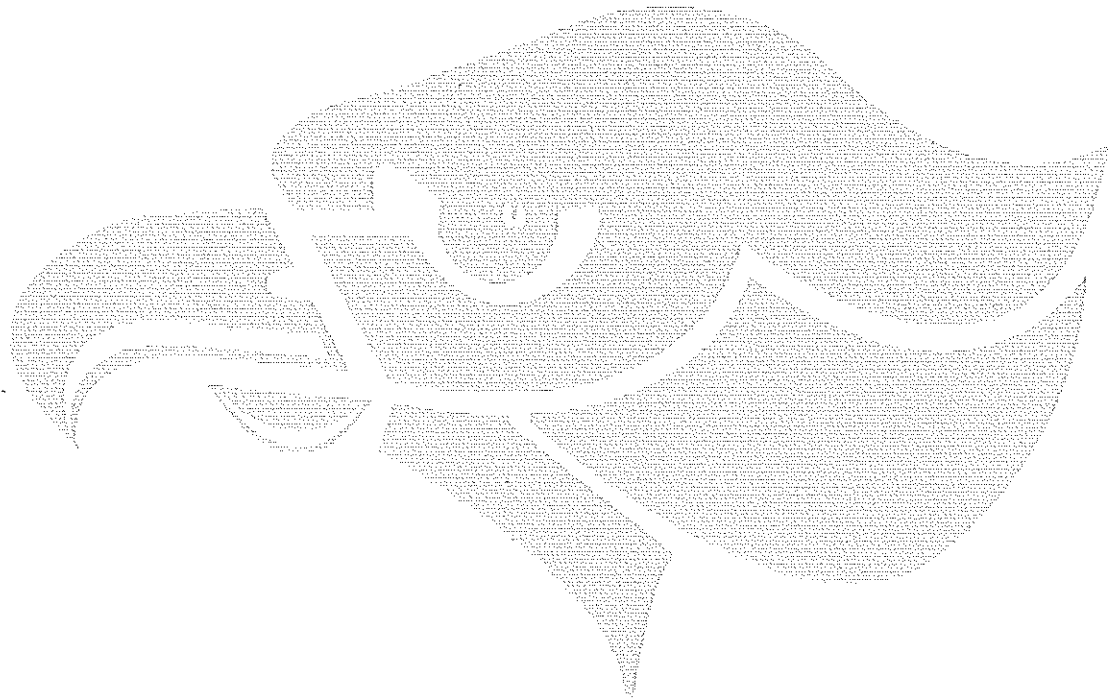


ELEMENTARY HANDBOOK



***BETHEL PARK SCHOOL
DISTRICT***

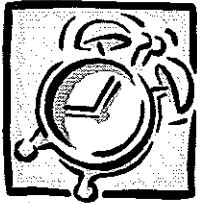
MESSAGE FROM THE PRINCIPALS

We welcome you to the start of a new year! The beginning of every year gives us a fresh opportunity for new successes and important accomplishments.

The goal of the Bethel Park School District's elementary program is simple: to maximize every child's opportunities for success through education.

We would like to stress the importance of communication between the home and the school. Hopefully, you will find this handbook helpful. It has been prepared for you to use as a primary source of information about our elementary schools. While such a document cannot answer all of the questions which might arise, it answers the ones asked most frequently. Please contact your child's school whenever you seek additional information.

Have a wonderful school year!



SCHOOL HOURS / BREAKFAST PROGRAM

The students in AM Kindergarten – Grade 4 report to classrooms for morning work at 9:10 AM. If students are not in their homerooms when the bell rings at 9:20 AM, they are considered tardy. Excessive tardiness may result in an after school detention to make up instructional time.

The **Breakfast Program** at the elementary schools will begin between 8:50 and 9:00 AM depending on the arrival of the individual buses.

We strongly urge that walkers or children being dropped off by parents/guardians, and **NOT** eating breakfast arrive at the building no earlier than 9:10 AM.

Morning Kindergarten ends at 12:05 PM. The Afternoon Kindergarten session begins at 12:55 PM.

Afternoon kindergarten students should not arrive before 12:50 PM.

Students in Afternoon Kindergarten-Grade 4 will begin to board buses at approximately 3:40 PM each day.

AM ARRIVAL/PM DISMISSAL OF STUDENTS

Parents/guardians and visitors are not to park in the circle at any time. The circle serves both as our bus lane and our emergency vehicle access.

When dropping students off, please follow proper building procedures.

When picking students up, please come into the school and sign them out.

When students walk: Parents please establish proper procedures with your child for a safe arrival to your door when leaving school property.

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.

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 three illegal absences, parents will be notified; upon 5 illegal absences parents will be cited by the magistrate at the principal's discretion.

Truancy: 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 at the elementary level reaches 25 days of unexcused/illegal absence he/she may be required to repeat the grade level if he/she has not met the academic requirements.
- 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 three days, the parent/guardian should request homework assignments by contacting an academic building 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.

