5. Items not returned during the device collection process at the end of the school year will be billed according to the guidelines within this handbook and the district's protection plan. If items are returned within 30 days of the bill date the bill will be voided.

Computer Device Protection Plan and Repair Costs

The Brookville Area School District offers a protection plan for computer devices. **The cost of the protection plan is \$25 annually.** Payment plans can be set up for students on free/reduced lunch. The protection plan applies to one device per student per school year. The plan will cover the cost of repairs/replacement for one qualifying incident outside the manufacturer's warranty. Purchasing a computer device protection plan is not required, but students who do not have the protection plan will be responsible for all repair/replacement costs of their computer devices and related accessories. Details about the Protection Plan can be found on the Protection Plan Agreement form at the end of this handbook.

Service Request	With Protection Plan	Without Protection Plan
Accidental Damage (Total Loss)	\$0	Up to \$450.00*
Stolen Computer Device (Police Report Required)	\$0	Up to \$450.00*
Damaged Screen	\$0	Up to \$200.00*
Power Adapter	\$0	Up to \$30.00*
Computer Device Case/Cover	\$0	Up to \$30.00*

*All Prices Subject to Change

Only staff members of the Brookville Area School District's Technology Department are authorized to service computer devices. **DO NOT ATTEMPT REPAIRS YOURSELF!**

To prevent damage and for the safety of students, replacement parts, including chargers, will be provided by the BASD Technology Department. **Parents/guardians/students should not purchase their own replacement parts from an outside source.**

In the case of intentional damage and/or neglect, the student will pay the full repair or replacement cost of the device, regardless of their Protection Plan status.

Please reference policy #815 – Acceptable Use of Internet, Computers and Network Resources. It can be found on the district website www.basd.us under Quick Links > District Policy Manual.

BASD COMPUTER DEVICE PROTECTION PLAN

This is an optional and voluntary program available to all students/families.

A separate form must be completed for each student in the district.

Coverage and Benefit

This agreement covers the BASD computer device loaned to the student against some incidents of accidental damage. The following items are NOT covered:

- A computer device that is lost or stolen (without a valid police report)
- Damage caused by negligence including but not limited to leaving it outside in an automobile, immersion in liquid, any type of damage caused by food or drink, damage caused by pets, rough or inappropriate handling, cosmetic scratches, etc.
- Intentional misuse of one's own or a peer's device
- More than one accidental incident, including more than one broken screen or accessories.

Effective and Expiration

This coverage is effective from the date this form is returned and premium payment is received through the date when the computer device is to be returned in good working condition to the school. It covers the cost of repair.

Premium

The current cost is \$25 paid annually. **Partial semesters/years are not refundable.**

It is agreed and understood that:

- A separate signed form will be needed for each computer device covered.
- It will be the right of the administrator or his/her designee to determine if damages were due to negligence or accidental in nature.
- The principal reserves the right to review all damages, determine negligence and cost of repair/replacement, assess such charges, and evaluate a student's privilege of taking the computer device to and from home. Students must clear all charges before participating in school-related events.

****Any graduating 12th grader who contributes \$100 or more towards the Protection Plan over the course of his/ her enrollment at Brookville Jr./Sr. High School is eligible to keep the computer device upon graduation. An additional form is required to be completed prior to the end of the academic year. Partial semesters/years are not refundable. **Note: prepayment for future years will not be accepted.**

Please complete the following and return to the Main Office.

Last Name/First Name of Student (please print)

Student ID #

Grade Level

Home Address

City, State, Zip

Home Phone

Email

____ **YES** - I would like to participate in the Protection Plan. My full payment of \$25.00 is attached. Make checks payable to BASD.

____ **NO** - I am declining the Protection Plan service at this time. I understand that I am responsible for 100% of any damage or loss to the BASD device.

Parent/Guardian Signature

Date:

FOR OFFICE USE ONLY:

Received by: _____ **Date:** _____

\$ _____ ☐ **CASH** ☐ **CHECK #:** _____

BROOKVILLE AREA SCHOOL DISTRICT COMPUTER DEVICE OPTION

In accordance with the Brookville Area School District Computer Device Handbook, any graduating 12th grader who contributes \$100 or more towards the Protection Plan over the course of their enrollment at the Brookville Jr./Sr. High school is eligible to keep his/her computer device upon graduation.

Student Name

Date

☐ **YES**, I wish to keep my computer device upon graduation.

- I understand that the district will collect the device prior to the end of the academic year and will contact the student's parent/guardian when the device is ready to be released to the student.
- I understand that any and all debt incurred for damage/repairs to the device must be settled before the device will be released to the student. Additionally, if not already paid in full, I understand that the balance of \$100 toward the Protection Plan must be paid at the time the device is released to the student.
- The Brookville Area School District Technology Department will ensure that the device is in working order before releasing it to the student. Unless otherwise noted, the device will be provided "as is" with no warranty. I understand that once the device is released to the student, Brookville Area School District will no longer provide technical support or repairs for the device.

Parent/Guardian Signature

Parent/Guardian Phone Number

Parent/Guardian Name Printed

Date

FOR OFFICE USE ONLY

OUTSTANDING DEBT \$ _____ DATE PAID _____

Received by: _____ Date: _____

\$ _____ ☐ CASH ☐ CHECK #: _____

PROTECTION PLAN BALANCE \$ _____ DATE PAID _____

Received by: _____ Date: _____

\$ _____ ☐ CASH ☐ CHECK #: _____

COMPUTER DEVICE # _____ DATE RELEASED _____

PARENT/STUDENT SIGNATURE: _____

2026–2027

BROOKVILLE AREA

SCHOOL DISTRICT

CLUB ADVISOR

HANDBOOK

For approval: August 10, 2026

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Starting a Club

1. Students interested in starting a club must first write a constitution and submit it to the principal for approval. (See Page 7 for a sample constitution.)
2. All clubs must have a faculty advisor.
3. After being approved by the principal, all clubs must then be approved by the School Board in June before they can begin meeting.

Running A Club

As the advisor, it is your responsibility to be aware of and follow all district policies and procedures at all times. If you have any questions, please ask the Principal.

Club Meetings

1. Clubs will be assigned a meeting date and time. Each club will have the opportunity to meet approximately one time per month.
2. Minutes from club meetings are to be recorded and typed by the club secretary. These minutes must be signed by the club secretary, the faculty advisor, and then submitted to the principal to review and sign. All minutes should follow the district format from pages 8 and 9.

The First Meeting of the Year

All clubs must hold a meeting within the first month of school. At that meeting, the following items must be accomplished:

1. The Club Constitution must be read and approved by the club. A copy should then be submitted to the Principal.
2. A list of club members must be written and submitted to the Principal.
3. A list of club officers must be written and submitted to the Principal.
4. Anticipated Annual Budget/Goals form must be written and submitted to the Principal.

These items should be recorded in the first school year meeting minutes and submitted to the Principal by October 1st.

The Last Meeting of the Year

Prior to the end of the academic year, all advisors should check their fund balances. If the fund balance is in excess of \$1,000 (\$2,500 for Student Council), the advisor must submit a written request to the Principal to carry over the fund balance to the next year. This request must include the reason why the balance needs to be carried over (i.e. prom expenses, trip planning, etc.).

Using the School's Facilities

On occasion, a club may need to use the school facilities after school hours (practice, dance, fundraiser, etc.). In cases such as this a Facility Usage form must be completed and submitted to the Principal. The form must be submitted AT LEAST one week in advance of the event.

Announcements

Announcements are made each morning during first period. Any club that wants an announcement to be made should type the announcement in an email and submit it to Kristie Taylor at least two days prior.

Making a Payment

1. Club payments must first be approved and recorded in the minutes of a club meeting. The minutes must indicate the name of the company to be paid and must include a W9 form with the company's/address and phone number, as well as the exact amount of the payment.
2. The club advisor should then complete and sign a Voucher Form for payment. The club treasurer must also sign the voucher form. The voucher must be accompanied by a receipt/invoice and the minutes of the meeting in which the payment was approved. All purchases for a club or organization are tax exempt. Taxes will not be reimbursed on any purchase receipt that is submitted.
3. All vouchers and minutes should be turned into Lori McLaughlin for administrator signatures.

Fundraising

1. All clubs are allowed to complete four fundraisers during the school year: two during the Fall Semester and two during the Spring Semester.
2. All fundraisers must be approved by the Principal at least two weeks prior to the start of the fundraiser.
3. The Office keeps a record of all fundraisers for the school year. No fundraiser will be approved that conflicts with another fundraiser. All club advisors are responsible for putting their fundraisers on the fundraiser calendar.
4. All prospective fundraisers must be voted on and approved by the club during an official club meeting. After the club approves the prospective fundraiser, the club advisor should fill out the Student Activity Fundraiser Pre-Approval Request (see Page 10).
5. The office will return a copy of the Pre-Approval Request after the fundraiser is approved. No club can begin any fundraiser until this form is approved and returned from the Principal to the advisor.
6. If the fundraiser requires the use of school facilities outside of regular school hours, the club advisor must fill out a Facility Usage Form.
7. As you receive money from the fundraiser, you should fill out a deposit slip and turn it in to the guidance secretary in the main office.
8. Funds are not to be credited or given to individual students. Funds are to be used to promote the general welfare, education, and morale of all students by financing normal, legitimate, co-curricular activities of various student groups.

Field Trips

All field trips must follow the steps outlined below. The Club must complete the Field Trip Checklist form (see page 16) during the process. All advisors should also review Admin Regulations #121, 121.1, and 122 (Field Trips) prior to any field trip.

1. Any club that wishes to go on a field trip must first motion and approve the field trip during an official club meeting. This information must be recorded in the submitted meeting minutes.
2. After the club approves the field trip, the club advisor must fill out a Pre-Approval of Field Trip Form. This form must be turned in at least FOUR WEEKS in advance of the field trip for day trips and TWELVE WEEKS for overnight trips. The club advisor will also submit a Board Approval Request Form for any overnight trip. (See page 11) This must also include a list of requested chaperones.
3. Before the Principal approves any overnight field trip, the club advisor will sit down and review the Pre-Approval form with the Principal. During this meeting, the Principal will determine and approve the following information: the number and names of district employees that are requested for approval to use **In DistPD/Chap/Coach Days** for the field trip, and the number and names of other adult chaperones attending the field trip, and any need for medical chaperones (ie. School nurse). The club advisor needs to contact the Human Resources Secretary with the names and contact information for chaperones who are not district employees, so appropriate documentation can be obtained.
4. Once the Pre-Approval form has been signed by the Principal, the club advisor will distribute a permission slip and medication form to all students attending the field trip. These forms must be collected and kept by the advisor. A list of names must be submitted to the Principal at least two days prior to the day of the field trip.
5. If the Field Trip requires transportation, the **club advisor will complete a Bus Request Form** along with the Pre-approval of Field Trip Form. The Bus Request form will be reviewed during the same meeting the Field Trip Pre-Approval Form is reviewed. You must then turn in your approved bus request form to the Transportation Office.
6. If any Field Trip participant requires medication, the trip advisor will meet with the school nurse to determine who will accompany to administer medication. For all overnight trips that are using a volunteer nurse, that individual must meet with the school nurse to review all policies and medication prior to the trip and complete the volunteer nurse form (page 15). Check if this is the correct page.
7. At least two days prior to the field trip, the trip advisor will collect all permission slips and medical forms. A list of all students attending must be submitted to the Principal. The

original forms should be kept by the trip advisor and brought on the field trip.

8. At least two days prior to the field trip, the club advisor will meet with all trip attendees to go over the final agenda for the trip, review school policies, and answer any questions.

9. The day before the trip, the trip advisor must contact the Transportation Department (extension 1107) and confirm transportation.

Sample Constitution

Name of Organization

Article 1 – Name

Identify the name of your organization

Article 2 – Purpose

Identify the reason why the club exists.

Article 3 – Membership

Identify who can be a member of the club and how membership is maintained.

Article 4 – Officers and Elections

Identify what officer positions the club will have and how they will be selected.

Article 5 – Duties of Officers

Identify each officer position and what duties they will hold.

Article 6 – Meetings and Attendance

Identify when the club will meet and outline attendance requirements.

Article 7 – Advisor

Identify how the advisor will be selected and his/her role.

Article 8 – Amendments

Identify how the Constitution can be modified.

Meeting Minutes Form

AGENDA/MINUTES - _____
(Club Name)

DATE: _____

I. Call to Order

- a. Include list of those in attendance

II. Reading of Minutes from Previous Meeting (copy attached)

- a. Minutes read by _____
- b. Motion to accept by _____; seconded by

- c. Discussion
- d. Motion carried: yes/no

III. Financial Report

- a. Report given by _____
- b. Motion to accept by _____; seconded by

- c. Discussion
- d. Motion carried: yes/no

IV. Unfinished Business

- a.
- b.

V. New Business

- a.
- b.
- c.

VI. Adjourn

_____, Secretary

_____, Advisor

Reviewed by Principal: _____

Date: _____

The Principal's approval is needed PRIOR to the implementation of all fundraisers and expenditure payments. Copy of minutes must accompany fundraiser requests and payment vouchers.

A signed copy will be returned to the club advisor.

