

# **Bristol Borough School District Parent / Student Handbook**

**Administration Building  
1776 Farragut Ave.  
Bristol, PA 19007  
215-781-1000 ext. 1010  
[www.bbsd.org](http://www.bbsd.org)**

**Bristol Jr./Sr. High School  
1801 Wilson Avenue  
Bristol, Pennsylvania 19007  
215-781-1000 ext. 1030**

**When absent, please call:  
215.781.1000  
Ext. 1035 for High School**

**A note from a parent or physician IS REQUIRED BY  
LAW upon the child's return from absence.**

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**BRISTOL BOROUGH  
BOARD OF SCHOOL DIRECTORS**

<b>Mr. David Chichilitti</b>	<b>President</b>
<b>Mrs. Mary Jane Potena-Paglione</b>	<b>Vice-President</b>
<b>Mr. John D'Angelo</b>	<b>Treasurer</b>
<b>Mr. Steven Cullen</b>	<b>Member</b>
<b>Miss Brianna Curran</b>	<b>Member</b>
<b>Mr. Jeff Paleafico</b>	<b>Member</b>
<b>Mr. Al Pirollo</b>	<b>Member</b>
<b>Mr. Anthony Smith</b>	<b>Member</b>
<b>Mr. John Stiltner</b>	<b>Member</b>
<b>Mr. David Truelove</b>	<b>Solicitor</b>
<b>Mrs. Jennifer Moyer</b>	<b>Board Secretary</b>

**CENTRAL ADMINISTRATION**

<b>Dr. Broadus Davis</b>	<b>Superintendent</b>
<b>Mr. Christopher McHugh</b>	<b>Business Manager</b>

**MISSION STATEMENT**

*“The Bristol Borough School District empowers all students to achieve excellence and become leaders in a global society, through an educational system immersed in the fabric of a unique and diverse community.”*

**BRISTOL HIGH SCHOOL ADMINISTRATION**

**Principal** **Mr. Nick Nastasi**  
**Assistant Principal/Discipline** **Mr. Michael Poploskie**

**SECRETARIES**

**Beth Gallagher** **Laura Klebba**

**Alma Mater**

Through the twilight haze of memory, loyally we cling;  
To the red and gray of Bristol, praise will ever sing.  
Ever onward, ever upward, hold your colors high.  
Hail to Thee, oh, Alma Mater, Hail to Bristol High.

Though we leave Thee dear old Bristol, memories still remain,  
Of the days we spent in building your undying name.  
All the fields of our endeavors pass before our eyes,  
Comradeship no time can sever, wrapped in friendship's ties.

School Colors: Red and Gray  
School Mascot: Warrior

**TELEPHONE DIRECTORY**

Ext. 1029 High School Principal  
Ext. 1036 High School Assistant Principal  
Ext. 1030/1035 High School - Main Office  
Ext. 1043 Guidance Office  
Ext. 1044 District Psychologist/Special Education Coordinator  
Ext. 1046 High School Nurse  
Ext. 1051 Athletic Director  
215.781.1033 High School Fax

**Bristol High School Bell Schedule**  
**2023-2024**

<b>7:45</b>	<b>Start of School (First Bell)</b>
<b>7:48</b>	<b>Warning Bell</b>
<b>7:50 – 7:54</b>	<b>Homeroom</b>
<b>7:57 – 8:46</b>	<b>First Period    49 Minutes</b>
<b>8:49 – 9:38</b>	<b>Second Period 49 Minutes</b>
<b>9:41 – 10:30</b>	<b>Third Period    49 Minutes</b>
	<b>10:14 – 10:44    7<sup>th</sup> Grade Lunch</b>
	<b>10:50 – 11:20    8<sup>th</sup> Grade Lunch</b>
<b>10:33 – 11:22</b>	<b>Fourth Period   49 Minutes</b>
	<b>11:25 – 11:55    9th-12th Grade Lunch</b>
<b>11:25– 12:14</b>	<b>Fifth Period     49 Minutes</b>
	<b>12:17 - 12:47    9th-12th Grade Lunch</b>
<b>11:58 – 12:47</b>	<b>Sixth Period    49 Minutes</b>
<b>12:50 – 1:39</b>	<b>Seventh Period 49 Minutes</b>
<b>1:42 – 2:33</b>	<b>Eighth Period   51 Minutes</b>

**Bristol Middle School**  
**Bell Schedule**  
**2023-2024**

<b>7<sup>th</sup> Grade</b>	<b>8<sup>th</sup> Grade</b>
<b>7:45 Start Of School</b>	<b>7:45 Start Of School</b>
<b>7:48 Warning Bell</b>	<b>7:48 Warning Bell</b>
<b>HR 7:50 – 7:54</b>	<b>HR 7:50 – 7:54</b>
<b>1<sup>st</sup> 7:57 – 8:41 (Acad 1)</b>	<b>1<sup>st</sup> 7:57 – 8:46 (Acad 1)</b>
<b>2<sup>nd</sup> 8:43 – 9:26 (Acad 2)</b>	<b>2<sup>nd</sup> 8:49 – 9:38 (Acad 2)</b>
<b>3<sup>rd</sup> 9:28 – 10:11 (Acad 3)</b>	<b>3<sup>rd</sup> 9:41 – 10:30 (Acad 3)</b> <b>10:33-10:47 (Lockers/Break)</b>
<b>4<sup>th</sup> 10:14 – 10:44 (Lunch)</b> <b>10:47 - 11:29 (Acad 4)</b>	<b>4<sup>th</sup> 10:50-11:20 (Lunch)</b>
<b>5<sup>th</sup> 11:31 – 11:56 (Intervention)</b>	<b>5<sup>th</sup> 11:23 - 11:53 (Intervention)</b>
<b>6<sup>th</sup> 11:58 – 12:47 (CAP)</b> <b>12:50-1:05 (lockers/break)</b>	<b>6<sup>th</sup> 11:56 – 12:47 (Acad 4)</b>
<b>7<sup>th</sup> 1:07 –1:50 (Acad 5)</b>	<b>7<sup>th</sup> 12:50 – 1:39 (CAP)</b>
<b>8<sup>th</sup> 1:52 – 2:33 (W.I.N./Elective)</b>	<b>8<sup>th</sup> 1:42 – 2:33 (W.I.N./Elective)</b>

**Bristol High School**  
**2-Hour Delay Bell Schedule**  
**2023-2024**

<b>9:45</b>	<b>Start of School</b>
<b>9:48</b>	<b>Warning Bell</b>
<b>9:50 – 9:54</b>	<b>Homeroom</b>
<b>9:57 – 10:29</b>	<b>1<sup>st</sup> Period (32 min.)</b>
<b>10:32 – 11:04</b>	<b>2<sup>nd</sup> Period (32 min.)</b>
<b>11:07 – 11:39</b>	<b>3<sup>rd</sup> Period (32 min.)</b> <b>8<sup>th</sup> Grade Lunch</b>
<b>11:42 – 12:14</b>	<b>4<sup>th</sup> Period (32 min.)</b> <b>7<sup>th</sup> Grade Lunch</b>
<b>12:17 – 12:49</b>	<b>5<sup>th</sup> Period (32 min.)</b> <b>9<sup>th</sup> - 12<sup>th</sup> Grade Lunch</b>
<b>12:52 – 1:24</b>	<b>6<sup>th</sup> Period (32 min.)</b> <b>9<sup>th</sup> - 12<sup>th</sup> Grade Lunch</b>
<b>1:27 – 1:59</b>	<b>7<sup>th</sup> Period (32 min.)</b>
<b>2:02 – 2:33</b>	<b>8<sup>th</sup> Period (31 min.)</b>



## High School Half-Day Schedule

Period	Start	End
HR	7:50	7:54
1	7:57	8:23
2	8:26	8:52
3	8:55	9:21
4	9:24	9:50
5/6	9:53	10:17
7	10:20	10:47
8	10:50	11:15

**\*\*Grab and go breakfast and lunch\*\***

### **7th Grade Half-Day Schedule**

Period	Start	End	Class
HR	7:50	7:54	
1	7:57	8:23	Academic 1
2	8:26	8:52	Academic 2
3	8:55	9:21	Academic 3
4	9:24	9:50	Elective(snack)
5	9:53	10:17	CAP
6	10:20	10:47	Academic 4
7	10:50	11:15	Academic 5

**\*\*Grab and go breakfast and lunch\*\***

## 8th Grade Half-Day Schedule

Period	Start	End	Class
HR	7:50	7:54	
1	7:57	8:23	Academic 1
2	8:26	8:52	Academic 2
3	8:55	9:21	Academic 3
4	9:24	9:50	Elective(snack)
5	9:53	10:17	Academic 4
6	10:20	10:47	CAP
7	10:50	11:15	WIN/Pack Up

**\*\*Grab and go breakfast and lunch\*\***

**BRISTOL HIGH SCHOOL  
2023-2024 ACADEMIC CALENDAR\***

September 6, 2023–Wed.	School begins
October 5th 2023.	1st Marking Period Interim Reports Issued
November 10, 2023	1st Marking Period Ends
November 14, 2023	Half Day For Students
November 14, 2023	2nd Marking Period Begins
December 15, 2023	2nd Marking Period Interim Reports Issued
January 26, 2024	2nd Marking Period Ends
January 29, 2024	Half Day For Students
January 29, 2024	3rd Marking Period Begins
February 29, 2024	3rd Marking Period Interim Reports Issued
April 5, 2024	3rd Marking Period Ends
April 8, 2024	Half Day For Students
April 8, 2024	4th Marking Period Begins
May 8, 2024	4th Marking Period Interim Reports Issued
June 7, 2024	Half Day For Students
June 11, 2024	4th Marking Ends

\*These dates may be adjusted by reason of weather-related-school closings.

All Athletic Events are listed on <http://schedules.schedulestar.com?Bristol-Senior-High-School-PA#Bristol-Senior-High-School-Bristol-PA/day/today>  
 All dates are subject to change. Please go to [www.bbsd.org](http://www.bbsd.org) for updates.

