



**Bethel Park High School**  
**Student/Parent**  
**Handbook**  
**2011-2012**

*309 Church Road • Bethel Park, PA 15102 • (412) 854-8580*

2011 - 2012

Sep 2011						
S	M	T	W	T	F	S
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Oct 2011						
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Jan 2012						
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Feb 2012						
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S=20 T=21

◇ Grading Period Begins  
 X No School/Students Faculty  
 ○ Teacher In-service Day  
 ⊗ Teacher Records Day

Mar 2012						
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Apr 2012						
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May 2012						
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Jun 2012						
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Jul 2012						
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Aug 2012						
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29	30	31				

February  
 20 Presidents' Day - Teacher In-service Day (Schools Closed)

April  
 4 Third Grading Period Ends  
 5 - 6 Local Holiday (Schools Closed)

9 Teacher Records Day (Schools Closed)  
 10 Fourth Grading Period Begins

24 Teacher In-service Day - Election Day (Schools Closed)  
 28 Memorial Day Observed (Schools Closed)

June  
 8 Kenneywood Day  
 15 Last Day for Students  
 16 High School Graduation  
 18 Teacher Records Day  
 19 Teacher In-service Day

September  
 6 New Teacher Induction  
 7 Room Preparation  
 8 Teacher In-service Day  
 9 Teacher In-service Day  
 12 First Day For Students

November  
 7 Teacher In-service / Elementary Conferences (Schools Closed)  
 8 Teacher In-service / Elementary Conferences (Schools Closed)

10 First Grading Period Ends  
 11 Second Grading Period Begins

14 Teacher Records Day - (Schools Closed)  
 24 Thanksgiving Legal Holiday (Schools Closed)  
 25 Thanksgiving Holiday (Schools Closed)

December  
 26 - 28 Local Holidays (Schools Closed)  
 29 - 30 Winter Break (Schools Closed)

January  
 20 Second Grading Period / First Semester Ends  
 23 Third Grading Period Begins  
 25 Teacher In-service Day (Schools Closed)  
 26 Teacher In-service Day (Schools Closed)  
 27 Teacher Records Day - (Schools Closed)

CALENDAR SUBJECT TO CHANGE  
 Snow Make Up Days: February 20, April 5, April 24



# Bethel Park High School Student/Parent Handbook 2011-2012

*Bethel Park School District Mission Statement:*

*To lead an educational partnership with the community maintaining an environment that challenges all students to reach their potential as lifelong learners and responsible members of society.*

## FORWARD

The student-parent/guardian handbook provides a ready reference of information to the students and parents/guardians of Bethel Park High School in order to give them an understanding of the daily operations of the school. It is essential that all students and parents/guardians read and understand this information.

Every Bethel Park student is expected to demonstrate positive self-esteem, responsible behavior, commitment to family and community, attainable expectations, and the perseverance to achieve these expectations through honest endeavors to reach his/her maximum potential. Students should

- respect self, others, and the physical environment.
- accept responsibility for behavior.
- develop self motivation.
- act with honesty and integrity.
- be flexible and tolerant.
- exhibit a positive attitude and a sense of humor.
- strive for excellence.

**This handbook belongs to:**

Name

Address

Phone

Homeroom

# Administrative Staff 2011-2012

**Dr. Zeb Jansante** ..... 412-854-8581  
**Principal, Building #4**  
 Mrs. Donna Murphy, Secretary

**Mr. Jerry Roman** ..... 412-854-8591  
**Assistant Principal, Building #1**  
 Mrs. Wanda Gratton, Secretary

**Mr. Brian Lenosky** ..... 412-854-8584  
**Assistant Principal, Building #2**  
 Mrs. Judith Daley, Secretary

**Ms. Sheryl Graff**, ..... 412-854-8571  
**Assistant Principal, Building #3**  
 Mrs. Lynne Pieczynski, Secretary

**Ms Amy Scheuneman** ..... 412-854-8547  
**Athletic Director, Building #6**  
 Mrs. Lynn Sivetz, Secretary

**Officer James Modrak**,  
**School Resource Officer** ..... 412-854-8730

**Mr. Terry Osborn**,  
**Director of Security**..... 412-854-8515

## High School Faculty and Staff

### Applied Human Resources

Kelsey Chapin	Julie Dzanaj	Karen Potts
*Jill Simpson	Emily Smoller	Patricia Wille

### Art

Chester Butts	*Christen Palombo
Kent Wallisch	Jan Sterrett, Computer Paraprofessional

### Business Education

Susan Baker	Linda Broderick	*Karrie Kinzel
	Judi Mohn, Computer Paraprofessional	

### Counseling Department

*Mike Bruce	A - D	854-8587
Benjamin O'Connor	E - K	854-8598
Lorri Smith	L - R	854-8501
Kristen Michaels	S - Z	854-8500
James Knapp	Spec Ed/Steel Ctr	854-8576
Janet Davin	Secretary	854-8632
Kathy Janosik	Secretary	854-8597

### English

Michael Bellini	Melinda Bouch	Richard Casagrande
Courtney Falce	Chelsea Findlay	Charles Herd
Nicola Hipkins	Christopher Jack	Kristin Kincak
John Lorenzi	Christopher Nagel	Dr. Nicole Roth
Leigh Ann Totty	Christopher Wilson	*Charles Youngs

### Foreign Language

John Barkley	Ellen Conrad	Alyssa D'Alessandro
Gail Edmonds	Dana Jordan	Tracy McCoy
Laura Ralyea	Jill Sofranko	Rachael Smith
Christopher Tobias		

### Learning Support

Stacy Fisher	James Fodse	Julie Hernandez
Charleen Kondrot	Kenneth Miller	Cheryl Parise
Dr. Robert Pasqantonio	Carol Schoeder	Lara Simkovich
Amber Speranza		

### Special Education Paraeducators

Mary Ann Allison	June Dolan	Marisa Gentile
Marcie Girdano	Carrie Herbertson	Celeste Holbert
Debbie Izaj	Elaine Litwin	Teresa Mavrich
Nancy Preston	Rita Reinoso	Anna Scott

### Library/Media Center

Dr. Paul Novak  
 Margaret Minick, Secretary, 412-854-8560  
 Ella Pysola, Library Aide

### Music

Jonathan Derby	Stephanie Glover	Todd Kuczawa
Chad Thompson		

### Mathematics

Gabe August	Michael Borsani	Shelley Dowling
James Gais	Dave Kovalcik	Josh Lape
Cassandra Marran	Michelle Opsasnick	Scott Oswald
*Mary Ann Pfeuffer	Lisa Richmond	Christine Robb
Matthew Short	Julie Thimmons	Erin Wheat

### Physical Education/Health

Marian Hornfeck	*William Kennedy	Jeff Metheny
Jackie Malley	Nicholas Santora	Brian Scott
Lisa Serafin	Myrna Thomas	Adam Triscilla

### Reading

Esther DiPasquale	Lisa Dorfner
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### Science

Theresa Banas	Hannah Camic	*Lee Cristofano
Andrea Cruz	Barbara Eisel	Cassandra Haught
Donald Howard	Jackie Jeffers	Jeff Johns
George Lusnak	Jason Mickey	Dawn Ogilvie
Alicia Pacek	Debbra Pritts	Clyde Qualk
Alexa Ruby	Chris Rohar	Narissa Tongchinsub