Brookville Area High School
Student Activity Fundraiser Pre-Approval Request

Date Request Submitted: _____

Date of motion for fundraiser (minutes must be attached): _____

Activity Account Name: _____

***Type of Fundraiser:** _____

***Brochures must be attached from company**

Reason for Fundraiser (Goal): _____

Financial Goal: \$ _____

(Money must be collected daily and turned in to the high school office)

Budget:	Transportation	\$ _____
	Meals	\$ _____
	Admission	\$ _____
	Other	\$ _____

Dates Requested for Fundraiser (two weeks selling limit): _____ (first date)
_____ (alt date)

Advisor's Signature: _____ **Date:** _____

Secretary's Signature: _____ **Date:** _____

Fundraiser: Approved _____ **Not Approved** _____

Principal Signature

Date

*****THE PRINCIPAL MUST APPROVE ANY CHANGES TO FUNDRAISERS*****

ADMINISTRATIVE REGULATIONS #121 & 122.1

Pre-Approval of Field Trip

I am requesting permission for:

Check One: ☐ Day Trip ☐ Overnight Trip

Group participating: _____

Date of trip: _____

Number of students participating: _____

Destination: _____

Number/Names of teachers participating: _____ (Attach List)

Departure From: NS PC HG HS at _____

Number/Names of non-teacher chaperones: _____ (Attach List)

Departure from trip location at _____

Name of nurse: _____

Arrival back to: NS PC HG HS at _____

Trip will be held during instructional hours. ☐ Yes ☐ No

Total cost per student: _____

Funding Source: _____

Type of Transportation: _____

(Private automobiles should not be used for field trips unless absolutely necessary; then prior permission must be obtained from the administration.)

I will obtain and submit to the superintendent valid State Police and Child Abuse Certifications and Disclosure Statement or FBI Certification, as appropriate, for all volunteer chaperones attending **OVERNIGHT FIELD TRIPS**. The District will reimburse the cost of obtaining these clearances pending void of any criminal records. I will inform all chaperones that photographs and/or videotaping is prohibited without prior permission.

If preliminary approval is granted, written parental permission will be obtained for all student participants. ***(To be filed in office.)***

The Board does not endorse, support, or assume responsibility in any way for any staff member of this district who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this district for such trips without Board permission.

I have read the Board Policies and Administrative Procedures and understand my responsibilities.

Signature of Advisor

Print Advisor's Name

Date

Approval of Department Chairperson
(Secondary Only)

Print Department Chairperson's Name
(Secondary Only)

Date

Approval of Principal of Student Services

Date

*****Teacher/Advisor of Student Services will return this form along with Overnight or Day Field Trip Instructions/Sign-Off Sheet.***

**BROOKVILLE AREA SCHOOL DISTRICT
ADMINISTRATIVE REGULATION
#121-AR-1 FIELD TRIPS**

~~2/17/14; 8/15/16~~ 7/21/25

121-AR-1 FIELD TRIPS

A field trip should have well-defined objectives that actively involve the learner. These might include:

1. Introduction to new fields of knowledge.
2. Review and reinforcement of concepts that have been taught.
3. Integration of school and community relationships.
4. Opportunity for a class to plan and work together and develop appropriate behavior that will give insight into good citizenship.

Professional employees will submit a completed Field Trip Request Form to the Principal for approval at least four (4) weeks in advance of the trip.

Arranging the Trip

When making arrangements for a field trip, the professional employee will review Board policy and determine the following with the Principal of Student Services:

1. Number of students that can be accommodated.
2. Grade level of students planning to attend.
3. Number of chaperones required (1 teacher per 15 students is used as a guideline).
4. Safety precautions to be followed (including student medical needs).
5. Meal arrangements – for all trips, cafeteria personnel will be notified of the number of students who will not be at lunch that day.
6. Rest room facilities.
7. Fees that might be charged.

8. Specific arrangements as to date, time, groupings and other details.

Arrangements For Administration Of Medication

Special considerations when planning for the administration of medication during a field trip may include, but not be limited to, the following:

1. Consider assigning school health staff to be available, for example the CSN or a licensed supplemental staff person (RN, LPN). If the activity occurs during school hours, plans need to be in place to provide coverage for the staff person's regular duties.
2. Utilize a licensed person from the school district's substitute list.
3. Contract with a credible agency which provides temporary nursing services.
4. Utilize licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual.
5. Address with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of dose.
6. Ask parent/guardian to accompany the child on the field trip, with proper clearances.
7. Have parent/guardian ask the pharmacist to provide a properly labeled, original container with only the amount of medication that will be needed.
8. Ensure security procedures are in place for the safe handling of all medications.

Arrangements with Parents/Guardians/Chaperones

1. Parental permission forms must be secured from the office and distributed to parents/guardians.
2. Completed permission forms must be submitted to the principal.
3. Chaperones must be contacted, confirmed and provided with relevant information.

Transportation

1. Deadlines and times for field trips are scheduled by the Transportation Department.
2. Time of departure and return should be verified with the Transportation Department the day before the planned trip.
3. A minimum of one staff, chaperone per bus is required.

4. A staff member must be present on each bus.
5. A count must be taken on the bus at the site of the field trip and before the return trip.

Roster Of Attendees

Professional employees must submit a roster of all bus passengers, to include their names, addresses and telephone numbers, to the building principal at least two (2) days prior to the trip. The principal/designee will notify other staff regarding field trip attendees.

Professional employees will retain copies of the rosters prepared for each bus.

Final Organization

1. Review agenda with class.
2. Make sure each student understands what to do in case of emergency and how important the behavior of each student is to the success of the trip.
3. Discuss orally the hazards that might be encountered, and the necessity for obeying safety rules.
4. Establish appropriate clothing standards and requirements.
5. Review behavior standards.

Overnight Field Trips

1. Overnight trips require the approval of the Board and recommendation of the Superintendent.
2. Requests must be made at least twelve (12) weeks in advance, unless unusual circumstances arise.
3. Requests must be accompanied by information concerning financial, travel and housing arrangements; educational value; itinerary; chaperones; and other relevant details.
4. Trip must be reviewed with parents/guardians.

BROOKVILLE AREA SCHOOL DISTRICT

104 Jenks Street, Brookville, PA 15825
www.basd.us

Dr. Erich G. May
Superintendent
(814) 849-1100

Mr. Shawn Arbaugh
Business Administrator
(814) 849-1103

As a licensed registered nurse with updated clearances, I have agreed to be the District's designated volunteer nurse for this field trip. I agree to meet with the school nurse and understand that I am permitted to dispense medications as needed and as indicated on the "Field Trip Emergency Form".

All medications must be placed in a sealed, clear, plastic bag with student's name. All medications must contain detailed instructions, including: name of student, name of medication, reason for taking medication, dosage, times medication is to be given.

Destination of the Trip

Dates of Trip

Signature of Nurse

Date

Signature of Principal

Date

Field Trip Checklist

All steps must be completed and documented in order for a field trip to occur.

Procedure	Date Completed	Trip Advisor's Initials	Principal's Initials
Field trip approved during club meeting.			
Field Trip Pre-Approval Form filled out and submitted to the office. Overnight Field Trips MUST be Board approved. The Overnight Field Trip Board Approval Form filled out and submitted to the office.			
List of Requested Chaperones Form submitted to Principal.			
Meeting with Principal to discuss field trip.			
Permission slips and medical forms handed out to students.			
Transportation form completed and submitted to the business office.			
Meeting with school nurse to discuss medication.			
Permission slips and medical forms collected.			
Final roster of trip attendees submitted to the Principal.			
Final meeting with trip attendees prior to trip.			
Confirmation of transportation with Transportation Office.			

Overnight Field Trip Board Approval Form

Club/Class: _____

Club/Class Advisor: _____

Overnight Field Trip Location: _____

Trip Date(s): _____

Number of Students Attending: _____

Grade Levels Attending: _____

Number of Chaperones: _____

Housing: _____

Form of Transportation:

___ Bus ___ Van ___ Charter Bus

Cost Per Student: _____

Funding Source: _____

Please Attach a Trip Agenda

ANTICIPATED ANNUAL CLUB BUDGET/GOALS

CLUB NAME: _____

BEGINNING BALANCE: _____

LIST ANTICIPATED FUNDRAISERS:

- | | |
|----------------------------------|--------------------|
| 1. _____ | Goal: \$ _____ |
| Fundraiser anticipated expenses: | \$ _____ |
| Fundraiser anticipated profit: | \$ _____ |
|
2. _____ |
Goal: \$ _____ |
| Fundraiser anticipated expenses: | \$ _____ |
| Fundraiser anticipated profit: | \$ _____ |
|
3. _____ |
Goal: \$ _____ |
| Fundraiser anticipated expenses: | \$ _____ |
| Fundraiser anticipated profit: | \$ _____ |
|
4. _____ |
Goal: \$ _____ |
| Fundraiser anticipated expenses: | \$ _____ |
| Fundraiser anticipated profit: | \$ _____ |

Rationale for fundraiser and approximate cost:

This completed form must be approved and documented in the clubs first meeting minutes.



Brookville Area School District



Brookville Area School District Cyber/Blended School Handbook 2026-2027

Brookville Area School District

PO Box 479

Brookville, PA 15825

(814) 849-8372

Administration

Dr. Erich May	Superintendent	(814) 849-1100
Mrs. Brittany Nowacki	Director of Special Education	(814) 849-8372 x 2701
Mr. Shawn Deemer	Jr/Sr High School Principal	sdeemer@basd.us (814) 849-8372 x2808
Ms. Kaytie Straw	Jr/Sr High Asst. School Principal	kstraw@basd.us (814) 849-8372 x2802
Mr. Andy Collins	Hickory Grove Principal	acollins@basd.us (814) 849-1112
Mrs. Jill Rhoades	Northside/Pinecreek Principal	jrhoades@basd.us (814) 849-1119

Coordinator of the Cyber/Blended Program

Mr. Ryan Young	Online Learning Coordinator	ryoung@basd.us (814) 849-8372 x2124
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Senior High Guidance Office (814) 849-8372 x2805

Mr. Ray Doolittle	Guidance Counselor (7, & 11-12)	doolittle@basd.us
Mrs. Angi Bowser	Guidance Counselor (8-10)	abowser@basd.us

Elementary Guidance Office (814) 849-1112

Mrs. Kristen Drake	Guidance Counselor (3-6)	kdrake@basd.us
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Attendance Secretaries

Mrs. Heather London	High School	hlondon@basd.us Fax: (814) 849-1117 (814) 849-8372 x2800
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Mrs. Kristen Strawcutter	Elementary	kstrawcutter@basd.us Fax: (814) 849-1115 (814) 849-8372 x3303
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Special Education Services (814) 849-8372

Brittany Nowacki	Director of Special Education	bnowacki@basd.us (814) 849 8372 x2701
Dr. Christina Smith	School Psychologist	clsmith@basd.us

Director of Technology (814) 849-1124

Matt Simmons	Director of Technology	msimmons@basd.us
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Brookville Area School District Cyber/Blended School

At the Brookville Area School District Cyber/Blended School, we want our students to have a highly motivational, student-centered educational program. Brookville Area School District utilizes Brookville Academy for its cyber school services which offers a full array of curriculum and courses for any student in grades K through grade 12. Brookville Area School District Cyber/Blended School provides students with a complete range of academic services and teacher support via modern technology with fully Internet-based courses available 24/7 with web-based support or teacher support through Brookville Schools.

Non-Discrimination Statement

The Brookville Area School District, an equal opportunity employer, will not discriminate in employment, educational programs, or activities, based on race, age, creed, religion, gender, color, ancestry, national origin, sexual orientation, handicap/disability, or because a person is a disabled veteran or veteran of the Vietnam Era. This policy of non-discrimination extends to all other legally protected classifications. Publication of this policy is in accordance with state and federal laws including Title IX of the Educational Amendment of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973. For information regarding civil rights, grievance procedures, or information on activities and facilities that are accessible to and usable by handicapped persons, contact Superintendent, Compliance Officer, Brookville Area School District, PO Box 479, 104 Jenks St, Brookville, PA 15825, or by telephone: 814-849-1100.

Brookville Area School District does not discriminate on the basis of sex, and prohibits sex discrimination, including sex-based harassment, in any education program or activity that it operates, as required by Title IX of the Education Amendments of 1972, 20 U.S.C. §§1681 *et seq.*, and its regulations, 34 C.F.R. Part 106. Individuals may report concerns or questions to the District's Title IX Coordinator. The District's full Title IX Notice of Nondiscrimination is located at <https://www.basd.us/title-ix-7fe95723>.

Program Overview

The Brookville Area School District Cyber/Blended School is a learning environment designed to meet the needs of students who want to pursue their education in a non-traditional format. The standards-aligned curriculum requires students to demonstrate their proficiency through tests and exams aligned to the mastery based lessons. Students may be required to take placement tests for reading and mathematics courses. Each student is assigned a school counselor through Brookville Area School District to help with counseling course selections and advice for college and high school graduation requirements.

Brookville teachers provide grading, recordkeeping, pre-testing, and accurate placement along with day-to-day support. Academically, students participating in Brookville Area School District Cyber/Blended School range from those who have a sound skill base in all areas to those who have been identified as having learning disabilities. Students who complete graduation requirements of Brookville Area School District will receive a Brookville Area School District diploma and are welcome to participate in graduation ceremonies. A Brookville Area School District student who pursues their education through the BASD Cyber/Blended program will maintain the same status as

a student in the brick and mortar classroom. Students are eligible to participate in everything the brick and mortar student has eligibility for including clubs, school dances, sports, and plays. All BASD students' eligibility to participate in school extracurricular activities is based on academic eligibility.

Blended Programs

Students who enroll in the Brookville Area School District Cyber/Blended School are able to participate in extracurricular opportunities offered at the Brookville Area School District. These opportunities may include but are not limited to: band, chorus, and athletics. Students who participate in sports must follow the PIAA guidelines. Students may also participate in field trips (exceptions will be field trips that are related to a specific curriculum or lesson in a brick and mortar class). Students who participate in extracurricular activities are only allowed in the building during the time of the extracurricular activity. If this activity is during normal school day hours, the student must sign in at the office and sign out when the activity is over. Students may use district transportation for these extracurricular activities only if the transportation is provided for students to get them to or from the activity. Parents must provide transportation to and from the school building for these extracurricular activities.