Educational Trip: Students must request approval at least three school days prior for a preplanned educational trip. Parents should use the request form available in the back of this handbook, the building 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 building 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/illegal 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 building 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/illegal unless the student can produce a doctor's excuse for the tardy at the time the student checks in.
- After the 5th unexcused/illegal tardy, discipline occurs in increments of 3. Consequences for unexcused/illegal tardiness are as follows:
 - 5th unexcused/illegal tardy – administrator issued detention – am/pm. Kindergarten students are exempt from detentions; however, administrators reserve the right to develop an appropriate corrective action plan.
 - 8th – 2 detentions
 - 11th – 3 detentions
 - 14th – 4 detentions

- 17th – Parents referred to the magistrate
- 20th – Parents referred to the magistrate
- 25th – Parents referred to the magistrate

Early Release Information

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/illegal 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 building office before or during homeroom. Parents must pick up child in the school office.
- 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.
- 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 building 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/illegal.
- 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.

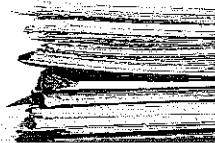
Sent Home by Nurse

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.

REQUESTS FOR HOMEWORK

If homework is desired for a child who is absent, contact the school office by 9:00 AM. Teachers will gather the assignments and they may be picked up after 3:40 PM at the office.

Please remember that once the instructional day begins, the teachers have limited time to gather material and assignments.



HOMEBOUND INSTRUCTION

Homebound instruction is provided by the Bethel Park School District when a physician certifies that a student will be absent from school for more than two weeks. Requests for this special instruction must be made to the school principal by the child's parents/guardians.

SCHOOL CLOSINGS AND DELAYS



The School district is concerned about student and employee safety during inclement weather. The decision to delay, cancel or early dismiss school due to inclement weather conditions is made by the Superintendent in conjunction with the Municipality and the National Weather Service, with the safety of our students paramount in the decision making process.

In an effort to expand communication between the school district and parents, the Bethel Park School District will use the ALERTNOW Notification Service, which will allow us to send telephone or email messages to parents to provide you with important information about school events or emergencies. We anticipate using ALERTNOW to notify you of school delays or cancellations due to inclement weather, as well as to remind you about various upcoming events of interest. On school delay or cancellation days, you will receive a phone call as soon as the decision to delay or cancel is made.

The delayed opening or early closing of school due to emergency or inclement weather will also be announced on the following radio and television stations as early as possible:

KDKA-TV Channel 2	FROGGY-FM 98.3
WTAE-TV Channel 4	KQV-AM 1410
WPXI-TV Channel 11	KDKA-AM 1020

Information can also be obtained on the district's web page at www.bpsd.org or by calling the Information Line at 412-854-8407.

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

Two Hour Delays

Sometimes the passage of time will enable road crews to clear the roads and allow busses to warm up and transport children safely to school. If a **Two Hour Delay** is called, students should arrive at their bus stops or at school two hours later than usual.

On days when a two hour delay is called, the district will operate a **Modified Kindergarten Schedule** as follows:

- **Morning Kindergarten** will attend from 11:20 AM to 1 PM
- **Afternoon Kindergarten** will attend from 2:00 PM to 3:40 PM

Modified Kindergarten equalizes both sessions to 1 hour, 40 minutes of instruction. Please take note of this change to the schedule.

Bussing: Morning Kindergarten pick-up time will be 2 hours later than normal. Pick-up time for the Afternoon Kindergarten will be approximately 55 minutes later than normal. The pick-up point for the Afternoon Kindergarten will be at the normal **drop-off** point and may be a different bus than normal.

Parents, please be reminded that on days with delays, building staff is also on that delay, so there may not be anyone at the front door to let your child into the building, should they arrive too early. Please do not drop your child off at school before the delayed starting time.

In the event of an emergency closing, all parents should have prior arrangements made for their children. As it is not always possible to contact each person through the school's emergency calling system, children should be aware of what to do, or where to go, in the event parents are not home at the time of the emergency dismissal.

EMERGENCY CARDS

It is imperative that the school be able to reach you to inform you of your child's illness or emergency situation. A Student Emergency Card was sent to you requesting that you list home and work telephone numbers. It is also important to list friends or relatives living in the school area who have agreed to be contacted when you are not available. The information listed on the emergency card will also be used in the event of an emergency school closing. Please keep the card updated by notifying the school of any changes. Should special situations arise throughout the year, please send a note to the school office.

ACCIDENT INSURANCE

The Board of School Directors has approved the sale of Accident Insurance to pupils enrolled in the public schools. Parents/guardians interested in the benefits offered by this voluntary program are encouraged to obtain a brochure by calling or writing a note to the school office.

BOOKS AND EQUIPMENT

Each pupil is responsible for the proper care and return of all books and equipment which are received from the school. Payment must be made for lost or damaged books and equipment before progress reports or school records are released.

LOCKER POLICY

Students in many classrooms are permitted to use lockers for coats, books, and storage. No student will be permitted to open or remove objects from a locker other than the one assigned to him or her. **Note:** There is no expectation that lockers are private or secure from school officials. No padlocks or combination locks may be applied to lockers. Lockers may be randomly or periodically searched by school officials. Any illegal or improper materials may be seized and such materials may be used as evidence against the student in disciplinary proceedings.

PERSONAL PROPERTY

Students, not the school, are responsible for their personal property. Children often leave objects on the bus, playground, in the cafeteria, or elsewhere throughout the school. While school officials will assist students in attempting to locate missing items, the best way to avoid an important loss is to keep valuable items such as cameras, radios, jewelry, and expensive games at home.

