



Beverly Hills Middle School

School Student and Family Handbook

2023 – 2024

Wayne Remmey, Principal

1400 Garrett Road

Upper Darby, PA 19082

Main Office (610) 626-9317 | Fax (610) 626-9321

<https://www.upperdarbysd.org/bhms>

Translated Versions

This document is available in English, Spanish, Bengali, Urdu, Punjabi, and Vietnamese.

- [Click here to view this document in English](#)
- [Click here to view this document in Spanish](#)
- [Click here to view this document in Bengali](#)
- [Click here to view this document in Urdu](#)
- [Click here to view this document in Punjabi](#)
- [Click here to view this document in Vietnamese](#)

The purpose of the School Student and Family Handbook is to provide important information concerning rules and general expectations, policies, and procedures for the safe and orderly operation of school. The handbook is reviewed annually. It is the responsibility of each student and parents/guardians to become familiar with the Student and Family Handbook.

Table of Contents

<u>Upper Darby School District Information</u>	<u>6</u>
<u>UDSD Administration</u>	<u>6</u>
<u>District Addresses</u>	<u>6</u>
<u>Administration Offices</u>	<u>6</u>
<u>Central Registration</u>	<u>6</u>
<u>UDSD Comprehensive Plan</u>	<u>6</u>
<u>Title IX</u>	<u>6</u>
<u>UDSD Family Handbook</u>	<u>7</u>
<u>District and School Communication</u>	<u>7</u>
<u>School Closures due to Snow Days, Inclement Weather, and Emergencies</u>	<u>8</u>
<u>How to Change Address, Email and Phone Numbers</u>	<u>8</u>
<u>District Colors and Mascot</u>	<u>8</u>
<u>Beverly Hills Middle School Information</u>	<u>9</u>
<u>Message from the Principal</u>	<u>9</u>
<u>BHMS Mission</u>	<u>9</u>
<u>BHMS Vision</u>	<u>9</u>
<u>BHMS Goals for 2023-2024</u>	<u>9</u>
<u>BHMS Administration Team</u>	<u>10</u>
<u>BHMS Student Support Staff</u>	<u>11</u>
<u>School Counselors</u>	<u>11</u>
<u>School Social Workers</u>	<u>11</u>
<u>Student Support Staff</u>	<u>11</u>
<u>Beverly Hills Home and School Association (BHSA)</u>	<u>12</u>
<u>Meetings</u>	<u>12</u>
<u>Events</u>	<u>12</u>
<u>Contact Information</u>	<u>12</u>
<u>BHMS Calendar and Schedules</u>	<u>13</u>
<u>Calendars</u>	<u>13</u>
<u>BHMS Bell Schedules</u>	<u>13</u>

Regular Schedule	13
1:00 PM Early Dismissal Schedule	13
11:20 AM Early Dismissal Schedule	13
2-Hour Delay Schedule	13
Scheduling Changes for 2023-2024	14
School Safety Policies and Procedures	15
Student ID Cards & SchoolPass	15
SchoolPass	15
Student ID Cards	15
Replacement ID Cards	15
Arrival & Dismissal Procedures	16
Arrival Procedures	16
Vehicle Drop-off and Pick-up Procedures	16
Bus Procedures	16
Staggered Dismissal Plan	16
Emergency Preparedness	17
Emergency Preparedness Drills	17
CrisisGo	17
Visitors and Volunteers	18
Visitor Procedures	18
Volunteers	18
School Wellness	19
Breakfast and Lunch Program	19
Attendance Policies and Procedures	20
Absences	20
Late to School	21
Early Dismissal	21
Online Learning	21
Grading Policies and Procedures	22
Marking Period Dates	22
Interim Progress Report Checks 2023-2024	22
Grading System	22
Core Classes	22
Electives and Interventions	23
Related Board Policies	23

<u>Positive Behavior and Social Emotional Support</u>	<u>24</u>
<u>Code of Character</u>	<u>24</u>
<u>Dress Code</u>	<u>24</u>
<u>Related Board Policies</u>	<u>24</u>
<u>Positive Behavioral Interventions & Supports (PBIS)</u>	<u>24</u>
<u>BHMS PBIS Matrix</u>	<u>25</u>
<u>Rewards System</u>	<u>25</u>
<u>Social Emotional Support Programs</u>	<u>26</u>
<u>Youth Court</u>	<u>26</u>
<u>Trauma-Informed Schools</u>	<u>26</u>
<u>Restorative Practices</u>	<u>27</u>
<u>Student Assistance Program (SAP)</u>	<u>27</u>
<u>SpeakUp!</u>	<u>27</u>
<u>Safe2Say Something – School Safety Tool</u>	<u>27</u>
<u>School-Level Activities, Athletics and Clubs</u>	<u>28</u>
<u>Middle School Athletic Programs</u>	<u>28</u>
<u>Intramural Program*</u>	<u>28</u>
<u>Interscholastic Program</u>	<u>28</u>
<u>Athletic Department Policies</u>	<u>28</u>
<u>Eligibility Policy</u>	<u>29</u>
<u>Academic Eligibility and Probation</u>	<u>30</u>
<u>Marking Period Eligibility</u>	<u>30</u>
<u>Attendance Provision</u>	<u>30</u>
<u>BHMS Student Clubs</u>	<u>31</u>
<u>Parent Resources</u>	<u>31</u>
<u>UDSD Parent Resources YouTube Channel</u>	<u>31</u>

Upper Darby School District Information

UDSD Administration

- ★ Dr. Daniel P. McGarry, Superintendent of Schools
- ★ Dr. John Council, Assistant Superintendent of Personnel and Equity
- ★ Ed Marshaleck, Assistant Superintendent of Student Services
- ★ Kelley Simone, Director of Secondary Education

District Addresses

Administration Offices

Upper Darby School District
8201 Lansdowne Avenue
Upper Darby, PA 19082

(610) 789-7200

www.upperdarbysd.org

Central Registration

Located in Upper Darby High School
(entrance is next to the Gym)
601 N Lansdowne Avenue
Drexel Hill, PA 19026

Ed Monaghan, Supervisor of Central Registration
emonaghan@upperdarbysd.org

UDSD Comprehensive Plan

Upper Darby School District Administration presented the [District's 2021-2024 Comprehensive Plan](#) using the new Future Ready Portal during the June 15, 2021 Education and Pupil Services School Board Committee meeting. The presentation included a review of the process used to develop the plan, the determined strengths and challenges, the action plan for reaching the district's goals and the professional development plan to be implemented. The plan was posted for public review and comments for 28 days as per Chapter 4 of the PA School Code and was approved at the August board meeting.