### Social Studies

Jeffrey Bouch	Maria Christenson	Kathy Collura
Brian DeLallo	*Victor DiPrampo	Douglas Fink
Tony Fisher	Michael Galietta	Jon Gentile
Thomas Hare	Jay Kriegline	Jerry Miller
James Pierson	Stephen Pokrajac	Mark Render
Tracy Shuster	Amy Smock	David Wolf

### Technology Education

*Pete Martin	James Melnick	John Oluszak
Adele Pireaux	C. Arthur Smock	William Wells

### Student Services

#### Activities Office

412-854-8514  
 Activities Coordinator  
 Michael Galietta  
 Judy Schreiber, Secretary

#### Records Office

412-854-8595 or 412-854-8596  
 Fran Belz, Records Aide  
 Cathy Born, Secretary

#### Attendance Office

412-854-8583  
 Attendance Coordinator  
 Mark Render  
 Attendance Aides  
 Nancy Christopher  
 Marla Smith

#### School Nurse

412-854-8550  
 Nurses  
 \*Tracy Ford  
 Eileen Wallace  
 Health Room Aide  
 Cathy DePaolo

\*Denotes Department Chairperson

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# Attendance Policy

## Philosophy/Intent

Student attendance is an important factor in the academic success of each and every student. As an educational institution, it is part of our responsibility to instill in our students excellent attendance habits that will lead them to success in the world. In addition, we believe that students and parents/guardians who choose not to adhere to the following attendance regulations should be held accountable for their actions. It is our hope that by establishing the following standards, parents/guardians and students alike will recognize the seriousness of regular attendance in school.

## Absence from School

Absence from school shall be recorded according to Pennsylvania state law in one of the following manners:

**Excused Absence:** Student misses school for a legitimate reason as provided by state law and produces an appropriate excuse within 3 school days of the absence. Retroactive excuses submitted after the 3 day period will not be honored. Pennsylvania compulsory attendance laws list excused absences as

- Illness
- Quarantine
- Death in the immediate family
- Impassable roads
- Recognized religious holidays and services
- Health-related appointments
- Court appearances
- School-sanctioned absences
- Exceptionally urgent reasons (at the discretion of an administrator)

The standardized student attendance excuse form is available on the BPSD website for parents to print.

**Unexcused Absence:** Student is age 17 or older. Student misses school for an illegitimate reason according to state law and/or fails to provide an appropriate excuse to his/her homeroom teacher within 3 school days from the absence. Students who are age 17 and older will be dropped from school rolls per state law if they accumulate 10 days of consecutive absence from Bethel Park High School without a legitimate excuse.

**Illegal Absence:** Student is of compulsory school age 16 years or younger. Student misses school for an illegitimate reason according to state law and/or fails to provide an appropriate excuse to his/her homeroom teacher within 3 school days from the absence. Upon 3 illegal absences, parents will be notified; upon 5 illegal absences parents will be cited by the magistrate at the principal's discretion.

**Tuancy:** Student is absent from school without parent/guardian permission and/or knowledge.

**The Bethel Park School District will use the following course of actions as they relate to student attendance:**

- Attempt to call the residence of each absent student on a daily basis via a computerized call system.
- Send out a letter to parents when a student reaches his/her 10th absence from Bethel Park School District. This letter will include upcoming consequences should the student continue to be absent. However, if a student exhibits truant behavior, a doctor's excuse may be required after the 10th absence. Excuses will be accepted from a medical doctor only and this will include MD, DO, DMD, PA and/or CRNP.
- Send out a letter to parents when a student reaches his/her 15th absence. This letter will indicate that any further absences must be accompanied by a doctor's excuse for each occurrence or he/she will be considered unexcused/illegal for attendance and grading purposes. Excuses will be accepted from a medical doctor only and this will include MD, DO, DMD, PA and/or CRNP.
- Send out a letter to parents when a student reaches his/her 20th absence. When a student reaches 20 days of absence, parents will be contacted to ascertain the health and well-being of the student as it relates to his/her academic performance/progress. Parents will be informed of the consequences that occur upon the 25th absence.
- Send out a letter to parents when a student reaches his/her 25th absence. When a student reaches 25 days of absence he/she will lose all privileges including but not limited to participation in all PIAA, club, and intramural sports, all school-related clubs and extracurricular activities, field trips, all dances/social events including prom and the commencement ceremony. Students that reach this level will also have parking/driving privileges revoked for the remainder of the year. All out-of-school suspension days will be counted in this 25 day total. Placement in Alternative Education will be considered.
- Bethel Park School District will prosecute, as provided by law, parents of students who are violating the compulsory attendance laws of the state of Pennsylvania. This pertains to students who are age 16 or younger and this will be handled via the local magistrate.

The following absences will not be counted against a student in terms of the previously listed totals and thus will not punitively affect a student and his/her status within the school: death in the immediate family, court-mandated appearances, extended medically-excused absences, extended hospitalizations, or school-sanctioned absences (approved field trips, athletic events, academic competitions).

**Extended Absence:** During extended illness or hospitalization beyond 3 days, the parent/guardian should request homework assignments by contacting a high school secretary. Work can be requested on the second day of the student absence to be picked up on the third day of the absence. Students who have extended medically-excused absences will be contacted by the administrator in charge, or the administrator's designee, to discuss the situation regarding the best possible solution to facilitate the student's continued academic progress and success.

**Pre-Approved Absence:** Students must request approval at least 3 days prior for a preplanned educational trip. Parents should use the request form available in the attendance office, the high school office, or on the website. The parent/guardian must sign the form. If a request is sent to school prior to the dates of the trip, and the trip has been pre-approved, the absence is excused. If no prior notice is received, the school is required to classify such absences as unexcused.

**School-Sanctioned Absence:** School-sanctioned absences are class absences resulting from a student's approved participation in school sponsored field trips, performances, co-curricular and extra-curricular activity or event. Students are expected to obtain assignments in advance and submit completed work on time.

**Academic Consequences:** Any/all work missed by a student with an excused absence is expected to be made up within the same number of days that the student was absent. Example: 1 day absent = 1 day to make up work; 2 days absent = 2 days to make up work, etc. Classroom teachers may extend this time frame as needed. Any/all work missed by a student with an unexcused/illegal absence or tardy cannot be made up by the student and will be recorded by the classroom teacher as a "0" percent. Work given in advance of a pre-approved absence or a school-sanctioned absence should be completed and submitted upon return.

**Athletic Participation:** According to the Parent-Student Athletic Handbook: "Students must attend a **full day of school in order to practice or participate in that sport or activity that day.** Exceptions to this rule include pre-approved college visits, funerals, medical appointments, and other special circumstances approved in advance by the Principal."

### **Tardy to School/Homeroom**

A student who is not in his/her homeroom/classroom prior to the beginning of the school day will be considered tardy to school. Students must then report to the Attendance Office to get a tardy pass that will admit him/her to homeroom. Students who are tardy to school must have a legitimate excuse as defined by the Pennsylvania attendance law.

Students will receive a "0" for academic work in any classes missed as a result of an unexcused tardy.