**Bristol Borough School District  
 2023-2024**

<i>August</i>		
30	Wednesday	Teacher In-Service
31	Thursday	Teacher In-Service
<i>September</i>		
4	Monday	Labor Day /School Closed
5	Tuesday	Teacher In-service
6	Wednesday	School Reopens
<i>October</i>		
9	Monday	Columbus Day/School Closed
31	Monday	Halloween/Early Dismissal/S-G
<i>November</i>		
7	Tuesday	Election Day/In-service
13	Monday	Veterans Day/School Closed
20	Monday	Parent Conferences/Early Dismissal/BHS
22	Wednesday	Parent Conferences/Act 80 Day/S-G
23	Thursday	Thanksgiving Holiday/School Closed
24	Friday	Thanksgiving Holiday/School Closed
<i>December</i>		
22	Friday	Early Dismissal/District
25 – 31		Winter Recess/School Closed
<i>January</i>		
1	Monday	Winter Recess/School Closed
2	Tuesday	School Reopens
15	Monday	MLK Day/School Closed
<i>February</i>		
2	Friday	Parent Conferences/Act 80 Day/S-G
19	Monday	Presidents Day/School Closed
20	Tuesday	Teacher In-service
<i>March</i>		
27	Wednesday	Snow Make-Up Day
28	Thursday	Spring Break/School Closed
29	Friday	Spring Break/School Closed
<i>April</i>		
1	Monday	Spring Break/School Closed
2	Tuesday	School Reopens
12	Friday	Parent Conferences/Early Dismissal SG
23	Tuesday	Election Day/In-Service
<i>May</i>		
27	Monday	Memorial Day/School Closed
<i>June</i>		
10	Monday	Early Dismissal/District
11	Tuesday	Graduation/Last Day Students/Early Dismissal
12	Wednesday	Teacher In-Service
13	Thursday	Flex Day

## **Faculty/Staff 2023-2024**

### **Athletics**

Michael Poploskie A100 - Athletic Director's Office  
Lily Montoya C142 - Athletic Trainer's Office

### **English Language Learners**

Gianina Sagolla-Arriaga A209

### **Fine and Practical Arts**

Ronda Martinez Family/Consumer Sc. B219  
Jason Molden Instrumental Music C133  
Juliet Scavello Art A114

### **Foreign Languages**

Kristin Loffreda D149  
Joseph Schoenly A211

### **Guidance**

Debra Conard-Miles A109 Guidance Office

### **Health Services**

Amy Dailey A105 Nurse's Office

### **Health and Physical Education**

Joann Mazzocchi Gym (A101)/A108 (Health Class)  
Peter DeLuca Gym (A101)

### **Language Arts/English**

Donna LaRosa C129  
Danielle Leyrer C226  
Maureen Lynch A213  
Elyce Peltier E304  
Heather Quattrocchi A112  
Erin Renard E303  
Elizabeth Werner E305

### **Library/Media Services**

A111 - Library

### **Mathematics**

Staci Albright-Kline C228  
Bridget Hauss A208  
Jillian Kimbel A207  
Darah Nocito-Herbst C128  
Michelle Scenna E302

### **Science**

Ryan Bowman	C227
Scott Brown	A203
Sheila MacIntyre	A205
Robert Moyer	C126
Brian Swift	A206

### **School Psychologist**

Rachel Albright	A109
Dr. Damon Smith	A109

### **Social Studies**

Michael Angelo	E306
Doug Braun	C225
James Esposito	A110
Gretchen Gardner	C127
Ron McGinn	E308
Bret Werner	E310

### **Special Education**

Samra Bruther	A204
David Chichilitti	E309
Michael Ciotti	A212
Michelle Hager	B220
Elizabeth McAndrew	C131
Haylee O'Brocto	C222
Rocco Pirollo	E301
Joseph Ricci	E307

### **Stem**

Heather Nicholas	B221
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### **Instructional Assistants**

Peter DeLuca, III   Abby Malone   Joseph Malone   Sandra McCleary

### **Maintenance/Custodial Staff**

Fred Cullen	Dennis Mendick
Geroge Gatto, Supervisor	Javier Serrano
	Mark Viglianese

### **Cafeteria Staff**

Jennifer White, Director  
Carmen Rivera

### **Security/Hall Monitor**

Jim Denny  
Josephine Mullen  
Annemarie Plenski-Wolfinger  
Susan Spadaccino

## **GUIDANCE/COUNSELING SERVICES**

Counseling services include personal, social, emotional, and educational concerns. Along with the counseling responsibilities, the counselor meets with students during the year to assist them in planning their academic program. With the counselor's assistance, each student should be able to select the most appropriate program of study to ensure success in high school and plan for the years after graduation.

Students are invited to make appointments to see the counselor to discuss issues of concern and make use of resources available in the guidance office. **Students must have a pass in advance if they wish to see the counselor (unless an emergency situation exists).**

## **HEALTH SERVICES**

The school nurse is available for any student who feels ill or is injured during the school day. **Students must report to the classroom and then be given a pass by the teacher to go to the nurse.**

The school is responsible only for immediate first aid. The school is not responsible for any medical or hospital bills incurred as a result of an injury to the pupil at school. Responsibility for these bills lies with the parent/guardian. School insurance is available to those who wish to purchase it.

In the case of an accident, no matter how minor, the student should report it to the teacher as soon as possible. In the case of severe accidents or acute illness, emergency care will be given and parents will be notified. It will be the responsibility of the parents to provide transportation and further care once they are notified. Students may not be sent home without parent notification, and no student may drive when excused for medical reasons unless parental consent has been given. **Parents/guardians are required to complete two emergency cards at the beginning of the year for each student in school.** These cards will be kept in the main office and nurse's office.

Any student returning to school after recovering from a communicable disease must be readmitted through the nurse's office. Some communicable diseases are measles, mumps, chicken pox, scarlet fever, conjunctivitis (pink eye), and mononucleosis.

**For more information about Health Services, including required immunization, physicals, dental exams, & medication administration please visit the Bristol Borough School District website or contact the School Nurse <https://www.bbsd.org/healthservices.asp>**



## MEDICATION

**If medication must be brought to school, parents should take it to the nurse's office before homeroom begins.** This medication should be labeled with the student's name, the name of the drug, amount, frequency of dosage, and the name of the physician who prescribed it.

**Students are not allowed to carry medication with them or have it in their locker for reasons of safety to themselves and others. For more information about medication administration procedures please visit the Bristol Borough School District website.**

## ILLNESS DURING SCHOOL HOURS

If a student becomes ill during school hours, the teacher will issue a pass to the nurse's office or, in her absence, to the main office. **The student must have a pass prior to going to the nurse's office.** If it is necessary for the student to go home, **the nurse will contact his/her parent/guardian and inform the main office.** Students should not independently contact parents for dismissal due to illness. **The student must report to the main office and obtain a dismissal pass before leaving the building.**

## LOST AND FOUND

The cafeteria is the designated location for lost and found items. Anyone finding lost and found items should take them to the Main Office or Nurse Office. Valuables will be kept in the school safe. If lost and found items are not claimed within a reasonable time, they will be discarded or donated.

## CAFETERIA INFORMATION

Breakfast	\$1.50	Lunch	\$3.00
Reduced Price Breakfast	\$.30	Reduced Price Lunch	\$.40

## THE BRISTOL BOROUGH MIDDLE SCHOOL/HIGH SCHOOL IS A PEANUT FREE SCHOOL.

The Bristol Borough School District participates in the National School Lunch Program. This program allows eligible families to receive free or reduced price meals. Applications for free or reduced price meals can be completed on [www.paschoolmeals.com](http://www.paschoolmeals.com). Eligibility is determined by the Federal Income Guidelines. If you feel that your family may be eligible we recommend that you complete **one application per family** and return the application to the cafeteria. All children in the family, whether they attend Bristol Jr./Sr. High School or Snyder-Girotti Elementary School may be included on the **one** application. If your family is approved for free or reduced price meals, that information will be confidential and visible only to the cashier at the time of service. No student will be overtly identified as being eligible for free or reduced price meals. Applications are accepted at any time during the school year.

A balanced, nutritious meal is provided for students to purchase in our cafeteria. All students are required to eat in the cafeteria whether they buy a school lunch or bring their own lunch from home. Students may not leave the building for lunch. No food may be removed from the cafeteria for any reason. **No food may be ordered and/or brought into the cafeteria from commercial establishments outside of school, EXAMPLE: DOOR DASH.**

The cafeteria uses a computerized meal payment system. Each student receives a personal identification number to use for all meals and snacks. Money may be sent in periodically to be held in the student's account and it will be deducted each time the student purchases a meal or snack. A complete history of the student's purchases can be provided on request. Families may request that the money only be used for meals and not snacks. Limits may also be placed on how much money may be spent per day.

**CHARGE POLICY: (See Board Policy 808.1)**

Students may not charge any a la carte or snack item(s). Only three reimbursable meals may be charged during the school year. After two (2) charged meals, a written notice will be sent to the parents indicating that if the student does not have the appropriate form of payment after incurring the maximum charge as set forth above, **no further charges will be allowed, and no meal will be served.** Parents will be notified in writing at the end of each grading period of the amount owed on their child's account. **All charges must be paid in full at the end of each grading period or the student's report card will not be released.**

**ACTIVITIES**

Bristol High School offers a variety of co-curricular activities. In order to participate in any school activity students must maintain eligibility.

The following is a partial list of activities available to our students.

Baseball	Football	National Honor Society
Basketball	Garden Club	Softball
Bowling	Homecoming	Student Council
Cheerleading	Interact Club	Student Forum
Chemistry Club	Italian Club	Track & Field
Cross Country	Junior Nat'l Honor Society	Unified Sports
Dramatics	Mock Trial	Wrestling
E-Sports	Model United Nations	Yearbook
Field Hockey		

## ELIGIBILITY

The Board recognizes that participation in organized activities outside of (or as extension of) the classroom at Bristol High School will provide positive enhancement and enrichment for the students of Bristol Borough. Such activities may be athletic or non-athletic in nature.

It is also recognized that in order to contribute to the welfare of such activities, a student must recognize and assume certain responsibilities as a participant. As representatives of such programs, participants are expected to exhibit exemplary behavior (academic and social) that may be beyond that required of non-participants. Failure to exhibit such behavior may result in suspension or dismissal from the activity. While head coaches and activity sponsors may assess penalties for participants in violation of team or activity rules and regulations, the building Principal may declare a student ineligible because of conduct or behavior unbecoming of a representative of Bristol High School.

- A. Specific actions defined herein may result in suspension or dismissal from participation.
  1. Providing, selling, being in possession of, or under the influence of alcohol, drugs or narcotics in school or in the community.
  2. Using any tobacco products in school or in the community.
  3. Damaging or stealing school or community property.
  4. Being disciplined in level 3 or 4 of the Code of Conduct.
- B. Any participant suspected to be in violation of any of the above listed actions will be interviewed by the building Principal and the coach or activity sponsor. The Athletic Director will be involved in athletic situations. If it is determined a violation has occurred, the Principal will review the situation and determine if a suspension or dismissal from the activity is warranted.
- C. Attendance - A student-athlete must be present in school for at least ½ day (10:30 AM) in order to be eligible to participate in an athletic practice, contest, or activity on that day. Any exception to this rule must be approved by the building principal. If a student is late, an excused tardy note must be presented at the time of arrival. An unexcused tardy is unacceptable.
- D. Each student is responsible for school issued athletic equipment and properly securing such equipment after it has been issued. Students who have not returned school-issued athletic equipment or have any other obligations will not be eligible for activities, awards, or other recognition and may not participate in other activities until the obligation is cleared.
- E. Each student participating in activities must be in compliance with the academic rules of eligibility of Bristol High School. These rules are partially based on the PIAA academic rules as outlined in Article IX, Sections 1-4 of the PIAA By-laws:
  1. A student must pursue and maintain a passing grade (65%) in a full time curriculum defined and approved by the Principal.
  2. **Eligibility shall be cumulative from the beginning of the marking period and shall be reported weekly.**
  3. A student must have passed at least 4 full credit subjects or the equivalent (4 credits) during the previous marking period.
- F. In accordance with these requirements, the academic requirements for the activities participants shall be as follows:
  1. If, after a weekly academic check, a student is not passing at least 4 credits, the student

will be ineligible for practices and activity participation for a period of one week (Sunday to Saturday). If a student is declared ineligible for a period of five weeks during the course of an activity, the student will be dismissed from the activity and will not be eligible for awards or recognition activities.

