



Parent/Student School Handbook

2024-2025

ISST at Willow Academy

200 Beaver Run Rd. Lehigh, PA 18235
Phone: 610-379-5461

Journey at Willow Academy

200 Beaver Run Rd. Lehigh, PA 18235
Phone: 610-379-9306

Mahoning Valley Academy

2466 Mahoning Drive East Lehigh, PA 18235
Phone: 610-577-0048

Packer Ridge Academy

50 Mauch Chunk St. Lehigh, PA 18235
Phone: 610-577-0048

Polk Academy

630 Interchange Road Kresgeville, PA 18333
Phone: 484-629-5992

PRIDE at Ashfield Academy

496 West Lizard Creek Lehigh, PA 18235
Phone: 610-273-5160

PRIDE IES

413 Bridge Street Lehigh PA 18235
Phone: 610-273-5163

Valley Ridge Academy

230 Ochre Street Lehigh, PA 18235
Phone: 610-273-9305

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Our Philosophy

We strive to serve children academically and socially while providing the best educational setting that meets their individual needs. Non-traditional students need an opportunity to learn and grow in a safe, caring environment with trained professionals who have the children's best interests at heart. Our staff offers opportunities for success that students may not have in their current placements. We work diligently with children through a supportive and positive approach in order to achieve success. Our broad array of services combines therapy, social skills development, consistent reinforcement and certified instruction.

We are educational professionals who care about our students and believe in the programs we offer. We are an affordable alternative education system for the districts we serve. We are licensed by the Commonwealth of Pennsylvania and utilize curriculum aligned with state standards.

We challenge those who say children are never going to be successful regardless of the educational placement and environment. Getting those students the help they need is our focus. Providing them the tools and the opportunity to recover from their academic deficits and reach their potential is our charge. Getting them back to their home schools is our priority. We help students heal. We are Behavioral Health Associates

Fire Drills

In compliance with Section 1517, school law of Pennsylvania, fire drills shall be conducted periodically, not less than one a month.

Fire drills, properly planned and executed, are an important aspect of school fire safety. The purpose of the fire exit drills is to ensure that safe evacuation of the building is done in an orderly manner, in the case of an actual fire. While speed is desirable, order and control are the primary aspects of the drills. Proper drills prevent panic.

The following procedures are to be observed when drills are called:

1. Fire Drill Chart: A chart indicating the proper route for evacuation of the building is posted in each room. Teachers are to instruct students as to the proper route to be followed for evacuating this particular room.
2. Upon the sounding of the alarm, students are to arrange themselves in single file ranks, quickly and quietly, and move in orderly lines along the exit route indicated on the fire drill chart.
3. In the corridors, students are to remain in orderly and quiet lines and to observe proper respect and consideration for the students moving in the same line from other rooms.
4. The first students reaching the exit or fire doors are to hold the doors open until the last student in the line has left the building. They are then to follow in the line to their proper places for general assembly.
5. Teachers will check their rooms to ensure the evacuation of all students in the classroom. The teachers will leave the room last, closing the door. The teacher, with the help of his/her record book, shall account for his/her pupils at the general assembly area.
6. Everyone must leave the building.
7. Students with physical handicaps should be placed in a classroom where they can be evacuated with ease.
8. At the command from the Administrator, students shall return promptly to the room from which they came.

Cell Phones

Students are **prohibited** from carrying cell phones or any such device that can be used to communicate with persons in or out of school while they are on school grounds.

BHA School's Directors will determine the only exceptions to the above. They may include but are not limited to the following:

- An Emergency Medical Technicians pager.
- Any devices required to be carried by a student's employer.
- IEP or Adaptive Devices

Requests for exceptions will be made in writing and placed in the student's file. Parents/guardians of the student will be notified of any and all decisions made in such a case.

Students will be given an opportunity to hand in their cell phones in the morning as they arrive or to their homeroom teacher. If the student does not hand in their phone and it is seen on their person at anytime during the school day the student will be required to hand in their cell phone and placed on a minor restriction. If the student does not hand in their cell phone at that time the student will be placed on a major restriction and will not be able to earn any points to come off of the restriction until the cell phone is handed in. All cell phones will be stored in a secure lockbox.

In an effort to safeguard our students' welfare and privacy, BHA reserves the right to inspect the contents of any cell phone seized in violation of this policy.

BHA Philosophy of Education

1. All activities and courses at BHA are based on your ability and aptitude, not on your race, color, national origin, your sex, or any handicapping conditions.
2. Our education program exists to help each student develop aesthetically, emotionally, intellectually, physically and socially.
3. It is our aim to prepare each student to accept responsibility as a contributing and participating member of school, community, and society.
4. BHA sets high educational standards in order to ensure student progress.
5. BHA analyzes every student through testing data, assessment and district/parent input in order to improve student achievement.

Restorative Practices

This program is designed to improve relationships and attitudes among students, staff, administration and parents by reducing violence and bullying and improving student behavior.