- The 1st through 3rd tardy will be excused via a parent's note describing why the student was tardy as defined by State Law. Notes will be confirmed via phone by the Attendance Office or high school office as needed. Note: sleeping in, alarm did not go off, car trouble, etc, are NOT excused.
- If a student submits an excuse from a medical doctor only, which includes MD, DO, DMD, PA and/or CRNP, for his/her tardiness, it will not count against the tardy total.
- All tardiness from the 4th occurrence on will be listed as unexcused unless the student can produce a doctor's excuse for the tardy at the time the student checks in.
- After the 5th unexcused tardy, discipline occurs in increments of 3. Consequences for unexcused tardiness are as follows:
  - 5th unexcused tardy – administrator issued detention – am/pm.
  - 8th 2 detentions
  - 11th Sat. detention - Students lose parking privileges for a month
  - 14th 2 Sat. detentions - Students lose parking privileges for the rest of the year
  - 17th Out of School Suspension
  - 20th OSS; parent conference, loss of all privileges including but not limited to participation in all PIAA, club, and intramural sports, all school related clubs and activities, field trips, all dances/social events including prom and the commencement ceremony. Alternative Education placement recommended.
  - 25th OSS and administrative hearing with Head principal at high school; Alternative Education placement recommended.

## **Early Release Information**

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Early releases from school will be granted for verifiable reasons which are the same as for excused absences. Parents/guardians are encouraged to schedule student medical appointments after school hours. Students will be issued an early release under the following circumstances:

- The 1st through 3rd early release will be excused via a parent's note describing the reason for the early release.
- Upon a student's return to school from a medical appointment, a medical doctor's excuse (MD, DO, DMD, PA and/or CRNP) may be submitted. Then that early release will not count against early release totals.
- All early releases from the 4th occurrence on will be listed as unexcused unless the student can produce a medical doctor's excuse (MD, DO, DMD, PA and/or CRNP) for the early release either when requesting the early release or upon the student's return to school.
- A valid early release excuse from a parent/guardian must be submitted to the Attendance Office before or during homeroom.
- All early release requests must be approved prior to the release.
- The early release excuse must include release time, reason for the early release and a telephone number where the parent/guardian can be reached for verification. The Attendance Office must have phone contact with the parent/guardian in order to release the student.
- In extreme emergency situations, a parent may bring in a note upon picking up the student, or a faxed note for an early release may be approved.
- Students returning to school from an early release must immediately sign in at the Attendance Office or high school office with their medical doctor's excuse (MD, DO, DMD, PA and/or CRNP). Students who fail to sign in will be considered as unexcused.
- Early releases from the High School prior to 10:50 a.m. or reporting to school after 10:50 a.m. may preclude the student's participation in co-curricular and/or extra-curricular activities.
- Students are not allowed to leave a building without authorization.
- Students are not to remain in the building or on the campus after an early release.

## **Sent Home by Nurse**

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If a student becomes ill, the parent/guardian will be contacted by the school nurse, building principal or designee so that arrangements can be made to have the student taken home. Students sent home by the nurse are not permitted to return to school for the remainder of the day. From the 4th occurrence on, a student who is sent home by the nurse will be listed as unexcused unless the student can produce a medical doctor's excuse (MD, DO, DMD, PA and/or CRNP) upon returning to school. In the event a student is sent home by the nurse after the 15th day of absence, the student will be required to submit an excuse from a medical doctor (MD, DO, DMD, PA and/or CRNP) to the nurse upon returning to school.

## **Work Release**

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High school students involved in the school-sponsored work experience programs may be dismissed prior to the end of the regular school day when special arrangements, including parent/guardian permission slips, have been completed. Students in this category must carry the permanent early dismissal card at all times and present it when asked to do so or lose early dismissal privileges. Students must notify their counselor and their Co-op teacher when their job is terminated.

# General Information

## **Address Change**

Change of address or telephone numbers must be reported to the Records Office, 412-854-8595.

## **Appointments**

Students should make appointments with counselors, building principals, and teachers ahead of time. Students must report to class and be excused by the classroom teacher prior to reporting to the counselor. Parents/guardians should also make prior arrangements for appointments,

## **Assemblies**

Assemblies are held throughout the year. Unless noted, attendance is mandatory for all assemblies. Students are expected to show respect and courtesy at all times. Disruptive students will be removed by administrators or teachers and may receive disciplinary action.

## **Campus Security**

Campus Security personnel are stationed on the school grounds and are authorized to monitor student behavior, direct and control traffic, aid school visitors, and patrol parking areas and the school building including rest rooms.

## **Closed Campus**

Bethel Park High School is a closed campus. **Students are not permitted to leave campus** during regular school hours unless they have an early release from a parent/guardian or are enrolled in authorized school or work release programs. Students with a Work Release must have a permanent Work Release card that is shown to security before the student will be permitted to leave campus.

## **Debts, Fines, and Obligations**

Students are responsible for the care and return of all school materials including textbooks, emergency cards and health records, fund-raising monies, uniforms, etc.

- All student debts, fines and obligations must be cleared prior to the end of each nine-week period, and prior to the closing and opening of school.
- Failure to resolve any obligation will result in the restriction of school-related activities, letters of recommendation, receiving yearbooks, receiving caps and gowns, participation in commencement and driving privileges until such obligations are cleared.

## **Emergency Cards**

Emergency cards must be filled out by a parent/guardian, turned in at the beginning of each school year and updated as changes occur. A valid parent/guardian phone number must be submitted on the emergency card prior to students being sent home from the Health Office. Phone numbers will not be accepted from students.

## **Emergency Evacuations and Fire Drills**

Fire exits are indicated in each room, and there is an assigned route for leaving the building. Class groups must stay together and follow the teacher's orders. Various evacuations will be conducted during the year besides the required monthly fire drills.

## **Field Trips**

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Field trips are a privilege. Students are expected to act accordingly and must make up all work missed while on a field trip. Excessive absences or discipline issues may result in a student not being permitted to attend field trips. Please refer to the Attendance Policy for more details.

## **Fund Raising**

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All fund raising activities must be approved through the Activities Office. Sales are not to be conducted during class time.

## **Lockers**

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The Administration reserves the right to search lockers or to open them in case of an emergency or reasonable suspicion. Also, students shall not expect privacy regarding items placed in school lockers. Lockers are subject to search at any time by school officials. Random, periodic or sweeping searches, including canine drug searches, of all lockers will be conducted by school administrators.

- Students must use school purchased locks on their assigned lockers. All locker assignment changes must go through the high school office.
- Lockers are to be kept clean and only books/clothing should be left in lockers.
- The Bethel Park School District will not be held responsible for items missing or destroyed from/in a student's locker.
- If a student needs a lock removed, he/she is to report to the high school office.

## **Lost and Found**

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Students who find lost articles are asked to take them to the high school office, where the owner may claim them. Clothing and other usable items not claimed at the end of the year will be donated to a charitable organization.

## **Parking Permits**

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Parking passes will be revoked for the following reasons:

- Accumulating 11 or more tardies to Homeroom
- Accumulating 25 absences to school
- Leaving school without permission. Students must have prior authorization from school personnel only. See Attendance Policy - Early Release information for further clarification.
- Reckless driving, speeding, riding on hoods, or driving in a manner that is dangerous to oneself or others on school property. These actions are also subject to prosecution under the Pennsylvania Motor Code.
- Unauthorized entry into a car during school hours (including lunch periods)
- Excessive violations of school regulations
- Administrative discretion

## **School Property**

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School property is defined as all areas of the high school, the stadium, parking lots, school buses, bus stops and areas where school sponsored events are taking place both in and outside of Bethel Park. All school rules and regulations apply to these areas.