2. Upon posting of marking period grades and verification, if a student has not passed an equivalent of 4 credits, the 15 day rule will apply. The student will be ineligible for practice and activity participation for a period of 15 school days. If the weekly academic check at the end of 10 school days shows an improvement from failing to passing, only the practice/rehearsal restriction may be lifted for the remaining five days.
3. Eligibility at the beginning of the fall semester will be based on final grades from the preceding school year. Approved make-up courses may be used to fulfill credit deficiencies

### **CLASS OFFICERS AND ACTIVITIES**

Class officers are elected each year. In order to be considered for a position as class officer, a student should be in good academic standing, should not have a discipline record, and should have leadership qualities. The faculty advisors should thoroughly investigate all nominees for class officers and consult with the administration. **The administration has the right to revoke privileges based on discipline and academic standing.**

At various times during the school year, class meetings are held to vote on and/or discuss class activities and policies. Permission for class meetings must be approved by the Principal. Class sponsored trips and affairs are considered a privilege to attend.

### **TITLE IX-(POLICY NO. 103-104)**

#### **Equal Opportunity Regardless of Gender**

It is the policy (No. 103-104) of the Bristol Borough School District to offer equal opportunities for male and female students in the Bristol Borough Schools. The School Board policy notes that the district does not discriminate on the basis of gender in its educational programs, activities or employment as required by Title IX.

Copies of the Title IX Grievance Procedure may be obtained at the Bristol Borough School District Administration Building, Bristol Borough School District, 1776 Farragut Avenue, Bristol, PA., 19007 (215.781.1010).

## HONOR ROLL REQUIREMENTS

Class rank will be determined by a weighted grade point average (GPA) each marking period. In order to qualify for Distinguished Honors, a student must achieve a weighted grade point average of 90% for the first three marking periods and have received a passing grade in all academic classes. In order to qualify for Honor Roll, a student must achieve a weighted grade point average of 80%. Students achieving Distinguished and/or Honor Roll for three marking periods will be recognized at "Awards Night."

## HIGH SCHOOL/JUNIOR HIGH NATIONAL HONOR SOCIETY

The National Honor Society ranks as one of the oldest and most prestigious organizations for high school students. The Bristol High School Chapter has been active since 1934. **Only students in 7<sup>th</sup> and 11<sup>th</sup> grade are eligible for membership.** Selection for membership is determined by a faculty council and is based on outstanding scholarship, leadership, character and service. To fulfill the scholarship requirement, **students must have a cumulative scholastic average of 93% or above.** In addition to the academic requirements, participation and leadership in school and community service are required. Applications will be distributed after winter break and will be due at the end of the second quarter. Dates will be announced. *Once becoming a member of the National Honor Society, members are expected to maintain a high level of academics, service, and ethics. Membership may be dismissed if the member fails to fulfill chapter obligations, or when the member is found guilty of violating school rules or the law.*

## AWARDS

Each year during Commencement, awards and scholarships are presented to the graduates. All graduating seniors are eligible for consideration. Each student must submit a letter of application to the Bristol High School Scholarship Committee. Application information will be given to each senior during the second semester. Further information may be obtained from the Guidance Office. The following is a list of the various people and organizations that have sponsored scholarships and awards for Bristol students in the past:

- Alice L. Johnson Charitable Trust
- American Hose, Hook, and Ladder #2
- American Legion Robert W Bracken Post #382
- Anthony Macaluso Memorial Scholarship
- B.P.O.E. Bristol Elks Lodge #970
- Bristol Alumni & Athletic Association
- Bristol Borough Education Association
- Bristol Borough Police Scholarship
- Bristol Cultural and Historical Foundation, Inc.
- Bristol Fire Company #51
- Bristol High School Athletic Boosters Association
- Bristol High School Library Award
- Bristol High School Mothers Association
- Bristol High School Softball Team Award
- Bristol Jewish Center Scholarship
- Bristol Lions Club/Thomas Rosakis Memorial Scholarship
- Bristol Rotary Club
- Bristol Travel Club
- Bucks Moose Lodge #1169
- Carmen M. Gonzalez Memorial Scholarship
- Celtic Heritage Foundation

Charles & Elsie Richman Memorial Scholarship  
Edna L. Shaffer Memorial Scholarship  
English Language Scholarship  
Gabbie Devine Memorial Scholarship  
Gregory Pinelli Student Athletic Scholarship  
Grundy Foundation Leonard N. Snyder Scholarship  
Hopkins Lodge #87 Independent Order of Odd Fellows  
Israel, Elizabeth & Samuel Sirott Memorial Scholarship  
Jean M. Shapcott Memorial Scholarship  
Joseph Farruggio Memorial Scholarship  
Katherine C. Parella Memorial Scholarship  
Levittown-Bristol Kiwanis  
Lewis S. Dopson Memorial Scholarship  
Luis M. Torres Memorial Award  
Maria Chichilitti Memorial Scholarship  
Mary Lou Henry Memorial Scholarship  
Naida M. Lautz Memorial Award  
Nick & Kristin Nastasi Educational Scholarship  
Police Benevolent Association of Bristol Borough  
Puerto Rican Cultural Association of Bucks County  
Radcliffe Insurance Group, Inc. Scholarship Award  
William McHugh Memorial Scholarship  
Williams Family Scholarship Award

### **ENGLISH LANGUAGE LEARNERS PROGRAM**

The Bristol Borough School District provides a program of educational services for each student whose dominant language is not English. The district has procedures for identifying these students. Students identified will be assessed for their English proficiency level in listening, speaking, reading and writing. These students shall be required, with accommodations, to meet established academic standards and graduation requirements adopted by the Board of Education. Students in the ELL program shall have access to and be encouraged to participate in all academic and extracurricular activities available to the district.

### **TEXTBOOKS**

Textbooks are supplied by the school district. They are loaned to students for their use. It is the student's responsibility to use textbooks properly and with reasonable care so that upon their return at the end of the course, only fair wear will have occurred.

If there is unwarranted damage, defacement or the book is lost, the student will be assessed a fine to cover the costs of the repair or replacement. If a student withdraws from a given class or from school for any reason the student is personally responsible for returning all books.

## ASSESSMENT

In order to take into account the diverse learning styles of students, teachers should use a variety of techniques to assess individual and group achievement.

- A score of 65 will be considered passing. If a student scores below a 65 on an assessment, he or she may be provided the opportunity to take a retest/assessment at the teacher's discretion.
- The failed test and the retest/assessment will be averaged, to determine the student's final grade on the assessment. A student cannot have his/her grade lowered as a result of the retest/assessment. If a student scores a lower grade on a retest/assessment the higher of the two grades will be used.

## INCOMPLETE ASSIGNMENTS

- **Students are expected to meet all course requirements.** At the teacher's discretion, students may be given additional opportunities to complete their work successfully, in order to meet all course requirements.
- **Students are expected to submit all assignments on the date due.** Students who submit assignments after the assigned date may receive a deduction in their grade, at the teacher's discretion. The method of deduction should be clearly explained by the teacher, in writing, at the beginning of each year.
- Students permitted by the teacher to make up incomplete or missing work must complete and submit work by a date established by the teacher.
- Students who do not submit assignments, and demonstrate no effort to do so, will receive a zero for the assignment.
- Extra credit assignments may be offered to students, at the discretion of the teacher.
- **No assignments will be accepted after 14 calendar days unless a medical excuse or administrative written approval.**

## GRADING SCALE

Numerical grades will be used on report cards.

90-100 A

80-89 B

70-79 C

65-69 D

- A "65" is the minimum passing grade.

## INTERIM REPORTS

All students will receive an interim report in the middle of each marking period. Additional progress reports may be sent home as needed. These will detail the student's academic performance and will include recommendations for improvement. Student grades can be

accessed through the district's portals (FOCUS). Please contact the guidance office if there are any questions regarding access to FOCUS.

## ACADEMIC INTEGRITY

It is the expectation that students maintain academic integrity at all times. Cheating is defined as the copying of someone's work and representing it as your own, allowing someone to copy work, or taking a test, quiz or exam in a dishonest way. Any student caught cheating on a test, quiz, exam, research paper, homework assignment and/or any other type of assessment/assignment will receive a zero for his/her part in the dishonest activity. The guidance counselor will receive a referral for counseling. The student's parent/guardian and the administration will be notified, which may result in further disciplinary action.

## GRADES AND GRADE REPORTS

Grades are periodic reports in each of the enrolled subjects. These grades are measurements of the quality of work achieved in any class. **At any time, student grades can be accessed on the BBSD website (bbsd.org) through the district's portals (FOCUS).** Please contact the guidance office if there are any questions regarding access to FOCUS.

There are four report card periods. Interim reports are available on the FOCUS Parent Portal in the middle of each marking period. Copies are kept in the file in the Guidance Office. Report Cards and Interim Reports are issued four times a year. The grade estimates are given numerically. The following are some guidelines to use when calculating grades:

1. There will be four marking periods during the school year; the first two marking periods will be included in the first semester, while the third and fourth marking periods will be included in the second semester.
2. The grade for the first marking period will be classroom average for the marking period. A single test will not determine the first marking period grade. The first marking period will account for 40% of the first semester grade.
3. The grade for the second marking period will be the classroom average for the second marking period. A single test will not determine the second marking period grade. The second marking period will account for 40% of the first semester grade.
4. A mid-year exam will be given after the 2<sup>nd</sup> quarter. This mid-year exam will account for 20% of the 1<sup>st</sup> semester average. The earned grade on the exam will be used in the calculation to determine the semester grade (an exam grade below 50% will not be elevated to 50%).
5. The 1<sup>st</sup> semester average for each class will be calculated as follows: 1<sup>st</sup> Quarter Average (40%) + 2<sup>nd</sup> Quarter average (40%) + Exam (20%) = 1<sup>st</sup> Semester Average.
6. The same process will be used for the second semester grade; the second semester grade will be calculated as follows: 3<sup>rd</sup> Quarter Average (40%) + 4<sup>th</sup> Quarter average (40%) + Final Exam (20%) = 2<sup>nd</sup> Semester Average.
7. The final grade in the full year course will be the average of the first and second semester grades.