Students are expected to respect the personal property of others and may not touch or remove objects not belonging to them without permission. Parents are requested to discuss proper care for school and personal property with their children.

LOST & FOUND

A lost and found area is maintained in each building. Please have your child check there for any missing items.

Coats, backpacks, lunch bags, and similar objects should be clearly marked in ink with the owner's name. Every year, school "Lost and Found" boxes are filled to the brim with unclaimed items!

USE OF SCHOOL TELEPHONE

The school telephone is reserved for use by school district employees only. Lines must be kept clear for routine messages, incoming calls, and emergencies. In certain cases, however, students may be permitted to use the school phone. These are listed below:

- To request that parents/guardians bring a lunch or lunch money
- Any situation of an emergency nature which has the approval of the school office or classroom teacher

NOTIFYING CHILDREN

We request that classes not be interrupted during school hours. If it is necessary to deliver a message or drop something off for your child or a teacher, please deliver it to the secretary in the school office. Be sure to include the child's name and homeroom number/teacher name. Telephone calls to the school requesting that messages from parents/ guardians be delivered to students should be restricted to **emergency situations**.

VISITORS TO THE BUILDING

We welcome all visitors to the elementary schools and hope that your visit will be a pleasant and informative one. It is required, however, that all visitors, regardless of the purpose, use the front entrance. Each visitor must sign in at the office and notify the secretary or principal of the reason for your visit. Each visitor must hand in a picture ID and wear a name tag. The visitor will receive their ID when they sign out and return the visitor tag. **PLEASE NOTE:** School doors are locked at each school from 9:20 AM-3:40 PM. This procedure is implemented for students' safety. Security cameras are in use at main entrances.

USE OF BUILDING

The building principal is responsible for scheduling use of the building. Organizations interested in using the facilities should contact the school office, complete the necessary forms, and secure the approval of the principal. It must be noted that school or school-related groups are given preference in the use of building facilities. Rental payments and insurance provisions are necessary as specified by School Board Policy.

STUDENT TRANSFERS

If you are planning to move, please remember to notify the school office. To expedite the transfer of your child's records, we suggest that you provide us with the following information:

- Your New Address
- Name of New School & Address
- Date of Withdrawal

GRADING PHILOSOPHY

Effective education demands teamwork between parents/guardians and the school. Our goal is to help each child realize his/her highest possible attainment.

Reporting student progress is an important part of the school's role. Each student is evaluated in terms of his/her own progress in most areas because of significant differences in interests, abilities, and growth rate

among children. Progress reports are not intended to be used to compare one child to another, but rather to regard each child as an individual.

GRADING PROCEDURES

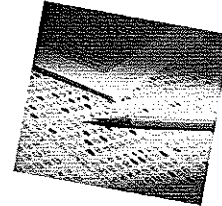
The report card is the primary method of communicating student performance to parents/ guardians. Every effort is taken to assure an accurate evaluation of each child's progress.

Teachers use a variety of measures:

Direct Observation	Informal Observation	Group Discussion	Individual Interview
Small-Group Interview	Teacher-Made Tests	Standardized Tests	Checklists
Anecdotal Records	Samples of Work		

The following numerical scale is used in assigning letter grades:

90-100 = A (Outstanding)
80-89 = B (Above Average)
70-79 = C (Average)
60-69 = D (Less than satisfactory)
59-Below = F (Much improvement needed)



The final grade is determined by averaging the four 9-week grades. In cases where the averaging is not clear cut and produces a borderline final grade, the second semester grades, which are most recent, are used to influence the final outcome.

Kindergarten and first grade use a developmentally appropriate system of check marks and code letters to indicate skill growth and progress toward meeting expectations.

A report card is sent to parents/guardians of students in grades 1-4 each nine weeks. A report card is sent to parents/guardians beginning with the 3rd nine weeks for Kindergarten.

PROGRESS NOTICES

Progress notices are issued at least four weeks before the close of the report period to inform parents/guardians if their child is receiving a "D" or "F" on their report card. Progress notices may also be issued to recognize improved academic progress. Often conferences are recommended. If a student is achieving below his/her potential or doing failing work, (s)he is not making satisfactory progress. Sometimes a decline in progress becomes evident later than the fifth week of the grading period. In such instances, parents/ guardians will be notified. No "D" or "F" grade should be given unless an unsatisfactory progress notice has been issued or a telephone call has been made to the parents/guardians.

PARENT-TEACHER CONFERENCE



Classroom teachers will schedule at least one conference per year with each child's parents/guardians. Notification of the conference date and time will be sent home by the teacher. Additional conferences may be initiated by the parents/guardians or teachers as needed. Parents/guardians may request a conference at any time by telephoning the school office. Conferences may also be scheduled with librarians and teachers of art, music, and physical education, if mutual concerns arise.

The conferences are not intended to be only reports of academic progress. The conference provides an opportunity for discussion of other facets of the student's development and serves to supplement the written report.

RETENTION

Pupils may be retained in a grade level with the recommendation of the classroom teacher. Students who fail two subject areas will be retained at their current grade level. Subject areas are weighted as follows: Integrated Language Arts (Reading and English combined) = 2, Mathematics = 1, Social Studies = 1, Spelling = $\frac{1}{2}$, and Health = $\frac{1}{2}$.