## **Telephones**

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Students must report to the high office and gain permission to use personal cell phones.

## **Transfers**

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Students transferring to another school should notify the Records Office several days in advance. A checkout form will be issued and financial obligations must be satisfied.

## **Visitors**

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Requests for visitation require a note from the student's parent/guardian explaining the reason for the guest's visit and approval from an administrator. Student visits are limited to educational purposes only and to 2-3 periods of stay. An administrator will issue the pass and has the right to refuse admittance to any person. Visitors who do not register and do not have passes will be considered trespassers.

## **Weather Delays and Emergency School Closings**

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The delayed opening or early closing of school due to emergency or inclement weather will be determined as early as possible. In the event of a weather delay, closing, or early dismissal, all parents/students will be notified by a pre-recorded message to their primary contact telephone numbers via the ALERTNOW Notification Service. Information can also be obtained on the district's web page ([www.bpsd.org](http://www.bpsd.org)) or by calling the Information Line at 412-854-8407. Information will also be available on television stations KDKA, WTAE and WPXI.

Under a two-hour delay: Students should arrive at their bus stops or at school two hours later than usual. On days with delays, high school staff is also on that delay so the building may not be open if students arrive too early.

If school is cancelled due to inclement weather, all Bethel Park Recreation Department activities held at the high school are also cancelled for that day.

For more information concerning weather delays, cancellations, or early dismissals, please visit the district web page ([www.bpsd.org](http://www.bpsd.org)).

## **Video Surveillance**

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All main halls of the building, parking lots, stadium, and fields are subject to video surveillance.

# **Academics**

## **Educational Classes Outside BPHS**

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Bethel Park High School students have the opportunity to enroll in classes at Steel Center Vocational/Technical School, CCAC and Penn State Dual Enrollment, Bethel Park Alternative School, Community in Schools, Cyber School, or Rehabilitation School courses.

- Students who attend educational classes outside Bethel Park High School for either morning or afternoon sessions are required to ride to and from those classes on Bethel Park buses. Students may not drive unless prior permission is granted by a Bethel Park administrator. Driving passes will be issued on an emergency basis only.
- Students are required to attend all required school classes when their outside program classes are not in session and all outside classes when Bethel Park is not in session.
- Students should follow all rules and regulations at the place of their outside classes.
- All suspensions are reciprocal. If a student is out of school suspended at Bethel Park High School, (s)he may not attend outside classes; if a student is suspended from classes outside of Bethel Park High School, (s)he may not attend classes at Bethel Park High School.

## **Grading Practices**

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Reporting pupil progress is very important to the faculty and administration of Bethel Park High School. Student report cards will show a letter grade and a percentage grade which reflect student achievement in each course.

All grades given for daily assignments, class participation, projects, quizzes, and examinations will be considered when compiling the grade issued for a report card.

Marking period grades will be based on the student's earned percentage grade.

## **Weighting of Grades**

Adjusted Point Values of Courses

				Required Subjects	Honors	Advanced
				Regular Electives (R)	Courses (H)	Electives (A)
A =	100	-	90	= 4	4.5	5.0
B =	89	-	80	= 3	3.5	4.0
C =	79	-	70	= 2	2.5	3.0
D =	69	-	60	= 1	1.5	2.0
F =	59	-	below	= 0	0.0	0.0

## **Graduation Requirements**

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The specific requirements for graduation are included in the Course Selection Guide. Students should get and retain a copy of the booklet to use as a guide in planning each year's schedule.

## **Homework**

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Students who will be absent one (1) or two (2) days should have a fellow student pick up their assignments. Students who will be absent three (3) days or more should contact a high school secretary who will arrange to collect the homework assignments. The homework will be available to be picked up within 24 hours following the request. Once a student returns to school, the student should make arrangements with his/her teacher to turn in missed assignments.

## **Physical Education**

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- All students in the schools of Pennsylvania are required to participate in physical education courses. This regulation includes students recovering from injury or illness and students who have a physiological condition.
- The law mandates that physical education be adapted to fit the needs of the individual student.
- Medical excuses should be submitted to the school nurse who will refer to the student's physician for specific directives in adapting the physical education.

## **Reports to Parent/Guardian**

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- Report cards: Formal reports of scholastic attainment are given to students at the end of each nine weeks four (4) times a year. The last report card will be mailed home.
- Progress notices: A progress notice is posted on Edline, however, parents may request a hard copy.

## **Schedule Changes**

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Students need to follow the proper procedures when making scheduling changes. Students should refer to the Course Selection Guide or consult with their guidance counselor to make any change.

# Student Services

## College Application Procedure

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Contact the Guidance Office at 854-8597 or refer to Counselor Comments which may be obtained in the office.

## Counseling Services

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The school counselors can help students assess their strengths and limitations; develop good decision-making skills; develop positive attitudes; develop good study habits; and decide on a career. Students should visit the counselor for assistance in these or any other areas of concern. Any conference with the counselor will remain confidential unless the conference involves a life-threatening situation.

Counselors are available to talk with students, however, students should not visit the counselor without prior approval from their academic teacher or without making a prearranged appointment. Students must report to class and be excused by the classroom teacher before reporting to the counselor. Failure to receive prior approval will be considered an unexcused absence from class. (see: Attendance Policy)

## Health Services

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The nurse maintains school office hours to handle first aid and emergency care for all students. Parents are encouraged to report any health problem to the school nurse. Certain information may be shared with other staff members when the nurse deems it necessary for the health and safety of the student. Otherwise, information shared with the school nurse will be considered confidential.

Services also include state-mandated testing on the following schedule:

- Height, weight, and vision – All students annually
- Physicals/hearing – 11th grade

If a student becomes ill in school, (s)he should report to the nurse, who will decide what should be done.

- Students going to the nurse's office must have a pass from the classroom teacher.
- Students who are ill may not leave school without authorization. In case of an emergency when the student is unable to see the nurse, the student should report to the high school office. Parents/guardians must sign the student out at the Attendance Office (see: Attendance Policy - Early Release Information)

For the safety of all students, students are not permitted to carry any type of prescription or over-the-counter medication. Any student carrying medication without proper documentation will be referred to the Drug and Alcohol policy. All medication administration must be supervised by the nurse or district's designee in the Health Office. If a student must take medication in school (including inhalers), the following must be turned into the nurse:

- A note from the parent/guardian giving permission for school personnel to supervise medication administration. Contact the Health Office at 412-854-8550 for medication form.
- A physician's order stating medication to be given, reason for medication administration, time to be given, time medication can be repeated, and possible side-effects of the medication. The school's medication form may be used or the physician may FAX a statement to the nurse at 412-854-8739.
- Medication in its original container, labeled with student's name and number of pills enclosed, the name of the medication, and the time to be taken must be sent to the nurse in the Health Office.

## **Library/Media Center**

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Hours and use: 7:30 a.m. to 2:50 p.m. on all school days.

- A student is responsible for all materials checked out in his/her name.
- Borrowing time for material varies from overnight to three (3) weeks.
- Materials checked out on an overnight basis must be returned before school on the next school day.
- Overdue materials are subject to a fine of five (5) cents per day. The fine for overnight materials is ten (10) cents per day.
- Check-out privileges are suspended until fines are paid.
- Students should not report to the Media Center without an authorized pass from the library.