Title IX

The Upper Darby School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, disability, or limited English proficiency in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504. All concerns regarding discrimination should be directed to the UDSD Title IX Coordinator. View more about Title IX policies and procedures on the [website](#).

Kimisha Simpson

Title IX Coordinator
Supervisor of Human Resources
8201 Lansdowne Avenue
Upper Darby, PA 19082
(610) 789-7200 ext. 3318
ksimpson@upperdarbysd.org

UDSD Family Handbook

The Upper Darby School District Family Handbook has been developed to provide general information about the Upper Darby School District's programs, services, and policies. Upper Darby School District values the partnership and spirit of collaboration of our families. Your support has allowed us to continue in our efforts to promote Opportunity, Unity, and Excellence in all of our schools. Click the following link to view the Upper Darby School District Family Handbook:

[UDSD Family Handbook 2023-2024](#)

District and School Communication

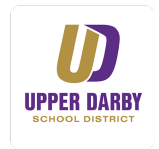
The Upper Darby School District believes that strong communication and a positive home-school connection are critical to the success of our students and our schools. BHMS administration, teachers, and staff know that quality communication is an important part of keeping families connected to the school. We are committed to communicating with parents/guardians through a variety of tools. Please note the ways we stay connected with families and stay engaged!

- [UDSD Website](#) - The District website is used to communicate District and school news and information to parents and the school community. The District website also contains information related to each Department, the District's master calendar, Board policies, and other District and District news and announcements.
- **UDSD Social Media** - The District uses a variety of social media tools to post information on emergency school closings, pictures of students and teachers working together, pictures from events and activities in schools across the District, and information about upcoming meetings and events. Click each of the icons below to access the UDSD accounts.



- [Beverly Hills Middle School Webpage](#) - The school webpage contains our week-at-a-glance calendar, access to the principal's webpage, the school's monthly school newsletter, and other important information.
- **Wednesday eFolder** - All families receive school information and updates on a weekly basis through the email address on record on the [Home Access Center](#) (HAC). Please keep your email address up-to-date to receive these important updates. See the [Home Access Center Guide](#) for more information.
- **Schoology** - Teachers can send a Schoology message to parents of members in their course(s) or group(s) about course updates and reminders.
- [Community Bulletin Board](#) - Please remember to check out Upper Darby's electronic Community Bulletin Board every week for community, Township, and County resources and events!

- **Principal ParentLinks** – From time to time, the Principal will send out communications to families about important school events or information. Please check your email regularly throughout the week for updates. Voice message ParentLinks are reserved for emergency notifications only. Please keep your contact information up to date in HAC.
- **[Blackboard Reach](#)** – Blackboard Reach allows teachers to have a two-way conversation with parents. Conversations can be used to give feedback, information on upcoming assignments or required paperwork due dates, and class information and events. Blackboard Reach allows families to view messages that teachers post to the entire class and to also privately message teachers. Click to learn [how to install the Blackboard Reach mobile app](#). Click [here](#) for instructions on using the messaging dashboard.
- **UDSD Mobile App** – Download on your mobile device today to view the top stories for the district, check out calendar items, social media, and to receive push notifications with the latest news and updates from the District. Install the UDSD mobile app on your [android](#) or [apple](#) device today!
- **School Board Meetings & Committee Meetings** – These meetings empower parents to stay informed about policy and to observe and become familiar with the policy-making process.
 - [School Board Meetings – Information and Schedules](#)
 - [BoardDocs](#) – Meeting Agendas and Policies



School Closures due to Snow Days, Inclement Weather, and Emergencies

Please click the following link to view the [UDSD Emergency Communications Plan](#).

How to Change Address, Email and Phone Numbers

As per [Policy 200 – Enrollment of Students](#), students are required to keep a current address on file with the school district at all times. If there is a change to the student's address within or outside of the school district after initial registration with the school district, the parent/guardian is required to contact [Central Registration](#) immediately to update the student's address.

Email addresses and phone numbers can be changed in the [Home Access Center](#) (HAC). See the [Home Access Center Guide](#) to learn how to make these updates.

District Colors and Mascot

Upper Darby School District are the proud Royals. Our school district colors are Purple and Gold.

Beverly Hills Middle School Information

Message from the Principal



My name is Wayne Remmey and I am the proud principal of Beverly Hills Middle School. I have spent my entire career in the Upper Darby School District in several roles at Upper Darby High School. I am excited to begin my second year with the Beverly Hills Middle School family and look forward to working with our students, families, and community. I will continue to be passionate about providing all of our students the opportunity to achieve excellence through a unified approach. Please do not hesitate to reach out to me with any questions or concerns.

BHMS Mission

The Beverly Hills Middle School's mission is to educate the whole child academically, socially, and emotionally by providing for individual differences and inculcating within the child the highest educational standards possible. At Beverly Hills Middle School, we are proud of our commitments to involve community and home with school and to aid each individual student to obtain personal success.

BHMS Vision

Beverly Hills Middle School graduates celebrate uniqueness and diversity. Our students will reach their maximum potential by learning in a safe and caring environment, being provided opportunities to develop their individualized talents, and having countless opportunities to develop social, emotional, and critical thinking skills. Through our unified approach to educational opportunities and the decision making process, teachers, students, parents, administrators, and our community share the responsibility for helping our students achieve excellence.

BHMS Goals for 2023–2024

- **Attendance:** At BHMS, we will increase the regular attendance rate to 79.4% by the end of the 2023–2024 school year.
- **Math:** BHMS students will achieve an average increase in RIT Score of 6 or more points from Fall to Spring of the 2023–2024 school year, as measured by the Math NWEA Measure of Academic Progress (MAP) Test.
- **ELA:** BHMS students will achieve an average increase in RIT Score of 6 or more points from Fall to Spring of the 2023–2024 school year, as measured by the Reading NWEA MAP Test.