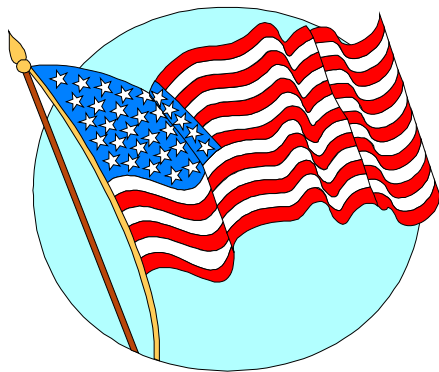
Flag Salute and Pledge of Allegiance

BHA begins each day with the Pledge of Allegiance to the flag of the United States of America by every student and staff member. A moment of silence shall accompany the Pledge of Allegiance each morning.

Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious conviction.

Students who choose to refrain from such participation shall respect the rights and interests of classmates who do participate.

This respect shall include remaining silent and refraining from any activity that may be distracting to another.



Procedures:

Any person discovering possession, handling, or transfer of a weapon or a threat to use a weapon shall immediately notify the teacher, IA, Administrator or designee of the apparent violation. The administrator shall conduct a complete investigation, including interviewing witnesses and obtaining written statements, and anecdotal record substantiating or refuting the claim. If a non-student, the administrator shall notify civil authorities, if a student, the administrator shall notify the parents/guardians, the police, and any other agencies, which may be involved.

Discipline Procedures:

Student - In addition to any civil and criminal penalties, students shall be subject to the following:

First Offense - Ten day out-of-school suspension, notification of authorities, a meeting with the parents/guardians, and may be referred to the home school board for further action, including expulsion.

Second Offense - Ten day out-of-school suspension and a home school board hearing to consider further action, including expulsion.

Non Students - Shall be referred to civil authorities for appropriate action.

Suspension timelines may be altered where the laws dictate.

Policy:

No person shall possess, handle, or transfer any weapon in school, on its grounds, or in transportation to school, at any school activity, event or function held on or off school premises.

A person shall be deemed to be in possession of a weapon if such a weapon is located on his or her person or instrumentality of such person including but not limited to jacket, book-bag, purse, locker, desk, or transportation.

Any person violating this policy, in addition to being subject to other civil or criminal penalties, shall be subject to have the weapon or other items in his/her possession immediately seized.

It is the sole discretion of the administration that any person violating this policy or threatening to use a weapon on another person may be excluded and not permitted to remain in the building, on its grounds or in its transportation, or at any school activity, function or event held on or off school premises.

Academics**Middle School**

In the Middle School, students are assigned to a homeroom heterogeneously and to academic sections homogeneously. This is necessary for academic success as well as meeting behavioral and social needs.

High School

In the High School students are assigned to a homeroom heterogeneously and to academic sections homogeneously. This is necessary for academic success as well as meeting behavioral and social needs.

Homework

Homework is an integral part of the educational program. The purpose of homework is to improve understanding of subject matter, to help students assume greater responsibility, to offer opportunities for self-direction, and to reinforce skills.

School Closings And Delays

BHA Schools follow the Lehigh Area School District Calendar and adheres to the Lehigh Area School District cancellation and/or delay start policy.

Please check BHA social media, WNEP Channel 16, WBRE Channel 28 and WYOU Channel 22 for updates on school closings or delays. These are listed under BHA Schools.

Grading Policy

All major and minor subjects are to use the following scales:

- A 100-90
- B 89-80
- C 79-70
- D 69-60
- F 59 –0
- P PASS
- I INCOMPLETE

Principals Honors: 95 or above average (no grades lower than 90)

1st Honors : 90 or above average (no grades lower than 85)

2nd Honors : 85 or above average (no grades lower than 80)

Incompletes can be made up only if there are extenuating circumstances. Students will have one week after the last day of the marking period to complete any missed assignments. Failure to do so will result in a zero for the missing assignments and/or an “F” for the subject.

Weapons Policy

The Administration reserves the right to determine whether an object qualifies as a weapon.

Purpose:

BHA has made a strong and determined effort to maintain its school as a safe and secure environment where students and staff can pursue the educational endeavors our students deserve. We are committed to providing the school with the means to maintain a safe climate for all students, staff and visitors.

Authority:

Pennsylvania Crime Code, 18 PA C.S.A. Section 912 makes it a misdemeanor of the first degree to possess any weapon in the building, on the grounds, or in any conveyance providing transportation to or from school or any school activities.

Definition:

WEAPON - Anything readily capable of lethal use or capable of directly or indirectly inflicting bodily injury and possessed, transferred, or handled under circumstances not manifestly appropriate for lawful uses which it may have. The term includes a lighter, BB gun, pellet gun, and a firearm, which is not loaded or lacks a clip or other component to render it immediately operable, or components, which can readily be assembled into or used in a weapon. The term shall also include but not be limited to any knife, cutting instrument, cutting tool, razor, ice pick, or any explosive item of any kind including firecrackers, tear gas canisters or smoke bombs.