## **Scholarships**

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The Counseling Department will assist any student in applying for scholarship aid. When scholarship announcements arrive, they are posted in Counselor Comments and are also announced in the daily bulletin.

## **Student Assistance**

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The Student Assistance Team is comprised of administrators, school psychologists, counselors, the home/school visitor, the nurse, and teachers. The Student Assistance Team is trained to identify and refer students who are at-risk in such areas as academics, attendance, behavioral conduct, emotional/mental health, or drug/alcohol problems. If a problem should arise, consult the Student Assistance Team. Student referrals can be made by a parent/guardian, school personnel, or other students. Referral forms can be obtained in the high school office. All referrals remain confidential.

## **Testing Information (SAT, ACT, PSAT, AP)**

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Bulletins which contain Registration Forms are available in the Counseling Office. Bethel Park's school code number is 392270. Dates for PSAT/SAT/ACT testing listed below are national dates. *All testing dates subject to change.* Call the Counseling Department at 412-854-8597 for additional information.

### **PSAT/National Merit Scholarship Qualifying Test Dates**

October 15, 2011 (Saturday)

### **NATIONAL SAT Test Dates (SAT & Subject Tests)**

October 1, 2011	January 23, 2012
November 5, 2011	March 10, 2012
December 3, 2011	May 5, 2012
	June 2, 2012

### **Advanced Placement (AP)**

#### **Examinations Dates**

(Monday through Friday)  
May 7 - 11 and 14 - 18, 2012

### **ACT Assessment Tests**

September 10, 2011	February 11, 2012
*October 22, 2011	April 14, 2012
December 10, 2011	June 9, 2012

*\*Not offered at Bethel Park*

## **Work Permits**

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The state law requires each student seeking employment to obtain a certificate for employment from the school district.

- Work permits are available daily, Monday through Friday, in the Records Office. Call 412-854-8595 for additional information.

# Activities and Athletics

## **Extra- and Co-Curricular Activities Information**

Students should refer to the Activities Handbook for listings and additional information.

- A student may not participate or compete in any sport/extra curricular activity on a day in which (s)he was absent and/or suspended.
- Students are responsible for any and all equipment (uniforms, practice clothing, scripts) issued and are expected to pay for any items that are not promptly returned or which exhibit excessive wear or abuse. Students are not permitted to use school equipment outside of the activity for which it was assigned.
- It is the student's responsibility to make up any class work that is missed because of an extra- or co-curricular activity.
- Students participating in after school activities are expected to make arrangements for their transportation home.
- A complete listing of all Activities are listed in the Activities Handbook available in the Activities Office.

## **Athletics Information**

A complete listing of all Athletic activities are listed in the Athletic Handbook available in the Athletic Office and on the web page at [bpsd.org](http://bpsd.org).

# Discipline Code

## Expectations for student behavior

Students are expected to behave in a way that fosters or enhances a positive learning environment. Students should feel safe and comfortable in the learning environment. Bethel Park School District believes that every student has the right to attend school free from harassment or bullying. The golden rule “Do unto others as you would have them do unto you” is a good standard to follow for behavior. However, when students do not behave in an acceptable manner, disciplinary measures must be taken. The following code outlines those measures.

## Discipline Code Levels

The following descriptions of the 3 levels of discipline are progressive in nature and are developmentally appropriate for the age of the students in each grade. This is the high school code (9-12). The procedures and consequences are used for discipline and for behavior modification. **Levels for each violation reflect the minimum discipline that will be applied. The administrators reserve the right to use their discretion in evaluating cases and may discipline using more severe consequences than the minimum stated in the code, especially in cases of persistent disobedience.** Additionally, students may be referred to the Student Assistance Team, Instructional Support Team, Student Support Team, or to the Alternative Education program. When an infraction is against the law, students will be cited according to the PA Crime Code. This discipline code applies to students on school property and at co-curricular or sports-related activities. These guidelines take into account that the school acts in *loco parentis*. Additionally, the following School Board policies and PA Crimes Code Violations support the regulations and discipline as outlined in this document:

School Board Policies <i>These can be found on the BPSD website under Administration/School Board</i>		Crimes Code Violations
204	Attendance	Disorderly Conduct (18 PA C.S. Sec. 5503)
218	Student Discipline	Drugs and Alcohol (P.S. Sec. 8337)
218.1	Weapons	False Fire Alarms (18 PA C.S. Sec. 4905)
218.2	Terroristic Threats/Acts	Harassment (PA C.S. Sec. 2709)
220	Student Expression	Physical Attacks (18 PA C.S. Sec. 2702; Act 197 PA legislature)
221	Dress and Grooming	Simple Assault (PA C.S. Sec. 2701)
222	Tobacco Use	Theft (18 PA C.S. Sec. 3903 and 3921)
223	Use of Bicycles and Motor Vehicles	Threats (18 PA C.S. Sec. 2701 and 2706)
224	Care of School Property	Tobacco (18 PA C.S. Sec. 6306; 35 PS 1223.5)
225	Relations with Law Enforcement Agencies	Vandalism (18 PA C.S. Sec. 3307)
226	Searches	Weapons (18 PA C.S. Sec. 912)
226.1	Canine Searches	
227	Controlled Substances/paraphernalia	
233	Suspension/Expulsion	
235	Student Rights/Surveys	
237	Electronic Devices	
247	Hazing	
248	Unlawful Harassment	
252	Student Bullying/Harassment	
258	Positive Behavior Support	
853.	Internet Acceptable Use	

## **Detention**

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All proctor assigned detentions are issued by an administrator. Teachers and security personnel will send referrals for detention to the principal. The student must report promptly to detention on the date and time assigned. In the event of a delay or cancellation of school, students assigned to detention should report to detention on the following school day. Teachers also reserve the right to assign a detention which requires students to stay after school with the teacher.

- A.M. detention
- P.M. detention
- Saturday detention is held from 9 a.m. - 12 noon (3 hours).

The following rules apply to detentions:

- Tardiness is considered an absence and students will not be admitted.
- Students must bring study materials to occupy them during the assigned detention.
- Any disturbance or lack of cooperation results in the student being sent home and the time spent in detention void.
- Sleeping is not permitted.
- Food, drink, radios, and electronic devices are not permitted.
- Failure to report to assigned detention automatically results in Saturday detention.

## **Out of School Suspension**

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Suspension is the exclusion of a student from school for a period up to ten (10) days. Any student who is suspended from school is not permitted on school property and may not attend or participate in any school sponsored activity for the duration of the suspension.

The student is responsible for any assignments missed during the suspension. Students who are suspended must arrange to receive homework assignments.

## **Expulsion**

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Expulsion is an exclusion from school for a period exceeding ten (10) school days and may be permanent. The School Board or a Committee of Board Members may hold a hearing and make the final decision regarding expulsion. During the time of the original 10 day suspension a stipulated adjudication may be written and agreed upon by the Board of School Directors, Superintendent, parents and student in lieu of a School Board hearing.

Any student who is expelled permanently from school is not permitted on school property and may not attend or participate in any school-sponsored activity for the duration of the expulsion. Students who are expelled to BPHS Alternative Education School are only permitted on school property during Alternative Education School hours unless accompanied by a parent/guardian.

# LEVELS OF OFFENSES AND CONSEQUENCES

## LEVEL I

This is generally minor misbehavior on the part of the student which interferes with orderly classroom procedures or the orderly operation of the school. Behavior problems at this level are often handled by an individual staff member, even though there are times when the intervention of the principal is required. Repeat Level I offenses will result in a Level II disciplinary action.