[BHMS School Level Improvement Plan 2023–2024](#)

BHMS Administration Team



Wayne Remmey

Principal

wremmey@upperdarbysd.org

ext. 4200



Morgan Fuller

Assistant Principal

mfuller@upperdarbysd.org

ext. 4201



David Robinson

Assistant Principal | Grade 6

djrobinson@upperdarbysd.org

ext. 4238



Macie Basom

Assistant Principal | Grade 7

mbasom@upperdarbysd.org

ext. 4240



Aaron Smith

Assistant Principal | Grade 8

asmith@upperdarbysd.org

ext. 4233

BHMS Student Support Staff

School Counselors

UDSD is committed to supporting all students in addressing their academic, behavioral, personal, social, and career development needs. Click [here](#) to learn more about school counseling services.

Shelly McDowell	Guidance Counselor - Grade 6	smcdowell@upperdarbysd.org
Dan Fisher	Guidance Counselor - Grade 7	dfisher@upperdarbysd.org
Jane Archibald	Guidance Counselor - Grade 8	jarchibald@upperdarbysd.org
Dina Moscony	Guidance Counselor	dmoscony@upperdarbysd.org
Alex Haines	Guidance Counselor	ahaines@upperdarbysd.org

School Social Workers

UDSD School Social Workers meet with students in grades K-12 to offer academic and social support. They work with families, providing resources and strengthening relationships with their children and with the school. Social Workers also work with the school staff, including teachers, administrators, counselors, psychologists, and nurses to provide important resources, consultation and information about the students, families and outside resources. They are the liaison between the school, the family and the community. Click [HERE](#) to learn more about social work services.

Kristen McNett (Marsden)	Social Worker - Grade 6, 7 (A-M)	kmcnett@upperdarbysd.org
Natterrian Brown	Social Worker - Grade 8, 7 (N-Z)	nbrown@upperdarbysd.org

Student Support Staff

TBD	Student Support - Grade 6	
Kathy Kitchin	Lead Teacher - Grade 7	kkitchin@upperdarbysd.org
Jon McGarry	Lead Teacher - Grade 8	jmcgarry@upperdarbysd.org
Dr. Larissa Newlin	School Psychologist - Grades 6, 8	lnewlin@upperdarbysd.org
Abigail Alston	School Psychologist - Grade 7	aalston@upperdarbysd.org
Amanda Geckle	Speech Therapist	ageckle@upperdarbysd.org
Barbara Sommerhoff	Nurse	bbielgalski@upperdarbysd.org
Joanne Demarco	Nurse	jdemarco@upperdarbysd.org

Beverly Hills Home and School Association (BHSA)

Co-President	Cintia Isles
Co-President	Ayesha Ganges
Secretary	TBD
Treasurer	Edward Ganges
Social Media Coordinator	TBD

Meetings

All Home and School Meetings will take place on Thursdays at 6:00 PM in the BHMS Auditorium.

- | | | |
|---------------------|---------------------|------------------|
| ★ September 7, 2023 | ★ December 15, 2023 | ★ March 14, 2024 |
| ★ October 12, 2023 | ★ January 11, 2024 | ★ April 11, 2024 |
| ★ November 9, 2023 | ★ February 8, 2024 | ★ May 7, 2024 |

Events

Throughout the school year, the BHMS Home and School will host events and fundraisers. Stay tuned for more information in the Principal's Wednesday Emails.

Contact Information

Email: BeverlyHillsHSA@gmail.com

Website: <https://www.upperdarbysd.org/domain/1206>

BHMS Calendar and Schedules

Calendars

- [UDSD School Calendar 2023-2024 | summary page](#)
- [BHMS Calendar 2023-2024](#)

BHMS Bell Schedules

Regular Schedule

Period	Time	Duration
1	8:00 - 8:55 am	55 min.
2	8:56 - 9:44 am	48 min.
3	9:45 - 10:33 am	48 min.
4	10:34 - 11:22 am	48 min.
5	11:23 am - 12:11 pm	48 min.
6	12:12 - 1:00 pm	48 min.
7	1:01 - 1:49 pm	48 min.
8	1:50 - 2:40 pm	50 min.

11:20 AM Early Dismissal Schedule

Period	Time	Duration
1	8:00 - 8:30 am	30 min.
2	8:31 - 8:54 am	23 min.
3	8:55 - 9:18 am	23 min.
4	9:19 - 9:42 am	23 min.
5	9:43 - 10:06 am	23 min.
6	10:07 - 10:30 am	23 min.
7	10:31 - 10:54 am	23 min.
8	10:55 - 11:20 am	25 min.

1:00 PM Early Dismissal Schedule

Period	Time	Duration
1	8:00 - 8:41 am	41 min.
2	8:42 - 9:18 am	36 min.
3	9:19 - 9:55 am	36 min.
4	9:56 - 10:32 am	36 min.
5	10:33 - 11:09 am	36 min.
6	11:10 - 11:46 am	36 min.
7	11:47 am - 12:23 pm	36 min.
8	12:24 - 1:00 pm	36 min.

2-Hour Delay Schedule

Period	Time	Duration
1	10:00 - 10:40 am	40 min.
2	10:41 - 11:14 am	33 min.
3	11:15 - 11:48 am	33 min.
4	11:49 am - 12:22 pm	33 min.
5	12:23 - 12:56 pm	33 min.
6	12:57 - 1:30 pm	33 min.
7	1:31 - 2:04 pm	33 min.
8	2:05 - 2:40 pm	35 min.

Scheduling Changes for 2023–2024

As presented and shared in the spring, the UDSD Middle Schools have made some changes to the rostering and schedule. Please review the presentation [linked here](#).

- There will be two heterogeneous Learning Communities per grade (Purple and Gold)
- A/B day schedule for electives, excluding full year electives– meaning students will rotate electives every day.
- Early Dismissal every Thursday for group planning time.
 - Includes early dismissal time for professional development time as outlined on the district calendar
 - Students will complete asynchronous work on non-professional development Thursday afternoons and be required to answer an attendance question in their first period course. This attendance is through the use of a Google Form, which will be found on the Period One (1) Schoology page for that day. Parents/guardians will be communicated with if the attendance question is not completed for that day.
 - Detailed information about the assigned asynchronous assignments will come from the grade level Learning Community teachers.
 - A complete outline for the year and when asynchronous work will be assigned can be found on our school website and [linked here](#).