Illegal use of Drugs/Alcohol

A student exhibiting unusual behavior or judged in need of personal medical attention shall be brought to administration. Those needing immediate emergency treatment shall be transferred to the nearest medical facility, accompanied by a school official designated by administration. Parents/guardians shall be promptly informed of school actions; they shall be notified of all such incidents and/or whatever action has been taken by the school and by medical officials in the case. The illegal use of drugs and/or alcohol in school, on school grounds, or at school-sponsored activities, shall be considered the basis for suspension and/or expulsion based upon the recommendation of administration.

Selling or Distribution of Drugs or Alcohol in School

Selling or distributing drugs or alcohol in school, on school grounds, or at school-sponsored activities, shall be reason for immediate suspension, or after appropriate proceedings, expulsion from school. The police will be notified of incidents involving the selling or distribution of drugs and/or alcohol in school or on school grounds, or during school sponsored activities.

Look-Alike Drugs

Look-alike drugs are drugs which are manufactured or packaged to look like illegal drugs, and sold at prices much higher than the look-alike is worth. Besides being illegal, look-alike drugs can be dangerous. Among the dangers is the chance that a student using a look-alike drug will overdose if the student, not realizing the difference, takes the actual illegal drug. BHA Academy will treat any infraction involving look-alike drugs as though actual illegal drugs were involved.

EBridge

Students may make up a course they have failed **ONLY** if they have a 50 or better average.

Students may take up to three courses/credits.

BHA reserves the right to choose the course (s) for the student to make up.

Summer school will start in late June or early July. Students must adhere to the following rules:

- Proper behavior is expected.
- Attendance is mandatory; a parent/guardian must call the same morning a student is absent; a medical excuse is needed upon returning to school.
- Homework will be given in each subject.
- All work is expected to be done on time.

Failure to comply with any of the above rules could result in exclusion from the course (s) with no credit/refund given.



Attendance Policy

BHA requires attendance of all students enrolled in school. Any time a student is absent, a standard excuse form will be given to the student on the first day of return to school. The validity of an absence will be determined at the time the completed excuse form is returned. If the completed form is not returned within three(3) school days after the student's return, the absence will be considered "unexcused" and therefore, "illegal". If a student is absent for three (3) consecutive days, a doctor's note is required.

Medication Policy

Whenever possible, medication should be taken at home. When it is necessary for medication to be taken at school, the procedure is as follows:

1. A school official will be informed that the student is taking medication and the reason for taking it.
2. A medication authorization form must be completed by a doctor and signed by the parent.
3. The doctor's order to administer medication in school shall include:
 - A.) student's name
 - B.) name of medication
 - C.) dosage and time
 - D.) any adverse effects on drug
 - E.) the medication must be in a pharmacy bottle properly labeled with the student's name, medication and dosage.
 - F.) the medication will be locked and secured in the office.

All medications shall be administered by a school official or certified designee. All BHA employees involved in administering medication shall receive appropriate training from a medical professional before performing this responsibility.

Drug & Alcohol Policy

Administration prohibits the use, possession and distribution of any controlled substances during school hours, on school property, and at any school sponsored event.

Definition of Terms

Drug/Mood - Altering substance, Alcohol - shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood. Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look-alike substances, and any capsules or pills not registered with administration, annotated within the student's health record and given in accordance with the policy for the administration of medication to students in school.

Distributing - deliver, sell, pass, share, or give any alcohol, drug, or mood-altering substance, as defined by this policy, from one person to another or to aid therein.

Possession - possess or hold with or without any attempt to distribute, any alcohol, drug substance determined to be illegal or as defined in this policy.

Uncooperative Behavior - is resistance or refusal, verbal, physical, or passive on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative behavior.

Drug Paraphernalia - includes any utensil or item, which in the school's judgment can be associated with the use of drugs, alcohol or mood-altering substances.

Magisterial Charges

DISORDERLY CONDUCT - SECTION 5503

Offense defined - A person is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof he:

- Engages in fighting, threatening, violent or in tumultuous behavior.
- Makes unreasonable noises.
- Uses obscene language or makes obscene gestures.
- Creates a hazardous or physically offensive condition by any act **which serves no legitimate purpose of the actor.**

HARRASSMENT - SECTION 2709

Offense defined - A person commits a summary offense when with the intent to harass, annoy or alarm another person:

- Damages tangible property of another intentionally, recklessly or by employment of fire, explosives or other dangerous means causing or risking catastrophe.
- Intentionally or recklessly tampers with tangible property of another so as to endanger persons or property.
- Intentionally or recklessly cause another to suffer pecuniary loss by deception or threat.

Discipline Code

BHA believes that order and discipline are essential to an effective educational environment. Classes do not function optimally when disruptive behavior is not corrected. No student, by his or her actions, has the right to deprive another student of an education.

Everyone in the school community must take an active role in contributing to an orderly school environment. Within this environment, expectations need to be clearly stated so that all know what their responsibilities must be. Our discipline code states behavioral expectations by categorizing unacceptable behaviors with appropriate disciplinary options and responses in an effort to hopefully promote self-discipline.