8. **50% RULE and LIMITATIONS FOR FULL-YEAR CLASSES (1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> QUARTERS):** If a student earns a grade that is below 50% for the 1<sup>st</sup> quarter, that grade will be elevated to a 50%. If the student earns a grade that is below 50% in the 2<sup>nd</sup> quarter, that grade will be elevated to a 50%. However, if a student earns a grade that is below 50% in both the 1<sup>st</sup> and 2<sup>nd</sup> quarters, and then earns a grade below 50% in the third quarter, the third quarter grade will remain as earned (the 3<sup>rd</sup> quarter grade will not be elevated to a 50%). If the 1<sup>st</sup> quarter grade is below a 50%, but the 2<sup>nd</sup> quarter grade is above 50%, and the student earns a grade lower than 50% in the 3<sup>rd</sup> quarter, the 3<sup>rd</sup> quarter grade will be elevated to 50%. Only two of the first three quarters will be permitted to be raised to 50%.
9. The 4<sup>th</sup> quarter grade is not permitted to be elevated to a 50%; it will be recorded as earned. If a student earns a grade below 50% in the 4<sup>th</sup> quarter, then that 4<sup>th</sup> quarter grade will not be elevated to 50%, but will remain as earned and will be used—as is—in the calculation of the 2<sup>nd</sup> semester grade.
10. **50% RULE and LIMITATIONS FOR ONE-SEMESTER COURSES:** If a student earns a grade that is below 50% for the 1<sup>st</sup> quarter, that grade will be elevated to a 50%. However, if the earned grade for the 2<sup>nd</sup> quarter is below 50%, then that grade will remain as is (with no elevation to 50%).
11. **FINAL EXAM EXEMPTIONS FOR SENIORS:** if a senior student's final average prior to final exams is 90% or greater (1<sup>st</sup> Semester grade averaged with the mean of Quarters 3 and 4), that student will be exempt from taking the final exam. The average of the 3<sup>rd</sup> and 4<sup>th</sup> quarters will be used as the final exam grade in the calculation of the 2<sup>nd</sup> semester average.
12. **FINAL EXAM EXEMPTIONS FOR STUDENTS TAKING KEYSTONE EXAMS IN THE SPRING SEMESTER:** Students taking Keystone Exams due to participation in a Keystone Exam affiliated course will be exempt from final exam. The average of the 3<sup>rd</sup> and 4<sup>th</sup> quarters will be used as the final exam grade in the calculation of the 2<sup>nd</sup> semester average.
13. Parents will be notified in writing that failure to complete required units of study will result in a failing grade for the marking period and may result in subsequent non-credit status for the course.
14. Failing grades may necessitate attendance in summer school.
15. Failing grades will require a student to repeat the failed course.

## **24 BOOK STANDARD**

The Bristol Borough School District in September 2000 adopted the Pennsylvania State Academic Standards for reading, writing, speaking, listening, and mathematics as the guide for the educational program in these academic areas for the district. The written curriculum developed from grades 1 through Grade 12 in reading/language arts and math is aligned with these standards.

In conjunction with the recommendations within the Reading Standards, the district has formally adopted the 24 book standard for all students K-12. This requires every student to read 24 books and to demonstrate their understanding through the completion of a graphic organizer or other means designated by the classroom teacher.

Academic Standards provide the school district of the Commonwealth with a definition of what each student should know and be able to do in a core set of subjects. Standards were developed by parents, business and community leaders, teachers, higher education professors, school administrators and Pennsylvania Department of Education staff. The identification of important knowledge and skills provide a solid educational foundation for Pennsylvania students and consistent targets for measuring student achievement.

Grade level benchmarks are more specific components of the content standards. They are identified from preschool through all the grade levels. School districts develop benchmarks that students are expected to know and do by the end of all grade levels. These benchmarks detail the content standards and tell the educational community the continuous expectations that lead to the ultimate achievement of the learning goals.

### **Grades 9 through 12**

- Four books required for summer reading
- English department will assign one book per marking period (4 books)
- Social Studies department will assign one book per marking period (4 books)
- Content area reading will be logged daily
- 100 pages = One book

## GRADUATION REQUIREMENTS

In order to receive a diploma from Bristol High School each student must successfully complete the following graduation requirements during grades 9-12. The following are the requirements for graduation.

ENGLISH	4 credits
MATHEMATICS	4 credits
SOCIAL STUDIES	4 credits
SCIENCE	3 credits
ACADEMIC LITERACY	1 credit
FOREIGN LANGUAGE (Consecutive Language)	2 credits
HEALTH	0.5 credit
PHYSICAL EDUCATION	0.5 credit
ELECTIVES	4.5 credits
GRADUATION PROJECT	0.5 credit
<b>TOTAL</b>	<b>24.0 credits</b>

## SERVICE LEARNING GRADUATION PROJECT

Bristol High School understands and appreciates the importance of volunteerism by students to the greater Bristol Borough community, and recognizes the value of community responsibility as a key component of the Bristol High School education. Therefore, as a component of the Bristol High School graduation requirements, students must complete a service learning graduation project, whereas students are required to volunteer hours of service in a manner that promotes, supports, and/or assists community organizations and institutions. The requirements for student volunteer hours per year are listed in the table below.

Contact Mrs. Renard at [renard@bbsd.org](mailto:renard@bbsd.org) with any questions

9 <sup>th</sup> & 10 <sup>th</sup> (Class of 2026 & 2027)	10 <sup>th</sup> (Class of 2025)	11 <sup>th</sup> (Class of 2024)
9 <sup>th</sup> gr. - 10 hrs./8 journals	2022- 10 hrs. / 8 journals	2022- 10 hrs. / 8 journals
10 <sup>th</sup> gr. - 10 hrs./8 journals	2023- 10 hrs. / 8 journals	2023- 10 hrs. / 0 journals/graduation presentation and paper
11 <sup>th</sup> gr. - 10 hrs./8 journals	2024 – 10 hrs. / 0 journals/ graduation presentation and paper*	X
12 <sup>th</sup> gr. - 8 hrs./ 0 journals/ presentation & paper*	X	X

Upon the completion of the required service learning hours, the journals describing students' volunteer experiences (8 journals for the Class of 2027, 16 journals for the Class of 2026, 24 journals for the Classes of 2025 and 2024), and the reflective paper, students must successfully give, in the Spring of their senior year, a professional presentation. This professional presentation should be given to peers and a graduation committee.

### **WEIGHTED COURSE/QUALITY POINT POLICY**

Rank-in-Class is defined as the numerical estimate of a student's scholastic achievement in relation to that of his classmates. All students and all major subjects are included in the ranking procedure with the exception of students in the special education program. Grades in all major courses that are applicable for graduation credits (9 through 12) will be counted when computing quality point average.

Class rank is a procedure by which students are placed in order according to their quality point average (QPA). Presently, a student's QPA is computed by adding the numerical grade for the courses and the total is divided by the number of credits attempted to yield a QPA.

### **QUALITY POINT COMPUTATION FORMULA**

**RATIONALE:** Quality points are computed to provide a measure of the relationship between the level of difficulty of courses selected by a student and his/her level of achievement. For those weighted courses, the numerical grade will be multiplied by the level factor listed in each category to compensate for the greater challenge and competition that it involves. It is hoped that this aspect of the new procedures will encourage more high ability students to take on the challenge of advanced courses rather than settling for a less rigorous course where a high grade is certain.

(NOTE: Adjustment to both course requirements and quality points for students unable to schedule appropriate "A" Level Courses from the student course selection sheet will be resolved at the discretion of the building principal).

**WEIGHTED GRADES** – For purposes of calculating class standing and honor roll, any marking period grade lower than a 75% will not receive the course weight – approved.

**AP Level Courses** (college level)

Courses in this category meet the standards established by the College Board (ETS) and are the equivalent of a full year college course. This category will include college level courses with prior approval by the building principal.

~ Formula:  $1.175 \times \text{student grade} = \text{quality points}$

Any student who would like to take an AP exam must sign up with guidance and pay for the exam in full. **No personal checks will be accepted.**

“H” Level Courses (honors level)

Courses in this category offer a more intense and accelerated curriculum than those in the college prep category and have more rigorous entrance requirements.

~Formula:  $1.135 \times \text{student grade} = \text{quality points}$

“A” Level Courses (college prep)

Courses in this category offer a more intense college preparation than those in the “B” Level courses

~Formula:  $1.1 \times \text{student grade} = \text{quality points}$

“B” Level Courses (basic curriculum)

Courses in this category offer the basic curriculum requirements as set forth by PDE for a discipline at a particular grade level.

~Formula:  $1.0 \times \text{student grade} = \text{quality points}$

## **SPECIAL EDUCATION**

The Bristol Borough School District provides Special Education Services to those students that are eligible under Chapter 14 PA Regulation and Federal Law (IDEA). If a student is experiencing difficulty learning in school or has difficulty with behavior control, that student may be eligible for screening and evaluation services to determine if he/she has a disability and a need for special education. Although the nature and severity of the disability may dictate program and placement, the District is always responsible to provide a Free Appropriate Public Education (FAPE) to all students at no cost to parents. The type and level of support is aligned to the unique learning needs of the student. However, the Bristol Borough School District ensures that children with disabilities are educated to the maximum extent possible in the general education environment. The instruction they receive should conform, as much as possible, to the instruction provided to their non-disabled peers.

### **Gifted Education Programs**

The BBSD, pursuant to 22 PA Code Chapter 16, will provide those students that meet the eligibility criteria for Gifted programs and services: 1) written plan for the screening and identification of each student (utilizing multiple criteria); Gifted Education for each gifted student which is based on the unique needs of the student; and a process to provide notice and a shared responsibility with parents.

### **Protected Handicapped Students**

A protected handicapped student is a student who is school age with a physical or mental disability which substantially limits or prohibits participation in or access to any aspect of the school program. In compliance with state and federal law, the Bristol Borough School District provides to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services, or accommodations, which are needed to provide equal opportunity to participate in and obtain the benefits of the school program, and extracurricular activities to the maximum extent appropriate to the students' abilities. These services and protections for "protected handicapped students" are distinct from those applicable to eligible students enrolled (or seeking enrollment) in special education programs.

### **Section 504**

The Bristol Borough School District will comply with and implement Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the relevant regulation pertaining to these laws.

The Bristol Borough School District will provide written notice to the parent on how to access services, request screening and evaluation, and a description of services that are available. Notification will be provided to the parent, if the District believes: 1) the student should be identified as a Protected Handicapped Student; 2) should no longer be identified; 3) the student's Service Agreement requires a change or modification.