Brookville Area School District Cyber/Blended students will be able to take no more than two (2) courses in the brick and mortar school during a semester.

Parents are responsible for transportation to and from the school and activities. Transportation can be available for students who have first period or last period class or if the student is scheduled for testing at the beginning of the school day. Students who take courses in the brick and mortar school will be subject to all policies and guidelines of the Brookville Area School District. These policies and guidelines are in the Brookville Area School District Parent and Student Handbook which is available on the Brookville School District Website (basd.us) under Sections > Parents/Students > Documents/Forms/Handbooks. Students are only allowed in the brick and mortar school building during the time of the class they are scheduled to take. Students must sign in at the office, go directly to their class, and then sign out at the office when the class is over and leave the building.

Brookville Area School District Cyber/Blended School Procedures

Students must be registered in the Brookville Area School District in order to register as a Brookville Area School District Cyber/Blended student. Registration for the Brookville Area School Cyber/Blended School begins by setting up a meeting with the High School Principal to review the program and register. If the student currently has an Individualized Education Plan (IEP), an IEP team meeting must be held before the student can select courses, and the IEP Team must agree to the placement.

Program Enrollment

Students enrolling in the program and their parents must sign a contract with the Brookville Area School Cyber/Blended School. Students can start at the beginning of the school year or at the beginning of a marking period. If a student chooses to start after the 1st week of a marking period they will start that marking period over in their cyber courses.

Probationary Period

- 1) New students to the Brookville Area School Cyber/Blended are subject to a probationary period. During the two-week probationary period, students will be evaluated on a daily basis for online attendance, completion of online assignments, and cooperation with Brookville Area School District Cyber/Blended School's guidelines, policies, and procedures. If procedures or policies are not followed, a parent meeting will be held with the principal, and the student may be removed from the program and may be returned to his/her school building. If a student successfully completes online assignments, has daily online attendance, and follows all policies and procedures, the student will be able to continue with the classes scheduled through the guidance counselors.
- 2) If a student decides to withdraw from the Brookville Area School District Cyber/Blended School during the probationary period, he/she must return to the building within the first two weeks of the program. If the student does not return within the two-week probationary period, the student must stay in the Brookville Area School District Cyber/Blended School until the next nine week marking period.
- 3) Students may return to his/her school building at the end of a marking period. If a student chooses to return to his/her school before the end of the marking period he/she will transition back to the classroom through the cyber/blended program, per principal discretion.

Attendance

Regular attendance is in the best academic interest of the student and increases the likelihood that he or she will be academically successful.

Pennsylvania Public School Code Law requires children to receive the following educational learning hours and days:

All children shall receive a minimum of 990 hours/180 days of school in one school year. The school year will coincide with the Brookville Area School District's annual school calendar. Students are required to have a minimum of 28 hours per week on Task Time of cyber work (example: approximately 5 hours/day, Monday through Friday). Students will be monitored weekly for attendance, progress, and grades. Students may work on any assigned courses from Monday at 12:00 am through Sunday at 1:00 am.

- 25-28 (on pace) hours of on task time = present for the week
- 24-18 (on pace) hours of on task time = 1 day absent
- 17-11 (on pace) hours of on task time = 2 days absent
- 10-7 (on pace) hours of on task time = 3 days absent
- 6-1 hour(s) of on task time = 4 days absent
- 0 hours of on task time = 5 days absent

After completion of a course you may be required to take an exit exam if the course grade is below and 70%.

All absences are illegal or unexcused (18 or older) until an excuse is received. Excuses will only be accepted up to 3 days after the absence occurs. After 10 illegal, unexcused or excused absences, only medical excuses will be accepted.

Computer unavailability will be counted as illegal or unexcused absences. **Computer problems or internet problems will be counted as illegal or unexcused absences.**

Any high school student with 10 or more illegal or unexcused absences will not be eligible to participate in extracurricular activities, which include the prom and senior trip.

Accordingly, parents are recommended to report (log) in a personal academic journal the curriculum-based learning hours engaged in by students under their guardianship daily. Students and parents are to log physical education hours. Logging of hours will be explained during orientation. It is required by law that these log hours are based on specific Course Requirements or Lesson Plans assigned by Brookville Teachers. The parent can generate reports that indicate the number of hours students have as time on task. BASD will also monitor the time on task hours for state reporting.

Attendance is taken weekly (Monday through Sunday). Brookville Area School District Cyber/Blended School students will follow the Brookville Area School District's current school calendar. Brookville Area School District Cyber/Blended School students must log in and complete daily assignments each day that school is in attendance in the "brick and mortar" Brookville Area School District. Teachers at Brookville will verify student attendance daily. Parents are responsible for ensuring attendance hours are recorded daily on the Brookville's Cyber/Blended School Log. Due to the nature of the Brookville Area School District Cyber/Blended School, students can learn and work on the Brookville curriculum 24 hours a day, seven days a week. Time logged on a non-school day (holidays, in-service days, weekends, etc.) will count towards mandated Public School Code Law instructional hours. **Extra hours will not carry over to the next week.**

Excused Absences

Parents are responsible for providing Brookville Area School District with a written verification of the reason for each absence within three (3) days of such absence. Legal excused absences constitute valid excuses for absence of a student from Brookville Area School District Cyber/Blended School, provided satisfactory evidence or documentation is submitted to Brookville Area School District Administration **within 3 days** of such absence.

A written excuse signed by the parent or guardian must be presented to the attendance secretary. (Elementary – Submit to: Elementary Attendance Secretary, Kristen Strawcutter, kstrawcutter@basd.us or fax (814) 849-1115; High School – Submit to: High School Attendance Secretary, Heather London, at hlondon@basd.us or fax (814) 849-1117). This written excuse may be sent by email if it is emailed from the parent/guardian's email account. If any excuse is faxed or emailed, please contact the appropriate school secretary to confirm the excuse was received. The excuse may be mailed to the appropriate secretary at: BASD, PO Box 479, Brookville, PA 15825.

Students who miss any brick and mortar class need a separate excuse for their absence. For example: A student can secure all of the required minimum 28 hours of cyber school and miss a class at the brick and mortar school. They will need an excuse for the missed brick and mortar class.

But if a student is short for the minimum 28 hours cyber requirement and misses a class at the brick and mortar school, they will need an excuse for the cyber and one for the in-person class.

According to Pennsylvania School Code, students are required to attend school every day except for:

- illness of the student
- death in the immediate family
- approved educational trips (Reduced Cyber hours will be required)
- religious holidays
- other urgent reasons AS APPROVED BY THE PRINCIPAL - prior to the absence

Students may be excused upon written request of parents or guardians, for a trip at the parents'/ guardians' expense if the trip is judged educational by the Superintendent or Superintendent's designee and is under the direction of a responsible person. Under these circumstances, it will be counted as an excused absence. Trips being planned during the school-wide testing (State Assessments) will **not** be approved. Trip requests must be made at least ten (10) days in advance for the administrative approval and be limited to five school days per school year. Students failing any classes may be denied travel permission. Trips that are not pre-approved by the administration will be recorded illegal/unexcused absences. If students have excessive absences and/or if in the opinion of the teachers/administrators it is not in the best interest of the student for academic reasons to approve the trip, permission may be denied. **Trip request forms may be picked up in school building offices or printed off from the BASD website. (See Policy 204.1 found on the basd.us website under Quick Links > District Policy Manual.**

Consequences of Excused Absences

Students whose absences are excused are required to make up all assignments. Work missed because of an absence must be made up within Brookville's timeline set forth for completion of the course. Any work not completed within this period shall result in no credit or failure of the course. In the case of extended illness or other extenuating circumstances, the parent/guardian must contact the High School Principal, at (814) 849-1105.

Unexcused Absences

Any day of the Brookville Area School District school calendar that the student has **not** logged into the Brookville Area School District Cyber/Blended School that is not determined legal or excused will be considered as unexcused/illegal absence. The following are examples of unexcused absence:

1. Truancy
2. Hunting/fishing, attending ball games or sporting events
3. Lack of transportation
4. Trips not approved in advance
5. Shopping
6. Birthday or other celebration
7. Gainful employment
8. Sleeping in
9. Tired
10. Personal appointment
11. Babysitting

12. **No written excuse submitted with three days of absence**
13. **No medical excuse submitted when one is required**

Doctor's Excuses

Parents of students who miss a total of ten (10) or more days will receive a letter from the principal informing them of their child's total absences and will be required to provide a doctor's excuse indicating the student was seen by the doctor for the absences thereafter. If a doctor's excuse indicating the student was seen by the doctor is not provided upon request, the day or days will be classified as unexcused/illegal absences.

Excessive Absences

Students that demonstrate a continuous pattern of absences or do not comply with the school's attendance policies may be dropped from the rolls and may be terminated from access to lessons in Brookville Cyber/Blended School. If a Brookville Area School District Cyber/Blended School student has not logged onto Brookville Cyber courses for ten (10) school calendars days and the parent has not notified the building Principal of extenuating circumstances, the student may be dropped from the Brookville Area School District rolls; and the student will not have access to the Brookville Cyber/Blended School courses.

After six (6) unexcused absences, students that are of compulsory attendance age will be referred to the District Magistrate and to the Jefferson County Children and Youth Services (Truancy Agency of Jefferson County).

Truancy

Illegal Absences – Students under age 18

Two illegal absences accumulated by a student – A letter sent to parents notifying them that an additional two (2) illegal absences will result in a report being filed with Jefferson County Children and Youth Services.

Four (4) illegal absences accumulated by a student – Referrals are made to Jefferson County Children and Youth Services and a Truancy Elimination Plan is developed. An additional two (2) days will result in a citation being filed with the District Magistrate.

Six (6) illegal absences accumulated by a student – A citation filed with District Magistrate. Notification is given to Jefferson County Children and Youth Services. Additional days will result in notification of Juvenile Justice.

Seven (7) or more illegal absences accumulated by a student – Another citation filed with the District Magistrate, notification to Jefferson County Children and Youth Services, and referral made to Jefferson County Juvenile Justice. Students will be required to return to the brick and mortar Brookville Area School District schools and will no longer have access to Brookville Academy online program.

Unexcused Absences – Students age 18 and over

Five (5) unexcused absences accumulated by a student – Letter sent to parent/guardian advising that additional unexcused absences **may** result in that student being required to return to

Brookville Area School District, and that the student's access to Brookville Cyber/Blended School courses will be terminated.

Six (6) or more unexcused absences accumulated by a student – Students **will be** required to return to Brookville Area School District, and the student's access to Brookville Cyber/Blended School courses will be terminated.

Attendance records will follow the student back to Brookville's brick and mortar school if the student returns.

Semester and Mid-Semester Enrollment

1. Open enrollment for the Cyber/Blended School will begin on or about August 15 of each school year and continue through the first student day of the school year.
2. Enrollment in the Cyber/Blended School after the tenth day of the school year may require the student to start courses over.
3. All attendance and discipline will be transferred to the Brookville Area School District Cyber/Blended School.
4. All grades from the previous nine weeks will be transferred to the Brookville Area School District Cyber/Blended School and averaged with your 1st Semester and/or 2nd Semester grades.
5. If you are transferring in the middle of a nine-week period, your current grade from the school you are leaving will be considered in the current semester grade.
6. All assigned work must be completed by the end of each grading period; no extensions will be given unless there are extenuating circumstances that must be approved by the building Principal.
7. If the assigned work cannot be completed in the average forty-five (45) minutes per class (grades 7-12), the student will be required to log extra time to complete assigned work by the assigned date.
8. Cyber courses will require a 100% completion and a minimum grade of 70% in order to pass the course. If the minimum grade is not achieved at 100% completion of a course, sections of the course will be reassigned to support the achievement of 85%.
9. Pre-approved offline activities may count towards required instructional hours if the work is provided and parent logs those hours. The parent/guardian is required to report the offline hours to the program coordinator no later than the following Monday of the week in which hours will be applied to (Ex. Curriculum assigned assignments, research papers, senior project requirements).

Orientation Meetings

Both the student and parent(s) will need to participate in the Cyber Orientation Program offered prior to the beginning of the school year in order for the student to register for the cyber/blended program for the start of the school year. This can be scheduled with the High School Principal by calling (814) 849-1105. Students will learn how to log onto Brookville Cyber/Blended School and review the program. Parent(s) and student sign the contract in order to be enrolled into the program. Students will be assigned IDs and passwords after orientation and registration is completed.

Computers

Every Brookville Area School District student is assigned a Chromebook for academic use. The Chromebooks are provided for educational purposes and not for personal use. Any device provided by the Brookville Area School District will be monitored by the district's web filter and other technologies to ensure student safety. Brookville Area School District will not pay for internet access; this will be the responsibility of the parent.

If the student withdraws from the Brookville Cyber program and returns to the building, the student will keep his/her Chromebook for use in the classroom. If a student withdraws from Brookville Area School District, the parent is responsible to return the Chromebook. If parents or students fail to return the Chromebook/hardware/books, the parents will pay for the cost of replacement. All technology equipment must be returned to the High School Main Office within three (3) days of the end of the cyber program. If the equipment is not returned, parents will be billed the cost of the computer equipment.

Academic Expectations

Parents will be responsible for all transportation to and from face-to-face meetings. The building Principal will review attendance, parent logs, and progress with the parents and students in order to assure that students are on track for successfully completing their courses.