## PROCEDURES

- There is immediate intervention by the staff member on site or on duty.
- An accurate record of the offense is made.
- The principal may be notified and intervene.
- Parents/guardians may be notified
- Conflict mediation may be used as appropriate

**CONSEQUENCE OPTIONS** - one or more of the following will be used as consequences

### **High school - 9-12**

- Confiscation of item/restitution
- Student conference with principal or teacher
- A.M. or P.M. detention
- Time out room
- Temporary withdrawl of privileges

## **LEVEL II**

This level addresses misbehavior where frequency or seriousness tends to disrupt the learning climate of the classroom or school. These infractions often result from the continuation of Level I behavior and typically require the intervention of the principal because the execution of Level I options failed to correct the problem.

### **PROCEDURES**

- The principal is notified of the infraction.
- The incident is documented.
- The parent/guardians are notified.
- A parent conference may be held.
- Confiscation of item/restitution
- Conflict mediation as appropriate

**CONSEQUENCE OPTIONS** - Restitution is required. Discipline at Level II is assigned dependent upon the number of violations.

#### **High School – 9-12**

- 1st violation- Saturday detention
- 2nd - Saturday detention(s); parent conference requested
- 3rd - Saturday detention(s); student loses privileges for participation in sports, extracurricular activities, and dances (including Prom) for a month; student loses parking privileges for a month
- 4th - OSS; student loses privileges for participation in sports, extracurricular activities, and dances (including Prom) for the rest of year; student loses parking privileges for the rest of the year; High School administrative hearing
- 5th - OSS; Parental conference
- 6th - OSS; Possible Alternative Education placement; possible superintendent hearing; loss of commencement privileges

### **LEVEL III**

Infractions at this level may include behavior previously addressed in Levels I and II. Additionally they may include acts that are directed against any person(s), property, or serious violations of the policies and procedures of Bethel Park School District. They may also include actions which break the law and may be punishable under the PA Crimes Code.

### **PROCEDURES**

- The principal investigates the incident and confers with the appropriate staff.
- The incident is documented.
- The principal meets with the student(s).
- The parents/guardians are notified and a conference is held.
- Confiscation of item/restitution for damage is required

**CONSEQUENCE OPTIONS** –One or more of the following will be used as consequences

#### **High School – 9-12**

- OSS (1-10 days)
- Loss of privileges: sports, extracurricular activities, dances, prom, commencement
- Referral to BP magistrate
- Referral to BP police
- Referral to Superintendent and/or School Board for Alternative Education and/or expulsion

# LEVEL I VIOLATIONS

## **Accessory to a Violation**

Students who serve as an accomplice to a discipline code violation are considered accessories. Students may not loiter near restrooms or in other areas of the school building/property serving as “look outs.”

## **Cheating/Plagiarism**

No student shall intentionally utilize tricks, theft, impersonation, copying, or electronic devices to obtain improper access to answers or questions. Plagiarism is using the ideas or writings of another as one’s own. Plagiarism, a form of stealing, is cheating.

- Any case of cheating results in the student’s failure (0%) for that assignment, quiz or examination.
- Parent/Guardian and an administrator are notified by the teacher.

## **Class Cut**

A class cut shall be defined as an unexcused absence from a scheduled class. Students who choose to “cut” class will be issued a “0” for all work missed during that class and will be disciplined by the principal in accordance with Level I discipline. Multiple cuts will move this infraction to Level II. If a student cuts a class 4 times, the student may be removed from the class with loss of credit for the course. If a student comes unexcused to class more than 10 minutes, it will be considered a class cut, and the student will be referred to the principal.

## **Classroom Disturbance**

Behavior that disrupts the educational setting are disturbances, shall include but are not limited to the following: fads, games, and hacky-sack.

## **Defacing or Misuse of School Property**

The misuse or unauthorized use of school equipment is prohibited. Defacing any school property is prohibited. This includes littering, spitting (gum, food products, etc.) and writing on or painting and labeling school property.

## **Distribution or Posting of Information**

All surveys, advertisements, announcements, publications, audio-visual materials and other forms of public communication intended for student distribution must have prior written administrative approval.

## **Dress Code**

Appropriate student dress and good grooming affect the efficient and orderly operation of the school. Basically, students must wear appropriate attire: shirt, pants, skirts, or dresses and shoes. Very short or tight clothing should not be worn. Shirts must cover the area of the body from the shoulders to the waist. Garments must not be offensive while standing, walking or sitting. Hats are not to be worn inside a building. Any violations of the dress code are referred to an administrator. Students are required to correct the offensive dress by changing it before returning to class. It is recognized, however, that appropriate dress may be different depending upon the age of the student.

- At no time should undergarments be seen. Pants are not to be worn below hip level - skin or undergarments are not to be seen. All holes in jeans should be at fingertip length.
- Students may not wear group colors or insignias, including bandanas and gang-related clothing, that detract from the teaching/learning environment or that threaten the normal operation of the school.

- Students may not wear inappropriate clothing depicting drug, alcohol or tobacco usage or products, sexual innuendo or suggestive language.
- Students may not disrupt the teaching/learning atmosphere by hairstyle or dress.
- Students may not wear sleepwear, pajama bottoms, or lounge pants.
- Students may not wear chains or spikes.
- It is recommended that hats should not be worn in the classroom. Hats worn on school property are considered clothing and must not be offensive.
- For safety reasons, heely shoes (with wheels) are not permitted at any school. Also for safety reasons, students are strongly discouraged from wearing such items as sandals, flip flops, platform shoes, or spike heels.
- Tank tops/tank top dresses, halter tops/halter top dresses, and tops with spaghetti straps may not be worn unless under a shirt or sweater. Low-cut tops exposing the chest or shirts exposing the bare midriff are not permitted.
- The length of skirts and shorts should be below fingertip. When standing erect with your hands at your side, the length of the shorts or skirt should be below your fingertip.

Administration and faculty have the right to question a student's dress and take necessary action if an item is not specifically addressed above. Additionally, there are special approved student dress days that might provide some exceptions to the above like Spirit Week, Homecoming, or Pajama Days.

## **Driving**

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Driving to school is a privilege, not a right. Parking passes will be revoked for infractions. Students may not park in lots at Purkey, IMS, or Bladerunners. Students must wear seat belts. Reckless driving or speeding will be disciplined and drivers will be cited by the Bethel Park Police. See Bethel Park High School Parking Rules and Regulations.

## **Electronic Devices – Educational**

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Student use of electronic devices which are used for **instructional or educational** purposes may be used in classes **with the teacher's prior permission**. Classroom teachers will decide what devices may be used, when they may be used, and how they may be used in the classroom. Students may not use any of these devices for recording purposes. Students who use such devices for entertainment or communication purposes or in any non-educational manner will have the device confiscated and held in the office until a parent picks up the device or the student completes the discipline assigned. Educational devices include, but are not limited to, laptops, PDAs, and calculators. Within the ever-changing world of technology, it may at times be appropriate to use other electronic devices for educational purposes. Bethel Park School District is not responsible for any educational electronic device brought to school by a student.