School Safety Policies and Procedures

Student ID Cards & SchoolPass

SchoolPass

1. Students must present a valid and current Student ID to enter the building.
2. Students arriving at the beginning of the day must present their Student ID at a SchoolPass kiosk located in the following zones:
 - a. 6th Grade Entrance (near Sherbrook Blvd)
 - b. 7th Grade Entrance (right side of BHMS, near Barclay Shopping Center)
 - c. 8th Grade Entrance (Main Entrance)
3. Students arriving after 8:00 am should proceed to the Main Entrance and must present a Student ID at the SchoolPass kiosk.
4. If a student misplaces their student ID, a replacement ID must be purchased following the procedures outlined in the Student ID Cards policy below.
5. At some point in the 2023–2024 school year, the Upper Darby School District plans to implement a SchoolPass check-in procedure in every class period.

Student ID Cards

- Students will be provided a temporary Student ID the first day of school. A permanent Student ID with the student's picture will be distributed after picture day. All Student IDs will be distributed by teachers.
- If the student was not present for picture day, but was present for the retake picture day, the same protocols will be followed as above.
- If the student is new to BHMS and was not present for either picture day, the student will have their picture taken at the main office prior to being tested by the counselor. The counselor and student will retrieve their ID after finishing testing. The ID will be printed at no cost to the student and distributed with lanyard before the student dismisses.

Replacement ID Cards

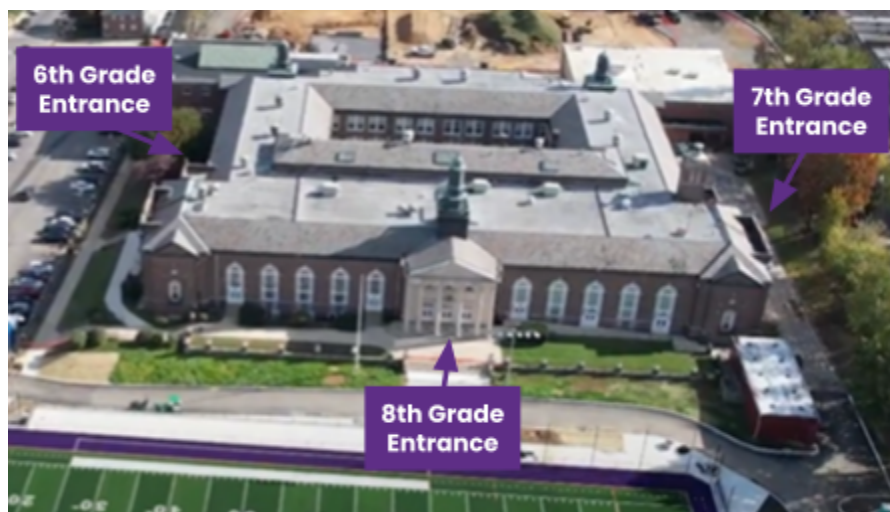
- Replacement IDs are \$5, lanyards are \$2.
- In the event that the student loses their student ID, they must purchase a replacement ID. The student should report to the main office during lunch (with permission) or afterschool, to obtain a replacement ID.
- If for whatever reason the student did not receive their ID, the ID can be printed at the main office after the initial picture day, at no cost to the student.

Arrival & Dismissal Procedures

Students may begin entering the building at 7:50 am. First Period begins promptly at 8:00 am. Students arriving after 8:00 am will be considered late to school (see [Attendance](#)). All students will swipe their Student ID at a SchoolPass kiosk to enter the building.

Arrival Procedures

- 6th Grade will enter the building off of Sherbrook Blvd.
- 7th Grade will enter along the right side of the building, closest to the Barclay Square Shopping Center.
- 8th Grade will enter the Main entrance through the front doors.



Vehicle Drop-off and Pick-up Procedures

During morning arrival and afternoon dismissal, there will be School Safety Officers directing traffic from Garrett Road and at the corner of Madeira St. and Sherbrook. They will direct cars in order to maintain safe and smooth drop-off and pick-up routes, so please follow the directives of the School Safety Officers when dropping off and picking up students.

Bus Procedures

Any student assigned to an Upper Darby School District bus will be required to use their student ID to ride their assigned bus. Students will swipe their student ID when they get on the bus. If a guardian has signed up for alerts via the [GPS App](#), they will receive a notification when the student swipes their ID card. Please be sure your contact information is up to date and valid in Home Access Center (HAC).

Staggered Dismissal Plan

Students will exit the building following a staggered dismissal outlined below.

Time	BHMS Floor
2:36pm	Ground Floor
2:38pm	First Floor
2:40pm	Second and Third Floor

Emergency Preparedness

The safety of our students, staff, and visitors is our top priority. Emergencies can happen at any time, and when they happen at school, we want to ensure that everyone is prepared to handle them safely and effectively. The Administration team at BHMS annually reviews the school-level Comprehensive Disaster Response and Emergency Preparedness Plan to ensure compliance with UDSD safety policies and procedures. Please see the document below for more information.

- [Safety Terms and Procedures – FAQ for Families – Lock-In, Lock-Out and Lockdown](#)

Emergency Preparedness Drills

Emergency drills ([Policy 805](#)) may include practice for emergencies involving severe weather storms, tornadoes, hurricanes, earthquakes, bomb threats, lockdowns, and evacuations. The Director of Public Safety, in consultation with the Superintendent, will determine if and when an emergency drill is necessary.

- [Fire Drills](#) – Each school building is required to hold a fire drill at least once a month during the school year to instruct and familiarize staff and students with the use of fire escapes, fire extinguishers and exits. Each fire drill includes the complete removal of students, staff and visitors in an expeditious manner to a place of safety on the grounds outside.
- [Bus Evacuation Drills](#) – When the District uses its own buses or contracts for busing to transport district students, it must conduct at least two (2) bus evacuation drills to instruct students and practice the location, use and operation of emergency exit doors, fire extinguishers, and proper evacuation of buses in the event of fire or accidents. Bus evacuation drills will be conducted on school grounds. The first bus drill will be conducted during the first week of the school term, and the second will be conducted during the month of March. The Supervisor of Transportation may conduct additional drills at other times of the year when necessary. The district will provide bus operators with proper training and instructions to enable them to carry out the necessary procedures for bus evacuation and may require drivers to attend classes and drills.

CrisisGo

The CrisisGo mobile app allows UDSD parents/guardians to connect with safety message groups from our school district and individual school buildings. If an emergency occurs, you will be able to receive real-time updates from the school. Click [here](#) for more information on how to download the CrisisGo mobile app. To subscribe to Beverly Hills Middle School, enter the ID number 531963.