Parents and students will be required to meet with the building Principal if there are excessive absences or if students are not making progress towards successfully completing their courses.

Students will be removed from the Brookville Area School District Cyber/Blended School if they:

- Fail to log on for two (2) consecutive weeks.
- Fails to attend "face-to-face" requested principal or guidance meetings.
- Failure to participate in the state standardized tests.
- Have excessive illegal/unexcused absences.

Mid-Course Withdrawals

If a student withdraws from the Brookville Area School District Cyber/Blended School and does not finish a course in the Brookville Cyber/Blended School program and later registers again in the Brookville Area School District Cyber/Blended School, the student cannot start a course at the point where he/she withdrew. The student must start the course(s) at the beginning and redo any lessons completed in the previous enrollment.

Graduation Requirements

Brookville Area School District Cyber/Blended School students will graduate with a Brookville School District diploma and may participate in the graduation ceremony if the student meets current graduation requirements:

1. Completion of 24 credits
2. Cyber students are required to meet the BASD Physical Education requirements- 2 hours per week of physical education activities needs to be written in a journal and submitted at the end of each semester to the cyber school coordinator.

3. Showing proficiency in the Pennsylvania Academic Standards. Any student who is not proficient on the Keystone Exams will be required to take a remediation course and retake the Keystone Exam.

Academic Integrity

The Brookville School District supports student learning and academic achievement by encouraging students to produce their own best work, done with integrity and display the best academic ethical behavior. Grades must reflect the student's own work. A lack of academic integrity is cheating. Cheating is defined in the Brookville Area School District Student Handbook. Cheating can involve copying/sharing assignments, plagiarism, cheating on exams or major projects, forgery/stealing, and other behaviors not included in this list. To support student learning and academic integrity, **all Post Tests and End of the Semester Tests MUST BE TAKEN AT THE BROOKVILLE AREA HIGH SCHOOL. Any off-line activities will be given due dates for submission of hard copy submissions.**

It is the responsibility of the parents to monitor their child's performance and work activities in the Brookville Area School District Cyber/Blended School. In the Brookville Cyber/Blended School, students must complete each lesson by 80% accuracy before moving onto the next lesson. Students must complete all lessons before taking the tests and exams. Parents will be required to transport their child to the school for any testing.

Upon completion of a cyber-course students may be required to take an exit exam to ensure academic growth has been accomplished. If a course is completed prior to the end of the school year and has a grade of 70% or above, the course will be considered completed and no exit exam will be required. If the completed course grade is below 70%, the course assignments will be reviewed to determine the assignments the student did not complete or failed and reassign the assignment for the student to redo, until the course grade meets the minimum grade of 70%.

Report Cards and Grades

The Brookville School District Cyber/Blended School will go by the Brookville Area School District grading scale. Students must score at the percentage levels of the Brookville School District minimum of 70% in order to pass courses and receive grades. Student grades will be recorded on the student's Brookville School District report card which is available at the end of each marking period through the student and/or parent portal. All grades will be documented in a Brookville School District transcript. The transcript will identify the student as a Brookville Area School Cyber/Blended School student.

GRADING POLICY

Elementary

In grades K through six, report cards are issued four times during the school year. The grading scale recorded on the report card is:

- A - Excellent 93-100%**
- B - Good 85-92%**
- C - Average 77-84%**
- D - Poor 70-76%**

F - Failing Below 70%

The Pennsylvania System of School Assessment (PSSA) for Reading and Mathematics is given in grades three, four, five, and six. The PSSA for Science is given in grade five. The PSSA writing test is given in grade five.

Secondary

Grades are an evaluation of the student's achievement/progress. They become part of a permanent record. Institutions of higher learning, potential employers, and the various military services are all interested in a student's school records. The school only records the grades - the student earns them.

The Pennsylvania System of School Assessment (PSSA) for ELA and Mathematics is given in seventh and eighth grades. The PSSA for Science is given in eighth grade. Keystone Exams are given to students upon completion of Algebra I, Biology and Literature classes. Students not scoring proficient on any of these exams will be required to complete a remediation course in the subject area and retake the Keystone Exam.

Report cards are issued each nine weeks. The grading scale recorded on the report card is:

A - Excellent 93-100%

B - Good 85-92%

C - Average 77-84%

D - Poor 70-76%

F - Failing Below 70%

Cyber students will be required to have a 100% course completion and an average of 70% for successful completion of the course.

Behavior/Dress Code

When Brookville Area School District Cyber/Blended School students are on school property, during school sponsored activities, or using school transportation, students will be required to follow Brookville Area School District Behavior and Dress Code. Students will be under all restrictions of the behavior and dress code. All disciplinary actions will be enforced for any violation of these policies.

If a student is using a Brookville School District Chromebook, that student will be under the Acceptable Use Policy of the Brookville School District. Any misuse and violation of these policies will result in disciplinary actions by the Brookville Area School District.

These policies can be found in the Brookville Area School District Student Handbook which is found on the Brookville Area School District website under Sections Parents/Students > Documents/Forms/Handbooks.

Technical Problems

Technical problems will not be accepted as an excuse for not having the minimum required cyber "On Task" hours. If a student is having difficulty with their Chromebook, they can use a different computer to complete their required hours. It is the parent's responsibility to ensure the student has the necessary tools to complete their cyber work. If an alternate computer is not available, the parent should consider taking their child to the local library and/or contacting the High School Principal to receive permission to

come to the school to work on their cyber courses.

Borrowing/Use of School District Property

1. Any technology or school resources which the student is accessing and using and belongs to the Brookville Area School District is the responsibility of the parent. This does not include maintenance or updates.
2. If the student is removed from the Brookville Area School District Cyber/Blended School by the Brookville Area School District or by the parent; or the student has completed all courses and has graduated, the parent and/or student must return all school technology equipment and resources **within three (3) business days of the completion of their course work or the end of the school year**. If the equipment or resources are damaged or not returned, the parent or guardian is responsible for the cost of the equipment or resources or legal action may be taken.
3. Equipment on loan from the Brookville Area School District should be maintained and returned in the same physical condition as when the equipment was received by the parent or guardian and student.
4. Additional software and hardware is not permitted to be installed on the equipment.
5. You may not have anyone else work on the Chromebook. Any damage done to the Chromebook as a result of someone other than the Brookville Area School District staff working on the Chromebook will result in parent or guardian expense to either repair or replace the Chromebook.
6. Internet access and router are the responsibility of the parent or guardian. Brookville Area School District will not provide internet access or router.

State Testing/Assessments

Students will be required to take the Pennsylvania State Standardized Test, which include the PSSA (grades 3 thru 8) and Keystone exams (at the end of a trigger course). Parents of Brookville Area School District Cyber/Blended School students must provide transportation for their child to the brick and mortar Brookville School District building in order for their child to take PSSA and Keystone exams. A schedule for the testing times and locations will be sent to parents and guardians.

Any Brookville Area School District Cyber/Blended School students who took the Keystone exams and are not proficient on any of the Keystone Exams will be required to participate in a supplemental course (remediation) and retest.

Bus 1 AM Skeleton	1 HAINES GARAGE - 5956 Route 322	Bus 1 HS AM	1 Route 36 & Wolford Rd	Bus 18 HS AM	1 Deer Dr & Route 949	Bus 18 HS PM	1 Brookville Area Jr/Sr High School
	2 Slimak Rd & Thrush Rd		2 Hummingbird Ln & Route 36		2 Masters Rd & Route 949		2 799 Rt 36
	3 Kramer Hollow Rd & Witch Hollow		3 Orchard Rd & Rt 36		3 Route 949 & Spring Creek Rd		3 1167 Rt 36
	4 8006 Knoxdale Rd.		4 MacBeth's Store turnaround		4 8988 Rt 949		4 Caldwell Corners Rd & Ferguson Rd
	5 935 FULLER RD		5 Great Bear Ln & Route 36		5 8710 Route 949		5 928 Caldwell Corners Road
	6 Centerhill Church - Turnaround		6 Spirit of the North Campground		6 8611 Rt 949		6 Caldwell Corners Rd & McManigle Rd
	7 Knox Dale Rd & Main St		7 Cousin Basil's - 10638 Rt 36		7 8476 Rt 949		7 5173 Route 949
	8 2723 Ramsaytown Rd		8 Beers Rd & Rt 36		8 6889 Rt 949		8 Best Dr & Rt 949
	9 494 FIVE MILE RUN RD		9 Truman's Store		9 6755 Route 949		9 6755 Route 949
	10 Five Mile Run Rd & Johns Hill Rd		10 Lumberjack Lane & Rt 36		10 Best Dr & Rt 949		10 6889 Rt 949
	11 Shaffer Home Improvement-184 Belgiumtown Rd		11 Oakdale Rd & Rt 36		11 5173 Route 949		11 8476 Rt 949
	12 Belgiumtown Rd & Straitiff Rd		12 5335 Route 36		12 Caldwell Corners Rd & McManigle Rd		12 8611 Rt 949
	13 9 Western Ave. Bill's Bar		13 5186 Rt 36		13 928 Caldwell Corners Road		13 8710 Route 949
	14 Mabon St bridge stop		14 Eldred Twp Bldg - 3441 Route 36		14 Caldwell Corners Rd & Ferguson Rd		14 8988 Rt 949
	15 Buff's - Creek St & S Pickering		15 3162 Rt 36 [1]		15 799 Rt 36		15 Route 949 & Spring Creek Rd
	16 Brookville Area Jr/Sr High School		16 147 & 152 Osborne Rd		16 Brookville Area Jr/Sr High School		16 Masters Rd & Route 949
	17 223 VALLEY ST (LIBRARY)		17 Rt 36 & Sweitzer Ln	Bus 18 Elem AM		Bus 20 HS AM	
	18 YMCA		18 1342 Route 36	1 Brookville Area Jr/Sr High School		1 Heathville Ohl Rd & Yount Rd	
	19 Firemen's Club		19 873 Route 36	2 Shaffer Rd & Rt. 949		2 872 Heathville Ohl Rd - rt side pick up	
	20 17269 Rt 322 - Bricen Towing		20 173 ALASKA RD	3 8988 Rt 949		3 Heathville Ohl Rd & Mohney Rd	
	21 Jefferson County Vocational Technical School		21 Brookville Area Jr/Sr High School	4 8611 Rt 949		4 Summer Village stop	
Bus 1 PM Skeleton		Bus 1 AM - JT Transfer		5 8476 Rt 949		5 Heathville Rd & State St	
1 Jefferson County Vocational Technical School		1 Brookville Area Jr/Sr High School		6 Catholic Church Rd & Rt 949		6 Summerville Post Office	
2 17269 Rt 322 - Bricen Towing		2 YMCA		7 Best Dr & Rt 949		7 Rich's Outdoor World	
3 Firemen's Club		3 Firemen's Club		8 Caldwell Corners & Rt. 949		8 13011 Harrison St	
4 YMCA		4 Pinecreek Firehall - 18656 Rt 322		9 Caldwell Corners Rd & McManigle Rd		9 15560 Rt 28S	
5 223 VALLEY ST (LIBRARY)		5 R H Lane & Rt. 322		10 928 Caldwell Corners Road		10 Rt 28 & Noble Lane	
6 Hickory Grove Elementary School		6 K and S Ln & Route 322		11 Rt 36 & Sweitzer Ln		11 17234 Rt 28	
7 Buff's - Creek St & S Pickering		7 Jefferson County Vocational Technical School		12 1342 Route 36		12 18235 Rt 28S	
8 Mabon St bridge stop		Bus 1 PM - JT Transfer		13 799 Rt 36		13 S Main & Rose Siding Road	
9 9 Western Ave. Bill's Bar		1 Jefferson County Vocational Technical School		14 84 Alaska Rd		14 S Main St & Thompson St	
10 Belgiumtown Rd & Straitiff Rd		2 K and S Ln & Route 322		15 21 Alaska Rd		15 Thompson St & W Main St	
11 Shaffer Home Improvement-184 Belgiumtown Rd		3 R H Lane & Rt. 322		16 Hickory Grove Elementary School		16 Brookville Area Jr/Sr High School	
12 Five Mile Run Rd & Johns Hill Rd		4 Firemen's Club		17 Pinecreek Elementary School		Bus 20 Elem PM	
13 494 FIVE MILE RUN RD		5 YMCA		Bus 19 AM Skeleton		1 Hickory Grove Elementary School	
14 2723 Ramsaytown Rd		6 Hickory Grove Elementary School		1 HAINES GARAGE - 5956 Route 322		2 Pinecreek Elementary School	
15 Green Valley Rd & Markton Rd		Bus 18 Elem PM		2 Caldwell Corners Rd & McManigle Rd		3 S Main St & Thompson St	
16 8006 Knoxdale Rd.		1 Pinecreek Elementary School		3 6889 Rt 949		4 18235 Rt 28S	
17 Knox Dale Rd & Main St		2 Hickory Grove Elementary School		4 Masters Rd. & Route 949 turn around		5 Rt 28 & Noble Lane	
18 Center Hill Church-turnaround		3 21 Alaska Rd		5 Deer Dr & Route 949		6 15560 Rt 28S	
19 935 FULLER RD		4 84 Alaska Rd		6 Turn around Cousin Basil's 10638 Rt. 36		7 15348 Rt 28	
20 Kramer Hollow Rd & Witch Hollow		5 799 Rt 36		7 Beers Rd & Rt 36		8 Summerville Post Office	
21 HAINES GARAGE - 5956 Route 322		6 1167 Rt 36		8 Truman's Store		9 Heathville Rd & State St	
Bus 20 Elem AM		7 1342 Route 36		9 1342 Route 36		10 Summer Village stop	
1 Leaving Brookville HS Dr		8 Rt 36 & Sweitzer Ln		10 Brookville Area Jr/Sr High School		11 Heathville Ohl Rd & Yount Rd	
2 15560 Rt 28S		9 Caldwell Corners Rd & McManigle Rd		11 HAINES GARAGE - 5956 Route 322		12 872 Heathville Ohl Rd - rt side pick up	
3 13781 Rt 28		10 Caldwell Corners & Rt. 949		Bus 19 AM HG & PC YMCA		13 1254 Heathville Ohl Rd	
4 Summerville Post Office		11 Best Dr & Rt 949		1 YMCA		14 Heathville Ohl Rd & Mohney Rd	
5 872 Heathville Ohl Rd - rt side pick up		12 Catholic Church Rd & Rt 949		2 Pinecreek Elementary School		Bus 21 Elem PM	
6 1254 Heathville Ohl Rd		13 8476 Rt 949		3 YMCA		1 Hickory Grove Elementary School	
7 Heathville Ohl Rd & Yount Rd		14 8611 Rt 949		4 Hickory Grove Elementary School		2 Pinecreek Elementary School	
8 Summer Village stop		15 8988 Rt 949		Bus 19 PM Skeleton		3 Tire & Service Professionals - 52 S White St	
9 Heathville Rd & State St		16 Deer Dr & Route 949		1 HAINES GARAGE - 5956 Route 322		4 Ponderosa Dr & Rt 36	
10 15348 Rt 28		17 Shaffer Rd & Rt. 949		2 Hickory Grove Elementary School		5 Upper Hayes Rd & Rt 36	
11 S Main St & Thompson St		18 Masters Rd & Route 949		3 Switzer Ln & Rt. 36		6 Rocky Hollow Dr. & Route 36	
12 Pinecreek Elementary School		19 7113 Route 36		4 Truman's Store		7 12459 Rt 36S	
13 Hickory Grove Elementary School		Bus 19 AM HG & PC YMCA		5 Beers Rd & Rt 36		8 Stanton Dynamics	
Bus 20 HS PM		1 YMCA		6 Turn around Cousin Basil's 10638 Rt. 36		9 5622 Heathville Ohl Rd	
1 Brookville Area Jr/Sr High School		2 Pinecreek Elementary School		7 Deer Dr & Route 949		10 Copenhaver Rd, Cliff Rd & Pansy Ringgold Rd	
2 Thompson St & W Main St		3 YMCA		8 Masters Rd. & Route 949 turn around		11 Keth Rd & Pansy Ringgold Rd	