### **MCKINNEY-VENTO HOMELESS ACT**

The Bristol Borough School District supports the McKinney-Vento Homeless Act thus providing students who are homeless the academic and emotional support and stability needed to be successful in school.

### **PROMOTION AND RETENTION**

The Board recognizes that many factors must be considered in the promotion or retention of students. The Superintendent of Schools or designee shall be responsible for the establishment and implementation of a program.

Students in grade 9 through 12 shall satisfy course and credit requirements as outlined in the High School Handbook. Grade placement and promotion of students shall be based on the completion of the following credit requirements.

- 1 Sophomore status- A minimum of 6.0 credits must be earned prior to the first day of the sophomore year.
2. Junior status- A minimum of 12.0 credits must be earned prior to the first day of the junior year.
- 3 Senior status- A minimum of 17.0 credits must be earned prior to the first day of the senior year.
- 4 Graduation- A minimum of 24.0 credits as outlined in the graduation requirements must be earned.
5. **Junior High Students will be retained for failing 3 or more core classes.**

### **CREDIT RECOVERY**

Pending resources, Credit Recovery may be offered this year through on-line course completion of qualified courses. The Credit Recovery courses are generally major courses of study: English, Math, Science, Social Studies. Credit Recovery may be scheduled for before and/or after school due to a 21<sup>st</sup> Century grant. If the teacher-approved on-line course is completed successfully, the student will earn a passing grade of at least 65% for that quarter (as determined by the teacher). If

To participate in the Credit Recovery program, the student's earned (non-elevated) quarter grade for an unpassed class must be between 51% (non-elevated) and 64%.

### **SUMMER SCHOOL**

Pending resources, Summer School may be offered through on-line courses. For a student to qualify for Summer School for a class not passed during the regular school year, that student must earn a final grade between 60% and 64%. For a student to qualify for Summer School with a final grade of 55% - 59%, the course teacher's approval is required. Students with final grades under 55% will not be eligible to attend Summer School. Only two summer school classes can be scheduled during this period in person or online (Bridges).

### **WITHDRAWALS**

If a student plans to withdraw from school or a particular course for any reason, he/she should initiate the process with the Guidance Counselor. Students have up to the first interim period to withdraw from a course. If a student withdraws from a course within the first two weeks, the course can be changed for a new class. Any student who withdraws from a course during the third or fourth week will be placed in a study hall. If a student withdraws from a course the day after the interim report is issued, it will reflect on your records as a withdraw/failure. A withdraw/failure will reflect on the transcript as a zero for that marking period. A parent/guardian note is required for all students requesting to withdraw.

## **BRIDGES**

Students who are interested in pursuing Advanced Placement courses and /or electives in areas of study not offered at Bristol High School may be eligible to enroll in courses online. Bristol Borough School District offers a limited number of seats in a wide variety of AP and elective courses online. For more information regarding online courses, please contact the guidance counselor or the coordinator of VHS.

## **WORKING PAPERS**

Working papers may be secured from the High School Main Office. Students must apply in the office for the first papers called the Promise of Employment. This Promise of Employment should be signed by a parent/guardian, completed by the employer, and then signed by a physician to verify that a physical was completed. The form must be returned to the school with documentation of the student's date of birth (birth or baptismal certificate).

Working Papers will be issued when the preceding steps have been completed. Students who are 16 years of age and older will receive transferable working papers that can be used for more than one job. Students younger than 16 must complete the process for each job.

## **TRANSCRIPT REQUEST**

Students interested in applying to college should consult their guidance counselor. Students will be required to send their official high school transcripts to the college(s) they are interested in attending. Transcript requests are processed through the guidance office. Each student gets five (5) transcript requests at no charge. Any additional transcript requests will require a \$1.00 processing fee for each additional transcript requested to cover postage. Graduates will be charged a \$2.00 processing fee for each transcript request.

## **HOMEROOM**

Each student is assigned to a homeroom. This is the location that you should report to in the morning upon arrival at school. Attendance is taken, administrative matters are tended to, opening exercises are conducted, and matters pertaining to grade level organizations are handled. The homeroom also serves as a basis for grouping attendance at assemblies.

## **ANNOUNCEMENTS**

Announcements will be made twice during the school day, once during the homeroom period and again at the beginning of period eight. All announcements should be prepared and signed by a faculty member and submitted to the main office on the proper form the day prior to the announcement. Students are expected to remain quiet during the reading of the announcements so everyone will be able to hear them.



## **FIRE/EVACUATION DRILLS**

Fire/evacuation drills are necessary for the safety of the students and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the building in which he/she may be. Information for fire/evacuation drills should be posted near the door in each room.

For fire/evacuation drills, when the fire alarm is sounded, follow your teacher's directions promptly and exactly. There should be no talking during the entire drill so that instructions can be given when needed. Class groups should stay together so that the teacher in charge can take roll once outside the building in a position of safety. Students should walk with reasonable speed to the exits. All lights in the classroom should be turned off, windows closed, and the door closed once everyone is out of the room.

## **STORM EMERGENCY PROCEDURES**

When the weather is unusually severe and traveling conditions appear to be hazardous, students and parents are urged to listen to news broadcasts for information concerning school delays or closings. Closing information will be broadcast on radio stations WBCB-1490 and KYW 1060 - School Number 609. Closing information will also be broadcast on television stations CBS 3, CW Philly 57, 6 ABC, 10 NBC, Fox 29, or log on to the district website ([www.bbsd.org](http://www.bbsd.org)) to determine whether school will open, have a delayed opening or be closed for the day.

## **ATTENDANCE**

Research proves that those students who attend school regularly have greater academic success. We consider regular attendance to be very important at Bristol. Attendance in school implies attendance at each class for which each student is scheduled.

When a student is absent from school he/she **MUST BRING IN A WRITTEN NOTE (IN INK OR EMAIL) FROM THE PARENT/GUARDIAN OR DOCTOR UPON RETURN.** A phone call does not constitute a legal excuse for an absence. **NOTES MUST BE TURNED INTO THE OFFICE WITHIN 3 DAYS OF THE STUDENT'S RETURN.** However, only 10 parent notes can be accepted during the course of one school year. If a student has more than 10 absences, he/she will be required to have written verification from a doctor for each subsequent absence. The parent/guardian will receive a First Notification Letter after 3 unexcused absences. After 6 unexcused absences, a citation will be sent to the local magistrate, which may result in a fine or community service.

Whenever a student is not in school a parent/guardian should call the school office by 9:00 a.m. to inform the school of the absence. If a student has a scheduled appointment (i.e., doctor, dentist, court), a note should be provided to the office at least a day in advance to notify the school of the intended absence.

If a student is going to be absent for several days for legitimate reasons (see below), the student can make arrangements through the Guidance Office to receive assignments. Any student with excused absences will have a reasonable amount of time to make up assignments. Students have the responsibility to make these arrangements for make-up work with each teacher.

The Board (Policy 204) considers the following conditions to constitute reasonable cause for absence from school: illness, quarantine, death in family, and family/personal emergencies. The following are absences which cannot be termed legitimate and will be classified unexcused or illegal: willful or neglectful failure to come to school, truancy, employment, parental neglect, oversleeping, child care or other work at home, visiting relatives or friend, remaining home to do school work, family vacations.

### **LATENESS/TARDINESS TO SCHOOL**

If a student is late to school he or she must report to the main office to sign in. Since unexcused tardiness is a major issue at Bristol Borough School District, it is being treated as a separate entity within the Code of Conduct. Detention and In-School Suspension may be administered as a result of excessive lateness to school.

1. Students not in the homeroom by 7:50 a.m. are considered late to school and must report to the main office to sign in. Please note: oversleeping, missed rides, employment, parent neglect, childcare or other work at home, remaining home to do school work, etc. are not acceptable excuses for lateness to school. Lateness will be cumulative for the year.
2. Detention will be assigned for every unexcused lateness and must be served on the day of the lateness.
3. The first through the fifth lateness will result in a 1/2 hour detention.
4. Tardiness that is excessive will result in a 1 hour detention.
5. The sixth through the eighth lateness will result in a 1 hour detention.
6. After the eighth lateness, ISS may be assigned for each tardy.
7. Further unmodified behavior may result in OSS, truancy plan, or a truancy citation at the administrator's discretion.

Students will have 4 times each semester (8 for the year) when a parent may call to excuse the lateness (car trouble, illness, family problems, etc.). Medical appointments with a note will be considered an excused lateness.

## **LATENESS TO CLASS**

If a student is late to class during the day, the student should report to class. The subject teacher will note the lateness in the grade book and implement the Code of Conduct as appropriate.

## **CURFEW**

The Bristol Borough Council has adopted an ordinance that prohibits students from being in public places without parental supervision during school hours. This is to enforce regular attendance of all students. Students in violation of this ordinance may be detained, returned to school, and subjected to court action.

## **LOCKERS**

Lockers are provided in the halls and the gym locker rooms for student convenience. They remain school property and are simply on loan to students. Hall lockers should be kept locked at all times. No valuables should be left in either set of lockers. Combinations should not be divulged or shared with others. Padlocks are not allowed to be placed on school lockers. As per Board policy 226, students shall have no expectation of privacy in their lockers.

**SCHOOL ADMINISTRATORS MAINTAIN THE RIGHT TO OPEN AND EXAMINE ANY STUDENT LOCKER.**

## **DRESS AND GROOMING**

(See Board Policy 221)

A school and its students are being observed at all times. A well-groomed and neatly dressed student body sets a tone and atmosphere conducive to good order and learning. It is the student's responsibility to dress modestly and in good taste at all times. Clothing worn should be appropriate to the educational environment. Skirts, slacks, dresses, pants, and jeans must be worn modestly. **Hats, hoods, or other head coverings are not permitted in the building.** They must be in lockers during the day. Skirts, slacks, dresses, pants, and jeans must be worn modestly. **No strapless tops, undershirts, spaghetti straps, or bare midriffs are permissible at any time. No see-through tops are allowed. No muscle or sleeveless shirts are permitted. Skirts and shorts can be no shorter than 3 inches from the top of the knee.** No slippers, pajama pants, or bare feet are permitted at any time. Showing of underwear is not permitted at any time. Necklines must be of a modest cut. No clothing marked with questionable or suggestive imprints will be allowed. No inappropriate or offensive slogans/pictures or references to drugs/alcohol, nor clothing with tears or holes are permitted. **Inappropriate dress will be at the discretion of the building administration.**

## **ELECTRONIC DEVICES**

An **Electronic Device** means a device that is used for audio, video, or text communication or any type of computer or computer-like instrument that is capable of transmitting, receiving or recording messages, images, sounds data, or other information by electronic means, and includes: **a cell phone or smart phone; a smart or electronic watch; or a tablet.**

**The use of electronic devices by students in locker rooms, bathrooms, health suites, and other changing areas is prohibited at all times.**