Visitors and Volunteers

Visitor Procedures

The safety of our students and staff is our highest priority. All visitors must use the main school entrance and will be processed through the district's Raptor Visitor System. Raptor is a visitor management system that is used to protect the students, faculty, and visitors at the schools. It reads the visitor's driver's license and compares that information to a sex offender database. It will alert school administrators if a match is found. Assuming that is not a match; the system will print a visitor badge, which includes a photo to be worn while the visit continues. It can be scanned out as well which will lead to accountability of who is in the building in the case of an evacuation for any reason. Visitors will not gain access to the school during school hours without presenting a driver's license, identification card, work VISA or green card. No one is permitted to go directly to a classroom for any reason. Please refer to UDSD [Policy 907](#) regarding school visits.

- If a parent or guardian needs to drop an item(s) off to a student during the school day, all visitors must check the item in at the front desk. All items must be labeled with the students name and grade. No visitors will be allowed to enter the building.
- Parents/guardians arriving at the school for early dismissal must check in at the front security desk and wait for the student in the vestibule.
- The building will not allow deliveries from outside locations such as Uber Eats or GrubHub. If a student receives a delivery, it will remain in the main office until dismissal. This includes food that is intended to be a student's lunch. Appropriate consequences will follow based on violations for this policy.

Volunteers

Parent/guardian volunteers are a huge resource for our school community. When students see parents volunteer in their school and classrooms and on field trips, they recognize the importance of education in families and see in action how the community takes an interest in their learning. Upper Darby School District Volunteers are required to submit the PA Criminal Background Check, the FBI Criminal Clearance and the PA Child Abuse History Clearance along with their school district Volunteer Application. More information and required forms can be found on the district webpage, <https://www.upperdarbysd.org/volunteering>. Please review [Policy 916](#) for more information.

School Wellness

[School Wellness – Policy 246](#)

[In-School Birthday and Other Celebrations](#)

Breakfast and Lunch Program

ALL breakfast and lunch meals are free for every student through the Community Eligibility Provision (CEP). Visit [Food Services](#) on the website to view breakfast and lunch menus, for second meal prices and pre-payment procedures. Monthly lunch menus will also be included in the Principal's Wednesday Emails.

- Breakfast is served in 1st Period class from 7:50 – 8:10 am.
- Lunch is provided during separate periods for each grade level.

Period 4 – 6th Grade Lunch

Period 5 – 7th Grade Lunch

Period 6 – 8th Grade Lunch

Attendance Policies and Procedures

Absences

Consistent school attendance is necessary for successful learning. The spirit of the learning process, exciting ideas, and group discussions can never be made up after an absence. Holidays, vacations, and early dismissal days are clearly noted on the school calendar. When a student is absent but is able to do homework, a parent may request to pick up books, and assignments and complete assignments on Schoology. Most, if not all, materials can also be found on Schoology. Please communicate directly with your child's teacher with any questions.

The Upper Darby School Board ([Policy 204](#)) considers the following conditions to constitute reasonable cause for absence from school or an excused absence:

1. Illness
2. Quarantine
3. Family emergency
4. Recovery from accident
5. Death in family
6. Family educational travel, upon written request from parents/guardians with prior written approval from the building principal. No educational travel will be approved for students required to take PSSA, Keystone, or another state-mandated testing, during mandatory testing periods
7. It is the policy of the Upper Darby School District to excuse pupils from school if their religious affiliation requires them to observe a holiday. Legal excusal will be granted on written request from the parent or guardian of the pupil involved.

All absences will be considered unlawful until the school receives a written excuse explaining the absence within three (3) days of the absence. When a child is absent from school, an explanation of absence email can be sent to: bhms-attendance@upperdarbysd.org, or submitted to the attendance secretary in the main office. Failure to send a valid explanation of absence within three (3) days will result in the absence being marked truant. An accumulation of three (3) trancies will be reported to the Attendance Team for further review. Following the third truancy, a family meeting will be scheduled to create a School Attendance Improvement Plan.

Beverly Hills Middle School attendance policy is in accordance with UDSD ([Policy 204](#)) and PA Department of Education Attendance policies. All Students who are absent for ten (10) days or more, for any reason, in the current school year will be notified of their excessive absences.

Please contact the grade level assistant principal or school nurse for assistance with ongoing illnesses that affect school attendance.

Late to School

Any student arriving past 8:00 AM will be considered late to school. Lateness will only be excused if the child was at a medical appointment and a doctor's note is supplied to accompany the appointment. Interventions for lates will be applied based on the Upper Darby Middle School Code of Character.

Early Dismissal

A student may be dismissed before the close of the school day only for urgent reasons, such as medical and dental treatments, or other reasons for the welfare of the student. However, the principal or designee has the discretion to determine special and justifiable requests and has the authority to act accordingly. [PA Code 11.25](#), [PA Code 11.23](#)

PROCEDURES TO FOLLOW WHEN REQUESTING AN EARLY DISMISSAL:

1. Send a note to the school or email bhms-attendance@upperdarbysd.org. The student must turn the note in to the attendance secretary upon entering the building. The note or email must include the **student's full name** and the **time of the early dismissal**. The student will be given an early dismissal pass and give them permission to leave class at the time listed.
2. Communicate with your child. The student will need to be responsible to keep an eye on the clock and report to the main office at the designated time. The child will raise their hand and ask to be dismissed from class.
3. Check in at the front security desk and wait for your child in the entrance vestibule.
4. If your child is being picked up by someone other than their parent/guardian you must provide permission in WRITING. The note must specifically state the person's name that is picking up the child and the person must be at least 18 years old. Proof of ID must be provided.
5. No student will be permitted to leave the school unless permission is first received through direct communication with the parent/guardian who has registered the student.

Online Learning

Students who participate in synchronous or asynchronous learning models will use Schoology to access instructional materials. Attendance will be recorded based on completion of assignments. Please view the [UDSD Online Learning Manual](#) for more information about virtual learning models and Schoology.

Grading Policies and Procedures

Marking Period Dates

The 2023–2024 academic school year is divided into four marking periods, which end on the dates listed in the table below. Electronic Report Cards will be viewable in the Home Access Center (HAC) two weeks after the end of the marking period.

Marking Period	Marking Period Ends	Report Cards Viewable in HAC
1	November 3, 2023	November 17, 2023
2	January 19, 2024	February 2, 2024
3	April 5, 2024	April 19, 2024
4	June 7, 2024	June 12, 2024

Interim Progress Report Checks 2023–2024

Interim Progress Reports will be accessible in HAC several times throughout the Marking Period.