Recommendations for retentions may also be made for other reasons such as social and emotional development, level of readiness, or special needs. Situations of this nature will be discussed at Instructional Support Team (I.S.T.) meetings to determine if retention is appropriate. Parents are key participants in I.S.T. meetings and their ideas and feelings regarding optional retention situations will be important factors.

PROCEDURES TO FILE AN APPEAL

If parents/guardians wish to appeal a decision to retain their child, they must notify the Assistant Superintendent, in writing, within five (5) school days after receiving notification of retention.

The Appeal Committee will be comprised of the following: Assistant Superintendent, a school psychologist, an elementary principal, and an elementary teacher. The elementary principal and teacher on the committee are not to be home based in the building where the appeal is being made. If parent/guardians are not satisfied with the results of the Appeals Committee, the next level would be the Superintendent, and, if necessary, the Board of Directors.

ASSIGNMENT OF STUDENTS

It is the administrative policy of the school district that the teacher and principal assign children to homerooms. We understand that the parents/guardians are quite concerned over what teacher their son or daughter might have the following year. Care is taken to create classrooms that are balanced in terms of ability, gender, special needs, teaching/learning styles, and other concerns relevant to each situation. Once rosters are completed, they cannot be changed easily without transferring other children. If parents/guardians feel that their child's assignment to a particular room presents a crucial problem or would seriously affect the progress of their child, a conference with the principal should be arranged. It must however, be understood by the parents/guardians that the school will make whatever decision it deems necessary in dealing with the situation.

TESTING PROGRAM

The Board of School Directors Approved a testing program designed to provide information regarding progress for students attending the Bethel Park schools.

These tests measure ability and academic achievement and provide a record for immediate and future educational planning. They are also an aid to the teacher and principal in identifying strengths and weaknesses for the providing more effective instruction.



continuing
invaluable
purpose of

The Elementary Testing Program listed below identifies the grade levels in which the tests are administered, the names of the tests, and the purpose of each test:

Grades 1 & 2 *Comprehensive Test of Basic Skills: Terra Nova* measures achievement in various academic areas (what they are doing)

Grades 2 & 4 *In-View* measures general ability level of students (what they *may be capable of* doing)

Grades 3 & 4 *PSSA Test*: measures achievement in reading and mathematics (what they are doing)
Grades 3 & 4 *4Sight Testing* measures progress toward benchmarks in math and reading

Grade 4 Science PSSA measures achievement in science (what they are doing)

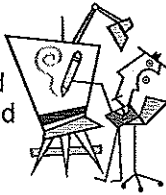
Should your child transfer to another school system, the test information will be forwarded. The release of all school records is governed by the policy approved by the Board of School Directors. Should you wish to examine your child's records, you may arrange to do so by making an appointment with the principal.

CURRICULUM AREAS

A brief explanation of each of these areas is provided in order that parents/guardians may better understand the written report.

ART

Art education provides gain insight into, and a sequentially designed



creative expression for each child in a variety of media. Children can identify with, creative, artistic expression. The children develop skills in program.

HANDWRITING

(Zaner Bloser)

Handwriting instruction is presented using the Zaner Bloser Handwriting program. Students in grade K-1 learn to print with a vertical manuscript alphabet. Letters are written using four simple strokes: circle, horizontal line, vertical line, and slanted line. Students in grade 2 make a gradual transition from manuscript to cursive writing. Instruction in grades 3-4 focuses on developing cursive writing skills. Pupils are expected to utilize proper handwriting when completing assignments in all subject areas.

HEALTH

The health program includes the study of the following topics: Nutrition, Personal Health Habits, Safety, Cardiovascular Fitness, Physical Fitness, and a Chemical Awareness Program. The children acquire the skills in a sequential program that strives to develop wholesome attitudes toward the health and safety of the human body.

INTEGRATED LANGUAGE ARTS

(Kdg. : The Land of the Letter People)
(Gr. 1-4: Harcourt: Storytown 2008)

Integrated Language Arts encompass reading, composition, spelling, grammar, usage, speaking, and listening. Students acquire competence through effective use of oral and written communication across the curriculum. The love of reading is nurtured through the use of authentic children's literature. Units of study are organized thematically. Instruction in phonics and other traditionally successful reading and language arts processes are an integral part of the program. Writing portfolios, skills tests, and other forms of performance assessment are employed to measure progress. Computer-assisted instruction in the school computer laboratories strengthens communication skills.

LIBRARY

All students visit the library weekly. The program supports the classroom curriculum and the use of technology in research, and encourages reading for pleasure. Students are permitted to borrow library books for a period of one week. They are to be returned on the student's library day. If a student is absent, the books are to be returned when the student returns to school. Books may be renewed. If a student loses a book, (s)he must pay the full current purchase price.



MATHEMATICS

(Macmillan/McGraw Hill, 2008-2009)

There are three main ideas in which students are evaluated in mathematics: Basic Facts, Computation, and Problem Solving. Students are evaluated on their performance at their level of learning.

MUSIC



The music programs are based on the belief that music is an essential part of each student's development. Both performance and non-performance aspects of music are given consideration. The core of the program is vocal music which is scheduled regularly for each student in grades one through four. In addition, fourth-grade students are offered a choir experience when the schedule permits.

The instrumental part of the program offers students the opportunity for performance. In grade three, stringed instrument instruction is available to students. The program is available through high school. Band instruction is available to students beginning in grade four and can be continued through the high school.

