



We are Safe
We are Responsible
We are Respectful
We are Gritty

Parent Handbook
2021-2022
Beverly Hills Middle School

UDSD Family Handbook:

The purpose of our District handbook is to communicate with families any expectations, policies or procedures. You can view the handbook [HERE](#).

Who to Contact

Upper Darby School District
Administration Offices 610-789-7200
4611 Bond Ave. Drexel Hill, PA

Website: www.upperdarbysd.org

Beverly Hills Middle School Phone:610-626-9317
1400 Garrett Road
Upper Darby, PA 19082 Fax: 610-626-9321

Principal Dr. Brian Ursone

Assistant Principal Susan Campbell

Assistant Principal Jennifer Holstein
(6th Grade)

Assistant Principal David Robinson
(7th Grade)

Assistant Principal Jerome Neal
(8th Grade)

Lead Teachers Jon McGarry (6th Grade Center)
Ron Cole (7th Grade Center)
Kathy Kitchin (8th Grade Center)

Athletic Directors

Monica Toal, Brian Kearns

Nurse

Barbara Biegalski

Beverly Hills Middle School

Our 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.

Our Motto

Beverly Hills Middle School... Where education is strengthened through solidly built bridges between home, school, and community!

Principal's Message-

We at Beverly Hills Middle School are committed to providing a safe and caring learning environment for all of our students. We strive to challenge our students with rigorous curriculum to help them become innovative problem-solvers. We are extremely proud of the growth our students experience while at Beverly Hills. Our students are provided learning opportunities that help them excel academically, socially, emotionally, and physically. We take pride in upholding the school district mission "To provide a comprehensive and challenging educational program which encourages all learners in a safe environment to respect others, value education, and appreciate and contribute to their community as confident, independent thinkers."

Our staff and administration pride ourselves on keeping open channels of communication with the families we serve. Please contact us with any questions you have concerning your child's education at BHMS.

Crisis Go

CrisisGo - Parents and guardians will now be kept in the loop with school safety news.

CrisisGo's app allows you to connect with safety message groups from our school district and school buildings. If an emergency occurs, you will be able to receive updates from the school. Principals sent out information on how to subscribe to the CrisisGo mobile app in their summer letters. Please reach out to the Principal if you would like a copy of this flyer.

What is Bullying?

* Bullying is when a person or group of people intentionally and repeatedly hurt(s)/intimidate(s) another person through words/actions/isolation. Bullying is not roughhousing; it is a deliberate act.

*Beverly Hills Middle School is committed to having a safe environment for all school community members.

"Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

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

What is Cyber Bullying?

Bullying across technology (IM, text messages, emails, etc.). This is a faceless way bullies attack their victims.

If you are a Cyber bullying Victim:

* Do Not Respond.

* Report the message immediately to your family and the authorities.

- *Never give/write personal information about yourself on-line.
- *Do not communicate on-line with anyone you do not know.

Who is a Victim?

A victim is anyone who is consistently harassed by others.

If you are a victim:

- *Tell someone, for example: an adult, guidance counselor, a friend, parent /guardian.
- *Fill out a Bullying Form – these can be found in every homeroom or ask a teacher.
- *Reported bullying behaviors are handled immediately.

What is a bystander?

A bystander is someone who witnesses bullying and or is aware of the behaviors.

If you are a bystander:

- *Report the bullying behaviors.
- * If you can safely help the victim, help; if it is not safe, get help from an adult immediately.

What can families do?

The Beverly Hills Middle School Community must work together in order to maintain our safe school environment.

If your child comes home from school upset or agitated or withdrawn:

- *Communicate your concern to your child.
- *Ask what is happening at school (to and from school).
- * Ask what has been attempted to help the situation.
- *Communicate with the school; for example, call the guidance counselor or a teacher.
- *Follow up with your child and the school if necessary.

Rules Against Bullying

- * We will not bully others.
- *We will try to help students who are bullied.
- * We will make it a point to include students who are easily left out.
- *When we know someone is being bullied, we will tell an adult at home or at school.

Community Service Plan

Community Service will take place throughout the school year. Through this endeavor our students will have an opportunity to improve their citizenship grade.

Community Service Procedures

- Student commits an act that requires suspension as a disciplinary measure
- The child will receive suspension paperwork along with a community service slip
- The child has until the interim or until the last day of the quarter, whichever is closer to the infraction date, to complete 30 minutes of community service for a staff member
 - If a suspension occurs and the student has returned to school, but does not have more than 3 school days to arrange/complete their community service before the interim or the end of the quarter, then the community service will extend to the following interim or end of quarter date. In this case the student's citizenship grade will remain as satisfactory until the following interim or end of marking period. The grade will be changed accordingly based on the fulfillment of the community service requirements.
 - For example, incident date Friday, October 28th - student receives 1 day suspension, which is held on October 31st. The student would only have 11/1 and 11/2 before the end of the quarter to schedule and complete the community service. This student would be granted the opportunity to complete the community service until the date of the 2nd quarter interim.
- The staff member must sign-off on the slip and give the slip back to the student who must then place the slip in the designated grade-level box in the discipline center.