Marking Period 1	Marking Period 2	Marking Period 3	Marking Period 4
September 27, 2023 October 18, 2023	November 29, 2023 December 20, 2023 January 10, 2024	February 14, 2024 March 6, 2024 March 27, 2024	May 1, 2024 May 29, 2023

Grading System

Core Classes

90–100% (A) EXCELLENT	Has a broad grasp of ideas and skills; expresses ideas clearly and concisely; produces work of superior quality; is capable of independent work; practices good study procedures; makes excellent progress.
80–89% (B) GOOD	Grasp ideas and skills rather easily; expresses ideas clearly and in good form; produces work of good quality; follows directions well; shows some initiative; uses class and study time to good advantage; makes good progress.
70–79% (C) FAIR	Usually grasps basic ideas and skills; expresses ideas in acceptable form; produces work of medium quality; generally follows directions and is industrious; needs guidance for effective use of class and study time; makes fair progress.
60–69% (D) POOR	Has difficulty grasping and retaining basic ideas and skills; has difficulty in expressing ideas, produces work of poor quality; has difficulty in following

	directions and in the application of their work; poor in the use of time; even under the direction of the teacher, makes little progress.
59%- or lower (F) FAILURE	Fails to grasp or retain basic ideas and skills; fails to express ideas; produces work of very poor quality; seldom follows directions and makes little or no application; does not make effective use of classroom and study time; makes too little progress to justify promotion.

Electives and Interventions

O Outstanding	Progress is superior to that expected at their grade level.
S Satisfactory	According to their ability level, the student is making satisfactory progress. It does not mean, necessarily, that they are performing at grade level.
N Needs Improvement	The student has met the minimum requirement of the class
E Failure	Fails to grasp or retain basic ideas and skills; fails to express ideas; produces work of very poor quality; seldom follows directions and makes little or no application; does not make effective use of classroom and study time; makes too little progress to justify promotion.

Related Board Policies

- [Promotion and Retention Policy](#)
- [Reporting Student Progress](#)
- [Homework Policy](#)

Positive Behavior and Social Emotional Support

Code of Character

Please review the [Upper Darby Middle School Code of Character](#) for information about behavior expectations and consequences.

Dress Code

Students are encouraged to wear school spirit wear and school colors to reflect pride in their school community. BHMS spirit wear is available for purchase. Dress Code Guidelines are further documented in the [UDSD Board Policy 221](#).

- Students are not permitted to wear apparel that belittles another, suggests sexual activity, or refers to violence, weapons, alcohol, drugs, tobacco, discrimination, gangs, or any illegal activity. Objectionable language or graphics are also not permitted on apparel or belongings.
- All shirts & dresses must have sleeves & cover the entire torso, and shoulders.
- No open toed sandals/slides may be worn.
- No undergarments are to be seen at any time.
- No Hats/hoods/sunglasses to be worn inside the building.
- Tights worn as pants are not permitted.

Related Board Policies

- Bullying/Cyberbullying/Harassment - [Policy 249](#)
- Acceptable Use of Internet, Computer and Network Resources - [Policy 815](#)
- Student Conduct on Buses - [Policy 810-AR-3](#), [Policy 810-AR-4](#)

More information on p. 91 of [UDSD Family Handbook](#)

Positive Behavioral Interventions & Supports (PBIS)





Our implementation of the [Positive Behavioral Interventions and Supports \(PBIS\)](#) program involves reinforcing the expectation that “We are Safe, We are Responsible, We are Respectful, We are Gritty!” in everything we do, each and every day. We work tirelessly to keep our school a safe and orderly place for all students. Our goal is to provide support to students in every setting in the school building, on school grounds and while traveling to and from school. To that end, we strive to implement this comprehensive approach to building positive school culture with the goal of teaching students skills during daily Citizenship lessons that will support their efforts to be safe, responsible and respectful throughout the school day.

Having a coherent, school-wide plan is essential and has several benefits:

- It fosters a positive school climate.

- It focuses staff & student attention on appropriate behaviors and success and on students who are trying their best to meet our expectations rather than on any undesired behaviors. In this way, the school staff establishes what is important in our school as opposed to allowing students who are struggling to implement our expectations to do so.
- It increases the chance that desired behaviors are repeated.
- It reduces the time spent correcting misbehaviors and redirecting students. Any teacher can tell you about the academic cost of disciplining students, as a significant loss of instructional time impacts student achievement tremendously.