3 S Main St & Thompson St	9 6889 Rt 949	12 Ames Rd & Langville Rd
4 S Main & Rose Siding Road	10 Caldwell Corners Rd & McManigle Rd	13 2681 Langville Rd
5 15560 Rt 285	11 HAINES GARAGE - 5956 Route 322	14 Langville & Boddorf Rd
6 13011 Harrison St	Bus 19 PM HG & PC YMCA	15 3371 Heathville Ohl Rd
7 Rich's Outdoor World	1 Pinecreek Elementary School	16 Methodist Church
8 Summerville Post Office	2 YMCA	17 3442 Heathville Ohl Rd
9 Heathville Rd & State St	3 Hickory Grove Elementary School	18 Brosius Rd, Heathville Ohl Rd & Mount Pleasant Rd
10 Summer Village stop	4 YMCA	19 4092 Heathville Ohl Rd
11 Heathville Ohl Rd & Yount Rd	5 313 Osborne Rd	20 Heathville & Jeans Lane
12 Heathville Ohl Rd & Mohney Rd	6 Route 36 & Bottom Rd	21 4683 Heathville Ohl Rd
13 872 Heathville Ohl Rd - rt side pick up	7 3216 Route 36	22 5118 Heathville Ohl Rd
14 17234 Rt 28	8 4817 Rt 36	Bus 22 AM JT Transfer
Bus 21 AM Skeleton	9 7100 Route 36	1 Brookville Area Jr/Sr High School
1 HAINES GARAGE - 5956 Route 322	10 Truman's Store	2 Thompson St & W Main St
2 Tire & Service Professionals - 52 S White St	Bus 26 HS AM	3 Ace Hardware
3 Upper Hayes Rd & Rt 36	1 5846 MOUNT PLEASANT RD	4 Jefferson County Vocational Technical School
4 Route 36 & Sheep Farm Rd.	2 7546 Mount Pleasant Rd	Bus 22 PM JT Transfer
5 Baha Ln & Ramsaytown Rd	3 2921 Roller Coaster Rd	1 Jefferson County Vocational Technical School
6 Keth Rd & Pansy Ringgold Rd	4 Roller Coaster Rd. & Stahlman Rd.	2 Ace Hardware
7 5622 Heathville Ohl Rd	5 3885 Rollercoaster Rd	3 Thompson St & W Main St
8 4092 Heathville Ohl Rd	6 Sheep Farm Rd & Stahlman Rd	4 Hickory Grove Elementary School
9 Langville & Heathville Ohl Rd	7 2670 Sheep Farm Rd	Bus 22 PM Skeleton
10 Mt. Pleasant Rd & Mohney Rd.	8 Hilliard Drive & SHEEP FARM RD	1 Hickory Grove Elementary School
11 Mt. Pleasant Rd. & Shields Rd	9 30 WHITE ST-EUM Church stop	2 Butler Cemetery Rd & Route 28
12 Heathville Rd & State St	10 40 White St-Giant Eagle stop	3 Emerson Dr & Richardsville Rd
13 Park St.	11 Brookville Area Jr/Sr High School	4 Milliron Rd & Richardsville Rd
14 18235 Rt 285	Bus 26 Elem AM	5 1747 Allens Mills Rd
15 223 VALLEY ST (LIBRARY)	1 Leaving Brookville HS Dr	6 ALLENS MILLS - CHURCH
16 Brookville Area Jr/Sr High School	2 5846 MOUNT PLEASANT RD	7 7501 Rt 28 N
Bus 21 Elem AM	3 7546 Mount Pleasant Rd	8 Eagles Nest Rd & Rt 28
1 Ames Rd & Langville Rd	4 2878 Roller Coaster Rd	9 Stanton Dynamics
2 2681 Langville Rd	5 2921 Roller Coaster Rd	10 HAINES GARAGE - 5956 Route 322
3 Mount Pleasant Rd & Boddorf Rd	6 Roller Coaster Rd. & Stahlman Rd.	Bus 22 AM Skeleton
4 Langville & Heathville Ohl Rd	7 30 WHITE ST-EUM Church stop	1 HAINES GARAGE - 5956 Route 322
5 Methodist Church	8 40 White St-Giant Eagle stop	2 Methodist Church
6 3442 Heathville Ohl Rd	9 Thompson St & W Main St	3 52 S White St - Tire & Service Prof. Inc.
7 Brosius Rd, Heathville Ohl Rd & Mount Pleasant Rd	10 Pine St & Waterford Pike	4 7102 Rt. 28
8 4092 Heathville Ohl Rd	11 Hickory Grove Elementary School	5 7501 Rt 28 N
9 Heathville & Jeans Lane	12 Pinecreek Elementary School	6 1747 Allens Mills Rd
10 4683 Heathville Ohl Rd	Bus 26 HS PM	7 ALLENS MILLS - CHURCH
11 4805 Heathville Ohl Rd	1 Brookville Area Jr/Sr High School	8 Eagles Nest Rd & Rt 28
12 5118 Heathville Ohl Rd	2 40 White St-Giant Eagle stop	9 Milliron Rd & Richardsville Rd
13 5622 Heathville Ohl Rd	3 30 WHITE ST-EUM Church stop	10 Emerson Dr & Richardsville Rd
14 12459 Rt 365	4 Hilliard Drive & SHEEP FARM RD	11 Butler Cemetery Rd & Route 28
15 Rocky Hollow Dr. & Route 36	5 2670 Sheep Farm Rd	12 Brookville Area Jr/Sr High School
16 Upper Hayes Rd & Rt 36	6 Sheep Farm Rd & Stahlman Rd	Bus 22 AM HS
17 Ponderosa Dr & Rt 36	7 3885 Rollercoaster Rd	1 Keth Rd & Pansy Ringgold Rd
18 400 S White St - Rafferty Tire	8 Roller Coaster Rd. & Stahlman Rd.	2 Patton Rd, Zion Rd & turnaround
19 Tire & Service Professionals - 52 S White St	9 2921 Roller Coaster Rd	3 Langville & Heathville Ohl Rd
20 Pinecreek Elementary School	10 7546 Mount Pleasant Rd	4 3442 Heathville Ohl Rd
21 Hickory Grove Elementary School	Bus 26 Elem PM	5 3526 Heathville Ohl Rd
Bus 25 HS AM	1 Hickory Grove Elementary School	6 4092 Heathville Ohl Rd
1 5956 Route 322	2 Pinecreek Elementary School	7 13103 Rt 36
2 Green Valley Rd & Markton Rd	3 Thompson St & W Main St	8 Upper Hayes Rd & Rt 36
3 1684 Markton Rd	4 Pine St & Waterford Pike	9 16911 Rt. 36
4 E Bellport, Markton & W Bellport Rd	5 40 White St-Giant Eagle stop	10 Ponderosa Dr & Rt 36
5 2919 Markton Rd	6 30 WHITE ST-EUM Church stop	11 52 S White St - Tire & Service Prof. Inc.
6 2985 Markton Rd	7 400 S White St - Rafferty Tire	12 Brookville Area Jr/Sr High School
7 96 Main St - Knoxdale	8 Rafferty Tire - 400 S WHITE ST	Bus 27 HS AM
8 8006 Knoxdale Rd.	9 Roller Coaster Rd. & Stahlman Rd.	1 1009 Five Mile Run
9 8024 KNOX DALE RD	10 2921 Roller Coaster Rd	2 789 Five Mile Run Rd

10 Kramer Hollow Rd & Witch Hollow
11 10455 Knox Dale Rd
12 11442 Knox Dale Rd
13 12292 Knoxdale Rd
14 12737 Knox Dale Rd
15 Ski View Road & Knoxdale Rd
16 YMCA
Bus 25 Elem AM
1 2985 Markton Rd
2 1168 Markton Rd
3 1684 Markton Rd
4 2844 Markton Rd
5 2919 Markton Rd
6 96 Main St - Knoxdale
7 8024 KNOX DALE RD
8 Kramer Hollow Rd & Witch Hollow
9 9333 Knox Dale Rd
10 9620 Knox Dale Rd
11 10455 Knox Dale Rd
12 11563 Knoxdale Rd
13 12737 Knox Dale Rd
14 Pinecreek Elementary School
15 Hickory Grove Elementary School
Bus 05 - AM HS
1 4568 Rt 322
2 Snyder Rd & Rt 322
3 4859 Route 322
4 5025 Rt 322
5 Pine St & Waterford Pike
6 Barnett St & Church St
7 Daugherty St & Walnut St
8 Library - walkers
9 Brookville Area Jr/Sr High School
Bus 05 - AM Elem & NS Transfer
1 4568 Rt 322
2 J & M Signs
3 5134 Rt 322 [1]
4 South Green Rd & Rt. 322
5 2670 Sheep Farm Rd
6 2441 SHEEP FARM RD
7 Sheep Farm Rd & Strahman Rd
8 Buff's - Creek St & S Pickering
9 Growing Patch
10 Daugherty St & Walnut St
11 Barnett St & Church St
12 Library - walkers
13 Pinecreek Elementary School
14 YMCA
15 Northside Elementary School
16 Hickory Grove Elementary School
Bus 9 HS AM
1 Lilac Lane & Egypt Rd
2 Hoffman Ln & Egypt Rd
3 1891 Egypt Rd
4 9570 Rt 28 N
5 10020 Route 28
6 10983 Rt 28 Stewart turnaround
7 9701 - 9731 Route 28 N
8 Eagles Nest Rd & Rt 28
9 9240 Route 28

6 96 Main St - Knoxdale
7 8024 KNOX DALE RD
8 Kramer Hollow Rd & Witch Hollow
9 9333 Knox Dale Rd
10 9620 Knox Dale Rd
11 10455 Knox Dale Rd
12 11563 Knoxdale Rd
13 12737 Knox Dale Rd
14 Pinecreek Elementary School
15 Hickory Grove Elementary School
Bus 25 HS PM
1 Brookville Area Jr/Sr High School
2 YMCA
3 Ski View Road & Knoxdale Rd
4 12737 Knox Dale Rd
5 12292 Knoxdale Rd
6 11819 Knox Dale Rd
7 11851 Knox Dale Rd
8 11442 Knox Dale Rd
9 10455 Knox Dale Rd
10 8024 KNOX DALE RD
11 96 Main St - Knoxdale
12 2985 Markton Rd
13 2919 Markton Rd
14 E Bellport, Markton & W Bellport Rd
15 1684 Markton Rd
Bus 25 Elem PM
1 Pinecreek Elementary School
2 Hickory Grove Elementary School
3 12737 Knox Dale Rd
4 11776 Knoxdale Rd
5 11563 Knoxdale Rd
6 10455 Knox Dale Rd
7 9620 Knox Dale Rd
8 9333 Knox Dale Rd
9 9018 Knox Dale Rd
10 Kramer Hollow Rd & Witch Hollow
11 8228 KNOX DALE RD
12 8024 KNOX DALE RD
13 96 Main St - Knoxdale
14 2919 Markton Rd
15 2844 Markton Rd
16 1684 Markton Rd
17 1168 Markton Rd
18 Green Valley Rd & Markton Rd
19 5956 Route 322
Bus 29 HS AM
1 125 SMITH RD
2 28 Park St, Summerville
3 Dickey Rd & Summerville Corsica Rd
4 Duck Rd & Love Rd
5 731 Mendenhall Rd
6 1104 Jefferson Rd
7 Brookville Area Jr/Sr High School
Bus 29 Elem AM
1 Leaving Brookville HS Dr
2 Cunningham Rd & Strausser Rd
3 28 Park St, Summerville
4 372 SUMMERVILLE CORSICA RD
5 Dickey Rd & Summerville Corsica Rd
6 Duck Rd & Love Rd
7 731 Mendenhall Rd
8 1104 Jefferson Rd
9 Brookville Area Jr/Sr High School
Bus 29 HS AM
1 125 SMITH RD
2 28 Park St, Summerville
3 Dickey Rd & Summerville Corsica Rd
4 Duck Rd & Love Rd
5 731 Mendenhall Rd
6 1104 Jefferson Rd
7 Brookville Area Jr/Sr High School
Bus 29 Elem AM
1 Leaving Brookville HS Dr
2 Cunningham Rd & Strausser Rd
3 28 Park St, Summerville
4 372 SUMMERVILLE CORSICA RD
5 Dickey Rd & Summerville Corsica Rd
6 Duck Rd & Love Rd