Therefore, BHA expects an individual attending our school will demonstrate their cooperation by exercising their rights and responsibilities in a mature manner. The student who operates outside these few limitations, and indicates by their actions that they are unwilling to accept the responsibilities inherent in the educational system, will be disciplined.

As you know, BHA is an Alternative Education Program and therefore implements a stricter, more structured discipline program. Our objective is to reintroduce our students to the regular education process. By using a system of behavior modification, we feel the students are better prepared to go back to the home school system.

If a student becomes a danger to himself and/or others, BHA reserves the right to ensure the safety of all persons involved through implementing Nonviolent Crisis Prevention Intervention. (NCPI).

Mandated Reporter

Anyone can call a county Children and Youth office or Childline to report suspected child abuse or neglect. When a call is made by school personnel, it is because they are mandated/required by law to report any suspicion of abuse or neglect.

So if a student comes to school and tells his teacher that he has no food at home or no heat in their home or has an injury or bruise that looks suspicious, a report of suspected abuse or neglect has to be reported by law. The law is very clear that reports are made based on suspicion and that the reporter is not to investigate or ask questions to try and prove that a child is being abused or neglected.

This puts a school in a position that is very uncomfortable. As educators we need to have a good working relationship with parents and families to help children achieve their maximum potential. Calling Children and Youth is often seen as a school making trouble for a family. This is the last thing educators want to do.

Ultimately, educators as well as parents want what is best for a child; to keep them safe and secure. The best way to avoid suspicion is to keep open lines of communication with the school. To give an example, if the school sends your child home with a serious illness that we believe requires immediate medical attention, we will follow up the next day to see how your child is doing. It is important to return the phone call as soon as possible to give an update, and thereby, avoid suspicion of neglect that your child did not receive the medical attention they needed.

Finally, since anyone can call to make a report, it is not always the school that makes the call. Children and Youth by law are not allowed to reveal who made the call and sometimes the school is given the blame. When a call is made, it is discussed by school administrators in advance to make sure there is more than just one person who suspects abuse or neglect. If there is suspicion and a call is not made and something serious happens to the child, any mandated reporter who knew and didn't call in a report is legally liable for their inaction.

CHILDLINE is the 24-hour toll free telephone reporting system operated by the Department of Public Welfare to receive reports of suspected child abuse.

Childline– 1-800-982-0313

BHA staff members are mandated reporters in any cases of suspected child abuse.

Student to Staff Assault

Assailant will be removed from classroom or area of incident with staff assistance, if necessary.

Assailant will be isolated from other students immediately.

Assailant will be placed on Level 1 of the Behavioral System.

Assailants' parents/guardians will be notified.

Assailant will be assigned in school suspension, sent home and/or suspended.

CHARGES WILL BE FILED AGAINST THE ASSAILANT

Victim will move to a safe, comfortable environment.

School personnel will **evaluate victim** to determine severity of injuries. If further medical attention is recommended, **staff** must adhere to such recommendations.

Victim will inform Supervisor of details of incident.

Victim will complete ALL necessary paperwork; i.e. Incident Report & Employee Injury Report.

Supervisor will contact the police and/or file necessary charges.

Supervisor will contact Assailants home district.

Upon this notification, **Supervisor** will inform the district of BHA Academy's recommendations regarding the Assailant and his/her actions.

Tobacco Possession

Use or possession of tobacco/vape pens, or other drug paraphernalia on school grounds is illegal.

A civil complaint will be filed with the Jim Thorpe Magistrate against a student if the following occur:

- Student is using tobacco products on school property or during school activities.
- Student is found to have tobacco products in his/her possession while on school property or during school activities.

If **any** of the above occurs the student will be placed on Level 1 of the behavioral system. Staff will complete an incident report stating details of such occurrence and will also inform their supervisor of such occurrence.

Supervisor must complete complaint form and submit same to Magistrate's office within five school days of the incident. Parents/guardians will be notified. All lighters or matches will be confiscated and will not be returned.

Parents Responsibilities

1. Exemplify an enthusiastic and supportive attitude toward the school and education.
2. Build a good working relationship between you and your child, his or her teacher, and the school.
3. Teach your child self respect, respect for the law, and respect for others and public property.
4. Insist on prompt and regular attendance.
5. Recognize that teachers deserve the same consideration and respect that you expect from your child.
6. Encourage your child to take pride in their appearance.
7. Insist that your child brings home all school communications promptly.
8. Cooperate with the school in jointly resolving any school-related problems.
9. Set realistic standards of behavior for your child and be firm, fair, and consistent in applying them.
10. Help your child to deal effectively with negative peer pressure.
11. Provide a place conducive for study and completion of homework assignments.