BHMS PBIS Matrix

BHMS PBIS MATRIX								
	Hallway	Classroom	Cafeteria	Bathroom	Locker Room	Emergencies	Assemblies	Nurse
We Are Safe 	<ul style="list-style-type: none"> • Walk on the right and keep moving • Keep all body parts and objects to yourself • Be aware of your surroundings 	<ul style="list-style-type: none"> • Keep all body parts and objects to yourself • Use all materials appropriately 	<ul style="list-style-type: none"> • Enter and exit the cafeteria in a peaceful manner • Walk to all designated areas and assigned tables • Remain seated unless permitted by an adult to get up • Stand quietly in food lines. 	<ul style="list-style-type: none"> • Honor privacy of others • Be cautious of slippery spots and clean up water splashes 	<ul style="list-style-type: none"> • Walk at all times • Keep all body parts and objects to yourself • Enter with staff only 	<ul style="list-style-type: none"> • Follow procedure/instructions immediately and quietly • Follow teacher in a straight line • Be silent for the duration 	<ul style="list-style-type: none"> • Walk silently in a straight line to the auditorium • Remain in your seat • Look, listen and follow while leaving the auditorium 	<ul style="list-style-type: none"> • Visit the nurse with a pass only for true illness and emergencies • Be truthful and clear when describing symptoms • Follow all instructions given by nursing staff
We Are Responsible 	<ul style="list-style-type: none"> • Be on time to class • Go directly to destination • Carry a visible pass during class time 	<ul style="list-style-type: none"> • Have all necessary materials ready for class • Accept redirection/consequences without arguing or complaining • Actively and positively participate and contribute. 	<ul style="list-style-type: none"> • Dispose of all trash and remaining food in the nearest trashcan. • Accept redirection/consequences without arguing or complaining • Only students with a pass may leave the cafe 	<ul style="list-style-type: none"> • Use trash cans • Conserve water and paper • Keep walls clean • Promptly return to class 	<ul style="list-style-type: none"> • Use a lock and secure personal belongings • Bring Phys. Ed. Uniform • Change quickly and wait for teacher instructions 	<ul style="list-style-type: none"> • Follow all adult instructions • Go directly to designated area 	<ul style="list-style-type: none"> • All electronics should be off and away • Keep hands and feet to self 	<ul style="list-style-type: none"> • Return directly to class when dismissed • Remain quiet during your visit • Use proper sign in and sign out procedures • Visit the nurse at your scheduled time if using regular medication
We Are Respectful 	<ul style="list-style-type: none"> • Use a calm/quiet voice • Use appropriate language • Be courteous to all students and staff 	<ul style="list-style-type: none"> • Use encouraging, polite and kind words • One speaker at a time • Keep your eyes on your own work 	<ul style="list-style-type: none"> • Only Eat your own food • Listen to all adult directions • Use table manners 	<ul style="list-style-type: none"> • Use facilities for intended purpose • Wash hands and flush toilet • Use quiet voices 	<ul style="list-style-type: none"> • Be considerate of others privacy, feelings, and belongings • Refrain from the use of phones or cameras • Only use utilities for intended purposes 	<ul style="list-style-type: none"> • Listen to teacher • Be calm, focused, and silent at all times 	<ul style="list-style-type: none"> • Listen attentively • Respond appropriately to performance or presentation 	<ul style="list-style-type: none"> • Be kind to nursing staff and accept treatment offered. • Respect the privacy and feelings of fellow students both while at the nurse and after
We Are Gritty 	<ul style="list-style-type: none"> • Be an example to others of school pride and personal integrity 	<ul style="list-style-type: none"> • Be an avid learner for every moment you are in class • Always believe you can improve and GROW • Use DEEP PRACTICE: Choose challenge, focus 100%, get feedback, & reflect/define/repeat 	<ul style="list-style-type: none"> • Eat with the intent of fueling your mind and body for the rest of the day • Contribute to a safe, fun, welcoming, and peaceful eating environment 	<ul style="list-style-type: none"> • Use the facilities only when necessary and with the intent of quickly and comfortably returning to your learning environment 	<ul style="list-style-type: none"> • Spend your time here dressing and preparing to challenge yourself • Physical activity will help you to be your best: strong and healthy 	<ul style="list-style-type: none"> • Be brave and strong • Use your common sense and instincts • Help yourself and others to stay calm and safe in drills and in true emergencies 	<ul style="list-style-type: none"> • Be the audience you would want if you were on stage • Be inspired by what you see or hear 	<ul style="list-style-type: none"> • Make healthy and safe choices to avoid frequent visits to the nurse

Rewards System

Reward	Information and How to Earn	Frequency
Purple and Gold Crowns	<ul style="list-style-type: none"> • Purple Crown \$1 & Gold Crown \$5 • Students earn \$5 Gold Crowns by participating in the weekly kick-off lessons on the first day of the week. • Students earn Purple and Gold crowns by demonstrating MATRIX behaviors. • Royal Palace – Students may use their Crowns to “buy” items in the school “store”. On a voluntary basis, teachers are invited to maintain smaller store items in their classrooms. Teachers may exchange these items with students for Crowns. 	Daily

Student of the Month	The staff will nominate 2 students in each grade. The awards are based on the monthly PBIS theme.	Monthly
Grit Award	Being <i>GRITTY</i> means you work hard continuously even through obstacles and frustration! The Citizenship teacher will choose 2 students who exemplify <i>GRIT</i> . These <i>GRITTY</i> students will be recognized at a special assembly.	Each Marking Period
Royal Registry	Registry Students are eligible for special privileges. Students must apply for the Registry each Marking Period. <i>Students who are on the Royal Registry all 4 marking periods are invited to a luncheon at the end of the school year!</i> Royal Registry Students must meet ALL 4 requirements: <ol style="list-style-type: none"> 1. Academic – honor roll/distinguished honor roll (based on Marking Period prior to applying) 2. Attendance – no more than 3 excused absences or 5 combined excused tardies to school & early dismissals; 0 truancies or tardies to school 3. Behavior/Discipline – Zero (0) Office Discipline Referrals (based on UDSD Middle School Code of Character) 4. Service – school involvement (i.e. sports, music, clubs), or community service 	Each Marking Period

Social Emotional Support Programs

Youth Court

Youth Court provides an alternative to the mainstream student discipline and system. Youth Court is about students helping students make better decisions, transforming the school environment and student empowerment. The program was piloted in 2021 in two elementary schools and has been fully implemented at the middle school and high school levels. Learn more about Youth Court by clicking the following link: [Middle School Youth Court](#).

Trauma-Informed Schools

The District and Board recognizes the impact that trauma may have on the educational environment of the schools, individual student achievement, and the school community as a whole. We desire to address the effects of trauma in order to meet the academic, behavioral and professional needs of students and staff. Click to learn more about the District's [Trauma-Informed Approach](#) to education throughout the district.

Restorative Practices

Restorative practices is an emerging social science that studies how to strengthen relationships between individuals as well as social connections within communities. The overarching goal of Restorative Practices is the improvement of school climate and culture by decreasing unsafe behavior and increasing prosocial interaction. Click to learn more about the District's [Restorative Practices](#) initiative.

Student Assistance Program (SAP)

The Student Assistance Program promotes education and awareness programs targeting the dangers and risks associated with the use of drugs, alcohol, and tobacco with the goal of eliminating these as barriers to academic achievement and success. The program contributes to the universal school-wide supports needed to build resilient schools in our district. Click [HERE](#) to learn more about SAP and its resources or see the counselor or social worker for more information.

SpeakUp!

SpeakUp! is a nonprofit public charity dedicated to helping teens develop supportive relationships with the adults in their lives and helping teens talk openly, honestly and without judgment about difficult topics. Another goal of the program is to get children comfortable with reaching out for support within their homes and schools. The District has partnered with SpeakUp! to provide this service to our parents and students. Teachers, counselors, social workers, and other Upper Darby School District professionals are participating along with trained professionals from SpeakUp! to provide this chance for courageous conversations to take place between our students and the important adults in their lives. SpeakUp! Events are held throughout the school year for middle and high school parents and students. Be sure to check our school calendar for the dates and times of the events. To learn more about SpeakUp! and to view upcoming events, visit [HERE](#).