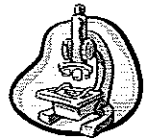
PHYSICAL EDUCATION

The physical education program seeks to enhance physical development, and intellectual development. It strives to develop wholesome attitudes toward the health and safety of the body and the need for continual activity throughout life.

SCIENCE

(ASSET Hands-On 2007)
(Harcourt 2006)

The science program is taught through a process or "hands on" approach. It emphasizes a laboratory method of instruction that focuses on ways of developing basic skills in the processes of science. The methodology includes skills, centering on observing, classifying, measuring, and predicting as well as others required for scientific investigations and ways of processing information. Students in this program are provided with skills and knowledge that will serve as a springboard for future exploration of sciences as they progress through the Bethel Park school system. They also acquire skills which are needed to apply concepts and utilize knowledge in a purposeful way.



SOCIAL STUDIES

(McGraw Hill 2006-Gr.1-3)
(Harcourt 2006-Gr. 4)

Our social studies program offers students the opportunity to acquire a basic understanding of the fundamental concepts in the disciplines of anthropology, economics, geography, history, political science, and sociology.

SPELLING

(Harcourt: Storytown 2008-Gr.1-4)

Spelling words comprise the majority of a child's oral and written vocabulary. They are regarded as a representative sample of words with potential for drawing conclusions which reflect language patterns. The students work on the assigned spelling words and daily application of spelling within the Integrated Language Arts program.



PUPIL SERVICES

The Bethel Park School District seeks to meet the needs of pupils by employing specialists in many areas. Some of the services provided include the following:

ESL	Hearing Support
Speech Therapy	Adaptive Physical Education
Remedial Reading	Emotional Support
Autistic Support	Learning Support
Gifted Support	Life Skills
Academic/Instructional Support	Psychological Evaluation
Occupational Therapy	Home-School Visitation
Vision Support	Social Work Services
Physical Therapy	After School Tutoring K-4

HEALTH SERVICES

The function of the Certified School Nurse (CSN) is to perform state-mandated procedures, to maintain state mandated health records, and administer first aid for illnesses and injuries occurring during school hours. The CSN services multiple schools. When the Nurse is not in your child's school, the Health Room Aide, the administrator or the administrator's designee will assist your child. CSNs and school personnel are not permitted to diagnose. *Injuries and illness occurring during non-school hours should be referred to your child's physician.*



STATE MANDATED EXAMINATIONS

The Bethel Park School District, in accordance with the Pennsylvania School Health Law, requires the following examinations in the grades stated and for all students with incomplete records:

- **Physical Examinations** – Original entry into school, 6th, and 11th grades.
- **Dental Examinations** – Original entry to school, 3rd, and 7th grades.
- **Scoliosis Screenings** – Original entry into school, 6th and 7th grade

We suggest the child's private physician and dentist, who know the student best, do these examinations. However, the school district's physician and dentist can do the examinations, at no cost to the parent. If performed by the private physician or dentist, examinations are at the expense of the parent/guardian and appropriate documentation needs to be submitted to the school.

STATE MANDATED HEALTH SCREENINGS

Health Office personnel will conduct the following state mandated screenings:

- Height, Weight and Body Mass Index (BMI) – required annually in all grades
- Distance and Near Vision Acuity Screening – required annually in all grades
- Convex Lens, Color Vision, and Stereo/ Depth Perception Screening – 1st grade
- Hearing Screening - Kindergarten, 1st, 2nd, 3rd, 7th, and 11th grades
- Scoliosis Screening – 7th grade

Failure to return state mandated examination reports, including completed screening referral forms, may result in activity restriction or other school consequences.

MEDICATION AT SCHOOL

Should the student require medication during school hours, you are welcome to come to the school and administer the medication to the student. If you are unable to come and need school personnel to supervise the student taking his/her medicine, the student **MUST** comply with the following for both **prescription and over-the-counter medicine**:

- A doctor's written or faxed order
- Written permission from the parent
- All prescription medicine must be in the prescription bottle, that clearly states student's name, name of medicine, dosage, pharmacy name and phone number, and the direction for the administration of the medicine
- All over-the-counter medicine must be in the original container that clearly states the name of the medicine, dosage, direction for administration, expiration date AND the student's name written on the container
- It is preferred that all medicine is brought to the school Health Office by a parent/guardian or an adult designated by the parent/guardian

All medication will be locked in the Health Office. At the end of the school year, any remaining medication should be picked up by the parent, guardian, or adult designee or it will be destroyed.

Students who have been prescribed an inhaler may carry the inhaler during the school day, provided that a written statement from the student's physician and parent is on file with the nurse stating that the student may carry and self administer the inhaler. Please see the Asthma Policy.

Medication orders **do not carry over from school year to school year**. Therefore, new physician's orders and parent permission must be submitted **each school year**.

As of the 2005-2006 school year the Bethel Park School District's Physician issued a standing order that Health Office personnel may supervise the administration of up to three doses of ibuprofen, acetaminophen, and antacids according to package directions with parent permission. This permission may be given on the back of the emergency cards.

ILLNESS AND COMMUNICABLE DISEASES

To protect your child and to prevent the spread of illness, please do not send your child to school if he/she has any of the following symptoms within **24 hours** of the start of school:

- Vomiting
- Diarrhea
- Temperature of 100 degrees or greater
- Continuous coughing or sneezing
- Unexplained &/or contagious rash
- Yellow-green drainage from the nose
- Inflamed eye with or without drainage.