MP/Report Cards:

MP1 ~ End of MP 11/5; Grading Window 11/5 - 11/11

MP2 ~ End of MP 1/21; Grading Window 1/21 - 1/25

MP3 ~ End of MP 3/25; Grading Window 3/25 - 4/1

MP4 ~ End of MP 6/8; Grading Window 6/1 - 6/8

Interim:

IPR 1 ~ Posting 9/22; Posting Window 9/14-9/20

IPR 2 ~ Posting 12/15; Posting Window 12/6-12/11

IPR 3 ~ Posting 2/16; Posting Window 2/8-2/14

IPR 4 ~ Posting 5/11; Posting Window 5/3-5/9

Community Service: Citizenship

- Students who do not complete their community service will receive a citizenship grade of unsatisfactory. Students who complete community service will receive a needs improvement for their citizenship grade.
- The Grade Level Administrator will input the Citizenship Grade for the student for the interim and the end of the marking period.
- In an effort to keep teachers informed about the Citizenship status of a student, daily suspension lists will be sent to teachers.

**Beverly Hills Middle School
Intramural Program**

Fall

Morning Basketball
Flag Football
Swimming

Winter

Morning Basketball

Spring

Rock Wall
Swimming
Volleyball
Morning Basketball
Running Club

*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.

**Beverly Hills Middle School
Interscholastic Program**

Fall

Boy's Soccer
Girl's Soccer
Cheerleading
Field Hockey
Football Unlimited
Football 120 lbs.

Winter

Boy's Basketball
Girls's Volleyball
Girl's Basketball
Cheerleading
Wrestling

Spring

Boy's Track
Girl's Track
Baseball
Softball
Boys Lacrosse
Girls Lacrosse

Things To Remember

School Phone Number: (610) 626-9317

Upper Darby School District Website:

WWW.UPPERDARBYSCHOOLDISTRICT.ORG

ABSENCES





ALL ABSENCES WILL BE CONSIDERED UNLAWFUL UNTIL THE SCHOOL RECEIVES A WRITTEN EXCUSE EXPLAINING THE ABSENCE WITHIN TWO DAYS OF THE ABSENCE.

A MAXIMUM OF TEN (10) DAYS OF CUMULATIVE LAWFUL ABSENCES VERIFIED BY PARENTAL NOTIFICATION SHALL BE PERMITTED DURING A SCHOOL YEAR. ALL ABSENCES BEYOND TEN (10) CUMULATIVE DAYS REQUIRES EITHER: 1) AN EXCUSE FROM A LICENSED PHYSICIAN EXPLAINING THE REASON(S) FOR THE ABSENCE, OR

2) COMPLETION OF THE EXPLANATION OF ABSENCE FORM, WHICH MAY BE VERIFIED BY UPPER DARBY SCHOOL DISTRICT.

Parents may send absent notes in through email. If you prefer to use this method, please email absent notes to BHMS-attendance@upperdarbysd.org.

BHMS POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

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/refine/renegot 	<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

- **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 \$1 & \$5 Purple/Gold Crowns by demonstrating MATRIX behaviors.
- **Royal Palace** - Students use their Crowns to “buy” items in the “store”.
- **Royal Palace** - On a voluntary basis, teachers are invited to maintain smaller store items in their classrooms. Teachers may exchange these items with students for Crowns.
- **Royal Registry:** Registry Students are eligible for special privileges.
 - Students **must apply** for the Registry each Marking Period.
 - Students **must meet ALL 4 requirements:**
 - **Academic** (honor roll/distinguished honor roll – based on Marking Period prior to applying)
 - **Attendance** (no more than 3 excused absences or 5 combined excused tardies to school & early dismissals; 0 truancies or tardies to school)
 - **Behavior/Discipline** (0 ODRs)
 - **Service** (school involvement, i.e. sports/music/clubs or involvement in the community)

Students who are on the Registry all 4 marking periods are invited to a luncheon at the end of the school year!

- **GRIT Award:** Awards will be given each marking period.
 - The Secondary Homeroom teacher will choose 2 students who exemplify *GRIT*.
 - Being *GRITTY* means you work hard continuously even through obstacles and frustration! These *GRITTY* students will be recognized at a special assembly.
- **Attendance Award:** Awards will be given each marking period.
 - Perfect Attendance - 0 absences or tardies in the marking period.
- **Student of the Month:** Awards will be given each month.
 - The staff will nominate 2 students in each grade (1 male student &

- 1 female student).
- The awards are based on the monthly PBIS theme.