**Otherwise, approval for possession and use of an electronic device by a student is determined by, and is within the discretion of, the building administrator or his/her designee.**

**Approval of the use of electronic devices in the classroom is within the sole discretion of the classroom teacher and may be prohibited by the teacher.**

**A student shall not use a cell phone, digital camera or any other electronic device to photograph, audio record or videotape any student, teacher, District employee or other individual at the school or at school sponsored activities without the legal consent of the other student, teacher, District employee or other individual.**

**A student shall not e-mail, post on any social media platform, nor otherwise electronically transmit images or audio recordings of another individual or individuals taken at the school or at school sponsored activities without the expressed written and legal consent of the other individual or individuals.**

**At no time, while on school property or at school sponsored activities shall a student use an electronic device to invade the privacy rights or other rights of any student, teacher, or District employee or other individual, or harass, threaten, intimidate, bully or cyberbully any student, teacher, or District employee or other individual, or promote or engage in violence.**

**Further, a student shall not use an electronic device to create, view, send, share or otherwise disseminate any type of lewd or sexually explicit image or video content. Such acts may constitute a criminal act under federal and/or state law.**

**Should a student misuse an electronic device, as prohibited above, the police department may be contacted where such action or actions violate federal and/or state law.**

**1<sup>st</sup> OFFENSE                      WARNING ISSUED**

**2<sup>ND</sup> OFFENSE                      ½ HOUR DETENTION  
PARENT IS CONTACTED BY TEACHER VIA EMAIL OR PHONE CALL.**

**3<sup>RD</sup> OFFENSE                      1 HOUR DETENTION  
PARENT IS CONTACT BY ADMINISTRATION VIA EMAIL OR PHONE CALL.**

**4<sup>TH</sup> OFFENSE                      ISS/OSS  
PARENT/TEACHER CONFERENCE WITH ADMINISTRATION**

**STUDENTS THAT REFUSE TO PUT CELL PHONE INTO SCHOOL BAG OR  
ASSIGNED AREA WILL BE ASSIGNED AN AUTOMATIC ISS OR OSS.**

**\*PARENTS, PLEASE DO NOT CALL OR TEXT MESSAGE YOUR CHILD(REN)  
DURING SCHOOL HOURS. IF YOU NEED TO CONTACT YOUR CHILD IN THE  
EVENT OF AN EMERGENCY PLEASE CONTACT THE MAIN OFFICE.**

The student must have permission from the office to use the telephone in the case of an emergency.

Bristol High School and the Bristol Borough School District are not responsible for personal items, such as electronic devices and cellular phones. Students bring these items to school at their own risk.

### **COMPUTER ETHICS & INTERNET POLICY**

**(See Board Policy 815)**

Any attempt to break into supervisory functions or other people's files is considered a major breach of computer ethics. Using other people's files, interfering with passwords, accessing a modem without permission, downloading unauthorized files, accessing any unauthorized web sites, and breaking into any unauthorized area of computer information is also considered violations. Students who interfere with the operation of the computer network will be subject to disciplinary action outlined in the discipline policy. Please note that teachers have access to all work saved on the computer. Students should not use the computers to listen to music or view videos except for those instances when directed by the teacher in the course of instruction.

## **CONDUCT AT ATHLETIC EVENTS**

Students are expected to exhibit proper behavior at both home and away events. Proper behavior is exemplified by the use of positive support of the athletes. Students should refrain from booing or heckling, throwing refuse, or exhibit in any other way a negative image of our student body. The use of profanity directed toward the referees, coaches or any other athlete on the floor is prohibited. Students are reminded that all aspects of the school Code of Conduct are in effect at all school activities.

## **BULLYING/CYBERBULLYING AND UNLAWFUL HARASSMENT (see Board Policy 249)**

The Bristol Borough School District Board of Directors is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying and cyberbullying in any form by district students. All forms of bullying and cyberbullying by school district students are prohibited. Anybody who engages in bullying or cyberbullying in violation of this policy shall be subject to appropriate discipline.

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 doing any of the following:

1. Substantial interference with a student's education;
2. Creation of a threatening environment;
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying. Cyberbullying shall mean forms of verbal and psychological bullying that occur through e-mail, instant messaging, and personal profile websites such as Facebook/Snapchat or through any communications devices. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs). All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline. School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school. Each staff member shall be responsible to maintain an educational environment free of bullying and cyberbullying.

Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyberbullying. The Board encourages students who have been bullied (including cyberbullying) to promptly report such incidents to school district employees, teachers or principals. The Board directs that complaints of bullying shall be investigated promptly, and corrective

action shall be taken when allegations are verified. Any employee who observes or becomes aware of an act of bullying shall take immediate, appropriate steps to intervene unless the intervention would be a threat to staff members' safety. In that case, or if the bullying persists, s/he shall report the bullying to the school principal for further investigation, which may include interviews with students, staff, parents/guardians, and a review of records. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Code of Student Conduct, which contains this policy, shall be disseminated annually to students. This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website. Teachers, counselors, specialists, and school administrators will routinely discuss inappropriate use of social networking and bullying behavior and will provide appropriate examples to assist students with recognizing, identifying, and reporting bullying incidents. All students shall be informed that bullying will not be tolerated in any form. All students shall be encouraged to report any bullying regardless of whether they are the victim or an observer.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include any of the actions below and/or referral to law enforcement officials:

1. Counseling within the school
2. Parental conference
3. Loss of school privileges
4. Transfer to another school setting, classroom or school bus
5. Exclusion from school-sponsored activities
6. Detention
7. Suspension
8. Counseling/Therapy outside of school which may be at the individual's expense
9. Expulsion

The Bucks County School Watch Hotline (1 877 888 7140) is also available should a situation ever exist where a student is unable to contact Bristol Borough School District Administration.

### **HAZING POLICY**

The purpose of this policy is to maintain a safe, positive environment for students and staff that are free from hazing. Hazing as per Board Policy 247 is defined as any activity that recklessly or intentionally

endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. The Board of Education 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 or engage in any hazing activity.

## **CODE OF CONDUCT**

### **Philosophy**

Our school community's code of conduct is written so that every student can have a safe and comfortable place for learning, growing and developing into responsible citizens.

Citizenship in a democracy requires respect for the rights of others. Student conduct should always reflect consideration for the rights and privileges of others and should exhibit cooperation with all members of the school community. High personal standards of courtesy, decency, morality, clean language, honesty and wholesome relationships with others will be encouraged. Respect for real and personal property, pride in work and achievement consistent with one's ability will be expected of all students. Student obligations that are not satisfied will result in loss of extra-curricular privileges.

### **Student Responsibilities**

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

It is the responsibility of each student to conform to the following.

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



### **Parent Responsibilities**

To assist students in complying with the Bristol High School Code of Conduct, it is recommended that parents:

1. Explain the school rules to their children.
2. Become involved in all aspects of the student's school life.
3. Take an interest in the courses taken, the texts and materials used, the lessons studied, the homework assigned, the rosters, and the results of standardized tests and student assessment.
4. Maintain contact with the school.
5. Monitor student employment hours and practices to ensure maximum academic performance.
6. Encourage participation in a wide range of school activities.

### **IMPORTANT SCHOOL POLICIES**

1. Students should be in school by 7:45 AM and in homerooms by 7:50 AM.
2. Food and beverages may only be consumed in the cafeteria.
3. Dress appropriately and respectfully for school.
4. Agenda books must be carried at all times and are considered school property. Destruction misuse of any kind will require replacement and disciplinary action.
5. A note is required for every absence and must be turned in to the office within three days of your return to school.
6. Computers are to be used in an appropriate manner consistent with the school policy.
7. All medicines must be turned in to the nurse before the start of the day.
8. Students must be academically eligible and not on suspension to participate in activities.
9. A parent must come in for a meeting in order to return to school from a suspension.
10. This is a smoke free, drug free, and violence-free environment. Students and their belongings may be searched.
11. Lockers are school property and may be searched.
12. Missed detentions: a.) If a student misses one unexcused detention, a ½ hour detention will be added; b.) If a student misses two unexcused detentions, an hour of detention will be added c.) If a student misses three unexcused detentions, a full day of ISS will be administered

## **DISCIPLINE CODE GUIDELINES**

### **Minor Breaches Level 1**

The teacher or other staff members supervising the students will handle the following infractions:

- A. Definition:** misconduct that impedes the orderly operations of the classroom and/or school environment.
- B. Examples: The following list is NOT meant to be all-inclusive, but act as a general guideline:**
1. Being out of assigned area without an appropriate pass; loitering in the hallways
  2. Breach of dress code/inappropriate attire  
**(Board Policy #211-Dress and grooming)**
  3. Classroom disturbances such as talking, moving around without permission, yelling, lying, abusive and unacceptable language
  4. Failure to cooperate with any staff member
  5. Minor out-of-class problems, such as running and disruptive behavior in the hall, food outside the cafeteria, littering, etc.
  6. Possessing disruptive/nuisance items
  7. Refusing to be respectful and obey lunchroom rules and regulations, including removal of food/utensils from the cafeteria
  8. Remaining after school without legitimate cause
  9. Roughhousing
  10. Forging or altering a document / signature
  11. Late to class
  12. Leaving class without permission
  13. Possession of electronic devices
  14. Cheating
  15. Sleeping
  16. Non-Compliant

**Disciplinary options available to teachers/administrators:**

- Verbal reprimand
- Teacher conferencing
- Parent Conference
- Detention(s) assigned
- Loss of classroom privileges
- Special assignments
- Removal from mainstream of classroom to other area of the room, or to restricted lunchroom in the event of cafeteria violation
- Written referral to administration
- **Loss of PBIS privileges for middle school students**

**Further unmodified behavior may result in ISS or OSS at administrator's discretion.**

## **Minor Breaches Level 2**

Submission of referral is the responsibility of the supervising staff member.

- A. Definition:** misconduct that disrupts the learning climate of the school environment. An accumulation of three (3) offenses under any category of student action may be considered unmodified behavior and move to Level 3.
- B. The following infractions may result in a referral to administration:**
  - 1. Aggressive Behavior
  - 2. Disrupting/Skipping Detention
  - 3. Minor vandalism
  - 4. Breach of computer ethics (including Bridges students)
  - 5. Cutting class, including lunch and study hall
  - 6. Using foul or obscene language towards another person
  - 7. Plagiarism, including artificial intelligence applications
  - 8. **Creating inappropriate illustrations**

### **Disciplinary options available to administration:**

- Detention(s) assigned
- In-school suspension and parent contact
- Out of school suspension (1-5 days)
  - A parent or guardian must accompany the student the morning of re-admission.
- Counseling
- Parent Conference
- Temporary removal from class
- Restriction from school sponsored activities

**Further unmodified behavior may result in OSS or alternative placement at administrator's discretion.**

## **Major Breaches Level 3A**

The following infractions will immediately be referred to the Assistant Principal with incident card/referral.