Administrators Responsibilities

1. Develop a sound and healthful atmosphere of mutual respect within the school.
2. Evaluate the program of instruction in the school to achieve a meaningful educational program.
3. Help the staff evaluate their own procedures and attitudes in relation to the interactions within their classrooms.
4. Develop procedures that will reduce the likelihood of student misconduct.
5. Provide the opportunity for students and staff to approach the administrator directly for redress of grievances.
6. Assist staff members in resolving problems that may occur.
7. Work with students and staff to formulate school regulations.
8. Work closely with parents to establish a wholesome relationship between home and school.
9. Ensure fairness, reasonableness and consistency.
10. Comply with pertinent state laws governing hearings, suspensions and student rights.
11. Develop an ongoing program of in-service to assist with the implementation of effective discipline.
12. Establish necessary building security.
13. Liaison with home school districts.

CRIMINAL TRESPASS - SECTION 3503

Building and Occupied structures - A person commits an offense if knowing that he is not licensed or privileged to do so, he enters or gains entrance by subterfuge or surreptitiously remains in any building or occupies portions thereof.

Defiant Trespasser - A person commits an offense if knowing that he is not licensed or privileged to do so, he enters or remains in any place as to which notice against trespass is given by:

- Actual communication to the actor.
- Posting in a manner prescribed by law or likely to come to the attention of intruders.
- Fencing or other enclosures manifestly designed to exclude intruders.

Student to Student Assault

Assailant will be removed from classroom or area of incident with staff assistance if necessary.

Assailant will be isolated from other students immediately.

Assailant will be placed on Level 1 of the Behavioral System.

Assailant's parents/guardians will be notified.

If team deems it necessary, **Assailant** will be assigned in school suspension, sent home, and/or suspended.

CHARGES WILL BE FILED AGAINST THE ASSAILANT

Victim will be escorted to a safe, comfortable environment.

School personnel will evaluate **victim** to determine severity of injuries.

School personnel will determine furtherance of medical attention.

Victim's parent/guardian will be notified.

Staff will inform Supervisor of details of incident.

Staff will notify ALL necessary parties.

Staff will complete ALL necessary paperwork; i.e. Incident Reports & Student Accident Report.

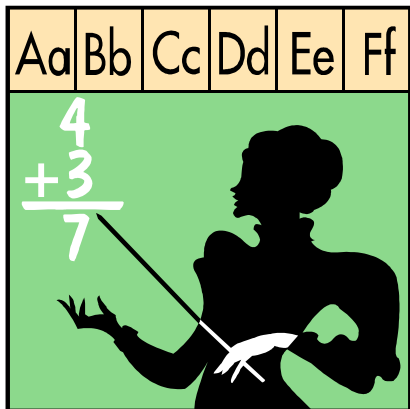
Supervisor will contact the police and/or file necessary charges.

Student Responsibilities

1. Attend school regularly and make a conscientious effort to complete all schoolwork.
2. 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, students, administrators and all others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.
4. Students should respect the authority of school personnel. If questions arise involving personnel acting on incorrect information, the student should obey the ruling and seek assistance from the office administration at his/her first opportunity.
5. Understand and abide by all school rules.
6. Take pride in appearance. (neatness)

Teachers Responsibilities

1. Promote a climate of mutual respect.
2. Plan and conduct a program of instruction that will make learning attractive and interesting.
3. Recognize that some disciplinary problems are caused by student's academic frustrations or insensitive relationships.
4. Utilize classroom routines that contribute to the total instructional program and to the student's development of civic responsibilities.
5. Seek to develop close cooperative relationships with parents for the educational benefit of the student.
6. Distinguish between minor student misconduct best handled by the teacher and major student misconduct requiring the assistance of the administrator.



Runaway/Walk-away

A student of BHA will be considered a runaway/walk-away, if the student leaves BHA Academy property or a school-based activity without prior permission from the director and/or parents/guardians.

Staff will document the students' frame of mind before student went AWOL.

Staff will document the time of day student went AWOL.

Staff will document student's attire.

Staff will contact the local Police Department.

Staff will contact student's parents/guardians and the school district to inform them of the situation.

When located by the police department, student will be taken to the local Police Department offices and held until a parent or guardian can pick them up. The student will not be permitted to re-enter the building. BHA staff will notify transportation that the student is AWOL and not being transported home via bus.

The student will also be placed on MAJOR restrictions as per the TALID system.

Transportation

Students at BHA are transported to and from school by their home school district. Students are to take the buses that they have been assigned to. Students are not allowed to be transported on another school districts transportation. Only in cases of emergencies will a student be excused from taking their assigned bus. A note from their parent/guardian must be brought to school should such an emergency occur.

Every student is expected to cooperate with their home district transportation policy. Misbehavior, disrespect or vandalism on the bus will not be tolerated. Any student referred by a driver or bus aide can expect disciplinary action, as their home school policy dictates.

This may include a temporary suspension from riding the bus. For a small number of individuals, permanent suspension may be necessary.

School bus disciplinary actions are the responsibility of each students' home school district.

Student Driving Policy

Students are NOT permitted to drive to or from school at any time.

What Is TALID?

A system for charting behavioral progress and needs.

What does TALID stand for?