Dress Code Policy

Acceptable dress must be appropriately sized and must conform to the following requirements:

- **We strongly encourage students to exhibit their school pride by wearing school colors and apparel.**
- **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 and dresses must have sleeves and cover the entire torso, and shoulders. Tank tops, midriffs, tube tops, low cut shirts, strapless, spaghetti straps, see-through shirts, halters, or bareback shirts are not permitted.**
- **Dresses, skirts, and shorts must reach mid-thigh. We use the “fingertip” rule, which means when standing straight, fingertips are in line with the hem.**
- **Pants must be worn above the hip bone. No undergarments are to be seen at any time. Tights worn as pants are not permitted.**
- **See through clothing, undergarments worn as outer garments, and sleepwear are not permitted.**
- **Clothing that is torn or ripped is not permitted.**

- **Students are not permitted to wear any spiked collars, spiked bracelets, or wallet chains.**
- **Shoes must cover the entire foot and have soles. Steel toe boots are not permitted.**
- **Hats, hoods, bandannas, and sunglasses are not to be worn in the building.**
- **Administration will make final decisions about the appropriateness and acceptability of specific items of clothing.**
- **Violations of the dress code will result in disciplinary consequences."**

References:

School Code – 24 P.S. Sec. 1317.3

State Board of Education Regulations – 22 PA Code Sec. 12.11

Attendance

The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

2. Definitions

The Board 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 an accident.
5. Death in the 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 during PSSA testing.

7. Educational tours and trips, upon written request from parents/guardians with prior written approval from the building principal. No educational tours/trips will be approved during PSSA testing.

ATTENDANCE

Unexcused/Unlawful Absences

Unexcused absence shall be defined as a student who is not of compulsory school age who is absent without a valid excuse.

Unlawful absence shall be defined as a student of compulsory school age who is absent without a valid excuse.

Habitually truant shall be defined as absent for more than three (3) school days or their equivalent following the first notice of truancy given after a student's third unlawful absence.

Authority

Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within two (2) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. Excusal beyond ten (10) cumulative lawful absences shall require submission by the parent/guardian of the Upper Darby School District Explanation of Absence form or shall require an excuse from a licensed physician.

Students who miss ten (10) consecutive school days shall be dropped from the active membership roll unless the school is provided with evidence the excuse is legal or the school is pursuing compulsory attendance prosecution.

The Board shall report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted according to law.

Attendance need not always be within school buildings. A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or

health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.

Upon written request by a parent/guardian, an absence for observance of a student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.

The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.

The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.

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 which are special and justifiable requests and has the authority to act accordingly. No student should be permitted to leave the school with a person unless authority is first received by direct communication with the parent/guardian who has registered the student.

In an emergency, when a parent/guardian telephones to request early dismissal, the employee should inquire as to the telephone number being used and check that number against the emergency contact numbers the parent/guardian provided.

The Board shall excuse the following students from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.
4. Students attending a home education program in accordance with law.
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private

domestic service under duly issued permits.

7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.

The Board may excuse the following students from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
2. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist and approval of the Secretary of Education.
3. Students enrolled in special schools conducted by the Delaware County Intermediate Unit or the Department of Education.

Educational Tours/Trips

The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met:

1. The parent/guardian submits a written request for excusal prior to the absence.
2. The student's participation has been approved in writing by the Superintendent or designee.
3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.

204. ATTENDANCE –

The Board may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.

No educational tours/trips will be approved during PSSA testing.

3. Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's attendance policy by publishing such policy in the student hand book, parent newsletters, district web site and other efficient methods.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Ensure a school session that conforms with requirements of state law and regulations.
2. Govern the keeping of attendance records in accordance with law.
3. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and

excusals.

4. Impose on truant students appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences.
5. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.
6. Ensure that students legally absent have an opportunity to make up work.
7. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance law, within three (3) days of any proceeding brought under that law. Such notice shall inform the parent/guardian of the date(s) the absence occurred; that the absence was unexcused and in violation of law; that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student; and that further violations during the school term will be prosecuted without notice.

204. ATTENDANCE –

Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program (or offered alternative ed. services).

References:

School Code – 24 P.S. Sec. 510, 1301, 1318, 1326, 1327, 1327.1, 1329, 1330, 1332, 1333, 1338, 1339, 1354, 1501, 1504, 1546

State Board of Education Regulations – 22 PA Code Sec. 4.4, 11.1, 11.2, 11.3, 11.5, 11.8, 11.12, 11.13, 11.21, 11.22, 11.23, 11.24, 11.25, 11.26, 11.28, 11.32, 11.34, 11.41, 12.1

Board Policy – 000, 115, 116, 117, 118, 137, 200, 218, 233