- A. Definition:** Acts which tend to seriously disrupt the learning climate of the school. An accumulation of three (3) offenses under any category may be considered unmodified behavior and will move to Level 4.
- B. The following inappropriate and disruptive behavior will be referred at the time of the infraction:**
  - 1. Causing injury to another person
  - 2. Fighting
  - 3. Intimidating, bullying, threatening or harassing
  - 4. Leaving school premises without permission
  - 5. Instigating a fight
  - 6. Possession/use of tobacco products (including vapes, e-cigarettes, smokeless, matches, lighters, etc.)
  - 7. Theft
  - 8. Major Vandalism (greater than \$100 in damages)
  - 9. Verbal abuse/racial or ethnic slurs
  - 10. **Assisting access to any individual who should not be on school property**

**Specific Procedures to be followed:**

1. Administration investigates infraction, conference with staff and student/students involved
2. Parental contact
3. Restitution of damages and property
4. Records to be kept by administration

**Disciplinary options available to administration:**

1. ISS assigned
2. OSS assigned
3. Superintendent hearing
4. Involvement of police
5. Referral to outside services
6. Alternative placement

**Major Breaches Level 3B**

The following infractions will immediately be referred to any administrator with or without incident card/referral. The administration and/or local authorities will take immediate action.

**A. Definition:** Misconduct which results in violence to a person or property; or poses a direct threat to the safety of others in the school.

**B. The following misconduct warrants immediate referral to administration and appropriate authorities:**

1. Arson
2. Assault and Battery
3. Bomb / Terroristic Threats
4. Extortion
5. False Alarms
6. Major Acts of Theft
7. Causing Injury to Faculty or Staff
8. Possession/use of Incendiary Device
9. Possession/use of a Weapon
10. Sale/possession or use of Alcohol or Drugs
11. Sale/possession or use of Stolen Property

**Specific Procedures to be followed**

1. Parent / Guardian contacted
2. Student removed from the school environment
3. Superintendent notified
4. Appropriate authorities contacted

**Disciplinary options available to administration:**

1. A minimum of 5 days suspension is mandatory in all examples listed above
2. Restitution of property and damages
3. Referral to local police
4. Expulsion from school

**\*At the discretion of the Superintendent or building Principal, local authorities can be called for Major disciplinary violations. A Student could receive citation according to violation of Bristol Borough Codes.**

## **DETENTION**

School detention is held each day, Monday thru Friday. Students who are late will not be admitted to detention and this will be considered a detention cut, as will failure to attend on the assigned day. Cutting detention will result in additional detentions issued and/or In School Suspension. Students are reminded that there is no talking in detention and that they should come prepared to complete homework assignments or read. Missed detentions: a.) If a student misses one unexcused detention, a ½ hour detention will be added; b.) If a student misses two unexcused detentions, an hour of detention will be added c.) If a student misses three unexcused detentions, a full day of ISS will be administered

**Parents will be notified 24 hours prior, and detention will take place the following school day.**

## **OUT-OF-SCHOOL SUSPENSIONS**

All Out of School Suspensions require a parent to come in for a conference before a student can be readmitted to classes. **Any student who was suspended during the school year is not eligible to participate in ANY co-curricular athletic/activities, including practices, contests, field trips, and other activities, except through approval by administration.**

## **IN-SCHOOL SUSPENSION PROGRAM**

ISS is an alternative to OSS. It allows the student to stay current with their academic work in a supervised setting. Assignment to the In-School Suspension room will be made by an administrator. **From the time that the student is issued the ISS, including the day(s) that a student is assigned to ISS, he/she is not eligible to participate in ANY co-curricular athletic/activities including practices and contests.** All days assigned must be fulfilled before a student may be admitted to regular classes and other school activities. ISS starts at 7:45 and ends at 3:00. If a student is absent on their assigned day, they will report to ISS on the day of their return. Lateness to, early dismissal from or inappropriate behavior in ISS will result in additional days or OSS being assigned.

## **STUDENT ASSISTANCE PROGRAM (SAP)**

Bristol High School's Student Assistance Program (SAP) provides a means to identify and refer students who are believed to be 'at risk' for developing such problems as: chemical dependence and abuse, truancy, depression, suicidal tendencies and other problems that could inhibit a student's learning process. The Student Assistance Program is a trained team of teachers, counselors and administrators available to assist the student and family in identifying problems that impact on the student's ability to function in school and to offer assistance in alleviating these problems. **It is an intervention and referral program, not a treatment program.**

### **Student Seeking Help—Student Assistance Program (SAP)**

A student volunteering information about drug or alcohol use should be referred to the Student Assistance Team. The student should be

informed of services available: guidance counselors, drop-in programs, support groups, informational groups, psychologists, nurses, community counselors, and outside agencies. A referral will be made to the Student Assistance Team so that recommendations can be made. No disciplinary action will be taken.

Pennsylvania Drug and Alcohol Abuse Act protect the right of the school to refer consenting students for treatment without parental knowledge or consent. It should be remembered, however, that the

School Board recommends that all reasonable attempts be made, with the consent of the students, to involve parents at the earliest practical time. Parents shall be notified if there is a clear and immediate danger.

The student shall be advised that any future use, possession, or transfer of illegal drugs will not be condoned, and that information concerning any such future activity will be subject to disciplinary action.

### **Teacher, Peer, or Parent Referral**

When a student is suspected of being under the influence of drugs or alcohol, an investigation shall take place; and the principal/assistant principal, and, if necessary, the school nurse shall be called. Use of drugs and alcohol is a matter of serious concern. Teachers are expected to and must react immediately to any such suspicion of use. When a teacher, peer, or parent reports that a student may be using drugs, alcohol, or mood altering substances, but has no evidence of violation of law or school regulations, a referral will be made to the Student Assistance Team and appropriate actions will be taken. Those making the referral will be assured that confidentiality will be honored. Parents of a child who is displaying extraordinary behavior shall be apprised of the situation. They will decide whether to take the child home, to a physician, or to the hospital. If a parent cannot be located, the family physician will be contacted and she/he will be asked to make a recommendation. The principal/assistant principal and guidance counselor shall hold a conference with the parents and student to discuss the possible causes of the behavior for which the student was referred to the principal's office.

## **DRUG AND ALCOHOL POLICY**

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As the educational institution of this district the schools shall strive to prevent abuse of controlled substances.

For purposes of this policy, controlled substances shall mean:

1. All dangerous controlled substances prohibited by law,
2. All look-alike drugs,
3. All alcoholic beverages,
4. Anabolic steroids,
5. Any drug paraphernalia,
6. Any prescription or patent drug, except those for which permission for use in school has been granted pursuant to Board policy.

(A) For the protection of the student, prescription drugs and patent medicine brought to the school MUST be registered with the school nurse or delegated authority. At this point, the administration of medication is under the supervision of the nurse.

- a. Students MUST have authorization from a medical doctor for use of prescription drugs.
  - b. Medication brought to school by a student on any one day should be in sufficient quantity for that one day only.
  - c. Ingestion of any drugs or proprietary materials to the point of disorientation or physical harm is prohibited for all students on school property or at school functions.
7. Any volatile solvents or inhalants such as but not limited to glue and aerosol propellants.
  8. Any tobacco and/or tobacco products.

The Board prohibits students from using, selling, buying, possessing, distributing and being under the influence of any controlled substances at any time, on school property, and at any school sponsored event regardless of location.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school educational or athletic program. The privileged confidentiality between students and guidance counselors, school nurses, school psychologists home and school visitors and other school employees shall be respected; and no confidential communication made to any such employee shall be required to be revealed without the consent of the student or his/her parent, unless the best interests of the student can be served only by such release.

The Superintendent shall prepare rules for the identification, amelioration and control of controlled substance abuse in the schools which shall establish procedures to deal with students suspected of possessing, being under the influence or distributing controlled substances in school, up to and including expulsion and referral for prosecution. In the event that a staff member suspects a student of buying, using, possessing and/or selling drugs of any type s/he must immediately notify in confidence the building principal/assistant principal or his/her designee.

Incidents of possession, use and sale of controlled substances, including alcohol, by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

The following guidelines shall be in effect whenever a student is under the school's jurisdiction, including participation in field trips, sports and all other extracurricular activities. The rules shall apply whether a student is an active participant or is a spectator/guest at such functions.

### **Actual Usage**

ten (10) day suspension from school as determined by the administration. The informal hearing and conference will be conducted in conjunction with Chapter XI of the regulations of the Pennsylvania State Board of Education. An immediate referral shall be made to the Student Assistance Program (SAP) team. The SAP team's data collection/assessment will determine the interventions and level of care.

At the second offense, the parents shall be notified and referral shall be made to the principal for a decision as the length of the suspension pending results of the Student Assistance Program team intervention. The principal will notify the Superintendent regarding his/ her decision.

For repeated offenses, the penalty may be exclusion from school for a period of up to one calendar year or more unless recommendation of the principal provides for an alternative. Application for readmission at the conclusion of this period will be reviewed by the superintendent and/or his/her designated committee, and a report with a recommendation forwarded to the Board.

### **Possession Without Actual Usage**

When a student is found in possession of suspected drugs **including vaping**, a referral must be made to law enforcement authorities who will obtain an analysis of such suspected drugs and will determine whether an arrest or referral to a judicial agency will be made. If, except as to look-alike drugs, the result of the analysis is negative and no further legal action is taken, all records as to the identity of the student shall be destroyed. If the result of the analysis is positive or look-alike drugs are involved, steps shall be taken, as in section above (Actual Usage.)

### **Selling or Buying**

It is not the intent of these regulations to distinguish between a seller and buyer. However, individual situations may result in such distinctions being made.

Parents and the local police shall be notified and appropriate criminal charges against those involved are to be pressed.

In addition, when there is reasonable evidence that a student is guilty of buying or selling, those involved may be excluded from school for a period determined by the school board. The student and his/her parents shall be afforded all due process rights including the opportunity for a formal hearing before the school board. Application for readmission at any time will be reviewed by the Superintendent and/or his/her designated committee.



### **Discovery of Drugs**

Drugs found anywhere on the school premises are to be given promptly to law enforcement authorities. All receipts for the same must be obtained from such authorities.

### **Apprehended by Police - Distributing Controlled Substances**

If a Bristol Borough School District student is apprehended by the police for activities involving suspicion of use, possession, or the buying/selling of illegal drugs, look-alike drugs, or alcoholic beverages while the student is under the jurisdiction of the school district and if the principal/assistant principal is notified by the police, she/he in turn, will notify the Superintendent. The student will be subjected to disciplinary measures outlined in this policy.

### **Discovery of Drugs by Staff members**

If a staff member discovers the use or sale of controlled substances, during the performance of their duties, she/he should immediately seek assistance from the building administrator who will conduct an investigation of the matter.