## **Electronic Devices – Entertainment**

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Student use of electronic devices for entertainment purposes are prohibited upon arrival on school property. Devices may be used after the end of the school day. Electronic entertainment devices are often stolen. It is highly recommended that students do not bring these devices to school. The school is not responsible for any electronic entertainment devices. Devices that are seen or heard will be confiscated and held in the high school office until a parent picks up the device or until the student completes the discipline assigned. Entertainment devices include, but are not limited to, headsets/earphones, MP3 players, Gameboys, and video games.

## **Failure to serve detention**

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Failure to serve detention automatically moves this to Level II and results in Saturday detention.

## **Misconduct: Bus, Cafeteria, Sporting Events**

All students are expected to behave in an orderly manner, especially on the bus, in the cafeteria, and at interscholastic sporting events.

- Transportation to and from school is a privilege established by the district. Co-Curricular bus use is also a privilege. Student responsibility for school rules begins at the bus stop. Infractions such as unsafe behavior, disrespect, profanity, disorderly conduct, vandalism and the use of tobacco, alcohol or drugs may result in the following additional consequences: bus suspension and loss of bus privileges.
- Proper cafeteria conduct includes clearing the table area, replacing chairs and returning trays. Food may not be taken out of the cafeteria unless authorized.
- Fan support is very important to our teams, but students must be respectful of other teams and players. Students are expected to behave as courteous representatives of Bethel Park at all sporting events.

## **Offensive/profane behaviors including language/materials/gestures**

Any use of profanity or obscenity, written, verbal or nonverbal, including obscene, abusive, slanderous, disruptive and threatening language or gestures is unacceptable and will not be tolerated on school property. This could move to Level II depending upon severity of the behavior or language.

## **Possession of Unacceptable Items**

Students are not allowed to bring items to school that are disruptive or detrimental to the educational process. These items include, but are not limited to, lighters and items used for pranks.

## **Public Display of Affection**

Public displays of affection are inappropriate and not permitted.

## **Tardy to class**

- Students who are unexcused tardy to class for more than 10 minutes of the class period, will be referred to the principal.
- 1st and 2nd unexcused tardies will be dealt with by the individual classroom teacher. Options include conference with student, detention, forfeiture of opportunity to earn credit for missed classroom activities/participation, referral to Time-Out room and/or parental phone call. Typically this is not a problem at the elementary level. Elementary students may receive lunch detention.
- Upon the 3rd unexcused tardy, the student will be referred to the principal.
- Subsequent tardies will result discipline options of increasing severity.

## **Throwing of Objects**

Students are not permitted to throw objects such as: snowballs, rocks, paper, food products, etc. If these actions cause injury, this moves to Level II. Such actions may also warrant a civil lawsuit by the injured party and a charge of disorderly conduct or simple assault.

### **Unauthorized Areas of Building (loitering):**

Students who are in an unassigned area in a building or on school grounds without the consent of a staff member are in an Unauthorized Area. These areas include the following areas: outside the building, in parking lots, in faculty rooms, in supply rooms, and in wooded areas adjacent to the school property.

When students leave their assigned area, they must have a hall pass signed by a staff member and proceed directly to the specified destination. Students must obtain passes from destinations prior to a study hall in order to leave. Students who fail to have a hall pass are considered in an unauthorized area and are unexcused from class. Students must report to class and be excused by the classroom teacher before using a hall pass. Failure to receive prior teacher approval will be considered an unexcused absence from class.

### **Unauthorized eating or drinking of candy/food/beverage**

Refer to the School Board's Wellness Policy for additional guidelines. Students may transport closed containers of food and beverage to the cafeteria. Open containers of food and drink are not permitted outside of the cafeteria and should not be brought into school. Any eating or drinking of candy/food/beverages outside of the cafeteria must be authorized by a principal.

### **Unsafe Behavior**

Any action or behavior that may cause harm or injury to self or to others. These behaviors include, but are not limited to the following: Shoving, pushing, running, jumping, throwing, tripping, giving "flat tires," wrestling, leapfrogging, piggy-backing. "De-Pantsing" will be treated as sexual harassment under Level II offenses.

# LEVEL II VIOLATIONS

## **Communication Devices (Cell Phones)**

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Student use of communication devices is prohibited upon arrival on school property. Cell phones must be turned off. Devices that are seen or heard will be confiscated and held in the office. Cell phones may be used after the school day. The parent/guardian may pick up the confiscated device in the office or the student may pick it up after completing the assigned discipline. Communication devices include cell phones or any other electronic device deemed by the administration to fall into this category. Additionally, for repeated violations, a student will be restricted from school activities for five days and be assigned additional detentions.

## **Computer Usage and Internet Usage See School Board Policy**

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Computer lab usage is a privilege. Students who abuse computer equipment, software or data are denied future usage of computers. Students are held liable for any damages and may be prosecuted. Only curricular-related files may be saved by students to their accounts. Game-related programs or files are prohibited. Illegal use of the network, intentional deletion or damage to other's files of data, copyright violations or theft of services is reported to appropriate legal authorities for possible prosecution. (School Board Policy - 853)

In addition to this policy, general rules for behavior and communications apply when using the Internet. Vandalism, including harming another's data, the Internet, or other networks, results in denial of access. This includes the uploading or creation of computer viruses.

- Level II Computer Violation: Loss of computer/network privileges for a minimum of 1 (one) month.
- Level III Computer Violation: Loss of computer/network privileges for the rest of the year. Students, who are enrolled in a computer dependent course, where the successful completion of the course is based upon computer usage during class, will be withdrawn from the course.

## **Forgeries**

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Signing a parent/guardian's name to an excuse or misrepresenting a teacher or administrator's permission/signature through a forgery is unethical and fraudulent.

## **Gaming**

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Gambling and unauthorized card playing by students on school property is prohibited.

## **Harassment/bullying**

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Bullying, physical, verbal, electronic, or relational intimidation of one student by another is not allowed or tolerated. Bullies seek power by putting others in distress in some way. Cyber bullying that impacts or interferes with the regular school day is also a violation of this discipline code.

Harassment is defined as the intent to annoy or alarm another person for no legitimate purpose. Harassment of any type (verbal, sexual, physical, or written) is not tolerated. Expression that mocks or ridicules another person because of race, religious affiliation, handicap, gender, or national origin is also classified as harassment. Charges may be filed for disorderly conduct or harassment. Physical or sexual harassment moves to Level III according to Board policy. Behavior modification measures may also be taken. Additionally, students who witness harassment or bullying are required to report it. See Board Policy - 252

## **Hazing**

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Any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the use of initiation or membership is prohibited. School Board Policy - 247

## **Incendiary Devices**

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Students are not permitted to use incendiary devices such as lighters, matches, etc. Those items will be confiscated.

## **Insubordination**

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Insubordination is defined as being in opposition to and in defiance of established authority. A student exhibiting insubordinate behavior is overbearing, offensive in conduct, insulting, or disrespectful. He/she refuses to identify himself/herself to school personnel.

## **Leaving School Grounds**

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Leaving school grounds during the school day without appropriate authorization is strictly prohibited.

## **Physical altercation**

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Aggressive physical behavior is prohibited. This behavior may result from a dispute or disagreement.

## **Theft**

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Taking anything that does not belong to you without paying for it or without appropriate permission is prohibited.

Serious theft results in a Level III discipline and possible notification of civil authorities.

## **Tobacco Products**

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Students' possession or use of tobacco products including smokeless tobacco is prohibited. The Administration will confiscate all tobacco products and lighters/matches that the students possess during school hours. Refer to School Board Policy: 222.