The school district adheres to the Allegheny County Health Department (ACHD), Division of Infection Disease, guidelines (Guide to Infectious Disease/Conditions for Elementary, Middle, and High Schools) regarding contagious diseases. Please notify the school's Health Office **IMMEDIATELY**, if the student is diagnosed with any of the following illnesses:

Chicken Pox	Impetigo	Rubella (German Measles)
Conjunctivitis (Pink Eye)	Influenza (Flu)	Scarlet Fever
Encephalitis	Measles	Strep Throat
Fifth Disease	Meningitis	Tetanus
Food Poisoning	Mumps	Tuberculosis
Head Lice (Pediculosis)	Paratyphoid Fever	Typhoid Fever
Hepatitis	Ringworm	Whooping Cough (Pertussis)
MRSA (Methicillin Resistant Staphylococcus aureus - invasive disease)		

EMERGENCY CARDS

The information provided on the emergency card is needed in order to quickly contact you, or someone you designate, when a serious illness or injury happens. With the exception of BPHS, one card is completed for the Health Office and one for the principal's office. It is vital that the emergency card is completed for both of these offices and updated throughout the year. Please return both cards as soon as possible.

FOOD SERVICES

Please go to the BPSD website www.bpsd.org for information, pricing, and FAQ on our cafeteria QSP Point of Sale System or contact our Food Services directly at 412-854-8754.

Each school in the district has its own cafeteria which serves a nutritious type "A" lunch approved by the United States Department of Agriculture. Students who carry their lunch may purchase milk. The prices of school lunches and milk are determined each year by the rate of government reimbursement and the cost of producing the lunch. Reduced and free lunches are provided to children who qualify according to the guidelines established by the federal government.



Lunch Procedures

We believe that your lunch period should be a pleasant time in your school day. It is natural for all students to want to relax and enjoy this period when they can visit with their friends. It is necessary, however, to maintain some guidelines for our lunch room, particularly since so many people are eating at the same time.

1. Children should line up in a single file. Do not cut in front of other students.
2. Walk at all times.
3. Make certain that your table and the floor around it are clean before leaving the table.
4. Speak softly.
5. Food or other objects will not be thrown or passed around.

The school district employs noon-time aides to supervise the children at lunch and recess. They are responsible for the safety of the children during that time and will enforce district discipline guidelines as needed.

BUS TRANSPORTATION

The school district provides transportation to and from school for students who meet eligibility requirements as established by the School Board.

Every child who rides a bus must ride the assigned bus and get on and off at the assigned stop. No exceptions can be made unless there is an emergency and approval has been given by the principal. Walkers will not be given permission to ride a bus or walk to a friend's home. Parents will not be permitted to use District Transportation for play dates or other social purposes.



You will receive information indicating your child's bus number, bus stop, and departure times from home and school.

Discipline on the bus is the responsibility of the bus driver. Should (s)he refer a child to the principal, the parents/guardians may be notified. A second referral to the principal may result in temporary suspension of bus privileges for the child. Repeated discipline problems may result in permanent suspension of bus privileges. Our major concern is for the safety of the children. Riding a bus is a **privilege, not a right**.

Please review the following rules and regulations with your child.

Bus Stop

1. At your stop, wait for the bus in an orderly manner. There is to be no pushing, arguing, or fighting.
2. Be respectful of private property at the bus stop. Do not trespass on anyone's property.
3. While boarding the bus, form a single file loading line.
4. Approach the bus only after it has come to a complete stop.

On the Bus

1. Remain in your seat while the bus is moving.
2. NO seat changing.
3. Keep arms and hands in the bus.
4. Refrain from making excessive noise.
5. Face the front of the bus at all times.
6. Obey the directions of the bus driver.

Unloading the Bus

1. Unload in an orderly manner.
2. There is to be no pushing or running down aisle.
3. Get off at your stop and quickly move away from the bus.
4. If you drop anything near or around the bus, wait until the bus leaves before attempting to pick it up.

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 three levels of discipline are progressive in nature and are developmentally appropriate for the age of the students in each grade. 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: These can be found on the BPSD website under Administration/School Board

204 Attendance	226.1 Canine Searches
218 Student Discipline	227 Controlled Substances/paraphernalia
218.1 Weapons	233 Suspension/Expulsion
218.2 Terroristic Threats/Acts	235 Student Rights/Surveys
220 Student Expression	237 Electronic Devices
221 Dress and Grooming	247 Hazing
222 Tobacco Use	248 Unlawful Harassment
223 Use of Bicycles and Motor Vehicles	252 Student Bullying/Harassment
224 Care of School Property	258 Positive Behavior Support
225 Relations with Law Enforcement Agencies	853 Internet Acceptable Use
226 Searches	

Crimes Code Violations

Disorderly Conduct(18 PA C.S. Sec. 5503)
Drugs and Alcohol(P.S. Sec. 8337)
False Fire Alarms(18 PA C.s. Sec. 4905)
Harassment(PA C.S. Sec. 2709)
Physical Attacks(18 PA C.S. Sec. 2702; Act 197 PA legislature)
Simple Assault(PA C.S. Sec. 2701)
Theft(18 PA C.S. Sec. 3903 and 3921)
Threats(18 PA C.S. Sec. 2701and 2706)
Tobacco (18 PA C.S. Sec. 6306; 35 PS 1223.5)
Vandalism(18 PA C.S. Sec. 3307)
Weapons(18 PA C.S. Sec. 912)

Detention

All proctor assigned detentions are issued by an administrator. 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.