### **Anabolic Steroids**

The Board prohibits the use of anabolic steroids by students involved in school related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes. Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject them to suspension, expulsion and/or criminal prosecution.

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. First violation-- suspension from school athletics for the remainder of the season.
2. Second violation--suspension from school athletics for the remainder of the season and for the following season.
3. Third violation--permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted verifying that no residual evidence of steroids exists.

### **Qualifications**

- A. It is acknowledged that in writing any such procedures as the above, generalizations must necessarily be invoked in establishing guidelines for action.
- B. It must be understood that concerns for the well-being of the individual involved in any of the actions described herein must be weighed against the concerns for the well being of the student body at large.
- C. Therefore it must be recognized that appropriate discretionary action on the part of those charged with carrying out the punitive process must not be prohibited by these guidelines.
- D. It is suggested, however, that such diversions from the established procedures should be the exception rather than the rule.

## SMOKING AND TOBACCO

We are a smoke free and tobacco free campus. Smoking and use of any tobacco-related product, including vapor cigarettes, is prohibited everywhere on school property inside and outside the school building. Consequences for smoking and use of any tobacco-related product are outlined in the discipline policy.

## HAZMAT NOTICE

Original construction materials containing Asbestos had been found at Bristol High School in past years. These materials are regularly monitored and maintained. The three-year re-inspection plan was recently completed and is on file in the business office located in the Bristol Borough School District administrative offices located at 1776 Farragut Avenue, Bristol, PA 19007. The three-year re-inspection plan is available for review through the Business Office at the District administrative offices.

## SAFE SCHOOLS – WEAPONS POLICY

In accordance with School Board Policy No. 218.1, the Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school sponsored activity, and onto any public conveyance providing transportation to school or a school sponsored activity.

[The definition of *weapon*] shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury. [The definition of *possessing* is when] a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker, under the student's control while s/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirements on a case-by-case basis.

In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Act.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.

## **CARE OF SCHOOL PROPERTY**

The Board believes that the schools should help students learn to respect property and develop feelings of pride in community institutions.

As stated in School Board Policy 224, the Board charges each student in the district's schools with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.

It is the policy of the Board that students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents and guardians of students shall be held accountable for student actions.

The Board may report to appropriate juvenile authorities any student whose damage of school property is serious or chronic in nature. In no case shall referral to juvenile authorities be made without prior notification to the student's parent.

**Students who lose or damage Chromebooks, textbooks, supplies, equipment, or furniture will be expected to repay an appropriate amount to replace the damaged property.**

## **SAFE2SAY SOMETHING**

**Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late.**

**Here’s how to works:**

- **Submit an anonymous tip report through the Safe2Say Something.**
- **Crises center reviews, assesses, and process all submissions.**
- **Crises center sends all submissions to school administration and/or law enforcement for intervention.**
- **If needed, crises center may contact tipster anonymously through the app.**
- **Misuse of app or program could lead to local/federal criminal charges.**

**Safe2Say Something Number  
1-844-Safe2Say/1-844-723-2729**



## Bristol High School Quality Guide

Designed for cross-curricular use, this guide presents concepts most frequently used in assignments and formal written work. Generally, Bristol High School utilizes MLA (Modern Language Association) formatting and citation style. Any deviation from this guide is at teacher discretion; students should seek clarification from individual teachers regarding particular assignments.

### General Form of a Paper

1. Use the following heading:

Name
Class
Assignment
Date
(skip line)
Begin assignment here.

2. Keep a one-inch margin on the left of the paper and one-half inch margin on the right.
3. Indent one-half inch for paragraphs on written papers and use tab or five spaces on word-processed papers.
4. Formal papers should be single-sided.
5. Always use blue, blue-black, or black ink for all hand- written work.
6. Use legible writing on all papers, including daily exercises and tests. Paper should not be torn; frayed edges from spiral notebooks should be removed. Sloppy work is unacceptable.
7. Always use regulation sized theme paper (8.5" x 11").
8. In formal papers avoid contractions.
9. Proofread and edit for spelling and grammar errors. Careless mistakes will result in point deductions.
10. Avoid use of slang and computer jargon (such as "u" for you).

#### **Additional format guidelines for Math/Science problems:**

11. Show algebraic process; no credit for just answers.
12. All graphs should include:
  1. Axes labeled with units
  2. Title.
13. Any diagram should be labeled with the dimensions and units.

Common writing errors may be identified through the use of correction symbols. Please refer to the table below.

<b>Correction Symbols</b>	
cap	error in capitalization
p	error in punctuation
sp	error in spelling
frag	sentence fragment
awk	awkward sentence
wc	error in word choice
rs	run-on sentence
¶	new paragraph needed
use	error in usage
vt	error in verb tense
agr	error in agreement

### **Steps in Writing the Scholarly Paper**

1. Select and limit a topic
2. Prepare a preliminary outline
3. Develop a working bibliography; create source cards
4. Take notes; create notecards
5. Plan the final outline arrangement
6. Write the rough draft
7. Proofread, edit, and revise
8. Prepare the final copy
9. Proofread the final copy at least three times

### **Avoiding Plagiarism: Citation and Documentation**

**When writing your own piece, you may use the writing and ideas of others, but only if it is appropriately cited and documented. The following must be cited:**

1. direct quotation
2. an opinion borrowed from another writer even if it is paraphrased or summarized
3. any specific information which is neither the writer's opinion nor known by those familiar with the topic or source (i.e. the results of a survey, statistical data)

When writing your paper, you do not have to cite something that is “common knowledge” (that is, something that is easily found in multiple sources); for example, Edgar Allan Poe’s birthday is January 19, 1809.

### **How should an MLA citation look?**

There are two main ways to cite a source within your essay:

1. **Use parenthetical citation.** After your direct quotation or specific information is given, show which source it came from in parentheses.

**(Author page)**

**For example:**

Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263).

-Wordsworth is the last name of the author who provided this material.

-263 is the page from which that material came.

2. **Use a speaker tag.** Identify the writer’s name of the article/book’s title within your sentence that introduces or describes the quoted/paraphrased material. Close with parentheses that indicate the page from which that information came.

**For example:**

Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).

**Remember:** Even if you paraphrase and do not use the writer’s exact words, you must still provide a citation because you are using their idea.

**For example:**

Poetry can be described as a powerful overflow of feeling (Wordsworth 263).

**The Works Cited Page** is the last page of a formal paper that lists the cited sources within the paper. The purpose of a Works Cited is so that the reader may reference your parenthetical citations. MLA requires a specific format for the Works Cited page:

- Numbered like the other pages of your paper
- Works Cited should be centered as a title at the top of the page
- Double spaced
- Alphabetized
- Every entry on the page should appear as a parenthetical citation within the paper
- Uses a hanging indentation (1<sup>st</sup> line of an entry goes to the left edge of the margin and each line of the entry thereafter is indented 5 spaces)
- Do not skip spaces between entries

**Formatting examples of commonly used sources:**

**Print Sources:**

***Book with one author***

Author's last name, first name. Title. Place of publication: publishing company, year of publication.

Example:

Grove, David. Excavations and Discoveries.

New York: Random House, 1989.

***Magazine article***

Author's last name, first name (if given). "Title of the article." *Title of the magazine*. Day month (abbreviated) and year of publication: Page numbers of the article.

Example:

"Palestinian Students Protest in Bethlehem." *Newsweek*. 30 Sept. 2002: 23-34.

***Newspaper article***

Author's last name, first name (if given). "Title of article." *Title of Newspaper*. day, month, and year of publication: pages used.

Example:

Stanton, Rick. "The Mayor's Legacy." *The Philadelphia Inquirer*. 11 April 2002: A4.

**Electronic Sources:**

***(whole) Web Site***

Editor, author, or compiler name (if available). *Name of Site*. Version number, Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available), URL, DOI or permalink. Date of access (if applicable). Example:

Felluga, Dino. *Guide to Literary and Critical Theory*.

Purdue U, 28 Nov. 2003, [www.cla.purdue.edu/English/theory/](http://www.cla.purdue.edu/English/theory/). Accessed 10 May 2006.

### **Article or Page on a Web Site**






For an individual page on a Web site, list the author or alias if known, followed by the information covered above for entire Web sites. If the publisher is the same as the website name, only list it once.

Note: There are **many** other sources and answers to questions regarding citations that you may not find here. Please visit <https://owl.english.purdue.edu/owl> and consult your teacher for specific questions.

### **Format for the final paper**

1. Pages should be numbered consecutively in the upper right hand corner, one-half inch from the top. Type your last name before the page number.
2. Margins of one inch should be allowed at the bottom, left, and right side of the paper (1/2" top margin).
3. The final paper should be arranged as follows unless directions are given otherwise: (1) title page (2) outline (3) body (4) works cited (5) rough draft



	<p><b>WRITING</b> is a learning tool, a personal and public communication tool, a record of thinking.</p> <p>Students who write consider audience and purpose, address the specific situation and demonstrate understanding.</p> <p>AVID supports writing through Cornell note-taking, learning logs, quickwrites, reflections, process writing, peer evaluation and authentic writing.</p>
	<p><b>INQUIRY</b> is uncovering one's understanding, asking critical questions, engaging in thinking, learning, and discussion.</p> <p>Students who inquire analyze and synthesize materials and ideas, clarify their own thinking, probe others' thinking, and work through ambiguity.</p> <p>AVID supports inquiry through skilled questioning techniques, Costa's Levels of Thinking, Socratic seminars, tutorials, investigations and questions that guide research.</p>
	<p><b>COLLABORATION</b> is teamwork with shared responsibility, sharing of ideas, information, and opinions in formal and informal discussion.</p> <p>Students who collaborate work together toward a common goal, develop positive interdependence, work in focused study groups, and support the learning of others through inquiry.</p> <p>AVID supports inquiry through Socratic seminars, tutorials, Philosophical Chairs, group activities and projects, and peer editing groups.</p>
	<p><b>ORGANIZATION</b> is managing materials, practicing methodical study habits, planning and prioritizing school, work and social tasks, engaging in goal setting, and strategically taking responsibility for one's learning.</p> <p>Students who are organized study effectively, manage their time, set goals, are prepared for courses, and participate in instruction.</p> <p>AVID supports organization through the use of binders, calendars, planners and agendas, through focused note-taking, tutorials and study groups.</p>
	<p><b>READING</b> is strategically gaining meaning, understanding and knowledge from print and other media. Reading is purpose-driven and interactive.</p> <p>Students who read understand text structures, apply prior knowledge and make connections to other texts, self and the world. They make predictions, ask questions, and create visual images as they read.</p> <p>AVID supports reading through deep-reading strategies, note-taking, graphic organizers, vocabulary building, summarizing, and reciprocal teaching.</p>