11 2878 Roller Coaster Rd
12 2312 Rollercoaster Rd
13 7546 Mount Pleasant Rd
14 5846 MOUNT PLEASANT RD
Bus 27 HS PM
1 Brookville Area Jr/Sr High School
2 14 RACE ST
3 Buff's - Creek St & S Pickering
4 2nd St & Western Ave
5 Beluimtown Rd & Stratiff Rd
6 Shaffer Home Improvement-184 Beluimtown Rd
7 Five Mile Run Rd & Johns Hill Rd
8 1009 Five Mile Run
9 789 Five Mile Run Rd
10 494 FIVE MILE RUN RD
11 Beech Hollow Rd & Five Mile Run Rd
12 2743 Ramsaytown Rd
13 2723 Ramsaytown Rd
14 2153 Ramsaytown Rd
15 3298 RAMSAYTOWN RD
16 534 Ramsaytown Rd
17 183 Ramsaytown Rd
18 126 Ramsaytown Rd
19 Circle Drive & Slimak Rd
20 Slimak Rd & Thrush Rd
Bus 29 HS PM
1 Brookville Area Jr/Sr High School
2 1104 Jefferson Rd
3 731 Mendenhall Rd
4 Dickey Rd & Summerville Corsica Rd
5 Duck Rd & Love Rd
6 28 Park St, Summerville
7 125 SMITH RD
Bus 29 Elem PM
1 Hickory Grove Elementary School
2 Pinecreek Elementary School
3 Crayon Castle - 41 W Main St
4 781 Mendenhall Rd
5 Monrean Rd & Rt 28
6 345 Summerville Corsica Rd
7 372 SUMMERVILLE CORSICA RD
8 507 Summerville Corsica Rd
9 Dickey Rd & Summerville Corsica Rd
10 Duck Rd & Love Rd
11 2772 Summerville Corsica Rd
12 28 Park St, Summerville
13 Cunningham Rd & Strausser Rd
Bus 07 - AM Elem & NS Transfer
1 Cousin Basil's - 10638 Rt 36
2 11831 Route 36
3 Hummingbird LN & Route 36
4 Shiloh Ranch stop
5 Great Bear Ln & Route 36
6 Spirit of the North Campground
7 49 Stoney Run Rd.
8 8984 Rt. 36
9 8695 Route 36
10 8651 Rt 36
11 Beers Rd & Rt 36
12 Truman's Store
13 7100 Route 36

3 494 FIVE MILE RUN RD
4 Beech Hollow Rd & Five Mile Run Rd
5 2743 Ramsaytown Rd
6 534 Ramsaytown Rd
7 2723 Ramsaytown Rd
8 2153 Ramsaytown Rd
9 183 Ramsaytown Rd
10 126 Ramsaytown Rd
11 1476 Morrison Rd
12 Circle Drive & Slimak Rd
13 Slimak Rd & Thrush Rd
14 Five Mile Run Rd & Johns Hill Rd
15 Five Mile Run & Swamp Run Rd
16 Shaffer Home Improvement-184 Beluimtown Rd
17 Beluimtown Rd & Stratiff Rd
18 2nd St & Western Ave
19 Buff's - Creek St & S Pickering
20 14 RACE ST
21 Brookville Area Jr/Sr High School
Bus 27 Elem PM
1 Pinecreek Elementary School
2 Hickory Grove Elementary School
3 Madison Ave & Pickering St
4 72 Mabon St
5 2nd St & Sandy Way
6 Beluimtown Rd & Stratiff Rd
7 Shaffer Home Improvement-184 Beluimtown Rd
8 Johns Hill Rd & Five Mile Run Rd
9 1331 Five Mile Run Rd
10 1009 Five Mile Run
11 494 FIVE MILE RUN RD
12 Beech Hollow Rd & Five Mile Run Rd
13 Martins Lane & Five Mile Run Rd
14 2723 Ramsaytown Rd
15 1329 Ramsaytown Rd
16 Baha Ln & Ramsaytown Rd
17 183 Ramsaytown Rd
18 126 Ramsaytown Rd
19 Circle Drive & Slimak Rd
20 Slimak Rd & Thrush Rd
21 875 SLIMAK RD
Bus 27 Elem AM
1 Leaving Brookville HS Dr
2 1476 Morrison Rd
3 126 Ramsaytown Rd
4 183 Ramsaytown Rd
5 Baha Ln & Ramsaytown Rd
6 1329 Ramsaytown Rd
7 2723 Ramsaytown Rd
8 Martins Lane & Five Mile Run Rd
9 494 FIVE MILE RUN RD
10 1009 Five Mile Run
11 1331 Five Mile Run Rd
12 875 SLIMAK RD
13 Circle Drive & Slimak Rd
14 Shaffer Home Improvement-184 Beluimtown Rd
15 Beluimtown Rd & Stratiff Rd
16 2nd St & Sandy Way
17 72 Mabon St
18 Madison Ave & Pickering St
19 Hickory Grove Elementary School

10 9057 Rt 28N	7 2772 Summerville Corsica Rd	14 3216 Route 36	20 Pinecreek Elementary School
11 8257 Rt 28N	8 507 Summerville Corsica Rd	15 Route 36 & Bottom Rd	Bus 10 HS AM
12 Cemetery Rd & Rt 28	9 345 Summerville Corsica Rd	16 313 Osborne Rd	1 1685 Route 830
13 7224 Route 28 N	10 Monrean Rd & Rt 28	17 Stone Rd & Rt 36	2 Waterfall Ln & Rt 1830
14 7102 Rt. 28	11 781 Mendenhall Rd	18 Hickory Grove Elementary School	3 Kerner Rd, Lutheran Cemetary Rd & Rt 322
15 4050 Rt 28 N	12 Crayon Castle - 41 W Main St	19 Northside Elementary School	4 14179 Route 322
16 3898 Rt 28N	13 Hickory Grove Elementary School	20 Pinecreek Elementary School	5 Iowa Rd & Route 322
17 Kirkman Rd & Route 28	14 Pinecreek Elementary School	Bus 07 - Elem & NS Transfer	6 Ford Ln & Rt 322
18 McCullough Dr & Rt 28	Bus 05 - PM HS	1 Pinecreek Elementary School	7 14919 Rt 322
19 141 Route 28	1 Brookville Area Jr/Sr High School	2 Northside Elementary School	8 16771 Rt 322 - Pinecreek Elem School
20 Firemen's Club	2 4568 Rt 322	3 Hickory Grove Elementary School	9 17269 Rt 322 - Bricen Towing
21 Brookville Area Jr/Sr High School	3 Snyder Rd & Rt 322	4 Beers Rd & Rt 36	10 Knox Dale Rd & Rt 322
Bus 9 HS PM	4 5025 Rt 322	5 8651 Rt 36	11 18523 Rt. 322
1 Brookville Area Jr/Sr High School	5 Pine St & Waterford Pike	6 8695 Route 36	12 Pinecreek Firehall - 18656 Rt 322
2 Firemen's Club	6 Daugherty St & Walnut St	7 Cousin Basil's - 10638 Rt 36	13 BB Cuhhouse
3 141 Route 28	7 Barnett St & Church St	8 11831 Route 36	14 Erma Circle/car wash
4 McCullough Dr & Rt 28	8 Library - walkers	9 Shiloh Ranch stop	15 153 Evans St
5 Culligan Water	Bus 05 - PM Elem & NS Transfer	10 Hummingbird LN & Route 36	16 C St & Hiawatha St
6 1514 Rt 28	1 Northside Elementary School	11 Pincrest Cabins	17 Hiawatha St & Middle Street Ext
7 Kirkman Rd & Route 28	2 Hickory Grove Elementary School	12 Great Bear Ln & Route 36	18 Hiawatha St & Hastings St
8 3898 Rt 28N	3 YMCA	13 Spirit of the North Campground	19 Central Ave/Longview Park
9 4050 Rt 28 N	4 Pinecreek Elementary School	14 49 Stoney Run Rd.	20 6th St & Long Ave
10 7224 Route 28 N	5 Growing Patch	Bus 9 Elem PM	21 S&T Bank- Main St.
11 Cemetery Rd & Rt 28 [1]	6 Buff's - Creek St & S Pickering	1 Pinecreek Elementary School	22 Brookville Area Jr/Sr High School
12 8257 Rt 28N	7 Daugherty St & Walnut St	2 Hickory Grove Elementary School	Bus 10 HS PM
13 1891 Egypt Rd	8 Barnett St & Church St	3 1514 Rt 28	1 Brookville Area Jr/Sr High School
14 Hoffman Ln & Egypt Rd	9 Barnett St. & Butler St.	4 Kirkman Rd & Route 28	2 S&T Bank- Main St.
15 Ulac Lane & Egypt Rd	10 Library - walkers	5 7102 Rt. 28	3 6th St & Long Ave
16 9701 - 9731 Route 28 N	11 2670 Sheep Farm Rd	6 7224 Route 28 N	4 Central Ave/Longview Park
17 10020 Route 28	12 2441 SHEEP FARM RD	7 Cemetery Rd & Rt 28	5 Hiawatha St & Hastings St
18 10983 Rt 28 Stewart turnaround	13 Sheep Farm Rd & Stahlman Rd	8 9057 Rt 28N	6 Hiawatha St & Middle Street Ext
19 9240 Route 28	14 South Green Rd & Rt. 322	9 10983 Rt 28 Stewart turnaround	7 153 Evans St
20 9057 Rt 28N	15 5134 Rt 322	10 Reitz Crossing & Rt. 28	8 Erma Circle/car wash
21 8407 Route 28 N (Take A Break Restaurant)	16 J & M Signs	11 Eagles Nest Rd & Rt 28	9 BB Cuhhouse
Bus 10 Elem PM	17 4663 Rt 322	12 1924 Egypt Rd	10 Pinecreek Firehall - 18656 Rt 322
1 Pinecreek Elementary School	Bus 9 Elem AM	13 Hoffman Ln & Egypt Rd	11 18523 Rt. 322
2 Hickory Grove Elementary School	1 Leaving Brookville HS Dr	14 2186 Egypt RD	12 Knox Dale Rd & Rt 322
3 S&T Bank- Main St.	2 7224 Route 28 N	15 581 Egypt Road	13 Bricen Towing
4 120 Taylor St	3 581 Egypt Road	16 694 EGYPT RD	14 16771 Rt 322 - Pinecreek Elem School
5 Central Ave/Longview Park	4 694 EGYPT RD	17 156 EGYPT RD-van garage	15 14919 Rt 322
6 Hiawatha St & Hastings St	5 1924 Egypt Rd	Bus 10 Elem AM	16 Ford Ln & Rt 322
7 Hiawatha St & Middle Street Ext	6 2186 Egypt RD	1 Leaving Brookville HS Dr	17 Iowa Rd & Route 322
8 C St & Hiawatha St	7 Hoffman Ln & Egypt Rd	2 Fuller Rd, Rt 1830 & Rt 322	18 14179 Route 322
9 153 Evans St	8 156 EGYPT RD-van garage	3 McAninch Rd & Rt 322	19 Kerner Rd, Lutheran Cemetary Rd & Rt 322
10 Erma Circle/car wash	9 10983 Rt 28 Stewart turnaround	4 Kerner Rd, Lutheran Cemetary Rd & Rt 322	20 Waterfall Ln & Rt 1830
11 BB Cuhhouse	10 Reitz Crossing & Rt. 28	5 14179 Route 322	21 1685 Route 1830
12 Pinecreek Firehall - 18656 Rt 322	11 Eagles Nest Rd & Rt 28	6 Iowa Rd & Route 322	Bus 17 Elem PM
13 15603 Route 322	12 9057 Rt 28N	7 Church of God Cemetary Rd & Rt 322	1 Pinecreek Elementary School
14 15253 Rt 322	13 Cemetary Rd & Rt 28	8 15253 Rt 322	2 Hickory Grove Elementary School
15 Church of God Cemetary Rd & Rt 322	14 Kirkman Rd & Route 28	9 Pinecreek Firehall - 18656 Rt 322	3 14 RACE ST
16 Iowa Rd & Route 322	15 1514 Rt 28	10 BB Cuhhouse	4 Mabon St bridge stop
17 14179 Route 322	16 McCullough Dr & Rt 28	11 Erma Circle/car wash	5 4th St & Western Ave
18 Kerner Rd, Lutheran Cemetary Rd & Rt 322	17 Pinecreek Elementary School	12 153 Evans St	6 5th St & Central Ave
19 McAninch Rd & Rt 322	18 Hickory Grove Elementary School	13 C St & Hiawatha St	7 6th St & Long Ave
20 Fuller Rd, Rt 1830 & Rt 322	Bus 17 HS PM	14 Hiawatha St & Middle Street Ext	8 278 Euclid Ave
Bus 17 Elem AM	1 Brookville Area Jr/Sr High School	15 Hiawatha St & Hastings St	9 4th St & Euclid Ave
1 7710 Knoxdale Rd	2 Madison Ave & Pickering St	16 Central Ave/Longview Park	10 2914 Five Mile Run
2 6851 Knoxdale Rd	3 Mabon St bridge stop	17 365 Western Ave	11 2720 Five Mile Run Road
3 935 FULLER RD	4 4th St & Western Ave	18 120 Taylor St	12 2286 Five Mile Run Rd
4 4400 Ramsaytown Rd	5 Western & 5th St	19 S&T Bank- Main St.	13 392 FIVE MILE RUN RD
5 392 FIVE MILE RUN RD	6 5th St & Central Ave	20 Hickory Grove Elementary School	14 3277 Ramsaytown Rd