- Lunch detention
- P.M. detention

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 detentions is treated as a level 1 offense the first time; a level 2 thereafter.

In-School Suspension

In-School Suspension is removing students from their daily classroom schedule. Teachers will be notified and will provide assignments for students to complete during this time. Students are not permitted to leave the ISS area unless supervised. Students will eat lunch in the ISS area. Students must bring all books, notebooks, and other supplies needed to complete their daily work. If a student has completed all assigned work, other appropriate assignments will be given. A student may not participate in any school-related activity on a day he/she has been assigned to ISS.

Out of School Suspension

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

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 ONE

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 one offenses will result in a level two 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

Elementary – K-4

- Confiscation of item/restitution
- Student conference with principal or teacher
- Special assignment: Self-reflective activity
- Temporary withdrawal of privileges

LEVEL TWO

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.

Elementary –K-4 – One of more of the following will be used as consequences.

- Student conference with principal or teacher
- Parents/guardians conference
- Temporary/Extended withdrawal of privileges
- After school detention or recess detention
- In-school suspension
- School Resource Officer may intervene
- Out-of-School Suspension

LEVEL THREE

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

Elementary – K-4

- Extended withdrawal or loss of privileges
- After school detention or recess detention
- In-school suspension or out-of-school suspension
- School Resource Officer intervention
- Referral to BP magistrate
- Referral to Superintendent

LEVEL ONE 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 campus 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 their grade level principal in accordance with level 1 discipline. Multiple cuts will move this infraction to level 2. 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/School Disturbance

Behavior that disrupts the educational setting is a disturbance, shall include but is 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.
- For safety reasons, heely shoes (with wheels) are not permitted at any school. Students are not allowed to wear shower thongs, flip flops, or platform shoes.

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.

Electronic Devices – Educational

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 building 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

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 building office until a parent picks up the device or until the student completes the discipline assigned. Entertainment devices include, but are not limited to, CD players, tape players, walkmans, headsets/earphones, MP3 players, Gameboys, and video games.

Failure to serve detention

If a student does not go to detention, he/she will repeat that detention and an additional detention. Repeat infractions move this to level two (ELEM/NEIL/IMS). At the HS, failure to serve detention automatically moves this to level two and results in a Saturday detention.

Misconduct: Bus, Cafeteria, Sporting Events

All students are expected to behave in an orderly manner, especially on the bus, in the cafeteria, at recess, 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.
- Proper recess behavior includes listening to lunchtime proctors and noontime aides, respecting others, refraining from unsafe behavior. Students will lose recess privileges when misconduct occurs.
- 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 2 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. 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 grade level 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 2. 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: behind buildings, in parking lots, in faculty rooms, in supply rooms, and in wooded areas adjacent to the school property.

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 is defined as unsafe. 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 2 offenses.

LEVEL TWO VIOLATIONS

Communication Devices (Cell Phones)

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 building office. Cell phones may be used after the school day. The parent/guardian may pick up the confiscated device in the building office or the student may pick it up after completing the assigned discipline. Communication devices include cell phones, pagers, beepers, 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

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 2 Computer Violation: Loss of computer/network privileges for a minimum of 1 (one) month.
- Level 3 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

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

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

Harassment/bullying

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 3 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

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 purpose of initiation or membership is prohibited. School Board Policy – 247

Incendiary Devices

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

Insubordination

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

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

Physical altercation

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

Theft

Taking anything that does not belong to you without paying for it or without appropriate permission is prohibited. Serious theft results in a level 3 discipline and possible notification of civil authorities.

Tobacco Products

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

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

Tuancy: On-campus and Off-Campus

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

LEVEL THREE VIOLATIONS

Alcohol and Drugs

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

- **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

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

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

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

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

According to Board policy, physical or sexual harassment is a level three violation. See definitions under level two violations. School Board Policies - 248 and 252

Indecent Exposure

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

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

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

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. School Board Policy – 218.1

TIP LINE

The telephone number for the Bethel Park Police TIP LINE is **412-851-2773**. This line was established for residents to anonymously report suspicious and/or illegal activity.

HELPFUL HINTS

1. Speak of school to your child in positive terms.
2. Encourage your child to come to school or the bus stop without your assistance.
3. Make sure your child gets plenty of rest.
4. Before school each day, provide your child with sufficient time to care for personal needs, to dress, and to eat a nourishing and unhurried meal.
5. Label boots, raincoats, sweaters, and outerwear as well as lunch boxes and other things your child brings to school.
6. Make sure your child's coat fits over other clothes comfortably and that it can be buttoned or zipped without any help. Provide boots that your child can put on easily.
7. Encourage your child to listen and to follow simple directions.
8. Read to your child each day.
9. Provide some type of positive reinforcement when your child shows marked improvement or for continuing his/her good performance.
10. Designate a specific place in the home where your child can place items to be brought to school.
11. Discuss safe walking tips with your child.