Safe2Say Something – School Safety Tool

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. We feel that it is important to remind our parents and students that anyone who is feeling unsafe to please remember that there is help and it is okay to ask for help. Learn more about Safe2Say Something [HERE](#). Find below videos and the District's webpage outlining the Safe2Say Something PA Program:

- [Safe2Say Something PA Program](#)
- [UDSD Safe2Say Something Presentation 2021](#)
- Phone Number: 1-844-SAF-2SAY

School-Level Activities, Athletics and Clubs

Middle School Athletic Programs

BHMS Athletic Directors: Mr. Brian Kearns and Mrs. Monica Toal

Intramural Program*

Fall	Winter	Spring
Morning Basketball Cross Country	Morning Basketball Cheerleading	Morning Basketball Volleyball Weight Lifting

*Activities subject to change depending on student interest and available sponsors.

Additions or deletions may become necessary. We are currently looking to build upon these offerings.

Interscholastic Program

Fall	Winter	Spring
Boy's Soccer Girl's Soccer Cheerleading Field Hockey Football Unlimited Football 120 lbs.	Boy's Basketball Girls's Volleyball Girl's Basketball Baseball Wrestling	Boy's Track Girl's Track Softball Boys Lacrosse Girls Lacrosse

Athletic Department Policies

All School and District Policies are in continuous effect and will take precedence over policies of the Athletic Department should there be any conflict.

1. Dropping or Transferring Sports

On occasion an athlete may find it necessary to drop a sport for a good reason. An athlete must notify his/her coach immediately. Each case will be judged on its own merit and the first line of inquiry for the student should be the coach of the particular sport.

When students wish to transfer to another sport in the same season, the coaches of both sports in question will consider the case. The approval of both coaches is necessary, as well as that of the Athletic Director for the transfer to be effective. Reliance on current PIAA regulations regarding transfers is necessary in all cases.

2. **Travel**

All athletes must travel to and from contests under the supervision of their coaches. All regular school rules will be followed in transit. In emergency/special circumstances, an athlete may travel with their parent/guardian. This request needs to be submitted in writing to the Athletic Director for pre-approval.

3. **Conflicts in Extra-Curricular Activities**

The Athletic Department recognizes that each student should have the opportunity for a broad range of experiences in the area of extra-curricular activities. To this end, the department will attempt to schedule events in a manner to minimize conflicts.

Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about participating in too many activities where conflicts are bound to happen. Students also have the responsibility to notify faculty sponsors involved immediately when a conflict does arise.

4. **Athletic Eligibility**

Refer to current Eligibility Policy & Procedures. Note this policy applies equally to many extra-curricular activities. In addition, note that students who are not marked as present in their synchronous or in-person school day will not practice or play in contests that day.

5. **Team Standards & Discipline**

In addition to the Athletic Department standards, each coach is expected to distribute to each athlete a copy of the team's standards by which the athlete's participation is governed. A copy of these team standards is to be on file in the Athletic Office.

An athlete's failure to comply with these standards is an indication of a lack of desire to participate fully in the program and will result in suspension from participating. The precise period of suspension will depend on the violation and the attitude of the athlete. Reinstatement will be made when the athlete expresses the desire to conform fully to team standards. and coaching staff have reached a mutually agreeable resolution or agreement Repeated or flagrant violations may result in suspension from the particular sport or the entire interscholastic athletic program for a period of one season or year.

Eligibility Policy

As a member of Pennsylvania Interscholastic Athletic Association (PIAA), we follow all PIAA rules and regulations. If PIAA eligibility requirements are not met, students may not practice with, compete for, or take part in athletic contests.

Academic Eligibility and Probation

- The Athletic Director will review weekly grade reports for all athletes in order to ensure that athletes are in good academic standing.
- Student athletes will present a “signoff” sheet to their teachers weekly, then submit the sheet to the Athletic Director for review of eligibility. The student’s teacher will note whether the athlete is in good academic standing or not.
- The Athletic Director will notify the students with failing grades and their coaches.
- Students placed on probation for academic deficiencies (receiving failure warnings in two classes) will not be permitted to participate in interscholastic contests/games/scrimmages for a period of one calendar week, beginning on Sunday and ending that following Sunday. They may practice with their teams.
- The student on probation may return to eligible status if:
 - The teacher(s) issuing the failure warning indicates, on a grade verification form sent by the Athletic Director, that the student is passing in the course(s).
 - Students regaining eligibility status pursuant to the standard set forth above by having attained an average of 60 or better, remain eligible unless the student’s average falls below 60 and another failure warning is reissued by the teacher.

Marking Period Eligibility

A student failing two or more courses at the end of the previous marking period will be deemed ineligible to participate in interscholastic sports (contests and practices), competitions or practices for ten (10) school days, beginning the day that report cards are issued for that particular marking period. Eligibility at the start of 2nd semester will be based on final grades for semester courses and 2nd marking period grades for full year courses.

The following attendance provision and suspension policy apply to student athletes as well as to students participating in singular school activities.

Attendance Provision

If a student participant is absent from school during any semester for a total of twenty (20) or more school days, that student will lose his/her eligibility until he/she has been in attendance for a total of forty-five (45) school days following the twentieth day of absence.

Suspension Policy

Students suspended from school for disciplinary reasons are not permitted to practice and/or participate in interscholastic contests or performances on the day(s) of the suspension. A suspension terminates at 11:59 pm on the last day thereof. Students may be removed from eligibility at the discretion of the grade-level administrator or Athletic Director.

BHMS Student Clubs

Current clubs for 2023-2024 will be added as they are approved by the Principal ([122 AR-6](#)).

Parent Resources

UDSD Parent Resources YouTube Channel

[UDSD YouTube Channel – Parent Resources](#)

- [Math Tutorial Parent Videos](#) – A collection of video tutorials from Upper Darby School District teachers and administrators to help students with various math concepts and topics.
- [Student Emotional/Social Support Resources](#) – A collection of video resources from Upper Darby School District counselors, social workers, and administrators to help students with social-emotional learning.
- [Tech Support](#) – A collection of step-by-step solutions to various technical issues you may have questions about technology resources and tools.
- [Early Literacy Tutorial Parent Videos](#) – A collection of video tutorials from Upper Darby School District teachers and administrators to help students with various concepts and topics surrounding early literacy.