## **Trespassing**

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After school hours students must be involved in a supervised activity or have the permission of a staff member to be on campus. Using the school building to play basketball on weekends, going on the roof of an elementary school, or entering a building without permission is prohibited.

## **Truancy: On-campus and Off-Campus**

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**On Campus:** Students who do not follow proper homeroom or tardy sign-in procedures and who then proceed to attend classes in a "selective" manner will be considered as "On-Campus Truant."

**Off-Campus:** When parents are not aware of the student's absence, this is considered "Off-Campus Truant."

In addition to the Level II consequences for both offenses, these students will be issued a "0" (zero grade) for all classes on the day in question.

# **LEVEL III VIOLATIONS**

## **Alcohol and Drugs**

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Possession, sale or use of alcohol or drugs on school district property or during school-sponsored activities is prohibited. Refer to the Controlled Substances and Paraphernalia Policy: 227.

## **Assault**

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- Aggravated assault - Any physical attack on a student or school official is a crime of aggravated assault and will result in a criminal charge.
- Simple Assault - Fighting - A student shall neither intentionally, nor recklessly cause, attempt to cause, or threaten to cause injury. Students may not intentionally place another in fear of bodily injury or harm nor conduct him/herself in a way that could reasonably cause physical injury to any person.

## **Disorderly Conduct**

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A student exhibits disorderly conduct when he/she engages in fighting, intends to cause public inconvenience, annoyance or alarm, or recklessly creates a risk. Depending upon the severity of the action, criminal charges may be imposed.

## **Extortion, Blackmail, Coercion**

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Extortion is defined as the obtaining of money, property or services by violence or threat of violence, or forcing someone to do something against their will. Students who extort, blackmail, or coerce may have charges filed against them.

## **False Fire Alarms**

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Damage to or misuse of the fire alarm system, extinguishers, or other fire protection equipment is prohibited and may be penalized as a violation of the PA Criminal Code.

## **Fires**

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Any student igniting a fire is immediately referred to civil authorities. The possession of lighted, burning or ignited objects in any area of the school is a violation with a referral to civil authorities and a possible monetary fine.

## **Harassment: Physical or Sexual**

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According to Board policy, physical or sexual harassment is a Level III violation. See definitions under Level II violations. School Board Policies 248 and 252

## **Indecent Exposure**

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Indecent exposure is defined as the exposing of private body parts under circumstances that the student knows his/her conduct is likely to cause insult or alarm. This is a misdemeanor and may be referred to civil authorities. This applies to students on school property and at co-curricular or sports related activities.

## **Threats**

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Threats (verbal, written or gestured) to school district employees and/or students are not tolerated. For severe, serious, or terroristic threats, such as bomb threats - see School Board Policy - 218.2

## **Vandalism**

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This is the destruction of school property such as: software, educational material, equipment, furniture, buses, buildings and facilities. This is also the destruction of private/employee property on or off school grounds. Students are responsible for loss or damage and the parent/guardian is held liable for incurred financial loss. School Board Policy - 224

## **Weapons**

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Any student found in possession of a weapon during school hours or during school-sponsored activities held on or off school property will immediately be reported to the local police. See School Board Policy - 218.1

# Responsibility Training

## Mission

Every Bethel Park student is expected to demonstrate positive self-esteem, responsible behavior, commitment to family and community, attainable expectations, and the perseverance to achieve these expectations through honest endeavors to reach his/her maximum potential. Students should:

- respect self, others, and the physical environment.
- accept responsibility for behavior.
- develop self motivation.
- act with honesty and integrity.
- be flexible and tolerant.
- exhibit a positive attitude and a sense of humor.
- strive for excellence.

However, when students refuse to make a commitment to become responsible for their behavior, then action must be taken. The following information describes the Time-Out procedure and subsequent disciplinary actions.

## Time-Out Philosophy

The goal of the Responsibility Training and the Time-Out concept is to provide an atmosphere that allows the students to evaluate the behavior(s) they have chosen, to learn that they are responsible for their choices, and to develop the skills to make more effective choices. The primary purpose of Time-Out is not to punish the students but to remove them temporarily from the situation where the problem has occurred. The atmosphere of Time-Out is positive and not coercive to increase the likelihood that the student will evaluate the behavior that he/she is choosing, learn that he/she is responsible for his/her choices and help him/her develop the skills to make more effective choices.

## Time-Out Plan

A student's Time-Out plan is written explanation of the positive changes in behavior that the student will make to enable him/her to return to the classroom and to reestablish a positive learning attitude.

## Time-Out Procedures

### Classroom Time-Out

- Verbal

In this first step the teacher handles student problems on a one-to-one basis with the individual student. This conversation includes a verbal commitment by the student to follow the teacher's classroom rules as well as the school rules.

- Written

The classroom teacher may isolate the student within the classroom. Time-Out is not a punishment. It is an opportunity to allow separation from the group so that the student may plan alternative behaviors. The student writes a plan acceptable to both the teacher and the student.

## Time-Out Room

When teachers have exhausted reasonable efforts to help students change irresponsible behavior, the Time-Out Room provides an opportunity for the student to be separated from the classroom environment. In the Time-Out Room, students develop an action plan describing new, more responsible behavior. They are assisted by a certified teacher. If a student cannot complete an acceptable plan during the period when they were sent, they will return to the Time-Out Room the next day to finish. The student is responsible for making up all class work (including examinations) missed while in Time-Out.

Students are referred to the Time-Out Room for the following reasons:

- If a student spends more than 1 full period in Classroom Time-Out. (See above)
- If, in the teacher's professional opinion, the student's behavior demands immediate removal from the classroom.
- If a student hasn't completed an acceptable plan from the previous day.

The principal may follow up Time-Out referrals by checking the effectiveness of the student's plan with both the classroom teacher and the student. The principal may refer the student to the Student Assistance Team because of repeated visits to the Time-Out Room. The following process is in effect for students who are sent repeatedly to the Time-Out Room:

- 3 times in Time-Out Room -- The principal sends a letter to the parents/guardians notifying them of the situation. This could result in a possible meeting of the student, teacher(s), and principal. Upon teacher recommendation, after the fourth situation involving classroom disturbances with the same student, the student will be removed from the class. In this case the student earns no credit for the course.
- 6 times in Time-Out Room -- The principal calls parents/guardians to arrange a meeting with the student, teacher(s), and principal.

Students who have been in the Time-Out Room more than 6 times will be sent every time thereafter to the appropriate principal. The principal will call the parents/guardians. The student may be required to participate in a behavior management group. In addition, other disciplinary actions will be taken.

# Student Receipt

I, \_\_\_\_\_ have received the  
Bethel Park High School Discipline/Attendance Code of Conduct for the  
2011-2012 school year on \_\_\_\_\_.

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Student Signature

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Date

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Homeroom Teacher Initials

Homeroom Teacher: Please collect this student receipt  
in homeroom and return by September 16, 2011.

# MY SCHEDULE

	FIRST SEMESTER			SECOND SEMESTER		
Period	Course	Room	Teacher	Course	Room	Teacher
HR						
1						
2						
3						
4						
5						
6						
7						
8						
9						

**The Bethel Park School District in cooperation with other South Hills area high schools have adopted a policy of Zero Tolerance toward the following:**

- **Weapons**
- **Violence**
- **Drugs/alcohol**
- **Harassment**