PARENT TEACHER ASSOCIATIONS/PARENT TEACHER ORGANIZATIONS

The Parent Teacher Associations/Organizations are an important part of the school. The officers, chairpersons, and volunteers of the PTA/PTO work hard to support the programs offered by the school and to provide supplemental activities that enhance your child's school experiences. You are encouraged to join the PTA/PTO and become involved!

BETHEL PARK SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: INTERNET ACCEPTABLE USE

ADOPTED: MAY 28, 2009

REVISED:

853. INTERNET ACCEPTABLE USE	
1. Purpose	<p>The Board supports use of the Internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.</p> <p>For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.</p>
2. Authority	<p>The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavallable when using the network or for any information that is retrieved via the Internet.</p> <p>The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.</p> <p>The district reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users.</p> <p>The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.</p>
<p>P.L. 106-554 Sec. 1732</p>	<p>The Superintendent or his/her designee shall establish a list of materials, in addition to those stated in law, that are inappropriate for access by minors.</p>
3. Delegation of Responsibility	<p>The district shall make every effort to ensure that this resource is used responsibly by students and staff.</p>

<p>P.L. 106-554 Sec. 1711, 1721</p> <p>4. Guidelines</p>	<p>Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.</p> <p>Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet.</p> <p>The building administrator shall have the authority to determine what is inappropriate use.</p> <p>The Superintendent or designee shall be responsible for implementing technology and procedures to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to:</p> <ol style="list-style-type: none"> 1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board. 2. Maintaining and securing a usage log. 3. Monitoring online activities of minors. <p>Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.</p> <p><u>Prohibitions</u></p> <p>Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:</p> <ol style="list-style-type: none"> 1. Facilitating illegal activity. 2. Commercial or for-profit purposes. 3. Non-work or non-school related work. 4. Product advertisement or political lobbying.
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5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Access to obscene or pornographic material or child pornography.
8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive or objectionable to recipients.
11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Loading or using of unauthorized games, programs, files, or other electronic media.
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Quoting of personal communications in a public forum without the original author's prior consent.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.

3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Consequences For Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Copyright

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

Any work created for use at any machine in the district shall remain under the ownership of the Bethel Park School District.

Safety

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc.

Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.

P.L. 94-553
Sec. 107
Pol. 814

P.L. 106-554
Sec. 1732

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<p>P.L. 94-553 Sec. 107 P.L. 106-554 Sec. 1711, 1721, 1732</p> <p>20 U.S.C. Sec. 6777</p> <p>PA Code Title 22 Sec. 403.1</p> <p>School Code 24 P.S. Sec. 4601 et seq</p> <p>Board Policy 814</p>	<ol style="list-style-type: none">2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.5. Restriction of minors' access to materials harmful to them.
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STUDENT INFORMATION



In compliance with Federal Law, the Family Education Rights and Privacy Act of 1975 (Buckley Amendment), the Bethel Park School District is notifying parents/guardians of their rights.

Directory information concerning a student will be included in school publications, programs, newspapers, and radio and TV releases. Directory information includes: the pupil's name, address, telephone number, date of birth, participation in school clubs, activities, sports, dates of attendance, awards received, and other similar information.

If parents/guardians do not want specific information included, or if they wish to completely prohibit release of any directory information, they are to inform the office in writing.

PTA/PTO organizations may publish a student directory for the convenience of parents. *Please know that participation is voluntary.*

PUBLIC RELATIONS RELEASES

Use of Student Photos or Comments

The Bethel Park School District provides opportunities for positive media publicity by arranging for reporters and/or photographers to interview and/or photograph/videotape students throughout the school year for use in district and local publications, newspapers or television.

If you prefer that your child **not** be interviewed or photographed for publicity purposes, please fill out the following form and return it to the school office. This will be kept on file for the duration of the upcoming school year. This request will be good only for this school year and will need to be updated annually.

If you have no objection to your child being photographed/interviewed/videotaped for publicity purposes, you do not need to do anything at this time.

detach & return

DENIAL OF PERMISSION TO PHOTOGRAPH/INTERVIEW MY CHILD

It is my request that my child **not** be photographed/interviewed/videotaped for publicity purposes during the 2008-2009 school year. I understand that this request applies only for the 2008-2009 school year.

STUDENT'S NAME:

PARENT'S NAME/SIGNATURE:

GRADE _____ **HOMEROOM** _____



A Note To School

To: _____

From: _____

(parent's signature)

Date: _____

Student: _____ Rm # _____

(check Applicable)

is late due to _____

has an early release at _____ AM/PM for _____

is returning to school after an absence of _____

day(s) due to _____

will be a car rider after school today.

(other) _____

Acceptable Excuse Reasons:

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



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Bethel Park Elementary Schools Educational Family Trip Permission Form

- **IMPORTANT!** This form MUST be submitted to your Child's homeroom teacher at least three days **PRIOR** to the absence from school. If this procedure is not followed, the absence will be considered **UNEXCUSED/ILLEGAL**.

Students Name _____ Homeroom # _____

Please excuse my child for the following dates: _____

He/she will be participating in an Educational Family Trip to the following location:

Describe the educational value of this proposed trip i.e. what will be learned and/or experienced?

Parent/Guardian Signature

Date

Homeroom Teacher Signature

Date Received

Principal Signature

Date Received

_____ Request Approved

_____ Request Denied

Reason for Denial (if applicable): _____