Task

Completing staff-assigned work

Quality of assigned work

Working at appropriate speed

Meeting staff expectations at specific periods of time

Ability to stay focused

Area

Remaining in the assigned area

Sitting in assigned seat

Sitting appropriately

Asking permission to get out of your seat

Keeping yourself out of areas typically considered to be "Off-Limits"

Language

Use of appropriate language

Using proper tone of voice and volume

Refraining from usage of:

- Vulgar language
- Racial slurs
- Drug & Alcohol Reference
- Sexual Comments
- Hand gestures, except (ASL)

Interaction

Displaying appropriate interactions with staff and peers

Displaying appropriate choice of dialogue

Showing respect for personal boundaries

Use of respect, courtesy, and manners

Minding your own business

Displaying appropriate use of non-verbal communication

Direction

Following general expectations

Following specific staff directives

Completing assigned tasks

Social/Emotional goals are a consideration when establishing levels of behavior.

* As per the Talid System, students are permitted three (3) bathroom privileges daily unless otherwise specified by a physician.



5. Clothing with dangerous attachments and accessories, such as; wrist, ankle, neck bands and belts with spikes or studs; handcuffs, heavy or thick chains, waist or wallet chains or similar fad items that have little or no dress utility for a school. There is special concern with jewelry or other adornments (including body piercing) that could pose a danger to self or others in halls or rooms, or in the course of class activities.
6. Students must remove their coats, hats, and bandanas once they enter the building and place them in their lockers or designated area for the remainder of the day; students are not allowed to carry or wear these items during the school day.
7. Sunglasses except with prior administrative permission and with required medical verification.
8. Tattoos, if offensive, must be concealed during school hours and school activities.

***If policies are violated, parents will be contacted to bring appropriate attire for student.**

1. Clothing and accessories which indicate indecent or disruptive suggestions; or which indicate, promote or suggest drugs, alcohol, tobacco or the distributors of such; or which are offensive, obscene or immoral; which are sexually suggestive or which promote statements which are derogatory to any racial, ethnic or religious group; or which contain double meanings, advocate violent acts or are gang related.
2. Shoes with metal cleats, shower shoes and footwear that leaves marks on or damages the floor.
3. Spandex clothing, pajama pants, pants with protruding rivets or studs, pants which drag on the floor (pants, shorts and skirts must be kept secured at the natural waist; **underwear must be concealed**), baggy pants, bike shorts, running shorts, and/or short shorts. Clothing such as skirts, dresses, shorts and similar types of clothing are to be no shorter than mid-thigh (as a general rule, the article of clothing must be longer than finger tip length when the arms are fully extended to the sides.)
4. Clothing which is physically revealing or snug fitting (excessively exposes or defines the anatomy); which is see-through (including mesh shirts and articles of clothing with holes and rips), sleeveless clothing, dresses with “spaghetti straps,” low cut or midriff shirts which expose the chest or stomach area, underwear worn as outerwear. No Wigs. No bandanas or other suggested gang affiliated attire.

Major-Reasons for Placement

1. Smoking in school or on school property.
2. Fighting or assault.
3. Destroying property.
4. Leaving the classroom, building and/or school property. (Authorities will be contacted)
5. Stealing/vandalism.
6. Breaking community laws while in school.
7. Physical restraint or struggling with staff.
8. Self-mutilization, such as tattooing while in school.
9. Possession of contraband. (intoxicants, illegal drugs or drug paraphernalia, weapons, or misuses of authorized medication)
10. Continual and/or constant disruption of educational process.
11. Racial slurs. (verbal or written)
12. Sexual harassment directed toward staff or other students.
13. Truancy.
14. Cheating on assignments/tests.
15. Out of school suspension.
16. Threats directed at staff or peers will be handled at teacher discretion due to severity of statement.

Note: Other behaviors that occur require the team to develop consequences through behavioral planning as per Restorative Practices.

Minor-Reasons for Placement

1. Destroying school property.
2. Stealing/vandalism. (minor)
3. Hassle timeout - Any physical assistance needed.
4. Sexual harassment directed toward staff or other students.
5. Disruption of the educational process.
6. Threats directed at staff or peers will be handled at teacher discretion due to severity of statement.

Note: Other behaviors that occur require the team to develop consequences through behavioral planning as per Restorative Practices.

School Dress Code

BHA is of the opinion that proper grooming and dress is related to healthy school attitudes and the best environment for learning. Good grooming and dress are the responsibility of both the parents and the student. Therefore, student dress should always be in good taste. Proper attire is to be worn by all students. We recognize the need on the part of the student to exercise maturity and judgment in this matter. Nonetheless, our school is also involved in this responsibility. We are also strongly interested in the health, safety, and well-being of all students and staff members. Under state guidelines, schools have the responsibility to take action against improper dress which is:

- disruptive to the school program.
- a health hazard.
- damaging to school property, equipment, or reputation.
- obviously or blatantly indecent or distracting.

With the increased interest in the safety of our school administration, staff and students, we reserve the right to restrict the carrying of book bags, backpacks and any other objects which may allow a person to conceal any illegal or prohibited materials.