6 2720 Five Mile Run Road	7 297 Euclid Ave	21 Pinckreek Elementary School	15 4400 Ramsaytown Rd
7 2914 Five Mile Run	8 5th St & Euclid Ave	Bus 17 HS AM	16 7710 Knoxdale Rd
8 4th St & Western Ave	9 4th St & Euclid Ave	1 935 FULLER RD	17 Center Hill Rd & Knox Dale Rd
9 5th St & Central Ave	10 3682 Five Mile Run Rd	2 6739 Knox Dale Rd	18 6851 Knoxdale Rd
10 5th St & Long Ave	11 2914 Five Mile Run	3 6284 KNOX DALE RD	19 935 FULLER RD
11 6th St & Long Ave	12 1441 Five Mile Run Rd.	4 Centerhill Church - Turnaround	Bus 23 Elem AM
12 278 Euclid Ave	13 4400 Ramsaytown Rd	5 Center Hill Rd & Knox Dale Rd	1 Leaving Brookville HS Dr
13 4th St & Euclid Ave	14 Knox Dale Fire Hall	6 6464 Knox Dale Rd	2 3657 Richardsville Rd.
14 Mabon St bridge stop	15 6739 Knox Dale Rd	7 Knox Dale Fire Hall	3 Windfall Run Rd (Turnaround)
15 14 RACE ST	16 6284 KNOX DALE RD	8 4400 Ramsaytown Rd	4 9323 Richardsville Rd
16 Pinckreek Elementary School	17 Center Hill Church-tumaround	9 3298 RAMSAYTOWN RD	5 9515 Richardsville Rd
17 Hickory Grove Elementary School	18 6464 Knox Dale Rd	10 Beech Hollow Rd & Five Mile Run Rd	6 Heaven Scent Ln & Richardsville Rd
Bus 23 HS AM	Bus 23 HS PM	11 1441 Five Mile Run Rd.	7 Richardsville Methodist Church
1 8069 RICHARDSVILLE RD	1 Brookville Area Jr/Sr High School	12 2914 Five Mile Run	8 Milliron Rd & Richardsville Rd
2 6249 RICHARDSVILLE RD	2 Ace Hardware	13 3682 Five Mile Run Rd	9 Richardsville Road & Uplinger Road
3 Milliron Rd & Richardsville Rd	3 Clark St & Richards St	14 4th St & Western Ave	10 1681 Richardsville Rd
4 3395 Richardsville Rd	4 Richards St & Washington Ave (Pa Ave)	15 Western & 5th St	11 Butler Cemetery Rd, Chamberlin Rd & Davis Rd
5 Emerson Dr & Richardsville Rd	5 Butler Cemetery Rd, Chamberlin Rd & Davis Rd	16 5th St & Central Ave	12 714 Butler Cemetery Rd
6 Wardell Rd & Richardsville Rd	6 Richardsville Road & Uplinger Road	17 297 Euclid Ave	13 290 Butler Cemetery Rd
7 Butler Cemetery Rd, Chamberlin Rd & Davis Rd	7 3395 Richardsville Rd	18 5th St & Euclid Ave	14 Northview Dr & Richards St
8 481 Butler Cemetery Rd	8 Milliron Rd & Richardsville Rd	19 4th St & Euclid Ave	15 Richards St & Washington Ave (Pa Ave)
9 164 Butler Cemetery Rd	9 Richardsville Baptist Church	20 Mabon St bridge stop	16 54 Richards St
10 Richards St & Washington Ave (Pa Ave)	10 Brocius Rd & Richardsville Rd	21 Madison Ave & Pickering St	17 Ace Hardware
11 Clark St & Richards St	11 Carberry Rd, Humpback Rd & Richardsville Rd	22 Brookville Area Jr/Sr High School	18 Pinckreek Elementary School
12 Ace Hardware	Bus 28 Elem PM	Bus 28 HS AM	19 Hickory Grove Elementary School
13 Brookville Area Jr/Sr High School	1 Pinckreek Elementary School	1 Brocius Rd & Richardsville Rd	Bus 23 Elem PM
Bus 28 HS PM	2 Hickory Grove Elementary School	2 Carberry Rd, Humpback Rd & Richardsville Rd	1 Hickory Grove Elementary School
1 Brookville Area Jr/Sr High School	3 Firemen's Club	3 6303 Route 28 N - Taylors Driveway	2 Pinckreek Elementary School
2 Hazen Methodist Church	4 494 Service Center Rd.	4 ALLENS MILLS - CHURCH	3 Ace Hardware
3 Allens Mills Rd & Spring Rd	5 5595 Rt 28	5 1747 Allens Mills Rd	4 54 Richards St
4 396 Allens Mills Rd	6 Allens Mills Rd & Spring Rd	6 Allens Mills, Cemetery Rd & Sulgar Rd	5 Richards St & Washington Ave (Pa Ave)
5 Allens Mills, Cemetery Rd & Sulgar Rd	7 Allens Mills, Cemetery Rd & Sulgar Rd	7 396 Allens Mills Rd	6 Northview Dr & Richards St
6 1747 Allens Mills Rd	8 1621 Allens Mills Rd	8 Allens Mills Rd & Spring Rd	7 164 Butler Cemetery Rd
7 ALLENS MILLS - CHURCH	9 1747 Allens Mills Rd	9 Hazen Methodist Church	8 290 Butler Cemetery Rd
Bus 28 Elem PM	10 ALLENS MILLS - CHURCH	10 Brookville Area Jr/Sr High School	9 481 Butler Cemetery Rd
1 Pinckreek Elementary School	11 6333 Route 28	Bus 28 Elem AM	10 714 Butler Cemetery Rd
2 Hickory Grove Elementary School	12 6303 Route 28 N - Taylors Driveway	1 Leaving Brookville HS Dr	11 Butler Cemetery Rd, Chamberlin Rd & Davis Rd
3 Firemen's Club	13 555 Hazen Richardsville Rd	2 2494 Hazen Richardsville Rd	12 1681 Richardsville Rd
4 494 Service Center Rd.	14 Carberry Rd, Humpback Rd & Richardsville Rd	3 Brocius Rd & Richardsville Rd	13 Richardsville Road & Uplinger Road
5 5595 Rt 28	15 Brocius Rd & Richardsville Rd	4 Carberry Rd, Humpback Rd & Richardsville Rd	14 Emerson Dr & Richardsville Rd
6 Allens Mills Rd & Spring Rd	16 2494 Hazen Richardsville Rd	5 555 Hazen Richardsville Rd	15 3657 Richardsville Rd.
7 Allens Mills, Cemetery Rd & Sulgar Rd	Van 12 Elem AM	6 6303 Route 28 N - Taylors Driveway	16 Milliron Rd & Richardsville Rd
8 1621 Allens Mills Rd	1 935 Burgoon Rd_Garage	7 ALLENS MILLS - CHURCH	17 Richardsville Methodist Church
9 1747 Allens Mills Rd	2 637 RAMSAYTOWN RD	8 1747 Allens Mills Rd	18 Heaven Scent Ln & Richardsville Rd
10 ALLENS MILLS - CHURCH	3 494 FIVE MILE RUN RD	9 1621 Allens Mills Rd	19 9323 Richardsville Rd
11 6333 Route 28	4 151 Kramer Hollow Rd	10 Allens Mills, Cemetery Rd & Sulgar Rd	Van 9 AM Jeff Tech
12 6303 Route 28 N - Taylors Driveway	5 1252 Witck Hollow Rd	11 Allens Mills Rd & Spring Rd	1 18235 Rt 28S
13 555 Hazen Richardsville Rd	6 12737 Knox Dale Rd	12 57 Allens Mills Rd - Hazen Methodist	2 152 Pine St.
14 Carberry Rd, Humpback Rd & Richardsville Rd	7 Pinckreek Elementary School	13 5595 Rt 28	3 Brookville Area Jr/Sr High School
15 Brocius Rd & Richardsville Rd	8 Northside Elementary School	14 Firemen's Club	4 2880 Sheep Farm Rd
16 2494 Hazen Richardsville Rd	9 Hickory Grove Elementary School	15 Hickory Grove Elementary School	5 689 HUNTERS GROVE RD
Van 11-HS AM	Van 12 Elem PM	16 Pinckreek Elementary School	6 Buff's - Creek St & S Pickering
1 935 Burgoon Rd_Garage	1 Hickory Grove Elementary School	Van 13 Elem PM	7 Jefferson County Vocational Technical School
2 692 Confiter Rd	2 Northside Elementary School	1 Northside Elementary School	Van 9 PM Jeff Tech
3 123 Lincoln St	3 Pinckreek Elementary School	2 Hickory Grove Elementary School	1 Jefferson County Vocational Technical School
4 227 Madison Ave	4 12737 Knox Dale Rd	3 55 JENKS ST	2 Firemen's Club
5 27 Rose St	5 1252 Witck Hollow Rd	4 45 Richards St	3 Buff's - Creek St & S Pickering
6 264 JENKS ST	6 151 Kramer Hollow Rd	5 Firemen's Club	4 152 Pine St.
7 Brookville Area Jr/Sr High School	7 494 FIVE MILE RUN RD	6 17433 Route 322	5 Hickory Grove Elementary School
Van 11-CDA AM	8 637 RAMSAYTOWN RD	7 Pinckreek Elementary School	6 2880 Sheep Farm Rd
1 Brookville Area Jr/Sr High School	Van 14 HS AM	8 14691 Route 322	7 689 HUNTERS GROVE RD