We also reserve the right to inspect all bags, backpacks, purses and any other items to ensure the safety of everyone at the BHA school. We reserve the right to conduct a personal search.

The following is a list of inappropriate articles of clothing and accessories, which are expressly forbidden. This list is not inclusive and the sole discretion rests with the administration to make a determination on a case-by-case basis.

Gym Rules

Expectations:

1. All students are expected to comply with staff directions regarding participation, scheduled games/activities, clean up of equipment, etc...
Possible Consequences: Point losses, loss of gym privileges. (restrictions)
2. All students are expected to demonstrate appropriate community behavior, common courtesy, and good sportsmanship during group games.
Possible Consequences: Point losses, restrictions.
3. All students are expected to treat all persons, places, or things with respect.
Possible Consequences: ANY vandalism, destruction of property, or other such incidents will result in the appropriate level drop, restitution of damage, and/or gym restriction.



Level One (1): Major

Maintenance: (Requirements to move off Level 1)

1. Earn 86%,
2. Follow Level 1 privileges (restrictions) without problems.
3. Complete all assignments and corrections.
4. Achieve a "1" rating on Social/Emotional goals.

Restrictions

Level 1 time immediately starts over when student exceeds the point requirements.

1. Must eat lunch away from the group.
2. Must stay with staff at all times.
3. May not earn special trips.
4. May not participate in group activities.

Moving off Level 1 after a major offense.

One (1) day meeting all maintenance requirements, student will move to Level 2 Day 1.

Level One (1): Minor

Maintenance: (Requirements to move off Level 1)

1. Follow all requirements of student's level prior to the Level 1 minor infraction.
2. Follow Level 1 privileges (restrictions) without problems.

Restrictions:

Level 1 time immediately starts over when student exceeds the point requirements.

1. Must eat lunch away from the group.
2. Must stay with staff at all times.
3. May not earn special trips.
4. May not participate in group activities.

Student on Level 2 will return to the day they had been on prior to infraction. Student on Level 3, 4, or 5 automatically return to Day 1 of the Level they had been on prior to infraction.

Phone Calls to Students Home

Staff will contact a student's parent/guardian if any of the following are present:

- **Student** is absent from school.
- **Student** meets the criteria of BHA's illness policy.
- **Student** meets the criteria of BHA's injury policy.
- **Student** is in violation of BHA's assault policy.
- **Student** is a victim of assault.

Students will not be permitted to use telephones while in school.

Any emergency phone calls must be authorized by administration only.

Lunch Policy

BHA provides lunches to its students. Lunch time will be determined by the school administrator.

All privileges, rights and restrictions apply according to BHA's TALID system.

* If arriving after 8:30, the student will be responsible for their own lunch unless they call ahead. It is recommended the student brings a lunch if he/she is going to be late.

- Students may choose to bring lunch from home.
- Students are prohibited from entering the building with any open beverage container. The contents of the container will be disposed of by staff.

Illness Management Guidelines

BHA schools will be using the following guidelines to prevent the spread of infection and keep our schools a healthy learning environment. Staying home when sick can lower the spread of infection.

If your child has any of the following symptoms they should stay home:

Fever - If the fever is accompanied by a sore throat, earache, nausea, listlessness, or a rash, your child may be contagious and should see their Primary Care Provider.

Vomiting - Two or more episodes during the previous 24 hours.

Diarrhea that causes accidents, or more than 2 loose bowel movements in 24-hour period.

Skin sores that are draining fluid on an uncovered part of the body and are unable to be covered with a bandage.

Respiratory cold symptoms-worsening or not improving nasal drainage, or coughing.

Your child may return to school when:

Your child is fever-free (without using fever-reducing medicine) for at least 24 hours.

Vomiting has resolved for 24 hours, and the child is holding down food and liquid.

Diarrhea has improved, the child is no longer having accidents or is having bowel movements no more than 2 above normal.

Uncovered skin sores are crusting, and the child is under treatment from a healthcare provider.

Respiratory virus symptoms are getting better overall for at least 24 hours.

Please read and consider the guidelines when deciding to keep your child home from school. Parents with specific questions or concerns regarding their child's illness should contact their Primary Care Provider.

Strep Throat or Scarlet fever Diagnosed cases require treatment. Child may return to school with a written doctor's permission after being treated with antibiotics for 24 hours and fever free.

Conjunctivitis (Pink Eye) - Is often contagious depending on the causing organism. Children diagnosed with pink eye who require antibiotic treatment may return to school after being treated with antibiotics for 24 hours. Please remember to practice frequent hand washing.

Ear Infections - If your child complains of ear pain parents should contact their child's Primary Care Provider. Children with ear pain and/or fever over 100 should remain at home.

Chicken Pox - Children must stay home for at least 6 days after the last crop of vesicles appear. Notify [Primary](#) Care Provider and the school. Do not give aspirin or ibuprofen during chicken pox outbreak.

Lice - Children must be treated with a medicated lice shampoo before returning to school. All nits (eggs) are to be removed as a part of the treatment. Students treated for head lice will be rechecked by the school nurse before they can re-attend school. Transportation must be provided by the family until the condition is resolved.