2 9 Henderson St	1 7366 Route 949-VAN HOUSED	9 2333 Rt 1830	8 18235 Rt 28S
3 Christ's Dominion Academy	2 6308 Rt. 36	Van 13 HS AM	Van 15 HS AM
Van 11-HS PM	3 118 Craft Run Rd	1 1720 GREELEY RD	1 935 Burgoon Rd_Garage
1 Brookville Area Jr/Sr High School	4 1720 GREELEY RD	5 179 GREELEY RD	2 71 J Moorehead Rd
2 264 JENKS ST	5 179 GREELEY RD	6 160 GREELEY RD	3 6035 MOORE BRIDGE RD
3 27 Rose St	7 Brookville Area Jr/Sr High School	Van 14 Elem AM	4 Firemen's Club
4 427 Madison Ave	1 Brookville Area Jr/Sr High School	1 Brookville Area Jr/Sr High School	5 Brookville Area Jr/Sr High School
5 123 Lincoln St	2 6308 Rt. 36	2 6308 Rt. 36	Van 15 EL AM
6 692 Conifer Rd	3 137 Greeley Rd	4 Hickory Grove Elementary School	1 155 JIM TOWN RD
Van 11-CDA PM	5 1128 Spencer Dr.	6 Northside Elementary School	2 1695 Chamberlin Rd
1 Christ's Dominion Academy	7 Pinecreek Elementary School	Van 14 HS PM	3 8 Rebecca St.
2 9 Henderson St	Van 14 HS PM	1 Brookville Area Jr/Sr High School	4 Hickory Grove Elementary School
3 235 Old Bridge Rd	1 Brookville Area Jr/Sr High School	2 160 GREELEY RD	Van 15 HS PM
Van 30 HS & EL AM	3 179 GREELEY RD	4 1720 GREELEY RD	1 Brookville Area Jr/Sr High School
1 136 Mohney Rd	5 3004 Greeley Rd	6 118 Craft Run Rd	2 Firemen's Club
2 6081 RT 28 N	7 6308 Rt. 36	Van 14 Elem PM	3 6035 MOORE BRIDGE RD
3 Eldred Twp Bldg - 3441 Route 36	1 Hickory Grove Elementary School	1 Hickory Grove Elementary School	4 8069 RICHARDSVILLE RD
4 689 HUNTERS GROVE RD	2 Pinecreek Elementary School	2 Pinecreek Elementary School	5 873 JIM TOWN RD
5 Punxsutawney Christian Schools	3 Northside Elementary School	3 Northside Elementary School	6 71 J Moorehead Rd
6 2026 Langville Rd	4 1128 Spencer Dr.	5 137 Greeley Rd	Van 15 EL PM
7 Punxsutawney Christian Schools	5 137 Greeley Rd	6 6308 Rt. 36	1 Pinecreek Elementary School
Van 30 HS & EL PM	7 7366 Route 949-VAN HOUSED	Van 32 HS AM	2 Hickory Grove Elementary School
1 Punxsutawney Christian Schools	3 514 Greenawalt Rd.	1 14 SPRING CREEK RD-VAN GARAGE	3 235 Main St.
2 122 Hiawatha St.	2 12570 Route 949	2 12570 Route 949	5 155 JIM TOWN RD
3 Eldred Twp Bldg - 3441 Route 36	3 7475 Rt. 949	3 7475 Rt. 949	6 873 JIM TOWN RD
4 Truman's Store	4 290 Seigworth Rd.	4 290 Seigworth Rd.	Van 31 AM
5 Hickory Grove Elementary School	5 1411 Moore Bridge Rd	5 1411 Moore Bridge Rd	1 159 Hemple Ln
6 6081 RT 28 N	6 524 Hughey Rd	7 425 Hughey Rd	2 1169 Reitz Bottom Rd.
Van 33 AM Jeff Tech	8 Brookville Area Jr/Sr High School	Van 32 Elem AM	3 REITZ CROSSING AMISH SCHOOL
1 2186 Egypt RD	Van 32 Elem AM	1 Catholic Church Rd & Rt 949	1 420 BURCHER RD
2 2375 JIM TOWN RD	2 2356 GREELEY RD	3 1068 MOORE BRIDGE RD	2 Munderf Amish School
3 514 Greenawalt Rd.	3 425 Main St.	4 1411 Moore Bridge Rd	1 Hideaway Ln & Egypt Rd
4 4 Kirkman Rd	4 27 W Main St (Brookville)	5 Hickory Grove Elementary School	2 36 Milligan Ln
5 Jefferson County Vocational Technical School	5 405 N Pickering	6 Northside Elementary School	3 Eagles Nest Amish School
Van 33 PM Jeff Tech	7 18062 Route 322	7 Pinecreek Elementary School	1 10063 Route 28 N
1 Jefferson County Vocational Technical School	8 Pinecreek Elementary School	Van 32 HS PM	2 Eagles Nest Amish School
2 4 Kirkman Rd	Van 35 Elem PM	1 14 SPRING CREEK RD-VAN GARAGE	2 HAZEN AMISH SCHOOL
3 514 Greenawalt Rd.	1 Pinecreek Elementary School	2 Brookville Area Jr/Sr High School	1 964 Egypt Rd.
4 2186 Egypt RD	2 18062 Route 322	3 425 Hughey Rd	2 6681 Rt 28 N
5 2375 JIM TOWN RD	3 Northside Elementary School	4 524 Hughey Rd	3 HAZEN AMISH SCHOOL
Van 35 Elem AM	4 405 N Pickering	5 1411 Moore Bridge Rd	1 41 Cemetery Rd.
1 56 Park St. (Summerville, Pa)	5 425 Main St.	6 290 Seigworth Rd.	2 HAZEN AMISH SCHOOL
2 9057 Rt 28N	6 27 W Main St (Brookville)	7 7475 Rt. 949	1 1052 Brodious Rd
3 425 Main St.	7 56 Park St. (Summerville, Pa)	8 12570 Route 949	2 628 Carberry Rd
4 27 W Main St (Brookville)	8 9057 Rt 28N	Van 32 Elem PM	3 HAZEN AMISH SCHOOL
5 405 N Pickering	Van 30 AM	1 Pinecreek Elementary School	1 3445 Rt 28N
6 27 W Main St (Brookville)	1 219 Liberty Street	2 Northside Elementary School	2 4053 Route 28
7 56 Park St. (Summerville, Pa)	2 6889 Rt 949	3 Hickory Grove Elementary School	3 HAZEN AMISH SCHOOL
8 9057 Rt 28N			Van 31 PM
Van 30 AM			1 159 Hemple Ln
1 219 Liberty Street			2 REITZ CROSSING AMISH SCHOOL
2 6889 Rt 949			3 1201 Reitz Bottom Rd.
			1 Munderf Amish School
			2 420 BURCHER RD
			1 Eagles Nest Amish School
			2 36 Milligan Ln
			1 Eagles Nest Amish School
			2 10063 Route 28 N
			1 Eagles Nest Amish School

3 1428 Route 36	4 2356 GREELEY RD	7 2749 Hunters Grove Rd	2 18 Kesterholt Road
4 Soaring Heights/New Vista Learning Center	5 1068 MOORE BRIDGE RD	Van 19 Elem PM	1 HAZEN AMISH SCHOOL
5 219 Liberty Street	6 1411 Moore Bridge Rd	1 Pinetree Elementary School	2 4053 Route 28
Van 60 PM	7 658 CATHOLIC CHURCH RD	2 Hickory Grove Elementary School	3 3445 Rt 28N
1 219 Liberty Street	8 14 SPRING CREEK RD-VAN GARAGE	3 975 Johns Hill Rd	1 HAZEN AMISH SCHOOL
2 Soaring Heights/New Vista Learning Center	Van 62 AM	4 1759 Hunters Grove Rd	2 1052 Brodious Rd
3 1428 Route 36	1 219 Liberty Street	5 610 Swamp Run Rd	3 628 Carberry Rd
4 6889 Rt 949	2 309 BELGIUMTOWN RD	6 203 Main St. (Knockdale)	1 HAZEN AMISH SCHOOL
5 219 Liberty Street	3 26 1/2 Clark St.	Van 20 Clarion IU6 - AM	2 6681 Rt 28 N
Van 61 AM	4 264 JENKS ST	1 18062 Route 322	3 964 Egypt Rd.
1 219 Liberty Street	5 NEW STORY	2 Clarion Elementary School	1 HAZEN AMISH SCHOOL
2 33 W Main St	6 219 Liberty Street	Van 20 Clarion IU6 - PM	2 437 Cemetery Rd.
3 309 BELGIUMTOWN RD	Van 62 PM	1 Clarion Elementary School	3 41 Cemetery Rd.
4 Soaring Heights/New Vista Learning Center	1 219 Liberty Street	2 18062 Route 322	Van 36 HS AM
5 219 Liberty Street	2 NEW STORY	Van 37 HS AM	1 1668 Milliron Rd
Van 61 PM	3 264 JENKS ST	1 Catholic Church Rd & Fisher Rd	2 975 Milliron Rd
1 219 Liberty Street	4 26 1/2 Clark St.	2 Howe, Jackson & McCutcheon Rd	3 Wardell Rd & Richardsville Rd
2 Soaring Heights/New Vista Learning Center	5 309 BELGIUMTOWN RD	3 540 O'Donnell Rd	4 355 WOOD FARM LN
3 309 BELGIUMTOWN RD	6 219 Liberty Street	4 Brookville Area Jr/Sr High School	5 5 Creek St.
4 33 W Main St	Van 64 AM	Van 37 Elem AM	6 Brookville Area Jr/Sr High School
5 219 Liberty Street	1 219 Liberty Street	1 Howe, Jackson & McCutcheon Rd	Van 36 Elem AM
Van 66 AM	2 233 Heathville-Ohl Rd	2 281 Jackson Rd	1 1113 Crawford Rd.
1 219 Liberty Street	3 393 Trayer Rd	3 Catholic Church Rd & Fisher Rd	2 3486 Allens Mills Rd
2 12702 Fisher Rd	4 Hickory Grove Elementary School	4 13451 Fisher Rd	3 253 Williams Rd.
3 117 Hastings St.	Van 64 PM	5 Hickory Grove Elementary School	4 1978 Hazen Richardsville
4 NEW STORY	1 Hickory Grove Elementary School	6 Pinetree Elementary School	5 355 WOOD FARM LN
5 219 Liberty Street	2 130 Pine St.	Van 37 HS PM	6 Pinetree Elementary School
Van 66 PM	3 393 Trayer Rd	1 Brookville Area Jr/Sr High School	7 Hickory Grove Elementary School
1 219 Liberty Street	4 233 Heathville-Ohl Rd	2 540 O'Donnell Rd	Van 36 HS PM
2 NEW STORY	5 15560 Rt 28S	3 11619 Fisher Rd Kahletown Church	1 Brookville Area Jr/Sr High School
3 117 Hastings St.	6 219 Liberty Street	4 Howe, Jackson & McCutcheon Rd	2 5 Creek St.
4 12702 Fisher Rd	Van 65 AM	5 Catholic Church Rd & Fisher Rd	3 355 WOOD FARM LN
5 219 Liberty Street	1 219 Liberty Street	Van 37 Elem PM	4 Service Center Rd.
Van 34 HS AM	2 131 3rd Ave	1 Pinetree Elementary School	5 975 Milliron Rd
1 1348 Maplevale Rd	3 NEW STORY	2 Hickory Grove Elementary School	6 1668 Milliron Rd
2 Maplevale Road & Fern Hollow Lane	4 219 Liberty Street	3 13451 Fisher Rd	Van 36 Elem PM
3 2576 Maplevale Rd	Van 65 PM	4 Catholic Church Rd & Fisher Rd	1 Pinetree Elementary School
4 Brookville Area Jr/Sr High School	1 219 Liberty Street	5 Howe, Jackson & McCutcheon Rd	2 Hickory Grove Elementary School
Van 34 Elem AM	2 NEW STORY	6 281 Jackson Rd	3 355 WOOD FARM LN
1 Blair Rd & O'Donnell Rd	3 131 3rd Ave		4 1978 Hazen Richardsville
2 Roseville-Sigel Rd & Bottom Rd	4 219 Liberty Street		5 253 Williams Rd.
3 2576 Maplevale Rd	Van 34 Elem PM		6 3486 Allens Mills Rd
4 Hickory Grove Elementary School	1 Pinetree Elementary School		7 1113 Crawford Rd.
5 Pinetree Elementary School	2 Hickory Grove Elementary School		
Van 34 HS PM	3 2576 Maplevale Rd		
1 Brookville Area Jr/Sr High School	4 Roseville-Sigel Rd & Bottom Rd		
2 2576 Maplevale Rd	5 Blair Rd & O'Donnell Rd		
3 Ames Drive & Maplevale Road	6 11619 Fisher Rd Kahletown Church		
4 Maplevale Road & Fern Hollow Lane			
5 1348 Maplevale Rd			

Bus & Van Drivers

Rossey Bussing

Bus numbers - 5, 7, 9, 10, 17, 23 & 28

Van numbers - 11, 12, 13, 14, 15, 16, 18, 19 & 20

James Rossey	Don Reed
Ashley Fenstermaker	Justine Rinker
Greg Nuggent	Gendora Lindemuth
Trudi Radaker	Shannen Kemmer
James Berry	John Miller
Rebecca Reichard	Rodger Alderton
Cliff Shaffer	David Powell
Brianna Parker	Yvonne Confer
Jodi Shaffer	Matthew Wimer
Jeanna Yeany	Jonathan Delaney
Bonnie Glenn	Rodney Waggoner
Gary Wolverton	Peggy Strohm

Haines Transportation Inc.

Bus numbers - 1, 18, 19, 20, 21, 22, 25, 26, 27 & 29

Van numbers - 9

Teresa Haines	Dawn Jones
Kevin Haines	Wanda Smith
Kim Smith	Brad Barrett
Tammy Smith	Margaret Brosius
Tim Becker	Penny Cooper
Roxanne Mumford	Mike Miller
Terry Mauk	Christina Knapek
Ashley Johnston	James George
Kris Simpson	Mike Reed
Alice Kiger	Debbie Swineford
Brian Caldwell	Christa Guthrie
Kristen Suhan	

Randy McLendon Inc.

Van numbers - 60, 61, 62, 63, 64, 65 & 66

Denny Sheakley
Dale Oaks
Bonnie Biehl
Russell Kieffer
Mike Wise
Perry Howe
Katrina Farnham
Holly Raybuck
Edna Hiliard

Becky Brown Transportation

Van numbers - 30, 31, 32, 33, 34, 35, 36 & 37

Becky Brown
David Brown
Sally Lelless
Shelly Heckman
Kim Harvey
Katelynn Holliday
Cheryl Ferree
Janice LeVier
Linda Snyder
Jane Yale

2026-2027 Approved Subs List

Professional

Barrett, Karen
Berfield, Autumn
Brown-Tansky, Saber
Burns, Susan
Carlson, Vicki
Carrier, Jackie
Cunningham, Martha
Dennison, Kathleen
Donahue, Kendra
Enterline, Jessica
Evans, Mallory
Fenstermaker, Deb
Fescemyer, Marie
Frano, Melissa
Freas, Paul
Fritz, Ann
Girty, Zoe
Hergert, Lauren
Himes, Abby
Himes, Kendra
Holtz, Lyndell
Hubler, Kim
Huwar, Barbara
Jackson, Brittany
Johnson, Kristen
Keys, Cheri
Kornbau, Sarah
Lewis, Hunter
Lewis, Kristy
McDermid, Alexy
McGarvey, Catherine
Murray, Joni
Park, Abby
Pfingstler, Mary
Rafferty, Beth
Rakovan, Penny
Reitz, Joyce
Rhoades, Rich

Shriver, Karen
Smith, Allison
Snyder, Carla
Snyder, Donna
Thomas, Amy
Wallace, Andrew
Watson, Amy
Williams, Dawn
Zeok, Kiera

Support

Ansinger, Connor
Berfield, Autumn
Bowers, Alexia
Bullers, Lauren
Burns, Dakota
Burns, Isaac
Buzzard, Laurie
Campbell, Beth
Cunningham, Martha
Enterline, Jessica
Frey, Nicole Greeley
Michelle Hergert
Lauren Hidinger
Megan Himes, Abby
Himes, Kendra
Hughey, Bentley
Hughey, Chandler
Hummel, Alivia
Jordan, Maeve
Kapela, David
Kornbau, Sarah
Kulik, Gayle
Leathem, LouAnn
Reed, Renee
Reitz, Camille
Simpson, Kayla
Zeok, Kiera