Level Two (2):

Time-frame:

Ten (10) school days. Petitions to move up to the next level will be accepted upon completing Day 10 of Level 2.

Maintenance:

Student must meet ALL of the following requirements in order to achieve daily progress within individual levels:

1. Complete ALL assignments and corrections given by staff.
2. Student must earn 86%.
3. Achieve at least a "1" rating on Social/Emotional Goal.
4. Remain with staff at all times.

Privileges:

1. Eat lunch with the group.
2. May participate in group activities; i.e. group meetings, community service projects.

Level Three (3):

Time-frame:

Twenty-five (25) school days. Petitions to move up to the next level will be accepted after completing Day 25 of Level 3.

Maintenance:

Student must meet ALL of the following requirements in order to achieve daily progress within individual levels:

1. Student must earn at least 88%.
2. Complete all assignments and corrections.
3. Achieve at least a two (2) rating on individual Social/Emotional goals.
4. Remain with staff at all times.

Privileges:

1. All Level 2 privileges.
2. May purchase one snack or beverage during lunch or dismissal.

School Security

All doors to the school remain locked at all times. All visitors shall enter by the main doors and proceed to the office. All visitors must sign in at the office upon arrival, listing name, date, time, and reason for visit. Visitors may be asked to show photo identification. When leaving, all visitors shall sign out. Anyone entering the school during school hours without first reporting to the office is considered unauthorized and may be considered as trespassing.

As part of BHA's efforts to ensure the safety and welfare of the students and staff, a Safety Committee has been formed and an Emergency Plan has been developed in conjunction with the Carbon County Emergency Management Agency (CCEMA). This plan is available for review by parents/guardians by request through Administration.

Parent/Guardian Visitation

BHA is concerned with student and staff safety. We require that you call to schedule your visit to make sure your child's teacher will be available to meet with you. Upon entering the building, parents/guardians are required to sign in at the office. The parent/guardian must wait to be escorted to the designated meeting location.

Anyone coming to visit students or teachers without an appointment may be asked to leave the premises.

Problems and Concerns

If parents/guardians have a concern about their child's progress, day-to-day life in school or discipline, it is necessary that they first talk with their child's teacher between the hours of 2:00 P.M. & 3:00 P.M. If the matter is not resolved, an appointment should be scheduled with the Director of education. If an agreeable solution is not reached at that level, parents/guardians may contact the school administrator for a conference.

Level Six (6):**Time-frame:**

Level 6 is the goal of the level system. The student is expected to maintain the following requirements on a consistent basis. Otherwise, placement on Level 6 will be reviewed by the team and possible placement on a lower level will be considered.

Maintenance:

Students on Level 6 will maintain Level 5 maintenance requirements on a consistent basis and earn a 94%. If not, the treatment team will review placement on Level 6.

Privileges:

1. Follow requirements as listed within personal petition.
2. Those negotiated by the student with staff approval.

**Level Four (4):****Time-frame:**

Thirty-five (35) school days. Petitions to move up to the next level will be accepted after completing Day 35 of Level 4.

Maintenance:

Student must meet ALL of the following requirements in order to achieve daily progress within individual levels:

1. Complete ALL assignments and corrections given by staff.
2. Student must earn at least 90%
3. Student must earn a minimum rating of two and a half (2.5) on individual Social/Emotional goals. (1 slip allowed)

Privileges:

1. All Level 3 privileges.
2. May purchase 2 snacks or beverages during lunch and/or dismissal.
3. Access to approved areas during non-academic time with staff supervision.
4. Lunch area of choice within the cafeteria with staff permission.

Level Five (5):**Time-frame:**

Forty-five (45) school days. The last twenty (20) days MUST be consecutive. Petitions to move up to the next level will be accepted after completing Day 45 of Level 5.

A petition must be developed between the student, the treatment team, the home school district, the parents and supervisor to determine the future plans for the student. If the decision is to utilize that plan, the student will advance to Level 6. If the decision is for the student to work on additional areas the student will move through Level 5 until the additional requirements have been satisfied and the petitioning process can be reinitiated.

Maintenance:

Student must meet ALL of the following requirements in order to achieve daily progress within individual levels:

A. Day 1 - 20

1. Earn 92%
2. Complete all assignments and corrections.
3. Achieve at least a 2.67 average rating on 3 Social/Emotional goals. (one goal slip allowed)

B. Day 21 - 45

1. Earn 92%
2. Complete all assignments and corrections.
3. Achieve at least a 3.0 average rating on three Social /Emotional goals.
4. Goal list is calculated as an all or nothing rating (0 or 3).

Privileges:

1. All Level 4 privileges.
2. Lunch area of choice within the cafeteria with staff permission and approval.
3. May purchase special snacks and beverages with staff approval during lunch and dismissal.
4. After 20 days able to contract for rewards with staff approval throughout the day.
5. May call level committee review for Level 1 incidents, must be done within 5 school days.

